THE O'FARRELL CHARTER SCHOOL
AN AVID NATIONAL DEMONSTRATION SCHOOL

Board of Directors
AGENDA
February 8, 2016

Closed Session: 5:00 p.m. – 5:30 p.m.
Public Session: 5:30 p.m. – 7:00 p.m.

I. CALL TO ORDER

II. CLOSED SESSION

1. **In accordance with Government Code Section 54957, the Board will meet in closed session to consider: PERSONNEL MATTERS [NONE]**
2. **In accordance with Government Code Section 54956.8, the Board will meet in closed session to consider: REAL ESTATE MATTERS**
3. **In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: SALARY AND HEALTH AND WELFARE MATTERS [NONE]**

➢ **RECONVENE TO OPEN SESSION**

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

➢ **TOUR OF THE HIGH SCHOOL**

IV. PLEDGE OF ALLEGIANCE

V. PRESENTATION

VI. PUBLIC COMMENT

Anyone may address the Board for up to three minutes on any item. The public commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

VII. APPROVAL OF AGENDA

Superintendent's Recommendation: Approve Agenda.

Moved by_____ Seconded by_____ Vote_____

VIII. DISCUSSION ITEMS

1. Superintendent Announcements ..... **Page 5**
2. Charter Vision Board Reports ..... **Page 14**
3. Appointment of a parent member of the Board of Directors. (no writeup)
4. Appointment of financial liaison member of the Board of Directors. (no writeup)

5. Purchase of six relocatable buildings (two restrooms and four classrooms) to be used during the expansion and modernization of the school at an approximate cost of $300,000 to $750,000. ..... **Page 22**

IX. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

All items listed under the Consent Calendar are considered by the Board in one action. **There will be no discussion of these items** prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. Approval of Minutes from the January 11, 2016 Board of Directors ..... **Page 23**
2. Approve/ratify recommended actions on the personnel activity list ..... **Page 25**
3. Approve/ratify check registers ..... **Page 26**

Superintendent's Recommendation: Approve Consent Calendar.

Moved by_____ Seconded by_____ Vote_____

X. ACTION ITEMS

1. Approve the 2015-16 Consolidated Application Part Two. ..... **Page 29**

   Superintendent's Recommendation: Approve Action Item 1

   Moved by_____ Seconded by_____ Vote_____

2. Approve the 2016-2017 Comprehensive Safety Plan for both The O'Farrell Charter School and Ingenuity Charter School. ..... **Page 40**

   Superintendent's Recommendation: Approve Action Item 2

   Moved by_____ Seconded by_____ Vote_____

3. Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities as of and for the year ending June 30, 2016 in the amount not to exceed $6,900 for the O'Farrell audit and $2,900 for the Ingenuity audit, $950 for the information returns for O'Farrell and Ingenuity, a total of $10,750. ..... **Page 98**

   Superintendent's Recommendation: Approve Action Item 3

   Moved by_____ Seconded by_____ Vote_____

4. Approve The O'Farrell Charter School Expenditure Plan for the Educator Effectiveness Funds. ..... **Page 105**

   Superintendent's Recommendation: Approve Action Item 4

   Moved by_____ Seconded by_____ Vote_____

5. Approve the purchase of 880 Google Chromebook Management licenses for a cost not to exceed $25,000. ..... **Page 106**

   Superintendent's Recommendation: Approve Action Item 5

Moved by_____ Seconded by_____ Vote_____

6. Approve the renewal term for Agnés Barrelet to remain a member of the Board of Directors for another two years, January 2016-2018. .....**Page 107**

   Superintendent's Recommendation: Approve Action Item 6

   Moved by_____ Seconded by_____ Vote_____

7. Approve the CIF Application for New Multi-School Membership Status.....**Page 109**

   Superintendent's Recommendation: Approve Action Item 7

   Moved by_____ Seconded by_____ Vote_____

XII. ROUNDTABLE

XIII. ADJOURNMENT

NOTICES

The next regular meeting of The O'Farrell Charter School Board of Directors will be March 8, 2016 at 5:30 p.m.

The O'Farrell Charter School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Superintendent, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in The O'Farrell Charter School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the office of the Superintendent at 6130 Skyline Drive, San Diego, CA 92114

Certification of Posting

I, Jonathan Dean, Superintendent, hereby certify that I posted this agenda on Thursday, February 4, 2016 at 3 p.m.

When conducting a teleconference Board of Directors meeting, all board members are required to post this agenda at their location.

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BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Discussion Item 1
Superintendent Announcements

Student Demographics in PowerSchool as of February 1, 2016

Grade Level	Total in Grade	American Indian or Alaska Native	Asian	Native Hawaiian / Other Pac Islander	Black or African American	White	Hispanic / Latino	Two or More Race Categories	Unspecified
Elementary School Academy									
YOK									
K	72	0	11	2	14	4	38	2	0
1	47	1	6	1	6	4	28	2	0
2	49	0	5	0	13	1	27	3	0
3	49	0	5	0	13	1	33	1	0
4	63	0	8	0	11	1	37	3	1
5	59	0	12	1	15	2	27	4	0
Total	**339**	1	45	3	70	13	190	15	2
Middle School Academy									
6	230	0	39	3	60	3	111	12	2
7	279	0	55	2	51	2	155	13	1
8	249	0	52	3	52	6	118	17	1
Total	**758**	0	146	8	163	11	384	42	4
High School Academy									
9	148	0	30	0	16	1	96	5	0
10	136	0	27	0	21	3	80	4	1
11	84	0	28	0	13	0	40	2	0
12	90	0	22	2	20	1	41	4	0
Total	**458**	0	107	2	70	6	257	15	1
Grand Total	**1555**								

Ingenuity Charter									
Grade Level	**Total in Grade**	**American Indian or Alaska Native**	**Asian**	**Native Hawaiian / Other Pac Islander**	**Black or African American**	**White**	**Hispanic / Latino**	**Two or More Race Categories**	**Unspecified**
6	2	0	0	0	2	0	0	0	0
7	6	0	0	0	3	1	2	0	0
8	4	0	0	0	2	0	2	0	0
9	17	0	0	0	8	3	6	0	0
10	15	0	0	0	4	1	10	0	0
11	21	0	0	1	7	2	10	1	0
12	8	0	0	0	1	0	7	0	0
Total	**73**	0	0	1	27	8	36	1	0

Rectangle Rapid Flash Beacon Installation

Matt Schmidt, assistant traffic engineer, from the City of San Diego-Traffic Operation, was able to get the RRFBs funded for our school's crosswalk on S. 61st and Flipper. The project will receive funding in fiscal year 2017, so funds won't become available until after July or August of this year. Once he receives more information he will pass it along.

In the meantime, if you would like to learn more about these RRFBs, can you go to these sites for more info:
http://safety.fhwa.dot.gov/intersection/conventional/unsignalized/tech_sum/fhwasa09009/
http://www.itemltd.com/inventories/rrfbs

New Construction Project Begins at The O'Farrell Charter School

San Diego Unified School District is beginning a whole site modernization project at The 'Farrell Charter School this month. During this project, you may see and hear work associated with site preparation and construction. The following information describes the project, and outlines some of the construction activities.

Project: The whole site modernization project includes the demolition of existing portable classroom buildings and replacing concrete flat work. Upgrades include replacing classroom windows, adding new mechanical heating/ventilation/air conditioning systems with associated structural and electrical upgrades, improving electrical power systems, lighting and fire alarm systems as needed. Other improvements include new interior and exterior finishes, as well as accessibility upgrades to select areas of site and buildings. Finally, there will be new portable classroom buildings and site fencing for a new elementary school area.

What to expect: Our contractors will do their best to limit noise, dust and disruptions associated with this project. The construction workers and activity will be separated from the rest of the campus, and adjacent properties will be separated by screened fences.

Construction is by nature a disruption we tolerate to improve school facilities for the future, and we appreciate your patience while this project is underway. When the whole site modernization project is finished, The O'Farrell Charter School will benefit the students and the community for years to come.

Completion: Construction is expected to be completed by August 2017.

When a project is complete, often there's a dedication ceremony and/or open house. If you would like an invitation, please send your name, e-mail address and phone number to SDUSDFacilitiesInfo@sandi.net mailto: SDUSDFacilitiesInfo@sandi.net. Also, please indicate that you are interested in The O'Farrell Charter School's event.

This project is part of the district's capital improvement program funded by Propositions S and Z, which were passed by voters in 2008 and 2012 respectively. For more project details, please visit https://fpcprojects.sandi.net/Pages/Reports.aspx?SchoolName=9319 (scroll down to "Project Schedules") or contact Clayton Kraft, project manager, by phone at 858-637-3689 or by e-mail at ckraft@sandi.net<mailto:ckraft@sandi.net>.

WASC Evaluation for Ingenuity Charter School

Ingenuity participated in its first WASC evaluation on February 1, 2016. The evaluation of our programs and procedures went well and we are expecting a positive outcome from the WASC committee sometime in late February.

Moving into the High School

While moving school materials from the high school to the storage with the school's trailer and Dr. Dean's truck, the truck bed sustained damage. It has been sent to a local body shop to be repaired.

The high school will open with students February 16, 2016. The students and staff are extremely excited to establish their new location.

The O'Farrell Charter School College and Career Exploration Fair

To Whom It May Concern,

The O'Farrell Charter School invites you to represent your organization at The O'Farrell Charter School College and Career Exploration Fair.

The O'Farrell Charter School is a rigorous public K-12 college preparatory academy that services low-income and first generation college going students. We are seeking post-secondary institutions and businesses that promote the pursuit of advanced degrees to participate in The O'Farrell Charter School College and Career Exploration Fair to be held at The O'Farrell Charter School, 6130 Skyline Drive, San Diego, CA 92114.

Our goal is to provide our students an onsite college and career fair to help increase the exposure of diverse careers and professions and the educational pathways needed to obtain such careers. This year The O'Farrell Charter School will host two separate College and Career Exploration Fairs:

Wednesday, February 24, 2016 8:15 - 11:30 am **AND/OR**

Wednesday, March 23, 2016 7:30 - 11:30 am

On behalf of The O'Farrell Charter School, we value your time and thank you for considering this request. Please RSVP to this invitation if you are interested in presenting at one or both events. Once participation is confirmed, a packet containing further information about the event will be sent to you.

In the short-term, if you have any questions or need further clarification, please do not hesitate to contact me by phone at (619) 263-3009 or by e-mail at lauren.ramers@ofarrellschool.org. Also, please feel free to pass this invitation along to individuals that you think may be interested in representing their career and organization or company. We welcome new participants!

Thank you!

Lauren H. Ramers

Academic Coach

Elementary School Updates		
Date	**Activity**	**Description**
February	SLP Conferences	We are allocating some minimum days this month to parent/teacher meetings to create any needed supportive learning plans for students who are at risk of earning failing grades.
Feb. 25	Common Core ELA Night (k-12)	Our Common Core English Language Arts parent night is a time for parents to come get information from ELA teachers about upcoming shifts in curriculum due to common core state standards implementation. Parents will walk away with tools they can use to help their students be successful in completing homework as well.
Feb.1-2	Gate Testing	All second graders and new-to-O'Farrell students in 3rd-5th grade who have not been GATE tested will be screened for GATE placement.
Feb. 25-26	Student of the Month	Our monthly student of the month awards assembly honors 3 hard working students in each class with a certificate and award. We will also be honoring our students who have earned the status of honor roll for semester one. Parents attend to cheer on our students as well.
Feb. 25	PTO/SSC	Our monthly PTO/SSC meeting is the last Thursday of each month. Parents come together to talk about school events.
Feb. 29-Mar.4	Literacy Week	It's a full week of literacy and celebrating reading! Students will engage in fun activities including stop, drop, and read, read the most from coast to coast, and an Accelerated Reading quiz contest!
Mar. 3	Spring Concert	This year, our spring concert will be outdoors! Mr. Rauh will have every grade level perform for parents and audience members at 4:00 pm.

Middle School Update		
Date	**Activity**	**Description**
Feb.1	2nd Semester	First day of the new semester! This is a chance for students to refocus and set new academic goals for the remainder of the school year.
Feb.8-11	Zero Tolerance	Schoolwide zero tolerance policies will be reviewed through homebase
Feb.10	Illuminate	Continued Iluminate Training for teachers
Feb.11	Spelling Bee	Our fourth annual spelling bee for 7th and 8th graders. The winner will compete in the countywide bee in March at the Hall of Champions in Balboa Park.
Feb.12 & 15	Holiday	Presidents Day Weekend
Feb.16-	Black History	Lessons will take place through homebase classes related to historical

20	Month	figures in the civil rights movement.
Feb.17 & 24	SLP Meetings	Supportive Learning Plan meetings will take place between homebase teachers, parents and students for any student who is at-risk of failing a class. Academic goals will be set and teachers will make recommendations for extra support classes like zero period and homework club.
Feb.18	Awards Assembly	Semester awards assembly for students and parents to award our Honor Roll and Dean's List students.
Feb.25	Common Core ELA Night (k-12)	Our Common Core English Language Arts parent night is a time for parents to receive information from ELA teachers about upcoming shifts in curriculum due to common core state standards implementation. Parents will walk away with tools they can use to help their students be successful in completing homework.

High School Update		
Date	**Activity**	**Description**
Feb.5	College Trips	Each grade level is visiting a different local college. 9: San Diego State University 10: Cal State University San Marcos 11: University of California San Diego 12: San Diego City College
Feb. 8-12	Black History Month Homebase Lessons	Students will engage in homebase lessons on important African American persons and their contributions to American culture and society.
Feb. 12-15	President's Day Weekend	No school.
Feb.16	First Day in the New Campus	This is the first day for students in the new high school campus. They are eagerly awaiting this day.
Feb.16-19	Federal Monitoring Program	The before and after school programs (Extended Day and the DIVE) are being monitored.
Feb.25	Common Core ELA Night (k-12)	Our Common Core English Language Arts parent night is a time for parents to come get information from ELA teachers about upcoming shifts in curriculum due to common core state standards implementation. Parents will walk away with tools they can use to help their students be successful in completing homework as well.

Ingenuity Update		
Date	**Activity**	**Description**
Feb.1	WASC	WASC will come to visit Ingenuity Charter as part of our application for our Initial Accreditation
Feb.10	SBAC	Smarter Balanced Interim Assessments begin
Feb.11	Resource Center	Continued research for additional Resource Center. Possibilities to include: Westfield Mission Valley, Barrio Logan, Del Cerro, Paradise Valley, Normal Heights
Feb.16-19	Recruitment	District counselor outreach visits
Feb.24	CTE	College and career day- Collaborative effort with OCS
Feb.25	PTO/SSC	Our Monthly PTO/SSC meeting is the last Thursday of each month. Parents come together to talk about school events.
Mar.3	Military liaison visit	Retired Captain Marsha Schjolberg will present military pathways for interested students.

STAR™ Reading

Growth Report

Printed Wednesday, February 3, 2016 10:28:28 AM

School: O'Farrell Charter Schools

School Year: 8/31/2015 - 6/16/2016

School Year: 8/31/2015 - 6/16/2016

Report Options
Reporting Parameter Group: All Demographics [Default]
Group By: Grade

Summary

	Selection	SGP[c] (49 of 49 Students) Median	Test Date	Average Scores (49 Students) SS	GE	PR	NCE	IRL	EORF[a]
2	8 Classes Selected	63	Pretest	219	2.1	42	45.7	1.4	58
			Posttest	326	2.8	56	52.9	2.6	85
			Change	+107	+0.7	+14	+7.2	+1.2	+27

Summary

	Selection	SGP[c] (49 of 49 Students) Median	Test Date	Average Scores (49 Students) SS	GE	PR	NCE	IRL	EORF[a]
3	8 Classes Selected	76	Pretest	259	2.4	23	34.2	1.9	64
			Posttest	370	3.2	39	43.9	3.0	89
			Change	+111	+0.8	+16	+9.7	+1.1	+25

Summary

	Selection	SGP[c] (63 of 63 Students) Median	Test Date	Average Scores (63 Students) SS	GE	PR	NCE	IRL	EORF[a]
4	8 Classes Selected	47	Pretest	383	3.3	30	39.2	3.2	89
			Posttest	444	3.9	37	43.0	3.6	102
			Change	+61	+0.6	+7	+3.8	+0.4	+13

[a]Estimated Oral Reading Fluency is only reported for tests taken in grades 1-4.
[c]Student Growth Percentile. For more information, click on Learn More.
Historical data included.

School: O'Farrell Charter Schools

School Year: 8/31/2015 - 6/16/2016

School Year: 8/31/2015 - 6/16/2016

Summary

Selection		SGP (59 of 59 Students) Median	Test Date	Average Scores (59 Students) SS	GE	PR	NCE	IRL	EORF
5	8 Classes Selected	48	Pretest	468	4.2	29	38.3	3.8	0
			Posttest	523	4.8	31	39.8	4.1	0
			Change	+55	+0.6	+2	+1.5	+0.3	

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Discussion Item 2
Charter Vision Board Report

For the period beginning in July 1, 2015 through January 31, 2016

CharterVision

Balance Sheet

Liquidity Ratio	1.03

Assets	
Current Assets	
Cash	$7,718,207
Accounts Receivables	$107,176
Prepaid Expenses	$137,180
Other Current Assets	$796
Total Current Assets	*$7,963,359*
Fixed Assets	
Land	$89,935
Buildings and Improvements	$59,011
Computer Equipment	$137,002
Furniture and Fixtures	$51,230
Construction in Progress	$2,747,292
Transportation Equipment	$63,050
Accumulated Depreciation	($134,522)
Total Fixed Assets	*$3,012,998*
Other Assets	
Security Deposits	$1,367
Total Other Assets	*$1,367*
Total Assets	*$10,977,724*
Liabilities and Net Assets	
Current Liabilities	
Accounts Payable	$126,172
Accrued Salaries, Payroll Taxes, Postemployment Benefits	$62,120
Deposits held on behalf of other employees	$225,180
Total Current Liabilities	*$413,472*
Long Term Liabilities	
Total Long Term Liabilities	*$0*
Total Liabilities	*$413,472*
Net Assets	
Restricted Net Assets	$169,273
Unrestricted Net Assets	$9,196,104
Profit/Loss YTD	$1,198,874
Total Net Assets	*$10,564,252*
Total Liabilities and Net Assets	*$10,977,724*

CharterVision

YTD Actual to Budget Summary

Account Description	July - December				2015 - 2016	
	Actual	Budget	Variance $	Variance %	Total Budget	Remaining Budget
Revenue Limit	$6,024,404	$5,876,159	$148,245	2.5%	$12,535,546	$5,583,861
Federal Revenue	$226,234	$235,934	($9,700)	-4.1%	$650,054	$402,919
Other State Revenue	$447,387	$396,301	$51,086	12.9%	$977,103	($3,681)
Local Revenue	$248,064	$339,124	($91,060)	-26.9%	$979,970	$720,948
Total Revenue	$6,946,090	$6,847,518	$98,571	1.4%	$15,142,673	$6,704,047
Certificated Salaries	$2,502,987	$2,480,677	($22,310)	-0.9%	$5,882,617	$2,840,380
Classified Salaries	$651,148	$597,082	($54,067)	-9.1%	$1,244,332	$490,670
Employee Benefits	$1,062,295	$1,107,080	$44,785	4.0%	$2,197,300	$969,899
Total Personnel Expenses	$4,216,430	$4,184,838	($31,592)	-0.8%	$9,324,249	$4,300,950
Books and Supplies	$672,503	$597,801	($74,702)	-12.5%	$1,466,372	$786,082
Services & Other Operating Expenses	$858,283	$1,044,780	$186,497	17.9%	$3,566,024	$2,630,744
Capital Outlay	-	-	-	0.0%	-	-
Other Outgo	-	-	-	0.0%	-	-
Total Operational Expenses	$1,530,786	$1,642,581	$111,795	6.8%	$5,032,396	$3,416,826
Total Expenses	$5,747,216	$5,827,419	$80,204	1.4%	$14,356,645	$7,717,776
Net Income	$1,198,874	$1,020,099	$178,775	17.5%	$786,029	($1,013,729)

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O'Farrell Charter School Consolidated

Board Report

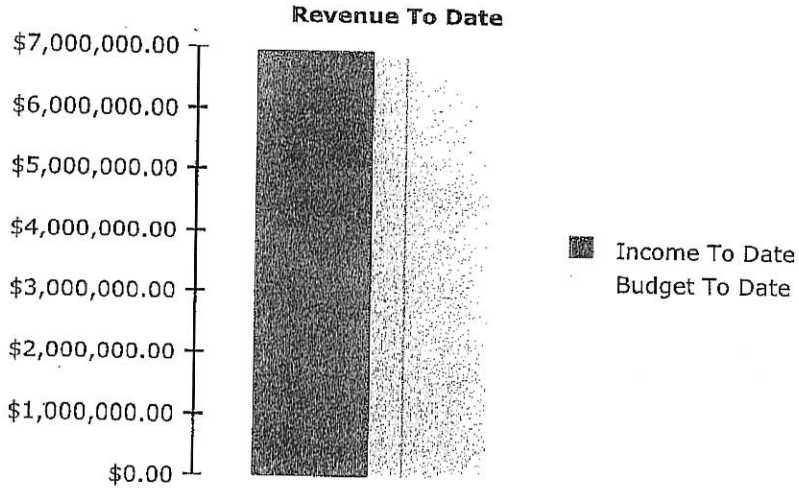
July 2015 - December 2015

CharterVision®

Financial Snapshot

Total Cash on Hand

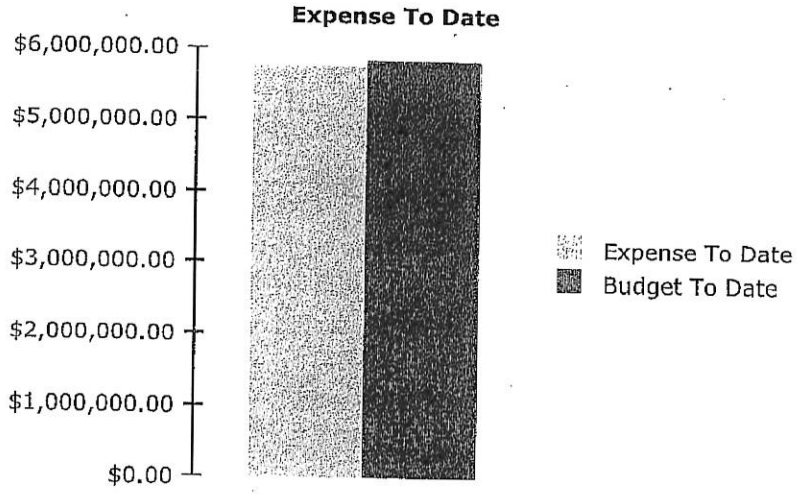
Book Balance: $7,718,207



Revenue $6,946,090

Budget $6,847,518

Revenue To Budget 101 %



Expense $5,747,216

Budget $5,827,419

Expense To Budget 99 %

CharterVision®

Board Report

O'Farrell Charter School Consolidated

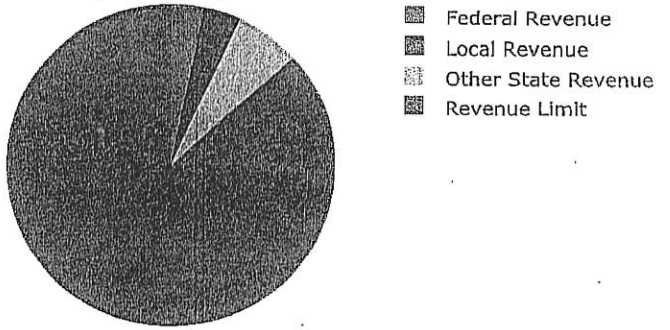
July 2015 - December 2015

CharterVision®

Revenue By Category

Account Group	Description	Total	Percent
800	Revenue Limit	$6,024,404.00	86.73 %
820	Federal Revenue	$226,234.00	3.26 %
840	Other State Revenue	$447,387.32	6.44 %
870	Local Revenue	$248,064.20	3.57 %
	Total:	**$6,946,089.52**	

Revenue By Category



CharterVision®

O'Farrell Charter School Consolidated

CharterVision®

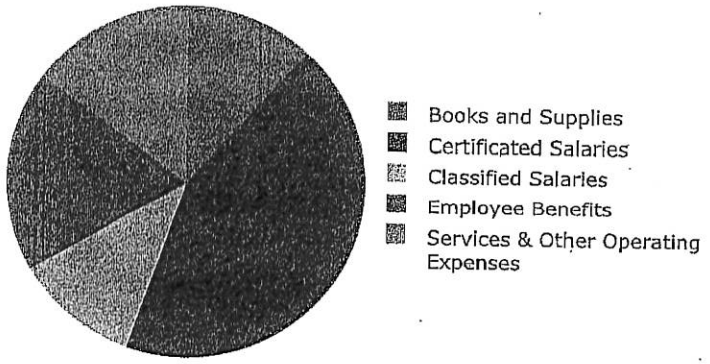
Board Report

July 2015 - December 2015

Expenses By Category

Account Group	Description	Total	Percent
100	Certificated Salaries	$2,502,987.05	43.55 %
200	Classified Salaries	$651,148.38	11.33 %
300	Employee Benefits	$1,062,294.67	18.48 %
400	Books and Supplies	$672,502.96	11.70 %
500	Services & Other Operating Expenses	$858,282.62	14.93 %
	Total:	**$5,747,215.68**	

Expenses By Category



CharterVision®

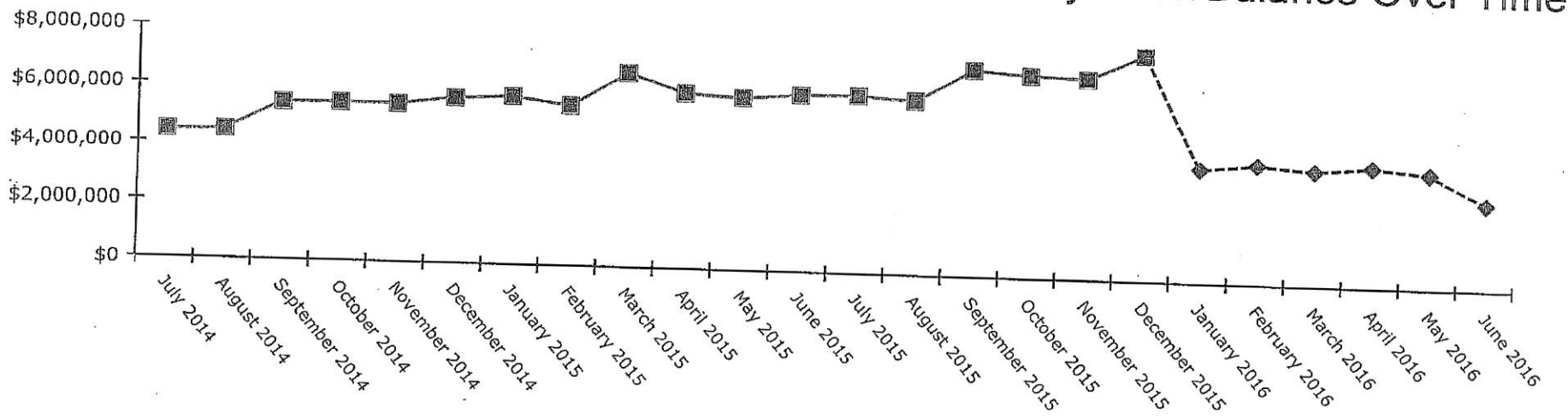
O'Farrell Charter School Consolidated

Board Report

July 2015 - December 2015

CharterVision®

Monthly Book Balance Over Time



	Cash Amount	Actual or Projected
July 2014	$4,434,927.59	Actual
August 2014	$4,479,387.83	Actual
September 2014	$5,404,768.75	Actual
October 2014	$5,437,952.47	Actual
November 2014	$5,429,737.96	Actual
December 2014	$5,665,195.13	Actual
January 2015	$5,761,392.18	Actual
February 2015	$5,502,621.43	Actual
March 2015	$6,640,734.48	Actual
April 2015	$6,020,561.31	Actual
May 2015	$5,914,404.73	Actual
June 2015	$6,067,524.96	Actual

	Cash Amount	Actual or Projected
July 2015	$6,092,789.99	Actual
August 2015	$5,979,125.70	Actual
September 2015	$7,057,885.60	Actual
October 2015	$6,931,802.50	Actual
November 2015	$6,863,470.62	Actual
December 2015	$7,718,206.80	Actual
January 2016	$3,920,000.00	Projected
February 2016	$4,110,000.00	Projected
March 2016	$3,950,000.00	Projected
April 2016	$4,125,000.00	Projected
May 2016	$3,950,150.00	Projected
June 2016	$2,950,150.00	Projected

CharterVision®

O'Farrell Charter School Consolidated

Board Report

July 2015 - December 2015

CharterVision®

Financial Health Report

Financial Ratio	Formula	Current	Target
Current Ratio (Liquidity)	(Current Assets) / (Current Liabilities)	19.26	> 1.00
Cash Ratio	(Cash) / (Current Liabilities)	1,866.68 %	> 100.00%
Defensive Interval	(Cash + Securities + AR) / (Average Expenses past 12 months)	7.85	> 3 months
Debt Ratio	(Total Liabilties) / (Total Assets)	3.77 %	< 33.00%
Asset Ratio	(Current Assets) / (Total Assets)	72.54 %	> 50.00%
Cash on Hand	(Cash)	$7,718,206.80	>= $5,000,000.00
Days Cash on Hand	(Cash) / ((Average Expenses past 12 months) / (30.4))	235.40	> 90
Cash Reserve Ratio	(Cash) / (Budgeted Annual Expenses)	53.76 %	> 10.00%
Savings Indicator	((Last Closed Revenue) - (Last Closed Expenses)) / (Last Closed Expenses)	0.89	> 0.00

Description	Description
Current Ratio (Liquidity)	Ability to pay short-term obligations
Cash Ratio	Ability to meet short-term obligations with cash
Defensive Interval	Possible months of continued operations if no additional funds received
Debt Ratio	Proportion of debt relative to total assets
Asset Ratio	Proportion of liquid assets relative to total assets
Cash on Hand	Assets immediately convertible to cash for purchase of goods and services
Days Cash on Hand	Possible days of continued operations using current cash
Cash Reserve Ratio	Ratio of cash to annual expenses expressed as a percentage
Savings Indicator	Increase or descrease in the organization's net assets as a percentage of expenses

Input Values as of 12/31/2015

CharterVision®

O'Farrell Charter School Consolidated

Board Report

July 2015 - December 2015

Cash	$7,718,206.80
Securities	-
AR	$107,175.82
Current Assets	$7,963,358.62
Total Assets	$10,977,724.05
Current Liabilities	$413,472.36
Total Liabilities	$413,472.36
Last Closed Revenue	$1,844,017.85
Last Closed Expenses	$975,391.15
Budgeted Annual Expenses	$14,356,644.78
Average Expenses past 12 months	$996,744.87
Average monthly payroll expenses	$702,738.35

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Discussion Item 5

RECOMMENDATION: Discuss the purchase of six relocatable buildings (two restrooms and four classrooms) to be used during the expansion and modernization of the school at an approximate cost of $300,000 to $750,000.

BACKGROUND INFORMATION:

San Diego Unified School District is beginning a whole site modernization project at The O'Farrell Charter School this month. During this project, you may see and hear work associated with site preparation and construction.

CURRENT INFORMATION:

Two of these buildings will serve as restrooms for the future track and field and allow four more classrooms for overflow. Being a charter school, O'Farrell will obtain the permit through the City of San Diego. There may be additional costs due to foundation requirements.

This project will take place in many phases. By purchasing these six relocatable buildings, it will help in the moving of teachers and office staff from one building to another.

Phase 1	Auditorium	Notice to Proceed – 6/17/2016
Phase 2	Cafeteria & 400 Bldg.	6/20/2016 – 9/30/2016
Phase 3A	100 Bldgs.	8/22/2016 – 1/13/2017
Phase 3B	500 Bldg.	10/3/2016-2/16/2017
Phase 4	200 & 300 Bldgs.	1/17/2017 – 7/14/2017
Phase 5	600 Bldgs.	6/14/2017 – 8/18/2017

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Consent Calendar Item 1

RECOMMENDATION: Approve the Minutes from the January 11, 2016 Board of Directors meeting.

MINUTES
January 11, 2016

Members Present: Christian Scott (via speaker phone), Linda Logan , Tim Katzman (arrived at 5:25 p.m.), Shar Dela Cruz, Agnes Barrelet

Members Absent: Delano Jones

Guests: Jill Andersen, Anne Mathews, Brian Rainey, Tiffany DeGraffenreid, Candace Austin, Eileen Logue, Corinda Mytinger

I. CALL TO ORDER
Linda Logan called open session to order at 5:15 p.m.

II. CLOSED SESSION
Linda Logan called closed session to order at 5:16 p.m.

1. **In accordance with Government Code Section 54957, the Board will meet in closed session to consider: PERSONNEL MATTERS [None]**
2. **In accordance with Government Code Section 54956.8, the Board will meet in closed session to consider: REAL ESTATE MATTERS**
3. **In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: SALARY AND HEALTH AND WELFARE MATTERS [None]**

RECONVENE TO OPEN SESSION
Linda Logan reconvened to open session at 5:30 p.m.

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

2. **In accordance with Government Code Section 54956.8, the Board will meet in closed session to consider: REAL ESTATE MATTERS**
   No action taken.

IV. PLEDGE OF ALLEGIANCE
Linda Logan led the pledge of allegiance.

V. PUBLIC HEARING
Conducted Public Hearing. Linda Logan opened the public hearing at 5:41 p.m. to notify the public of Ingenuity Charter School and The O'Farrell Charter School's intention to hire individuals on the basis of a waiver to teach the Driver Education course. Dr. Jonathan Dean gave an overview. No speakers came forward to be heard. The public hearing closed at 5:43 p.m.

VI. PRESENTATION
None

VII. PUBLIC COMMENT
None

VIII. APPROVAL OF AGENDA

Approved with Discussion Item 9 added. Tim Katzman moved and Shar Dela Cruz seconded. Motion carried 5-0-0.
Ayes: Scott, Logan, Dela Cruz, Katzman, Barrelet
Nayes: None
Absent: Jones
Abstain: None

IX. DISCUSSION ITEMS

1. **Superintendent Announcements (Educator Effectiveness Spending Plan Explained)**
2. **Charter Vision Board Reports**
3. **Spring Intersession**
4. **Zip Code Search**
5. **Rapid Flashing Beacon lights**
6. **LCAP Discussion**
   Dr. Dean stated he would cut back from 10 goals to 4 or 5 goals and asked for input.
7. **Action Plan Timeline for Charter School Expansion**
8. **Whole Site Modernization Project starts January 15 (no handout)**
9. **Shar Dela Cruz to move from a parent representative to a community representative on the Board of Directors.**

X. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

1. **Approval of Minutes from the December 7, 2015 Board of Directors**
2. **Approve/ratify recommended actions on the personnel activity list.**
3. **Approve/ratify check registers.**
   Approved. Tim Katzman moved and Linda Logan seconded. Motion carried 5-0-0.
   Ayes: Scott, Logan, Katzman, Barrelet, Dela Cruz
   Nayes: None
   Absent: Jones
   Abstain: None

XI. ACTION ITEMS

1. **Authorize the superintendent to expand to a new K-8 school under the umbrella of The O'Farrell Charter Schools.**

   Amended Action Item : Direct the superintendent to investigate, identify and pursue negotiations to acquire property for the purpose of expanding The O'Farrell Charter Schools to a new K-8 school.

   Approved. Moved by Agnes and seconded by Tim Katzman. Motion carried 5-0-0.
   Ayes: Scott, Logan, Katzman, Barrelet, Dela Cruz
   Nayes: None
   Absent: Jones
   Abstain: None

2. **Approve the superintendent's action plan timeline for the charter school expansion**
   Rescinded. Linda Logan moved and Agnes Barrelet seconded. Motion carried 5-0-0.

3. **Appoint Shar Dela Cruz as the community representative of our Board of Directors.**
   Appointed. Christian Scott moved and Linda Logan seconded. Motion carried 4-0-1.
   Ayes: Scott, Logan, Katzman, Barrelet
   Nayes: None
   Absent: Jones
   Abstain: Dela Cruz

4. **Approve the applications for Ingenuity Charter School and The O'Farrell Charter School's variable waivers to teach the driver's education course for four teachers, Jill Andersen, Tiffany DeGraffenreid, Charity Harang and Stephen Shilling.**
   Approved. Tim Katzman moved and Shar Dela Cruz seconded. Motion carried 5-0-0.
   Ayes: Scott, Logan, Katzman, Barrelet,, Dela Cruz
   Nayes: None
   Absent: Jones
   Abstain: None

XII. ROUNDTABLE

None

XIII. ADJOURNMENT

Linda Logan adjourned the meeting at 6:43 p.m.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Consent Calendar Item 2

RECOMMENDATION: Approve/Ratify Personnel Activity List

NEW HIRES

Name	Position	Date
Dinette, Sylvia	Sped Aide – Elementary	1/13/16

RESIGNATION/NON-RENEWAL

Name	Position	Date
N/A		

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Consent Calendar Item 3

RECOMMENDATION: Ratify/Approve Monthly Check Registers

General Account				
Check#	Date	Vendor Name	Transaction Description	Check Amount
1255*	12/29/16	Carson Trailer Inc	Final payment for trailer	$1,924.64
1256	1/6/16	Marina Village	Site fee; Professional Development teacher event	$825.00
1257	1/15/16	Corner Bakery Café	Breakfast for Teacher Professional Development day	$165.00
1258	1/15/16	Corner Bakery Cafe	Lunch for teacher Professional Development day	$1,032.58
1259	1/15/16	Christina Torres	Dec DIVE Powerclub	$600.00

*Start of new sequence due to the purchase of new checks with The O'Farrell Charter School name.

Last check of old series is 1164.

CharterVision

Check Register Detail

O'Farrell Charter School Consolidated

Check Register 1/1/2016 through 1/31/2016

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10003170	1/4/2016	Public Employee Retirement System	Outstanding	$19,627.17	9504-010	Accrued PERS	DECEMBER 2015 PERS	**$19,627.17**
10003171	1/4/2016	State Teachers Retirement System	Outstanding	$106,544.85	9503-010	Accrued STRS	December 2015 STRS	**$106,544.85**
10003173	1/19/2016	Able Patrol & Guard	Outstanding	$4,212.00	5800-020-00-000	Professional/Consulting Services and Operating Expenditures	Security Officer - Patrol for Dec & Jan Services - 12/18-1/4	**$4,212.00**
10003174	1/19/2016	CA Charter Schools Conference Registration	Outstanding	$700.00	5200-020-14-000	Travel and Conferences	CCSA Conference Registration Fee for Additional Attendees	**$700.00**
10003175	1/19/2016	The Elementary Institute of Science	Outstanding	$3,200.00	5810-030-00-000	Educational Consultants	Fall Session EIS STEM Labs/Winter Session EIS STEM Labs	**$3,200.00**
10003176	1/19/2016	Fletcher Hills Printing	Outstanding	$576.20	4300-020-00-600	Materials and Supplies	Referral Forms, Qty 1000 for MS	**$576.20**
10003177	1/19/2016	Sam Gonzalez	Outstanding	$74.00	5800-020-00-206	Professional/Consulting Services and Operating Expenditures	Varsity Basketball Referee - Sam Gonzalez	**$74.00**
10003178	1/19/2016	Elottia Hargrove	Outstanding	$74.00	5800-020-00-206	Professional/Consulting Services and Operating Expenditures	Varsity Basketball Referee	**$74.00**
10003179	1/19/2016	Lemon Grove Deli	Outstanding	$209.79	4300-020-00-000	Materials and Supplies	Food For 1/11 Public Meeting - Italian Dinner	**$209.79**
10003180	1/19/2016	Anne Mathews	Outstanding	$107.12	4300-020-14-000	Materials and Supplies	REIMB: Refreshment for P. O Day	**$107.12**
10003181	1/19/2016	Metropolitan Transit System (MTS)	Outstanding	$3,816.00	5505-020-01-000	Student Transportation/Field Trips	December 2015 Bus Passes - Compass Cards	**$108.00**
					5505-020-00-000	Student Transportation/Field Trips	December 2015 Bus Passes - Compass Cards	**$3,492.00**
					5505-030-00-000	Student Transportation/Field Trips	December 2015 Bus Passes - Compass Cards	**$216.00**
10003182	1/19/2016	Rosalia Crivello-Marquez	Outstanding	$346.98	4300-020-62-800	Materials and Supplies	REIMB: Costume & Building for Modsummer Nights Dream	**$346.98**
10003183	1/19/2016	Office Depot	Outstanding	$1,539.89	4300-020-00-000	Materials and Supplies	Office Supplies - Bndr Clps,Sharple,Post Its,Paper Clips	**$313.89**
					5900-020-00-000	Communications (Tele., Internet, Copies,Postage,Messenger)	Stamp, Postage US 100/Rol, & Postage Fee	**$1,226.00**
10003184	1/19/2016	Brian Rainey	Outstanding	$220.56	4300-020-00-000	Materials and Supplies	REIMB: Donuts for All 3 Academies Homebase	**$220.56**
10003185	1/19/2016	San Diego County Office of Education	Outstanding	$175.00	5210-020-14-200	Training and Development Expense	Common Core PE - 01/29/15, 02/26/15, 03/12/15	**$175.00**
10003186	1/19/2016	The San Diego Union-Tribune	Outstanding	$2,700.00	5815-020-00-000	Advertising/Recruiting	Advertising With UT	**$2,700.00**
10003187	1/19/2016	David Zetts	Outstanding	$74.00	5800-020-00-206	Professional/Consulting Services and Operating Expenditures	REIMB: SDCBOA Basketball Varsity Referee	**$74.00**

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10003188	1/22/2016	Sharp Health Plan	Outstanding	$72,575.56	3403-020-03-000	Health & Welfare Benefits	February 2016 Health Insurance	**$2,303.71**
					3403-020-01-000	Health & Welfare Benefits	February 2016 Health Insurance Title 1	**$1,258.99**
					3403-030-65-000	Health & Welfare Benefits	February 2016 Health Insurance	**$2,892.98**
					3403-020-00-000	Health & Welfare Benefits	February 2016 Health Insurance	**$59,657.90**
					3403-020-65-000	Health & Welfare Benefits	February 2016 Health Insurance	**$5,746.76**
					3403-020-61-000	Health & Welfare Benefits	February 2016 Health Insurance	**$180.37**
					3403-020-02-000	Health & Welfare Benefits	February 2016 Health Insurance	**$316.98**
					3403-020-66-000	Health & Welfare Benefits	February 2016 Health Insurance	**$217.87**
10003189	1/26/2016	Capital Growth Properties	Outstanding	$1,215.00	5600-030-00-000	Space Rental/Leases Expense	February 2016 Rent	**$1,215.00**
			Total Check Amount	**$217,988.12**			**Total GL Amount**	**$217,988.12**

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 1

RECOMMENDATION: Approve the 2015-2016 Consolidated Application Part One

BACKGROUND INFORMATION:

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in June, each local educational agency (LEA) submits Part I of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Part II of the application is submitted in the fall of each year and contains the district entitlements for each funded program. Out of each state and federal program entitlement, districts allocate funds for indirect costs of administration, for programs operated by the district office, and for programs operated at schools.

CURRENT INFORMATION:

Title I, Part A Basic Grant- NCLB/ESEA- **$449,832**
Required Set-Asides because of Program Improvement Status
Professional Development (10% of total allocation): **$449,83**

1. Support and training for department chairs.
2. Support for staff development to help English Learners.
3. Support for staff development in building quality relationships with students.
4. Institutional membership in the California Charter School Association.
5. Support for teachers to attend conferences related to standards-based lesson planning.

Supplemental Educational Services (20%): **$89,996**
Homeless (1%; administered by FSS for transportation, clothing and school supplies): **$4,498**
Parent Involvement (1%; for parent meetings and communication): **$4,498**

Total of set aside expenditures: **$143,775**

Title I, Part A Discretionary Spending in support of single plan for student achievement: **$305,857**
- Salaries for up to four and a half language arts or mathematics teachers to reduce class sizes in those content areas.

Title II, Part A, Teacher Quality - $68,703
Funds are designated to ensure compliance with professional development activities and to support teachers meeting state and NCLB credentialing requirements.

1. Salary and training for Family Leaders to provide instructional leadership..
2. Training and stipend for one instructional coach from the teaching staff.

Title III, Part A, Limited English Proficient (LEP) - $33,491
Funds are used to hire teaching assistants (TAs) for English learners. The total cost of one TA per grade level is $45,000. Money from the general fund has been set aside to help pay for three TAs.

Title III, Part A, Immigrant (LEP) - $1,206
Funds are used to hire teaching assistants (TAs) for English learners. The total cost of one TA per grade level is $45,000. Money from the general fund has been set aside to help pay for three TAs.

2015-16 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at http://www.cde.ca.gov/fg/aa/co/ca15asstoc.asp

CDE Program Contact:
Joy Paull, jpaull@cde.ca.gov, 916-319-0297

LEA Plan

An LEA that receives Title III funds, or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds and is in Title III Improvement status must post their Improvement Plan in the California Accountability and Improvement System (CAIS) at http://www.cde.ca.gov/ta/ac/ca/.

State Board of Education approval date	7/11/2003
LEA Plan Web page (format http://SomeWebsiteName.xxx)	http://www.ofarrellschool.org

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	jonathan dean
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/30/2015

Warning
The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov , 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jonathan Dean
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/30/2015
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

Warning
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2015-16 Application for Funding

CDE Program Contact:
Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/09/2015

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	ann mattews
DELAC review date	06/09/2015
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	https://d39smchmfovhlz.cloudfront.net/BTTEPebsl0OBd43A0yOIKQWXOdiml5BqWhMT4lxxe4j1nk8T.pdf
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A LEP ESEA Sec. 3102 SACS 4203	Yes

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2015-16 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259
Jacqueline Matranga, District Innovation and Improvement Office , jmatranga@cde.ca.gov, 916-445-4905

2015-16 Title I, Part A entitlement	$451,827
Transferred-in amount	$0
Title I, Part A entitlement after transfers	$451,827
Note: In order for the 2014-15 Allowable Carryover amount to be pre-populated, the 2014-15 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2014-15 Allowable Carryover (Allowable values are the 12 month 2014-15 carryover amount or, whichever is less either the 15 month 2014-15 carryover amount or 15% of the 2014-15 entitlement plus transfers-in amount)	$0
Repayment of funds	
2015-16 Total allocation	$451,827
Indirect cost reservation	
Administrative reservation	
2015-16 Title I, Part A adjusted allocation	$451,827
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/, below are recommended values.	
2015-16 Approved indirect cost rate	5.11%
Maximum allowable indirect cost reservation	$21,965
Recommended administration reservation	$45,808

Warning
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2015-16 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:
Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit school low income students	
Total participating attendance area low income students	0
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	$451,827

Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than $500,000.)	$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	$4,518
Nonprofit private school parental involvement set-aside	$0
Amount remaining	$4,518
Public school parental involvement	$0
Balance available for LEA parental involvement activities	$4,518

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	$4,518
Homeless services provided (Maximum 500 characters)	Ofarrell provides referrals to social services, uniforms, meals and school materials
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	
Other neglected or delinquent services	

Warning
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2015-16 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Program Improvement (PI)

The following reservations are required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Public school choice transportation (Choice)	$0
Supplemental educational services (SES)	$90,366
Parent outreach and assistance for Choice and SES	$0
2014-15 Unallocated Choice/SES	
Program Improvement general comments (Maximum 500 characters)	

Warning
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2015-16 Title III, Part A Immigrant YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through December 31, 2015.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov , 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-
(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-
(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth
(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;
(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2015-16 Title III, Part A Immigrant entitlement	$1,181
Object Code - Activity	
1000-1999 Certificated personnel salaries	$0
2000-2999 Classified personnel salaries	$1,181
3000-3999 Employee benefits	$0
4000-4999 Books and supplies	$0
5000-5999 Services and other operating expenditures	$0
Administrative and indirect costs	$0
Total year-to-date expenditures	$1,181
2015-16 Unspent funds	$0
General comment (Maximum 500 characters)	

Warning
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2015-16 Title III, Part A LEP YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through December 30, 2015.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov , 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized LEP Sub-grantee Activities

Required
Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.
Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

(1) Upgrading program objectives and effective instruction strategies.
(2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
(3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
(4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
(5) Improving the English proficiency and academic achievement of limited English proficient children.
(6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

2015-16 Title III, Part A LEP entitlement	$33,353
Object Code - Activity	
1000-1999 Certificated personnel salaries	$0
2000-2999 Classified personnel salaries	$33,353
3000-3999 Employee benefits	$0
4000-4999 Books and supplies	$0
5000-5999 Services and other operating expenditures	$0
Administrative and indirect costs	$0
Total year-to-date expenditures	$33,353
2015-16 Unspent funds	$0
General comment (Maximum 500 characters)	

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2015-16 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:
Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Teacher Quality) SACS Code 4035	No
Title III (Immigrant Students) SACS Code 4201	No
Title III (LEP Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

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2015-16 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at http://www.cde.ca.gov/fg/ac/sa/.

2015-16 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 2

RECOMMENDATION: Approve the 2016-2017 Comprehensive School Safety Plan for The O'Farrell Charter School and Ingenuity Charter School.

BACKGROUND INFORMATION:
California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria.

Criterion 1: Assessment of current status of school crime and site response to school crime data
Criterion 2: Child abuse reporting procedures
Criterion 3: Disaster procedures, routine, and emergency
Criterion 4: Policies and acts related to suspension, expulsion, or mandatory expulsion
Criterion 5: Notification to teachers of dangerous students
Criterion 6: A sexual harassment policy
Criterion 7: The provisions of any school-wide dress code
Criterion 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school
Criterion 9: Safe and orderly school environment
Criterion 10: Safe School Planning Committee formation
Criterion 11: Anti Bullying Policy

O'Farrell has submitted these plans annually since 2005.

CURRENT INFORMATION:
On January 27, 2016, the School Safety Planning Committee met to review and approve the final plan for the 2016-2017 school year.

ADDITIONAL DATA:
O'Farrell's School Safety Planning Committee consists of:
Chairs:
Jonathan Dean, Superintendent
Jill Andersen, Principal

Members:
Kathy Davis, Emergency Disaster Preparation Coordinator
Christian Baker, Emergency Disaster Preparation Assistant
Anne Mathews, Principal
Pam Barry, 6th Grade Family Leader
Brian Schmidt, 7th Grade Family Leader
Susan Cuttitta, 8th Grade Family Leader
Brian Rainey, Principal
Lakisha Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Executive Assistant to the Superintendent

Law Enforcement Consultants:
San Diego Police Dept.

Public Meetings:
Board of Directors meetings

The O'Farrell Charter School

Comprehensive School Safety Plan Public Document 2016-2017

6130 Skyline Drive
San Diego, CA 92114
(619) 263-3009

If an emergency or crisis occurs, The O'Farrell Charter School will make every effort to notify students and their parents in one or more of the following ways:

1. **Telephone dial-out**
2. **E-mail message**
3. **Text message**
4. **Student assembly**
5. **Student/parent flyer**

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The O'Farrell Charter School
Comprehensive School Safety Plan Criteria
2016-2017

California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria. O'Farrell has submitted these plans annually since 2005.

In the event of an emergency, the Superintendent, Dr. Jonathan Dean is the Site Incident Commander. In his absence, the board of directors has approved the designation of administrators-in-charge will in the order listed below:

1. Jill Andersen, Principal Middle School Academy

2. Anne Mathews, Principal Elementary School Academy

3. Brian Rainey, Principal High School Academy

4. Tiffany DeGraffenreid, Principal Ingenuity Charter School

CRITERION 1

ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME AND SITE RESPONSE TO SCHOOL CRIME DATA

This means that, after you receive the data from the California Safe Schools Assessment (CSSA) regarding your site, it is your responsibility to review it, analyze the information, and develop a response that details how your school community will improve on the current year's conditions. Identify appropriate strategies and programs to provide and maintain a high level of school safety, and address procedures for complying with existing school safety laws.

This information is not being made available this year. We analyzed site generated suspension data to develop the updated plan.

PROGRAMS AND ACTIVITIES

THE STAFF WILL:

a. Hold regular meetings in order to identify problem areas or concerns.
b. Hold regular meetings that provide training in classroom management strategies and social skills curriculum.
c. Enforce school wide rules, procedures and expectations for all students.
d. Actively deal with all discipline issues in a timely manner.
e. Review substance abuse programs and substance use intervention contract.
f. Provide instruction in zero tolerance, safety, and school rules.
g. Maintain the school uniform policy and work with staff on proper enforcement.
h. Teach thematic lessons to all students through homebase related to safety, crime prevention and promoting tolerance.
i. Lock doors and windows when not in the classroom as well as draw blinds and make sure room alarms are properly functioning during non-school hours.
j. Establish reward programs for positive behavior and attendance.
k. Escort students from the campus at the end of each day.
l. Provide active supervision on the perimeter of campus before and after school.
m. Discuss safe routes to school during the zero tolerance assembly.

THE STUDENTS WILL:

n. Review the concerns of school crime through the homebase program.
o. Report problems, concerns or suspicious activity to O'Farrell staff promptly.
p. Sign and abide by the provisions of the charter school contract.
q. Follow and practice the FALCON Way.

THE SCHOOL WILL:

r. Have emergency procedures and supplies in place prior to school opening.
s. Practice emergency lockdown and fire drill procedures with all staff and students.

t. Require supervision aides and student monitors to wear identifying uniforms/vests.
u. Require all staff and visitors to wear visible forms of identification.
v. Review and analyze suspension data on a regular basis. Data will be shared with team leaders and used to modify campus supervision as appropriate.
w. Maintain standardized hall pass for all classrooms.
x. Work with community to improve communication and safety awareness.
y. Work with city officials to monitor traffic safety and crosswalks around the school.
z. Maintain accurate equipment inventory and serial number records for each classroom.
aa. Repair vandalism and remove graffiti immediately or before students' arrival if possible.
bb. Immediately notify San Diego Police Services of all graffiti and burglary incidents.
cc. Install security fencing to limit access to the school grounds.

CRITERION 2

CHILD ABUSE REPORTING PROCEDURES

(Penal Code 11164 et seq. (Administrative Procedure 6370)

1. All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance personnel employees, and licensed nurses are required to report suspected child abuse. An in-service, which provided awareness and training, was given to all certificated/classified employees at the beginning of the school year.
2. Suspected child abuse forms are available from the health technician or the FSS office.
3. A known or suspected instance of child abuse must be reported by telephone or by fax, immediately or as soon as practically possible, to one of the child protective agencies.
   a. Integrated Child Protected Services: Department of Social Services – (619) 560-2191
4. Persons observing evidence of suspected child abuse must inform FSS staff and give completed reports to the FSS coordinator. Students and parents shall be aware that students may also report instances of child abuse on themselves or others to their teachers, counselors, or the Principal/Superintendent.
5. All reports are strictly confidential.

NOTE: THE REPORTING PERSON SHOULD NOT CONTACT THE CHILD'S HOME OR CONDUCT AN INVESTIGATION OF ANY KIND.

CRITERION 3

DISASTER PREPAREDNESS PLAN

In order to prepare to react in the event of a disaster or emergency situation, we are required to formulate a site emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to be followed in the event of an emergency situation.

It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well prepared and tested plan will minimize injuries and loss of life in a major disaster; therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan.

Disaster planning experts indicate that in the event of a natural calamity such as an earthquake, school staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the Disaster Planning Committee to ensure safety and accountability of students and staff and at the same time provide for their needs within that 72-hour period.

Staff members should remember that in times of stress, they must remain calm, evaluate the situation and take action based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

REMEMBER - YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN!

Please note:
All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which school district employees function as disaster services workers depends in large measure upon the decisions of the various school sites and their supervisory personnel.

The Site Emergency Response Plan is reviewed annually with the San Diego Police Department. While a Public version is available for inspection, a confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff.

Emergency procedures plans are reviewed with staff each August during back to school planning meetings. Plans and procedures are reviewed with students through their homebase class during the first month of school. Drills are held throughout the school year. Fire/Evacuation drills are held monthly, Disaster and lockdown drills are held a minimum of once a year for each drill.

CRITERION 4

POLICIES AND ACTS RELATED TO SUSPENSION, EXPULSION, OR MANDATORY EXPULSION

SUSPENSION

The Principal or other designee of the Superintendent is authorized to conduct the process leading to formal suspension. They are based on O'Farrell Board Policy for behavior. Length of suspension is determined using the guidelines. The parent/guardian should be contacted by the homebase teacher or family leader or assistant principal and offered a conference to explain the suspension. At the parent conference, the parent/guardian and student should be fully informed of reason for disciplinary action and given all evidence against him/her as well as an opportunity to present their version and/or evidence in their defense. The parent/guardian must also be fully apprised of their rights to appeal the suspension. The Report on Suspension should be fully completed and immediately given to supervision for processing. Comments noted on the form should be brief and specific to the offense. The family leader/assistant principal must sign the bottom of the form. Parents should be informed that a suspension also includes an automatic notification to Family Support Services. On the tenth day of suspension or Independent Learning Day within any given school year the student may be recommended for a expulsion.

ZERO TOLERANCE/EXPULSION

Each student and parent is required to read and sign the Notice of Zero Tolerance Policy and the Charter School Agreement as a requirement upon enrollment. Students attend an assembly which explains the policies of both zero tolerance and suspensions. Zero Tolerance/expulsion offenses are based on the O'Farrell Suspension and Expulsion Board Policy. If a student has committed a zero tolerance offense, contact the Principal/Superintendent. If San Diego police are involved, the team leader/Principal/Superintendent will contact them so they can investigate before the parent notification is made. Victim and witness statements should be taken immediately on the correct forms available.

Principals and other designees of the Superintendent are authorized to recommend students for expulsion and prepare all necessary documentation. The Superintendent reviews the recommendation and supporting documentation within five school days of the incident. The Superintendent will notify the parents/guardians in writing if the expulsion recommendation is moving forward. The parents/guardians will also be notified of the expulsion hearing process.

A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities act (IDEA) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law, state law or El Dorado SELPA policies require additional or different procedures, including a manifestation determination.

CRITERION 5

NOTIFICATION TO TEACHERS OF DANGEROUS STUDENTS

The Superintendent will provide all teachers with information received from the court and the Probation Department regarding students that previously have committed violent or dangerous crimes. Such information will be made available to teachers, counselors, and administrators with direct supervisory experience over the student in order to enable staff to (a) work with the students in the appropriate fashions; (b) avoid being needlessly vulnerable; and (c) protect other persons from needless vulnerability. Teachers, counselors, and administrators may access such information through the Principal/Superintendent who maintains a file for this purpose. Any such information so received by a teacher, counselor, or administrator shall be confidential and not be disseminated any further. In addition, teachers have full access through PowerSchool to view all prior disciplinary actions or incidents occurred by their assigned students.

CRITERION 6

A SEXUAL HARASSMENT POLICY

The O'Farrell Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment. O'Farrell's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. O'Farrell will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business. This policy applies to all employee actions and relationships, regardless of position or gender. O'Farrell will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

O'Farrell is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their

assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal/Superintendent. See **Appendix A** for the "Harassment Complaint Form" and **Appendix B** for the general "Complaint Form", in the Employee Handbook

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults.
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic;
    - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

O'Farrell will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

CRITERION 7

THE O'FARRELL CHARTER SCHOOL UNIFORM POLICY

O'Farrell requires that all students wear uniforms. Approved O'Farrell uniforms may be purchased at Mario's Family Clothing (28 N. Euclid Ave, 91950. 619-264-6081). Mario's has a copy of the uniform policy for each academy that lists all of the approved O'Farrell uniform clothing. Please do not purchase anything that is not a part of this uniform policy as it will not be permitted on campus.

Purpose: Safety and Unity: Research has shown that students who dress alike also enjoy an increased sense of unity. The same evidence shows that uniforms will increase student safety, reduce violence and make it much easier to identify persons who do not belong on campus. Student uniforms ensure that we avoid styles of clothing that could be misinterpreted as gang-related, distracting, or immodest.

Scholarships/Assistance: Assistance may be available for students and families in need through Family Support Services. Contact them directly for more information.

Enforcement: Infractions will be routed to the student's teacher, who will then follow through with appropriate discipline actions. If a student is not in uniform, the student will remain in their classroom for the remainder of the day or until the parent or guardian is able to bring them appropriate clothing. Additional consequences will be added with each infraction. Please refer to your academy's Student Handbook or the Parent Handbook for information about consequences for uniform violations.

Student uniforms must fit properly, not exceeding one size beyond the correct size, and ***may not be modified, altered or changed in any way****. This includes bagging or sagging pants, oversized shirts, skinny pants, safety pins, rubber bands, etc. Clothes may not have a ripped or torn appearance. Rain gear, hats or other extreme weather and other non-uniform items must be removed and put away upon campus entry.*

Thank you for carefully reviewing and adhering to O'Farrell's uniform policy. In doing so, you are helping to create a safe and structured learning environment for all O'Farrell students.

Accessories (All Academies)

- **Jewelry:** All jewelry must be plain with **no lettering, logos or symbols and black, white, gold, or silver in appearance**. Buttons or pins on clothing are not allowed.
- **Hair Accessories:** Hair accessories **must be black, white, gold, or silver**. Bandanas, scarves, or rags are not allowed. If headwear for religious or medical reasons is required, the head covering must be solid black, white, gold, or silver with no logos or writing.
- **Hair:** (including dyes, streaks, and hair extensions) must be of a **natural hair color**. For example, magenta and burgundy are not natural hair colors and are therefore not allowed.
- **Beanies/Hats:** An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats, including rags or bandanas, are allowed.
- **Mittens/Gloves**: May only be worn in cold weather from December to March and may only be worn outside. Mittens/gloves must be plain solid black or plain solid white cotton only. Leather baseball gloves are not permitted. Students may not wear scarves.
- **Glasses**: Non-prescription glasses or non-prescription sunglasses are not allowed.
- **Backpacks:** Any color/brand is ok. May not be modified or written on except for student's name.
- **Tattoos and Body Piercings**: Visible tattoos, body piercings, and gauges are not allowed with the exception of earrings. All tattoos, including temporary tattoos, must be covered.
    - Students may wear standard earrings only. Earrings may only have a pin-hole size opening/post.
    - No more than 3 earrings per ear may be worn.
    - Plugs may be used to replace visible body piercings or gauges. Plugs must be clear or match student's flesh color.
    - Bandages to cover visible tattoos or body piercing holes must be plain/neutral-colored.

(Accessories or body modifications that prove to be a distraction will be handled on an individual basis.)

ELEMENTARY SCHOOL ACADEMY UNIFORM POLICY

Khaki Pants, Shorts, Skorts ***(Approved pants do not have an outside back pocket)***	**Girls:** Dickies Classic Fit Straight Leg Pant Khaki Bermuda Shorts Khaki French Toast Pleated Skort Khaki French Toast Jumper **Boys:** Men's Dickies Original Fit Khaki Pant Men's Dickies Slim Straight Khaki Pant Men's/Boy's Dickies Shorts • Long Pants: Must fit properly, be worn at the waist, and not be altered or modified in any way. Pants that are too large (saggy, baggy) or too tight (skinny) are not allowed. Capri pants are not allowed. • Shorts/Skorts: Shorts & skorts must be no more than 2" above the knee (shorts must also not be more than 2" below the knee) and may not be form-fitting. They must fit properly.
Light blue or forest green O'Farrell embroidered polo shirts Undershirts or turtlenecks worn under the polo must be plain white, black, or grey. (no graphics or other designs)	• Light blue or forest green polo shirt (long or short sleeved) containing the O'Farrell embroidered logo. • All students in grades 4-5 are required to tuck in their shirts. Students in Y.O.K. through 3rd grade are not required to tuck in their shirts. • Undergarments (including bras) may not be visible • Undershirts or long sleeved shirts worn under the O'Farrell uniform shirt may not have hoods.
Navy O'Farrell embroidered jackets, sweatshirts, and sweaters	• From Mario's, students may only wear sweatshirts, jackets, fleeces, vests, and sweaters that are navy with the O'Farrell embroidered logo. • Winter garments with hoods are not allowed. • A uniform shirt must be worn underneath any outer garments at all times.
Shoes: plain black or white, or any combination of black and white leather or canvas shoes with black or white laces.	• Shoes must have closed toes and heels. • No boots, house shoes, sandals, or slippers. • Any name brand/logo must be black or white

Socks: solid white or black (no black/white combination)	• Must be solid white or solid black. Socks must be at least 4 inches below the knee. • Tights or leggings must be plain solid black or plain solid white and may not be worn without a skirt or shorts.
Belts with plain hinge buckles	• Students in Y.O.K. through 3rd grade do not need to wear a belt, though if they choose to wear a belt, it must be the approved O'Farrell uniform belt. • All students in 4th – 5th grade must wear the approved O'Farrell belt. • Solid black web belt with a plain silver hinged buckle - no initials or designs. (available at Mario's or O'Farrell) The belt must match the waist size. Extra length must be tucked in the belt loops.

MIDDLE SCHOOL ACADEMY UNIFORM POLICY

PANTS, SHORTS,SKIRTS **Girls**: Ladies Dickies Pant – Classis Fit, Khaki Ladies Dickies Shorts, Bermuda Style, Khaki French Toast Skort Khaki **Boys**: Men's Dickies Original Fit Pant, Khaki Men's Dickies Slim Straight Pant, Khaki Men's Dickies Shorts	• **Long Pants:** Must fit properly, worn at the waist and not be altered or modified. Pants which are too large (saggy, baggy) or too tight (skinny) are not allowed. No rips or tears. No Capri pants. • **Shorts/Skirts:** The shorts/skirts must be no more than 2" above or below the knee and not be form fitting. They must fit properly.
SHIRTS White or Navy polo shirt (long or short sleeved) with the O'Farrell embroidered logo.	• Mario's has only one style of polo allowed. • Shirts must be properly tucked in at all times so the O'Farrell belt is visible.
JACKETS, SWEATSHIRTS, SWEATERS Crewneck sweatshirt Windbreaker Heavy Fleece Jacket Cardigan Sweater	• Approved items are **navy** with the O'Farrell embroidered logo. • Winter garments do not have hoods. • A uniform shirt must be worn underneath any outer garments.
BELTS Black web belt with plain silver hinge buckle	• The belt must match the waist size with extra length tucked in the belt loops. • Belt may be purchased at Mario's and O'Farrell

The following items do not have to be purchased at Mario's, but must meet these guidelines:

UNDERSHIRTS OR TURTLENECKS Solid black, solid white, solid navy or solid grey	• No designs or logos. • Undergarments (bras) may not be visible.
SHOES Solid black or white, or black/white combo	• Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers • Soles, logos, and laces must also be black or white only.
SOCKS Solid black OR solid white (NO black/white combo)	• Must be solid white or solid black • Socks must be 4 inches below the knee • No leggings or stockings

HIGH SCHOOL ACADEMY UNIFORM POLICY

SHIRTS Black or Maroon polo shirt (long or short sleeved) with the O'Farrell embroidered logo.	• Mario's has only one style of polo allowed. • Shirts must be properly tucked in at all times so the O'Farrell belt is visible.
JACKETS, SWEATSHIRTS, SWEATERS Crewneck sweatshirt Windbreaker Heavy Fleece Jacket Cardigan Sweater	• Approved items are **black** with the O'Farrell embroidered logo. • Winter garments do not have hoods. • A uniform shirt must be worn underneath any outer garments.
BELTS Black web belt with plain silver hinge buckle	• The belt must match the waist size with extra length tucked in the belt loops. • Belt is available for purchase at Mario's AND O'Farrell

The following items do not have to be purchased at Mario's, but must meet these guidelines:

JEANS Long jeans, jean shorts or jean skirt	• Jeans material may be blue, black, or grey • Must fit properly, worn at the waist and not be altered or modified. Jeans which are too large (saggy, baggy) or too tight (skinny) are not allowed. No rips or tears. No Capri pants. • Shorts/Skirts: The shorts/skirts must be no more than 2" above or below the knee and not be form fitting. They must fit properly.
UNDERSHIRTS OR TURTLENECKS Solid black, solid white, or solid grey	• No designs or logos. • Undergarments (bras) may not be visible.
SHOES Solid black or white, or black/white combo	• Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers • Soles, logos, and laces must also be black or white only.
SOCKS Solid black OR solid white (NO black/white combo)	• Must be solid white or solid black • Socks must be 4 inches below the knee • No leggings or stockings

CRITERION 8

PROCEDURES TO ENSURE SAFETY OF STUDENTS, STAFF, AND PARENTS/GUARDIANS WHILE GOING TO AND FROM SCHOOL

1. In the O'Farrell binder, students are reminded that school behavioral standards are in effect in route to and from school as well as during extra-curricular activities both on and off campus. Students are also reminded of this during discipline assemblies.
2. Parents and students are reminded about traffic safety and crosswalk use in the student planner and school newsletter.
3. Site staff are posted at all entrance/exits before and after school.
4. Entry or exit to the campus is only allowed through supervised gates.
5. Student campus access is restricted in the mornings only into supervised areas and students are escorted off campus each day after school.
6. As required by state law, each principal/site administrator shall conduct safety drills periodically (including fire, earthquake/disaster preparedness and lock down drill) to maintain awareness of procedures.
7. Site emergency plan will be reviewed twice annually by staff.

CRITERION 9

SAFE AND ORDERLY SCHOOL ENVIRONMENT

We believe in timely, consistent, and appropriate intervention that puts the child back on track as quickly as possible when a student fails to learn and act in the FALCON Way. We also believe that consequences must be designed to meet the individual needs of students. Therefore, the homebase teacher will refer to the school-wide discipline plan guide and may consult with students, parents, teachers, family leaders or administration in order to select appropriate consequences and intervention to meet the individual needs of the child. The severity of the inappropriate behavior will determine the level of consequence.

Annually, we will provide copies of our comprehensive Safety School Plan to staff, local fire departments, law enforcement agencies, extended day coordinator and the Board of Directors.

Per Procedure 6270, students are under the direct supervision of staff members at all times while in school, or while attending a school-directed activity. The discipline policies and homebase program of O'Farrell are designed to establish and maintain an environment in which students and staff members can perform effectively in the school setting, so that each student can exercise his or her right to obtain the best education possible.

All staff is regularly provided training on roles and responsibilities related to school safety and discipline policies. Homebase teachers meet with parents and are the primary liaison for all concerns related to students in their homebase.

STAFF RESPONSIBILITIES

Teachers should sign in each morning to indicate their presence. Staff should not be on campus alone after hours. (6:30 a.m. – 6:00 p.m.) Doors should be locked when rooms are not in use or when working before or after school. All suspicious persons on campus should be reported to the office or supervision aides. In case of a threatening situation, seek immediate help from nearby staff and contact the site supervision aides who can radio for help.

CAMPUS SUPERVISION

Campus Security Assistants patrol the campus daily. They report to the Principal or Superintendent. Teachers should be standing at the door of their classrooms at 7:25 a.m. and standing at their door during passing periods unless assigned other duties. The Principal or Superintendent should be available to staff until 4:00 p.m. daily. When exceptions arise backup can be provided by the administrator-in-charge, designated by the Superintendent, and can be called by the administrative assistant or other office staff.

CAMPUS SUPERVISION RESPONSIBILITIES

Classroom teachers who leave their rooms during prep periods are expected to be back in time to supervise during passing periods. Please make a point of returning early to locked classrooms so that students will not congregate outside the doorway. Early dismissals are not authorized. Students must be supervised at all times.

LUNCH SUPERVISION

Lunchtime supervision is conducted to maintain acceptable standards of student behavior, promote the cleanliness of the campus, prevent the entry of unauthorized visitors, and enforce the policy of a closed campus.

Students are required to follow the "FALCON Way" at all times, stay in the designated lunch area and dispose of their trash in trash receptacles. They are not permitted to leave campus during lunchtime, nor have visitors. Students are required to remain seated the last ten minutes of each lunch.

PASSES FROM CLASS

No lavatory passes should be issued during the first five minutes and the last five minutes of any class. Students should not be permitted to leave class at any time without a properly completed pass containing the student's name, the date, destination, time and the teacher's signature. Ink should be used to fill out these passes.

Students receive four bathroom passes every six weeks. Students should be encouraged to use the lavatory on their own time. If physiological or health problems are used as a reason for frequent lavatory passes, the student's name should be submitted to the health technician for further checking and recommendation.

Requests to see the health technician should be given careful consideration. Teachers must use careful judgment in granting or refusing requests to see the health. Students may not "drop in" to see the nurse between classes without a pass.

Students going to the Library should use a regular pass complete with name, date, time, destination, and teacher's signature. Note the time to return, if student is to return to class before the end of the period.

SCHOOLWIDE DISCIPLINE GUIDE

Rationale

- All staff members at O'Farrell are responsible for school-wide discipline
- Promote consistency school-wide
- Provide a process for intervention prior to suspension
- Provide follow-up after suspension, including a contract, and FSS intervention
- Maintain a high standard of behavior school-wide

- The progressive discipline policy for each academy may be found in the student handbook.

Successful Strategies for Classroom Management

Students are given three warnings per class period daily.

- Enforce the FALCON Way.
- Use positive classroom management.
- Be consistent.
- Use mediation.
- Teach positive problem solving strategies to your students.
- Put the student on a daily contract/progress report
- Utilize FSS. Ask FSS staff to present lessons on various topics to the whole class. Involve FSS staff in the curriculum when appropriate.
- Give out yellow slips for exemplary behavior.
- Use awards and rewards: specific and genuine verbal compliments, raffles, etc.
- Listen compassionately and reflectively to your students.
- Encourage student involvement in extracurricular school activities.

All parties, starting with homebase teachers, must be involved in resolving conflicts.

- When incidents involve students from different homebases or student/adult conflicts, all adults must be in agreement concerning disciplinary action of the student(s). If agreement is not reached, family leaders should be involved in a resolution.
- Family leaders need to be notified of any serious infractions concerning their family members.

CHARTER EXPULSION POLICY

The O'Farrell Charter School Contract has specific requirements for students to be enrolled. Students can be expelled for receiving ten or more cumulative days of suspension during the school year.

BEHAVIORAL EXPECTATIONS

Conduct

Students are expected to model the FALCON Way at all times. They are to wear the O'Farrell uniform and be in class on time. Students will walk, engage in appropriate behaviors on the school grounds and avoid behaviors that are disruptive, irresponsible and unsafe. Gang signing is considered an inappropriate behavior.

Prohibited Items

Items that can disrupt the learning process or create issues of theft are prohibited.

- Inappropriate items include skateboards, scooters, electronic devices, sports equipment, balls, etc., finger boards, dice playing cards, all toys, firecrackers, weapons, propellant sprays, excess cash, items of value, etc. CDs and DVDs are also inappropriate unless permission is received from the homebase teacher. Confiscated items may be picked up by the parent from the homebase teacher.

EXAMPLES OF UNACCEPTABLE BEHAVIOR

Minor offenses may include:

- Not bringing required supplies to class.
- Off-task behavior: talking, distracting others, etc.
- Food/gum in class (if not allowed)
- Running in the hallway
- Not keeping hands to self (not including punching, stabbing, etc.)
- Littering and disorderly environment (inside and outside the classroom)
- Misusing school supplies, and PE/science/computer/art equipment
- Threatening to cause physical injury (stops or will mediate when warned), first offense

Severe offenses may include:

- Disrupting class: defiant behavior toward any adult
- Using inappropriate language toward other student or adult
- Using inappropriate physical contact, obscene acts
- Stealing and/or receiving stolen property
- Misusing or severely damaging school equipment
- Instigating fights, fighting (first offense with no serious physical injury)
- Possessing drug paraphernalia

- Threatening to cause physical injury (threat continues despite warning, refusal to mediate)

Suspendible offenses include:

- Causing cuts and bruises or injuries requiring medical attention
- Possessing/using a controlled substance on campus
- Providing illegal substances (controlled substances or alcohol)
- Damaging school/private property
- Stealing school/private property
- Knowingly receiving stolen school/private property
- Possessing or using tobacco on school premises
- Committing an obscene act or engaging in habitual profanity or vulgarity directed toward staff, supervisor(s) or other students
- Committing sexual harassment, verbal, visual or physical
- Possessing drug paraphernalia as in the Health and Safety Code
- Disrupting/defiance minor, major, or involving threatening incident
- Attempting or threatening to cause physical injury
- Engaging in hate violence
- Engaging in intimidation
- Step 5 of progressive discipline

Zero Tolerance/Expulsion offenses include:

- Causing serious injuries requiring medical attention to student or staff
- Possessing, selling, or otherwise furnishing or brandishing any firearm, knife, explosive, or other dangerous object
- Two incidence of fighting in one school year
- Selling or furnishing illegal substance or alcohol on campus
- Committing robbery or extortion on campus
- Possessing an imitation firearm (including starter pistols)
- Sexual assault or battery
- Drug related offenses
- Fourth tobacco related offense

STUDENT POSSESSION OF CELLULAR PHONES, PAGERS AND OTHER ELECTRONIC SIGNALING DEVICES

Student possession of and use of cellular phones, pagers, and any other electronic signaling devices on school campus, or at school sponsored activities, and while under the supervision and control of O'Farrell staff is permitted under the circumstances described herein. Elementary and middle school students may use these devices on campus prior to the first instructional period and after the last instructional period under the supervision of staff (includes time sent to office, Family Support Services, or any other location on school property prior to last instructional period scheduled). At all other times between first and last instructional periods these devices shall be turned off and out of sight.

High school students may use cell phones before school, during nutrition break, at lunch, and after school. High school students may only use their phones in the lunch court and high school area during these times. At all other times and locations phones must be put away and turned off.

Unauthorized use of these devices is cause for confiscation, and parent/guardian to be call to pick up the item. Repeated unauthorized use can/will lead to disciplinary action. The school is not responsible for the loss, theft, or damage of such devices when in the student's possession.

Parents/guardians must be aware that in the event an emergency should occur at the school, or school sponsored activity, they are not to call, signal, or page and give instructions to their student that contradicts the supervision of staff.

High school students are permitted use of their cell phones in their designated area and during their designated time.

CRITERION 10

SAFE SCHOOL PLANNING COMMITTEE FORMATION

The Board of Directors of The O'Farrell Charter School has delegated the responsibility of development of the School Safety Plan to the School Safety Planning Committee. The Board will review and approve the final plan before it is submitted.

The O'Farrell Charter School Safety School Planning Committee consists of the following:

Chairs:
Jonathan Dean, Superintendent
Jill Andersen, Principal

Members:
Kathy Davis, Emergency Disaster Preparation Coordinator
Christian Baker, Emergency Disaster Preparation Assistant
Anne Mathews, Principal
Brian Rainey, Principal
Pam Barry, Team Leader
Brian Schmidt, Team Leader
Susan Cuttitta, Team Leader
Stephen Shilling, Ingenuity Teacher
Lakisha Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Executive Assistant to the Superintendent

Law Enforcement Consultants:
San Diego Police Dept.

Public Meetings:
Board of Directors meetings
School Site Council

CRITERION 11

BOARD POLICY #5006

ANTI-BULLYING

1. General Statement of Policy

   The O'Farrell Charter School recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem and increase feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

   The O'Farrell Charter School endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, and at any school-sponsored events and activities. O'Farrell acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities as assigned.

2. Definition of Bullying

   "Bullying" means repeated behavior by an individual student, an individual student within a group of students, or a group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyberbullying. Bullying may occur on or off campus. Bullying may occur in several forms, including but not limited to, the following:

   - Written, verbal or nonverbal threats
   - Intimidating or threatening gestures
   - Unwanted physical contact, violence, or assault
   - An intentional display of force that would give the victim reason to expect or fear physical contact or injury
   - Jeering, taunting or mocking
   - Teasing
   - Degrading, insulting, or derogatory comments
   - Extortion
   - Theft of money or possessions
   - Vandalism of a student's personal property
   - Unauthorized exercise of control over a student's personal property
   - Harrassment or threats via online social networking sites

3. Preventative Measures

This anti-bullying policy will be reviewed each year with all staff and students. Staff members will discuss bullying with students through homebase lessons and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. Students will be encouraged to report incidents of bullying whether they are the victim or an observer.

Preventative measures may include referring the student to Family Support Services, or to the school counselor, and encouraging the student to become involved in new activities such as clubs or sports teams. The homebase teacher is responsible for the ongoing "checking-in" with students to see how things are going.

4. Reporting Procedures

Victims/Targets

All students who believe they have been the victim/target of bullying shall promptly report the bullying to their homebase teacher, campus supervision, or to any O'Farrell staff member.

Student Witness

All students who witness or become aware of bullying shall report the bullying to their Homebase teacher, campus supervision, or to any O'Farrell staff member.

Parents/Guardians

All parents/guardians who become aware of any bullying are encouraged to report the bullying to their child's homebase teacher, family leader or assistant principal for their child's academy.

School Personnel

Any staff member who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, the staff member shall detain the students involved and immediately report the incident to campus supervision, or the appropriate homebase teacher(s) and/or family leader and assistant principal. The homebase teacher and/or family leader and assistant principal will gather student statements, investigate and assign necessary consequences. The incident will then be reported to Family Support Services or the school counselor for follow-up.

5. Disciplinary and Other Action

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed shall match the offense, as determined by the appropriate family leader and/or assistant principal. Bullying that occurs off campus may result in consequences at school if the behavior is such that it disrupts the school environment.

In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending students.

If more than one student is involved, the staff member shall talk to each student separately.

If an investigation substantiates that bullying has occurred, the administrator or designee shall take appropriate action consistent with this and the school's Progressive Discipline Policy.

O'Farrell recognizes that parents/guardians play an important role in educating their children and preventing bullying. Accordingly, the parent/guardians of each offending student shall be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with the administrator, homebase teacher, family support services and/or school counselor to review the bullying behavior and discuss strategies for correcting the behavior. The administrator/designee or counselor shall also inform the victim's parent/guardian as soon as reasonably possible. Parents/Guardians of students who have been bullied may also be provided with resources to support their child and receive ongoing communication from the school regarding the bullying situation.

Disciplinary action for bullying may include, but is not limited to, loss of privileges, detention, Friday night school, in-school suspension, Saturday suspension, formal suspension and possible recommendation for expulsion. If the administrator determines the conduct raises to the level of a crime, disciplinary action may also include notification of the police department.

6. Dissemination of Policy and Training

A copy of this policy will be provided to staff, students and parents on an annual basis via the staff handbook, student and parent handbook and the school website. O'Farrell will develop and implement a method of discussing this policy each school year with students and employees. This policy shall be reviewed at least annually for compliance with state and federal laws.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 3

RECOMMENDATION: Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities as of and for the year ending June 30, 2016 in the amount not to exceed $6,900 for the O'Farrell audit and $2,900 for the Ingenuity audit, $950 for the information returns, a total of $10,750.

BACKGROUND INFORMATION:

Every year the Board of Directors approves the contract for audit services.

CURRENT INFORMATION:

Our office staff will make available all financial records and related information required for the audit. It is O'Farrell's responsibility to set up the implementation and design of programs and controls to prevent and detect fraud, and for informing Wilkinson Hadley & Co. about all known or suspected fraud, or illegal acts affecting the government involving: 1) management, 2) employees who have significant roles in internal control, and; 3) others where the fraud or illegal acts could have a material effect on the financial statements.

The audit is expected to begin on approximately April 15, 2016 and reports will be issued no later than December 15, 2016, or the approved extension date.

Their service also includes preparing the federal and state information returns for the year ending June 30, 2016. They also will provide copies of our reports to the California Department of Education, the State Controllers Office, the Federal Audit Clearing House, and the San Diego Unified School District.

ADDITIONAL INFORMATION:

	2015-16	2016-17	2017-18
Audit of O'Farrell Charter School	$ 6,900	$ 6,900	$ 7,100
Audit of Ingenuity Charter School	$ 2,900	$ 2,900	$ 3,000
Preparation of Tax Return	$ 950	$ 950	$ 1,000
Total All Inclusive Cost	$10,750	$10,750	$11,100

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: October 5, 2015
Action Item 5

RECOMMENDATION: Approve the purchase of 880 Google Chromebook Management licenses for a cost not to exceed $25,000.

CURRENT INFORMATION:

San Diego Unified School District purchased 880 Chromebooks for the new high school but did not purchase the Google Chromebook Management software.

The O'Farrell Charter Schools
Ingenuity Charter School

Comprehensive
School Safety Plan-Public Document
2016-2017

6130 Skyline Drive
San Diego, CA 92114
(619) 263-3009

342 Euclid Ave. Ste. 401
San Diego, CA 92114
(619) 262-2046

If an emergency or crisis occurs, The O'Farrell Charter Schools, to include Ingenuity Charter School will make every effort to notify students and their parents in one or more of the following ways:

1. **Telephone dial-out**
2. **E-mail message**
3. **Text message**
4. **Student assembly**
5. **Student/parent flyer**

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The O'Farrell Charter School
Comprehensive School Safety Plan Criteria
2016-2017

California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria. O'Farrell has submitted these plans annually since 2005.

In the event of an emergency, the Superintendent, Dr. Jonathan Dean is the Site Incident Commander. In his absence, the board of directors has approved the designation of administrators-in-charge will in the order listed below:

1. Jill Andersen, Principal Middle School Academy

2. Anne Mathews, Principal Elementary School Academy

3. Brian Rainey, Principal High School Academy

4. Tiffany DeGraffenreid, Principal Ingenuity Charter School

CRITERION 1

ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME AND SITE RESPONSE TO SCHOOL CRIME DATA

This means that, after you receive the data from the California Safe Schools Assessment (CSSA) regarding your site, it is your responsibility to review it, analyze the information, and develop a response that details how your school community will improve on the current year's conditions. Identify appropriate strategies and programs to provide and maintain a high level of school safety, and address procedures for complying with existing school safety laws.

This information is not being made available this year. We analyzed site generated suspension data to develop the updated plan.

PROGRAMS AND ACTIVITIES

THE STAFF WILL:

a. Hold regular meetings in order to identify problem areas or concerns.
b. Hold regular meetings that provide training in classroom management strategies and social skills curriculum.
c. Enforce school wide rules, procedures and expectations for all students.
d. Actively deal with all discipline issues in a timely manner.
e. Review substance abuse programs and substance use intervention contract.
f. Provide instruction in zero tolerance, safety, and school rules.

g. Maintain the school uniform policy and work with staff on proper enforcement.
h. Teach thematic lessons to all students through homebase related to safety, crime prevention and promoting tolerance.
i. Lock doors and windows when not in the classroom as well as draw blinds and make sure room alarms are properly functioning during non-school hours.
j. Establish reward programs for positive behavior and attendance.
k. Escort students from the campus at the end of each day.
l. Provide active supervision on the perimeter of campus before and after school.
m. Discuss safe routes to school during the zero tolerance assembly.

THE STUDENTS WILL:

n. Review the concerns of school crime through the homebase program.
o. Report problems, concerns or suspicious activity to O'Farrell/Ingenuity staff promptly.
p. Sign and abide by the provisions of the charter school contract.

THE SCHOOL WILL:

q. Have emergency procedures and supplies in place prior to school opening.
r. Practice emergency lockdown and fire drill procedures with all staff and students.
s. Require supervision aides and student monitors to wear identifying uniforms/vests.
t. Require all staff and visitors to wear visible forms of identification.
u. Review and analyze suspension data on a regular basis. Data will be shared with team leaders and used to modify campus supervision as appropriate.
v. Maintain standardized hall pass for all classrooms.
w. Work with community to improve communication and safety awareness.
x. Work with city officials to monitor traffic safety and crosswalks around the school.
y. Maintain accurate equipment inventory and serial number records for each classroom.
z. Repair vandalism and remove graffiti immediately or before students' arrival if possible.
aa. Immediately notify San Diego Police Services of all graffiti and burglary incidents.
bb. Install security fencing to limit access to the school grounds.

CRITERION 2

CHILD ABUSE REPORTING PROCEDURES

(Penal Code 11164 et seq. (Administrative Procedure 6370)

1. All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance personnel employees, and licensed nurses are required to report suspected child abuse. An in-service, which provided awareness and training, was given to all certificated/classified employees at the beginning of the school year.
2. Suspected child abuse forms are available from the health technician or the FSS office.
3. A known or suspected instance of child abuse must be reported by telephone or by fax, immediately or as soon as practically possible, to one of the child protective agencies.
   a. Integrated Child Protected Services: Department of Social Services – (619) 560-2191
4. Persons observing evidence of suspected child abuse must inform FSS staff and give completed reports to the FSS coordinator. Students and parents shall be aware that students may also report instances of child abuse on themselves or others to their teachers, counselors, or the Principal/Superintendent.
5. All reports are strictly confidential.

NOTE: THE REPORTING PERSON SHOULD NOT CONTACT THE CHILD'S HOME OR CONDUCT AN INVESTIGATION OF ANY KIND.

CRITERION 3

DISASTER PREPAREDNESS PLAN

In order to prepare to react in the event of a disaster or emergency situation, we are required to formulate a site emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to be followed in the event of an emergency situation.

It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well prepared and tested plan will minimize injuries and loss of life in a major disaster; therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan.

Disaster planning experts indicate that in the event of a natural calamity such as an earthquake, school staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the Disaster Planning Committee to ensure safety and accountability of students and staff and at the same time provide for their needs within that 72-hour period.

Staff members should remember that in times of stress, they must remain calm, evaluate the situation and take action based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

REMEMBER - YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN!

Please note:
All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which school district employees function as disaster services workers depends in large measure upon the decisions of the various school sites and their supervisory personnel.

The Site Emergency Response Plan is reviewed annually with the San Diego Police Department. While a Public version is available for inspection, a confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff.

Emergency procedures plans are reviewed with staff each August during back to school planning meetings. Plans and procedures are reviewed with students through their homebase class during the first month of school. Drills are held throughout the school year. Fire/Evacuation drills are held monthly, Disaster and lockdown drills are held a minimum of once a year for each drill.

CRITERION 4

POLICIES AND ACTS RELATED TO SUSPENSION, EXPULSION, OR MANDATORY EXPULSION

SUSPENSION

The Principal or other designee of the Superintendent is authorized to conduct the process leading to formal suspension. They are based on The O'Farrell Charter Schools Administrative Policy for behavior. Length of suspension is determined using the guidelines. The parent/guardian should be contacted by the teacher or principal and offered a conference to explain the suspension. At the parent conference, the parent/guardian and student should be fully informed of reason for disciplinary action and given all evidence against him/her as well as an opportunity to present their version and/or evidence in their defense. The parent/guardian must also be fully apprised of their rights to appeal the suspension. The Report on Suspension should be fully completed and immediately given to supervision for processing. Comments noted on the form should be brief and specific to the offense. The family leader/assistant principal must sign the bottom of the form. Parents should be informed that a suspension also includes an automatic notification to Family Support Services. On the tenth day of suspension or Independent Learning Day within any given school year the student may be recommended for an expulsion.

ZERO TOLERANCE/EXPULSION

Each student and parent is required to read and sign the Notice of Zero Tolerance Policy and the Charter School Agreement as a requirement upon enrollment. Students attend an assembly which explains the policies of both zero tolerance and suspensions. Zero Tolerance/expulsion offenses are based on The O'Farrell Charter Schools Suspension and Expulsion Board Policy. If a student has committed a zero tolerance offense, contact the Principal/Superintendent. If San Diego police are involved, the team leader/Principal/Superintendent will contact them so they can investigate before the parent notification is made. Victim and witness statements should be taken immediately on the correct forms available.

Principals and other designees of the Superintendent are authorized to recommend students for expulsion and prepare all necessary documentation. The Superintendent reviews the recommendation and supporting documentation within five school days of the incident. The Superintendent will notify the parents/guardians in writing if the expulsion recommendation is moving forward. The parents/guardians will also be notified of the expulsion hearing process.

A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities act (IDEA) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law, state law or El Dorado SELPA policies require additional or different procedures, including a manifestation determination.

CRITERION 5

NOTIFICATION TO TEACHERS OF DANGEROUS STUDENTS

The Superintendent will provide all teachers with information received from the court and the Probation Department regarding students that previously have committed violent or dangerous crimes. Such information will be made available to teachers, counselors, and administrators with direct supervisory experience over the student in order to enable staff to (a) work with the students in the appropriate fashions; (b) avoid being needlessly vulnerable; and (c) protect other persons from needless vulnerability. Teachers, counselors, and administrators may access such information through the Principal/Superintendent who maintains a file for this purpose. Any such information so received by a teacher, counselor, or administrator shall be confidential and not be disseminated any further. In addition, teachers have full access through OASIS to view all prior disciplinary actions or incidents occurred by their assigned students.

CRITERION 6

A SEXUAL HARASSMENT POLICY

The O'Farrell Charter Schools are committed to providing a work and educational atmosphere that is free of unlawful harassment. The policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The O'Farrell Charter Schools will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business. This policy applies to all employee actions and relationships, regardless of position or gender. O'Farrell will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

O'Farrell is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their

assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal/Superintendent. See **Appendix A** for the "Harassment Complaint Form" and **Appendix B** for the general "Complaint Form", in the Employee Handbook

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults.
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic;
    - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

O'Farrell will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

CRITERION 7

THE INGENUITY DRESS CODE

All students at Ingenuity adhere the following dress code. Students who choose not to adhere to this code will have their parent(s)/guardian called to pick them up from school.

Color Requirements: Your ENTIRE outfit cannot be more than 50% red, blue or green. If you wear a red shirt, do not wear red pants. If you wear green pants, do not wear a green shirt. A solid red/blue/green shirt is fine, as long as you wear different color pants and shoes. Gang association is not allowed. The school will determine if an outfit appears to be gang related.

Backpacks: Any color/brand is ok. Backpack may not be modified or written on except for student's name.

Shirts/Sweatshirts/Sweaters

- Shirts cannot have inappropriate writing of any kind, including ANY gang or drug references.
- No inappropriate logos that display drugs or alcohol.
- Refrain from wearing inappropriate shirts that are low-cut, revealing, see-through, and/or show your midriff.
- Shirts must cover bras, so do not wear any spaghetti strap tank or halter tops. Undergarments should not be showing.
- If you wear a sweatshirt with a hood, remember not to wear the hood on campus.

Shorts/Pants

- Make sure your pants are the appropriate length, are not baggy, and are not skin tight. Pants should not be "sagging."
- Shorts should not be shorter than mid-thigh length, and/or be revealing in nature. • Jeans may not have excessive rips or tears in them.
- Pants/shorts cannot have inappropriate writing or logos of any kind, including ANY gang or drug references.
- No pajamas may be worn to school at any time.

Shoes/Socks

- Shoes must be worn in the classroom at all times. No slippers.
- Any color is acceptable, keeping in mind that your entire outfit cannot be more than 50% red, blue, or green.

Accessories

- Jewelry cannot have letter, numbers, or words.
- Hats, sunglasses, bandanas, and/or beanies are not allowed in class.

CRITERION 8

PROCEDURES TO ENSURE SAFETY OF STUDENTS, STAFF, AND PARENTS/GUARDIANS WHILE GOING TO AND FROM SCHOOL

1. Parents and students are reminded about traffic safety and crosswalk use on the school website.
2. Site staff are posted at all entrance/exits before and after school.
3. Entry or exit to the campus is only allowed through supervised gates.
4. Student campus access is restricted in the mornings only into supervised areas and students are escorted off campus each day after school.
5. As required by state law, each principal/site administrator shall conduct safety drills periodically (including fire, earthquake/disaster preparedness and lock down drill) to maintain awareness of procedures.
6. Site emergency plan will be reviewed twice annually by staff.

CRITERION 9

SAFE AND ORDERLY SCHOOL ENVIRONMENT

We believe in timely, consistent, and appropriate intervention that puts the child back on track as quickly as possible when a student fails to learn and act appropriately while at school. We also believe that consequences must be designed to meet the individual needs of students. Therefore, the teacher will refer to the school-wide discipline plan guide and may consult with students, parents, teachers, or administration in order to select appropriate consequences and intervention to meet the individual needs of the child. The severity of the inappropriate behavior will determine the level of consequence.

Annually, we will provide copies of our comprehensive Safety School Plan to staff, local fire departments, law enforcement agencies, Primetime program director and the Board of Directors.

Per Procedure 6270, students are under the direct supervision of staff members at all times wile in school, or while attending a school-directed activity. The discipline policies of The O'Farrell Charter Schools are designed to establish and maintain an environment in which students and staff members can perform effectively in the school setting, so that each student can exercise his or her right to obtain the best education possible.

All staff is regularly provided training on roles and responsibilities related to school safety and discipline policies. Teachers meet with parents and are the primary liaison for all concerns related to students academics and behavior.

STAFF RESPONSIBILITIES

Staff should not be on campus alone after hours. (6:30 a.m. – 6:00 p.m.) Doors should be locked when rooms are not in use or when working before or after school. All suspicious persons on campus should be reported to the office or supervision aides. In case of a threatening situation, seek immediate help from nearby staff and contact the site supervision aides who can radio for help.

CAMPUS SUPERVISION

Campus Security Assistants patrol the campus daily. They report to the Superintendent. Teachers should be standing at the door of their classrooms at 7:25 a.m. and standing at their door during passing periods unless assigned other duties. Superintendent should be available to staff until 4:00 p.m. daily. When exceptions arise backup can be provided by the administrator-in-charge, designated by the Superintendent, and can be called by the administrative assistant or other office staff.

CAMPUS SUPERVISION RESPONSIBILITIES

Classroom teachers who leave their rooms during prep periods are expected to be back in time to supervise during passing periods. Please make a point of returning early to locked classrooms so

that students will not congregate outside the doorway. Early dismissals are not authorized. Students must be supervised at all times.

PASSES FROM CLASS

No lavatory passes should be issued during the first five minutes and the last five minutes of any class. Students should not be permitted to leave class at any time without an Ingenuity Identification lanyard and the teacher's approval.

Requests to see the health technician should be given careful consideration. Teachers must use careful judgment in granting or refusing requests to see the health. Students may not "drop in" to see the nurse between classes without a pass.

Students going to the Library should use an Ingenuity Identification lanyard. Note the time to return, if student is to return to class before the end of the period.

SCHOOLWIDE DISCIPLINE GUIDE

Rationale

- All staff members at The O'Farrell Charter Schools are responsible for school-wide discipline
- Promote consistency school-wide
- Provide a process for intervention prior to suspension
- Provide follow-up after suspension, including a contract, and FSS intervention
- Maintain a high standard of behavior school-wide

Successful Strategies for Classroom Management

Students are given three warnings per class period daily.

- Enforce appropriate classroom behavior.
- Use positive classroom management.
- Be consistent.
- Use mediation.
- Teach positive problem solving strategies to your students.
- Put the student on a daily contract/progress report
- Utilize FSS. Ask FSS staff to present lessons on various topics to the whole class. Involve FSS staff in the curriculum when appropriate.
- Use awards and rewards: specific and genuine verbal compliments, raffles, etc.
- Listen compassionately and reflectively to your students.
- Encourage student involvement in extracurricular school activities.

All parties, starting with teachers, must be involved in resolving conflicts.

- When incidents involve students from different classrooms/Resource Centers or student/adult conflicts, all adults must be in agreement concerning disciplinary action of the student(s). If agreement is not reached, the Principal should be involved in a resolution.
- Principals need to be notified of any serious infractions concerning students.

THE O'FARRELL CHARTER SCHOOLS
STUDENT PROGRESSIVE DISCIPLINE PLAN

Purpose of Progressive Student Discipline Plan: To provide a fair and consistent way to establish a safe, orderly, positive environment in which teachers can teach and students can learn.

Concepts:

1. Classroom teachers are responsible to maintain safe, orderly, and respectful classroom, including the enforcement of consequences for inappropriate behavior. Consequences are expected to be enforced in a way that respects the child but rejects the behavior.
2. Parents value hearing directly, and promptly, from the teacher in the classroom where the child is not behaving appropriately.
3. The Principal responsible for receiving information about the students from multiple sources. They engage teachers and other staff members to seek out underlying causes for repeated, serious inappropriate behavior in an effort to provide students with tools to change those behaviors.

Classroom Discipline Steps
Concept: Each day, a child starts over on the Classroom Discipline Steps

1. **Verbal Warning**
2. **Consequences in Classroom** - (i.e., move seat, Warning Card, personal reflection on appropriate classroom behavior, private conference with student). Students may not be left outside the classroom unsupervised by an adult.
3. **Referral** – Referral to Principal to assign the next level of consequence on the Progressive Discipline. Classroom teachers may need to call parents.

Progressive Discipline Steps

1. **Detention and phone call home**
2. **Friday Night and phone call home**
3. **Parent Conference and In School Suspension**
4. **Parent Shadow or Saturday Suspension**
5. **Formal Suspension**

Note: If a student's behavior warrants a greater consequence, Principal may skip steps. For example, if a student fights, the student will automatically be suspended. When the student returns from the suspension, they will return to their step on the progressive discipline.
Progressive Discipline will "reset" when a student can go for 10 school days without a referral.

Roles and Responsibilities

Classroom Teacher's Role
Referrals must be provided to the Principal within one work day. Teachers are responsible for notifying parents about the behaviors that occurred in their classroom unless the Principal indicates that he or she will take care of it. Teachers should keep track of a student's behavior in some way as this is the basis for their citizenship grade. The classroom teacher may conduct a parent conference at any point. The Principal must be notified so they have the option to participate if they choose.

CHARTER EXPULSION POLICY

The O'Farrell Charter Schools Contract has specific requirements for students to be enrolled. Students can be expelled for receiving ten or more cumulative days of suspension during the school year.

BEHAVIORAL EXPECTATIONS

Conduct

Students will walk, engage in appropriate behaviors on the school grounds and avoid behaviors that are disruptive, irresponsible and unsafe. Gang signing is considered an inappropriate behavior.

Prohibited Items

Items that can disrupt the learning process or create issues of theft are prohibited.

- Inappropriate items include skateboards, scooters, electronic devices, sports equipment, balls, etc., finger boards, dice playing cards, all toys, firecrackers, weapons, propellant sprays, excess cash, items of value, etc. CDs and DVDs are also inappropriate unless permission is received from the teacher. Confiscated items may be picked up by the parent from the teacher.

EXAMPLES OF UNACCEPTABLE BEHAVIOR

Minor offenses may include:

- Not bringing required supplies to class.
- Off-task behavior: talking, distracting others, etc.
- Food/gum in class (if not allowed)
- Running in the hallway
- Not keeping hands to self (not including punching, stabbing, etc.)
- Littering and disorderly environment (inside and outside the classroom)
- Misusing school supplies, and PE/science/computer/art equipment
- Threatening to cause physical injury (stops or will mediate when warned), first offense

Severe offenses may include:

- Disrupting class: defiant behavior toward any adult
- Using inappropriate language toward other student or adult
- Using inappropriate physical contact, obscene acts
- Stealing and/or receiving stolen property
- Misusing or severely damaging school equipment
- Instigating fights, fighting (first offense with no serious physical injury)
- Possessing drug paraphernalia
- Threatening to cause physical injury (threat continues despite warning, refusal to mediate)

Offenses causing suspension include:

- Causing cuts and bruises or injuries requiring medical attention
- Possessing/using a controlled substance on campus
- Providing illegal substances (controlled substances or alcohol)
- Damaging school/private property
- Stealing school/private property
- Knowingly receiving stolen school/private property
- Possessing or using tobacco on school premises
- Committing an obscene act or engaging in habitual profanity or vulgarity directed toward staff, supervisor(s) or other students
- Committing sexual harassment, verbal, visual or physical
- Possessing drug paraphernalia as in the Health and Safety Code
- Disrupting/defiance minor, major, or involving threatening incident
- Attempting or threatening to cause physical injury
- Engaging in hate violence
- Engaging in intimidation
- Step 5 of progressive discipline

Zero Tolerance/Expulsion offenses include:

- Causing serious injuries requiring medical attention to student or staff
- Possessing, selling, or otherwise furnishing or brandishing any firearm, knife, explosive, or other dangerous object
- Two incidence of fighting in one school year
- Selling or furnishing illegal substance or alcohol on campus
- Committing robbery or extortion on campus
- Possessing an imitation firearm (including starter pistols)
- Sexual assault or battery
- Drug related offenses
- Fourth tobacco related offense

STUDENT POSSESSION OF CELLULAR PHONES, PAGERS AND OTHER ELECTRONIC SIGNALING DEVICES

Student possession of and use of cellular phones, pagers, and any other electronic signaling devices on school campus, or at school sponsored activities, and while under the supervision and control of The O'Farrell Schools staff is permitted under the circumstances described herein.

Students may use cell phones before school and after school. At all other times and locations phones must be put away and turned off.

Unauthorized use of these devices is cause for confiscation, and parent/guardian to be call to pick up the item. Repeated unauthorized use can/will lead to disciplinary action. The school is not responsible for the loss, theft, or damage of such devices when in the student's possession.

Parents/guardians must be aware that in the event an emergency should occur at the school, or school sponsored activity, they are not to call, signal, or page and give instructions to their student that contradicts the supervision of staff.

CRITERION 10

SAFE SCHOOL PLANNING COMMITTEE FORMATION

The Board of Directors of The O'Farrell Charter School has delegated the responsibility of development of the School Safety Plan to the School Safety Planning Committee. The Board will review and approve the final plan before it is submitted.

The O'Farrell Charter School Safety School Planning Committee consists of the following:

Chairs:
Jonathan Dean, Superintendent
Jill Andersen, Principal

Members:
Kathy Davis, Emergency Disaster Preparation Coordinator
Christian Baker, Emergency Disaster Preparation Assistant
Anne Mathews, Principal
Brian Rainey, Principal
Pam Barry, Team Leader
Brian Schmidt, Team Leader
Susan Cuttitta, Team Leader
Stephen Shilling, Ingenuity Teacher
Lakisha Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Executive Assistant to theSuperintendent

Law Enforcement Consultants:
San Diego Police Dept.

Public Meetings:
Board of Directors meetings
School Site Council

CRITERION 11

BOARD POLICY #5006

ANTI-BULLYING

1. General Statement of Policy

   The O'Farrell Charter Schools recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem and increase feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

   The O'Farrell Charter Schools endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, and at any school-sponsored events and activities. The O'Farrell Charter Schools acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities as assigned.

2. Definition of Bullying

   "Bullying" means repeated behavior by an individual student, an individual student within a group of students, or a group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyberbullying. Bullying may occur on or off campus. Bullying may occur in several forms, including but not limited to, the following:

   - Written, verbal or nonverbal threats
   - Intimidating or threatening gestures
   - Unwanted physical contact, violence, or assault
   - An intentional display of force that would give the victim reason to expect or fear physical contact or injury
   - Jeering, taunting or mocking
   - Teasing
   - Degrading, insulting, or derogatory comments
   - Extortion
   - Theft of money or possessions
   - Vandalism of a student's personal property
   - Unauthorized exercise of control over a student's personal property
   - Harrassment or threats via online social networking sites

3. Preventative Measures

This anti-bullying policy will be reviewed each year with all staff and students. Staff members will discuss bullying with students through homebase lessons and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. Students will be encouraged to report incidents of bullying whether they are the victim or an observer.

Preventative measures may include referring the student to Family Support Services, or to the school counselor, and encouraging the student to become involved in new activities such as clubs or sports teams. The homebase teacher is responsible for the ongoing "checking-in" with students to see how things are going.

4. Reporting Procedures

Victims/Targets

All students who believe they have been the victim/target of bullying shall promptly report the bullying to their homebase teacher, campus supervision, or to any O'Farrell staff member.

Student Witness

All students who witness or become aware of bullying shall report the bullying to their teacher, campus supervision, or to any school staff member.

Parents/Guardians

All parents/guardians who become aware of any bullying are encouraged to report the bullying to their child's teacher or principal.

School Personnel

Any staff member who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, the staff member shall detain the students involved and immediately report the incident to campus supervision, or the appropriate teacher(s) and principal. The principal will gather student statements, investigate and assign necessary consequences. The incident will then be reported to Family Support Services or the school counselor for follow-up.

5. Disciplinary and Other Action

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed shall match the offense, as determined by the appropriate family leader and/or assistant principal. Bullying that occurs off campus may result in consequences at school if the behavior is such that it disrupts the school environment.

In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending students.

If more than one student is involved, the staff member shall talk to each student separately.

If an investigation substantiates that bullying has occurred, the administrator or designee shall take appropriate action consistent with this and the school's Progressive Discipline Policy.

The O'Farrell Charter Schools recognizes that parents/guardians play an important role in educating their children and preventing bullying. Accordingly, the parent/guardians of each offending student shall be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with the administrator, homebase teacher, family support services and/or school counselor to review the bullying behavior and discuss strategies for correcting the behavior. The administrator/designee or counselor shall also inform the victim's parent/guardian as soon as reasonably possible. Parents/Guardians of students who have been bullied may also be provided with resources to support their child and receive ongoing communication from the school regarding the bullying situation.

Disciplinary action for bullying may include, but is not limited to, loss of privileges, in-school suspension, Saturday suspension, formal suspension and possible recommendation for expulsion. If the administrator determines the conduct raises to the level of a crime, disciplinary action may also include notification of the police department.

6. Dissemination of Policy and Training

A copy of this policy will be provided to staff, students and parents on an annual basis via the staff handbook, student and parent handbook and the school website. The O'Farrell Charter Schools will develop and implement a method of discussing this policy each school year with students and employees. This policy shall be reviewed at least annually for compliance with state and federal laws.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 3

RECOMMENDATION: Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities as of and for the year ending June 30, 2016 in the amount not to exceed $6,900 for the O'Farrell audit and $2,900 for the Ingenuity audit, $950 for the information returns, a total of $10,750.

BACKGROUND INFORMATION:

Every year the Board of Directors approves the contract for audit services.

CURRENT INFORMATION:

Our office staff will make available all financial records and related information required for the audit. It is O'Farrell's responsibility to set up the implementation and design of programs and controls to prevent and detect fraud, and for informing Wilkinson Hadley & Co. about all known or suspected fraud, or illegal acts affecting the government involving: 1) management, 2) employees who have significant roles in internal control, and; 3) others where the fraud or illegal acts could have a material effect on the financial statements.

The audit is expected to begin on approximately April 15, 2016 and reports will be issued no later than December 15, 2016, or the approved extension date.

Their service also includes preparing the federal and state information returns for the year ending June 30, 2016. They also will provide copies of our reports to the California Department of Education, the State Controllers Office, the Federal Audit Clearing House, and the San Diego Unified School District.

ADDITIONAL INFORMATION:

	2015-16	2016-17	2017-18
Audit of O'Farrell Charter School	$ 6,900	$ 6,900	$ 7,100
Audit of Ingenuity Charter School	$ 2,900	$ 2,900	$ 3,000
Preparation of Tax Return	$ 950	$ 950	$ 1,000
Total All Inclusive Cost	$10,750	$10,750	$11,100

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

WILKINSON HADLEY KING & CO. LLP
CPAs AND ADVISORS

Aubrey W. King, CPA
Kevin A. Sproul, CPA

January 22, 2016

Governing Board and Management

The O'Farrell Charter Schools
6130 Skyline Drive
San Diego, California 92114

We are pleased to confirm our understanding of the services we are to provide for The O'Farrell Charter Schools for the year ended June 30, 2016.

We will audit the financial statements of The O'Farrell Charter Schools, which comprise the statement(s) of financial position as of June 30, 2016, the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Schedule of Expenditures of Federal Awards
2) LEA Organization Structure
3) Schedule of ADA
4) Schedule of Instructional Time
5) Schedule of Financial Trends and Analysis
6) Reconciliation of Annual Financial and Budget Alternate Form with Audited Financial Statements
7) Combining Financial Statements

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- An opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each program identified by and in accordance with *2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* published by the Education Audit Appeals Panel.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of The O'Farrell Charter Schools. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion on the financial statements or the Single Audit compliance opinion is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of The O'Farrell Charter School's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on The O'Farrell Charter School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will prepare the Organization's federal and state information returns for the year ended June 30, 2016 based on information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Wilkinson Hadley King & Co. LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California State Controllers Office or its designee, the California Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wilkinson Hadley King & Co. LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aubrey King is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately April 1, 2016 and to and issue our reports no later than December 15, 2016. Information returns will be completed by the extended due date.

We estimate that our fees for the services to be provided will be:

	2015-16	2016-17*	2017-18*
Audit of O'Farrell Charter School	$6,900	$6,900	$7,100
Audit of Ingenuity Charter School	$2,900	$2,900	$3,000
Preparation of Tax Return	$950	$950	$1000
Total All Inclusive Cost	$10,750	$10,750	$11,100

*New engagement letters will be prepared for the 2016-17 and 2017-18 fiscal years.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Wilkinson Hadley King & Co. LLP

Wilkinson Hadley King & Co. LLP

RESPONSE:

This letter correctly sets forth the understanding of The O'Farrell Charter Schools.

Management signature: _____

Title: _____

Date: _____

Date Approved by Governance: _____

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 4

RECOMMENDATION: Approve The O'Farrell Charter School Expenditure Plan for the Educator Effectiveness Funds.

Overview: The 2015-16 California state budget includes one-time funding to increase educator effectiveness through professional development. The formula was set at $1466.00 per teacher and the "strings" attached to the funding are refreshingly "loose." The money can be used for a wide range of teacher training and/or professional development opportunities. Schools will receive the funds this fiscal year but have until 2018 to spend them and to submit an expenditure report to the state.

Proposed Plan of Expenditure: O'Farrell is due to receive approximately $118,000 of Educator Effectiveness funds. Our plan is to use these funds is three-pronged: 1) Approximately 75K will cover the cost of 3 days of teacher training prior to the start of the school year, 2) Another 28K will be divided amongst the academies and used for Common Core related professional development that is specific to the content of the respective academies, 3)15K will be set aside to pay for external professional development opportunities for teachers throughout the school year to include both the annual AVID conference and AVID summer institute.

The table below represents the recommended distribution of the Educator Effectiveness funds. The amount each academy is set to receive is based on the size of the academies and the Common Core related training needed.

Academies	Number of Members	Amount
Elementary Faculty	13	$18,500
Middle High Faculty	41	$58,000
High School Faculty	20.5	$32,250
SPED	6	$8,850
	Total 80.5	$118,000

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 5

RECOMMENDATION: Approve the purchase of 880 Google Chromebook Management licenses for a cost not to exceed $25,000.

CURRENT INFORMATION:

San Diego Unified School District purchased 880 Chromebooks for the new high school but did not purchase the Google Chromebook Management software.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 6

RECOMMENDATION: Approve the renewal term for Agnés Barrelet to remain a member of the Board of Directors for another two years, 2016-2018.

BACKGROUND INFORMATION:

The regular term of each Director shall be two years.

CURRENT INFORMATION:

Agnés has served on the Board since January 2012. This shall be her third term.

Board Member Approval Date: January 2012
Term 1: January 2012-2014
Term 2: January 2014-2016

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 8, 2016
Action Item 7

CIF APPLICATION FOR NEW MULTI-SCHOOL MEMBERSHIP STATUS
(CIF Form 303 NEW)

SCHOOLS: RETURN COMPETED APPLICATION TO YOUR CIF SECTION OFFICE. Applications are **Due NO LATER THAN MAY 31, 2016** (in the CIF Section Office)

CIF Section: San Diego

Date of Application: February 8, 2016

FEES FOR THE TOTAL DUES AMOUNT MUST ACCOMPANY THIS APPLICATION. MAKE CHECKS PAYABLE TO STATE CIF.

* 497 (Total # of students (CIF member school & multi-school students)) x $0.68 = 337.96 (Total Dues)

- Please complete signatures on all lines below.
- NEW APPLICATIONS must be filed by May 31 of the current school year **WITH ALL FEES ATTACHED WITH THE APPLICATION.**
- NEW APPLICATIONS received **AFTER May 31 WILL NOT BE APPROVED.**
- Applications received without fees attached will be returned to applicant for re-submission as long as the fees are submitted prior to the deadline of May 31 of the current school year.

NEW APPLICATION

The O'Farrell Charter School *(CIF Member School requesting multi-school teams status)* 9-12 *(Grade levels involved)*

6130 Skyline Drive, San Diego CA, 92114 *(Street Address)* *(City)* *(Zip)*

Brian Rainey *(Principal designated to have administrative responsibility)*

List school(s) or campus(es), location(s), and grade level(s) to be unified with the above listed CIF school for sports team purposes:

School Name: Ingenuity Charter School 9-12

Address: 6130 Skyline Drive, San Diego CA, 92114

Principal's Name: Tiffany DeGraffenreid

Please specify, even though you are a continuation high school, whether your board of education considers the school an alternative school.

List reason(s) for request: Ingenuity classes are taught by O'Farrell staff members; has no sports programs; same campus

List sport(s) by team to be included (identify as student, boys, or girls):
Boys and girls cross country, boys and girls soccer, boys and girls basketball, boys and girls track and field, boys and girls volleyball

CBEDS enrollments (required):

CIF member school: 9-12: 463 +

School/programs(s) to be unified: 9-12: 34 = 497

Total students (transfer total to * at top of page for invoicing)

The following signatures indicate that State CIF Rule 303 has been read and certifies that all the required conditions have been met for this multi-school status request (see attached CIF Bylaw 303):

Brian Rainey (Signed) O'Farrell (School) 2/5/16 (Date) — Principal, CIF Member School

(Signed) (Date) — President, Board of Education, CIF Member School

(Signed) (Date) — Principal, Non CIF School Involved (attach additional pages as necessary

(Signed) (School) (Date) — President, Board of Education, Non Member School

(Signed) (Date) — President, _____ (League)

(Signed) (Date) — Commissioner, _____ (CIF Section)

Permission to field multi-campus or unified sports teams as indicated in this application is granted for the 2016-2017 school year.

The O'Farrell Charter Schools

The O'Farrell Elementary School Academy
The O'Farrell Middle School Academy
The O'Farrell High School Academy
Ingenuity Charter School

Jonathan Dean, Ed.D., Superintendent

February 9, 2016

Jerry Schniepp
San Diego Commissioner
California Interscholastic Federation
2131 Pan American Plaza
San Diego, California 92101

Re: Multi-School CIF Membership

Dear Mr. Schniepp:

Thank you again for taking the time to meet with Todd Plate on Thursday, February 4, 2016. It was great to get a better understanding of the process.

As discussed, The O'Farrell Charter Schools, Inc. ("O'Farrell") operates a campus that houses both The O'Farrell High School, and its online independent study program, Ingenuity Charter School ("Ingenuity"). Students from Ingenuity use campus facilities including classroom space and are supervised by O'Farrell staff for all of their educational needs.

As discussed, Ingenuity students meet the criteria under CIF Rule 302, Independent Study Program. Because of the close association that O'Farrell has created throughout its programs, and because Ingenuity students are a part of the O'Farrell campus, Ingenuity students desire to compete for O'Farrell High School as part of their CIF sports program.

O'Farrell acknowledges its responsibilities under CIF Rules regarding tracking eligibility, enrollment, and overall athletic related matters. We have attached the CIF Application For Multi-School Membership Status for your review. The application has been signed by the relevant principals and approved by O'Farrell's Board of Directors.

Ingenuity students are grateful for the opportunity to compete for their home school.

Thank you for your support through this process. Please contact me with any questions.

Warmest regards,

Jonathan C. Dean, Ed.D.