



“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”

GOVERNING BOARD AGENDA- Special Board Meeting

Meeting of Thursday, February 11, 2021 at 5:30PM

Join Zoom Meeting

<https://iftincharter-net.zoom.us/j/89405099050>

Meeting ID: 894 0509 9050

One tap mobile

+16699006833,,89405099050# US (San Jose)

+12532158782,,89405099050# US (Tacoma)

Mission: Iftin Charter School provides students in grades TK-8 an academically rigorous, common core aligned curricula, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students' cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

Approval of Agenda: Faisal Ali

WELCOME GUESTS / CALL TO ORDER 5:30PM

Roll Call

Faisal Ali	President
Rahmo Abdi	Secretary
Mulki Hersi	Treasurer
Joe Udall	Member
Ibrahim Hassan	Member

PUBLIC COMMENT

PUBLIC COMMENT— Anyone wishing to address the Board on agenda, non-agenda, and/or Closed Session items may do so. Individual speakers will be limited to three (3) minutes. Total public input on any one subject may be limited to fifteen (15) minutes, and may be extended at the discretion of the Board Chairperson. Comments on an agenda item may be taken when the agenda item is discussed by the Board. Comments on non-agenda items will be heard before the Consent Motion.

Consent Items

- A) Approve meeting minutes of 12/18/20.
- B) Student Attendance Policies
- C) Cash Handling Policies
- D) Disbursement Policies
- E) Credit Card use policies
- F) Expenditure or Expending authority policy
- G) Tax Compliance reporting
- H) Curriculum/Instructional Material selection policies

Discussion Items

- A) CEO Report
- B) Fiscal Report

Action Items

- A) Community Enhancement Program Grant application

Closed Session

None.

Report to Open Session

Reportable Action:

Advanced Planning

The next regularly scheduled Governing Board Meeting is to be held on Friday, March 5, 2021 at 5:30PM

ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of Iftin Charter School at (619) 265-2411. Notification of 48 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accessibility to that meeting (28 CFR 35.102.35.104) If you would like to request any attachments or other public documents, contact Abdi Mohamud at: Mohamud@iftincharter.net



GOVERNING BOARD MINUTES - Regular Meeting
Meeting of Friday, December 18, 2020 at 5:30PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89256369319>

Meeting ID: 892 5636 9319

One tap mobile

+16699006833,,89256369319# US (San Jose)

+13462487799,,89256369319# US (Houston)

“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”

Mission: Iftin Charter School provides students in grades TK-8 an academically rigorous, common core aligned curriculum, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students’ cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

WELCOME GUESTS / CALL TO ORDER 5:30 PM

Roll Call

Faisal Ali _____	President present
Rahmo Abdi _____	Secretary present
Mulki Hersi _____	Treasurer absent
Joe Udall _____	Member present
Ibrahim Hassan _____	Member present

APPROVAL OF AGENDA: Faisal Ali

PUBLIC COMMENT

PUBLIC COMMENT— Anyone wishing to address the Board on agenda, non-agenda, and/or Closed Session items may do so. Individual speakers will be limited to three (3) minutes. Total public input on any one subject may be limited to fifteen (15) minutes, and may be extended at the discretion of the Board Chairperson. Comments on an agenda item may be taken when the agenda item is discussed by the Board. Comments on non-agenda items will be heard before the Consent Motion.

No Public Speakers

CONSENT ITEMS

A) Approve meeting minutes of 11/20/20.

A motion was made to approve the consent item on the agenda, as presented.

Motion Abdi **Second** Udall **Ayes** Hassan Ali Udall **Nays** N/A **Abstain** N/A **Absent** Hersi



GOVERNING BOARD MINUTES - Regular Meeting

Discussion Items

CEO report Mr. Yussuf:

Greetings everyone. As we reflect the ending year as Iftin Community. We are grateful to have this opportunity to serve our students and community.

We went through a lot in this year as Iftin Community

- The denial of our renewal petition
- The appeal processes
- MOUs
- The Pandemic and school closures
- COVID-19 prep, cases and ASZ suspension

Due to the surge of Positive COVID-19 cases in the San Diego County, we decided to suspend our Academic support zone program for our students. We are closely monitoring the updates around the COVID-19. We want to act fast and ensure we're taking all the precautionary measures to avoid any risks.

The daunting challenges we face as we undertook the responsibilities of serving our unique students moving forward. For example, in California, as study shows, African American students, students learning English, students with disabilities, students in foster care, and students who are homeless each scored more than 45 points below the standard on the Smarter Balanced Summative assessment for ELA and students who are economically disadvantaged scored 30 points below the standard, in 2018/19.

Additionally, African American students have the highest rates of chronic absenteeism and are more likely to be suspended, relative to their peers from other racial/ethnic groups.

Our students are going through so much, even before the pandemic. In order to meet their needs, we need to do more.

Ali Hori, Principal: Good Evening to all who joined this meeting.

I'm very delighted to report that our school community is very happy with our services. COVID-19 has caused more anxiety in our community. Ensuring the health and safety of our students and staff is our primary focus. I believe we are moving in the right direction. My goal is for every child to be successful in his or her education.

We held check-in virtual meetings with each teacher and staff to identify areas of growth. We discussed and shared how we can support each other to reach our school goals. This gave us opportunity to fully understand and prioritize school needs and to provide personalized feedback and to address concerns. Overall, our check-in meetings provided meaningful updates and feedback. I appreciate your leadership and we look forward to a great year.

Parent Meeting 12/11: Very successful Virtually, 47 parents actively participated.

- We discussed distance learning and how to ensure students are participating
- Parent portal PowerSchool
- How to protect themselves from COVID-19
- Winter break challenge



GOVERNING BOARD MINUTES - Regular Meeting

Yolande Charles, Instructional Leader:

The Academic support zone is suspended due to the increase of COVID-19 cases in our County. We have seen success in the Academic Support Zone (ASZ) and we hope to resume in January. Our students were logging on, doing the work and completing assignments. Prior to the suspension of the program, each teacher sent home 2-3 weeks of learning materials. Learning packets are very helpful specially for our primary K-2 grades.

Teacher one-on-one meetings were very beneficial. Teachers were able to identify how students are performing, and address how they are meeting the needs of students who are low and high performing. We noted suggestions and concerns.

Overall, the morale of the staff is very high. Teachers are very happy and feel very supported.

Faisal Ali

Thank you for the update. I really happy to hear the commitment from the team and how the school is moving forward given all the difficulties with COVID-19. I would like to see the data to show how students are improving in all the core subjects.

Ibrahim Hassan

Greetings to all of you. I hope you are well and in good health. I would like to extend my appreciation to the administration hard work and determination. You are doing well and continue this great effort. I know what's going on in the hospitals, it is not easy with the pandemic. It is now worse than March and April when school closures began. I would also like to thank the teachers who are committed to their students and families.

Rahmo Abdi

I would like to ask, what programs are students able to access online for reading?

Maslah Yussuf

Thank you for asking. Our students have access to variety of online learning resources, including Reading A-Z, Razkids, Sprout, NGL Reading, IXL, Tumblebooks in order to access leveled reading. Our goal is to become a high performing school.

Joe Udall

I have been reflecting as we near the winter break. This is the calmest December that I have experienced. Despite the challenges with the pandemic, this year is remarkably going well. I am really glad that this year we have removed many challenges and obstacles. I would like to thank the administration for their leadership and all their efforts to make this year go smoothly. I am really excited for the NCUST audit. I love data. I encourage for the administration to move into the next level to high performing school. We have to embrace all data.

Faisal Ali

Thank you, Joe. This conversation will continue. We have all the resources and we can deploy them to benefits all of our students.



GOVERNING BOARD MINUTES - Regular Meeting

Action Items

A) Approve SELPA Local Plan Certification.

A motion was made to approve SELPA Local Plan Certification, as presented.

Motion Udall **Second** Abdi **Ayes** Hassan Ali Udall Abdi **Nays** N/A **Abstain** N/A **Absent** Hersi

B) Approve 2021-22 Participation Agreement.

A motion was made to approve the 2021-22 Participation Agreement, as presented.

Motion Hassan **Second** Abdi **Ayes** Ali Udall Hassan Abdi **Nays** N/A **Abstain** N/A **Absent** Hersi

Report to Open Session

Reportable Action: None

Advance Planning

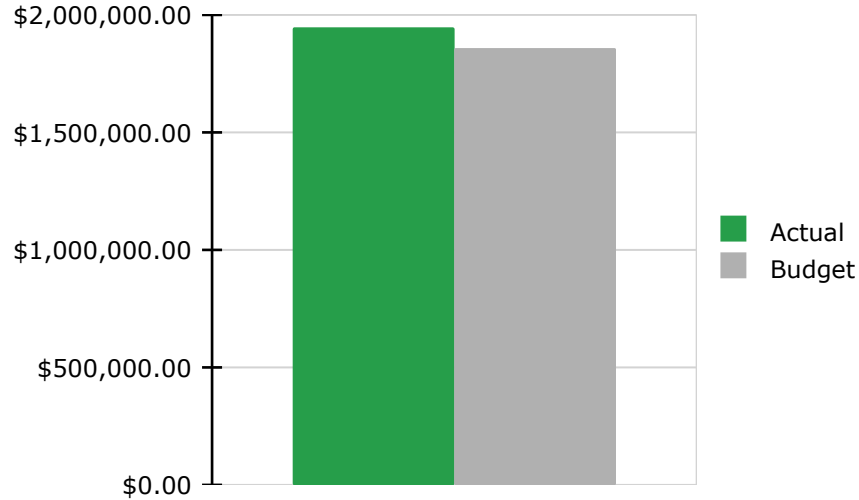
The next regularly scheduled Governing Board Meeting is to be held **on January 19, 2020** at 5:30PM.

Adjournment 7:11 pm

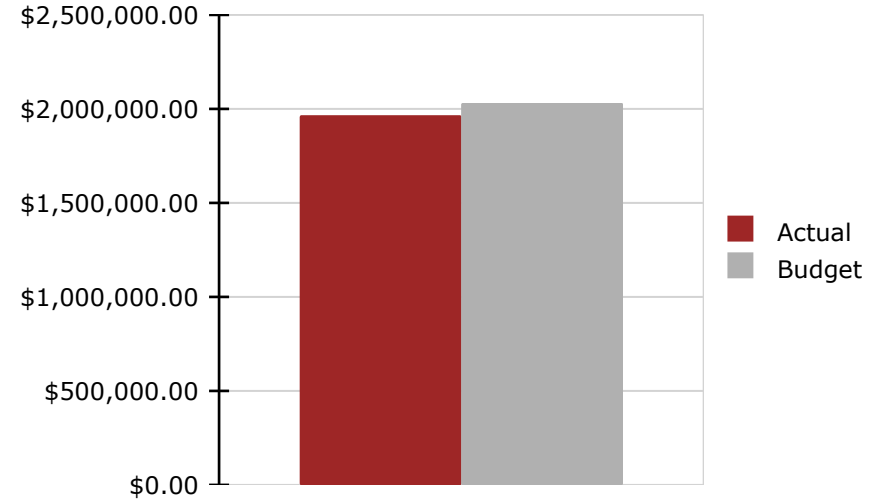
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Book Balance: \$1,909,931

Revenue To Date



Expense To Date



Revenue Summary

Actual	\$1,946,094
Budget	\$1,857,982
Actual to Budget	105 %

Expense Summary

Actual	\$1,965,213
Budget	\$2,030,892
Actual to Budget	97 %

YTD Actual to Budget Summary

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All
Lcap	All

Account Description	July - December				2020 - 2021	
	Actual	Budget	Variance \$	Variance %	Total Budget	Remaining Budget
LCFF	\$1,447,967	\$1,448,441	(\$474)	0.0 %	\$3,330,001	\$1,882,034
Federal Revenue	\$331,374	\$240,874	\$90,500	37.6 %	\$602,568	\$271,194
Other State Revenue	\$34,134	\$50,432	(\$16,298)	-32.3 %	\$113,684	\$79,550
Local Revenue	\$132,619	\$118,235	\$14,384	12.2 %	\$239,570	\$106,951
Total Revenue	\$1,946,094	\$1,857,982	\$88,112	4.7 %	\$4,285,823	\$2,339,729
Certificated Salaries	\$614,825	\$618,020	\$3,194	0.5 %	\$1,460,639	\$845,813
Classified Salaries	\$394,668	\$414,075	\$19,407	4.7 %	\$920,805	\$526,136
Employee Benefits	\$355,254	\$405,278	\$50,024	12.3 %	\$894,580	\$539,327
Total Personnel Expenses	\$1,364,748	\$1,437,373	\$72,625	5.1 %	\$3,276,024	\$1,911,276
Books and Supplies	\$245,350	\$220,103	(\$25,247)	-11.5 %	\$283,018	\$37,668
Services & Other Operating Expenses	\$355,116	\$363,476	\$8,360	2.3 %	\$780,904	\$425,788
Capital Outlay	-	\$9,940	\$9,940	100.0 %	\$40,000	\$40,000
Other Outgo	-	-	-	0.0 %	-	-
Total Operational Expenses	\$600,466	\$593,519	(\$6,947)	-1.2 %	\$1,103,922	\$503,456
Total Expenses	\$1,965,213	\$2,030,892	\$65,679	3.2 %	\$4,379,946	\$2,414,733
Net Income	(\$19,119)	(\$172,910)	\$153,791	88.9 %	(\$94,123)	(\$75,004)

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All
Lcap	All

Liquidity Ratio	9.0
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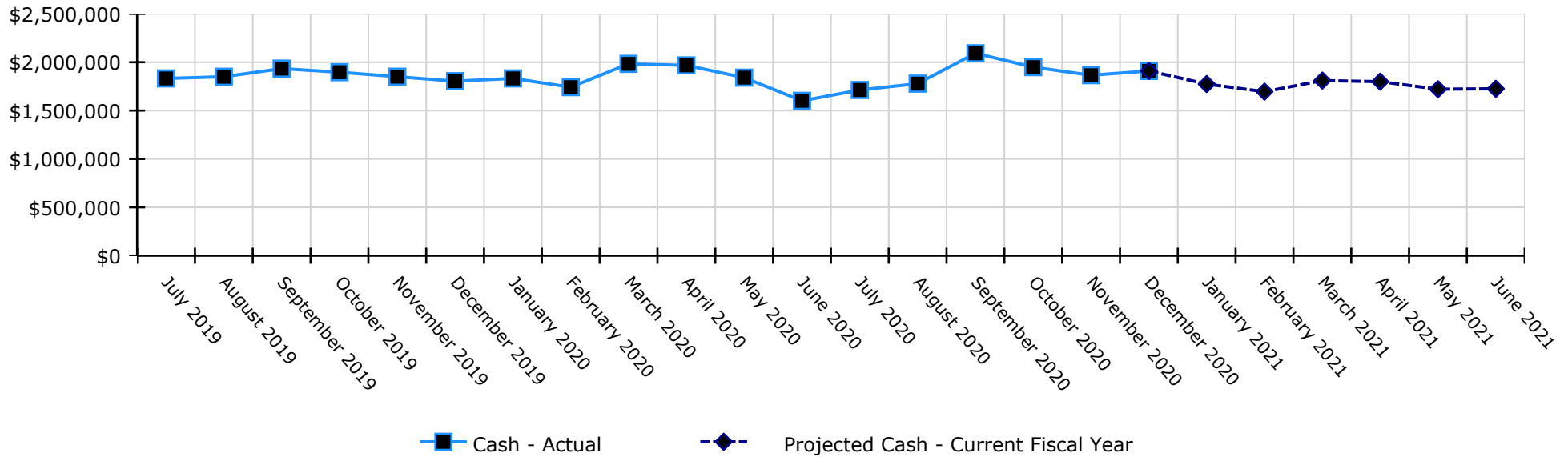
Assets	
Current Assets	
Cash	\$1,909,931
Accounts Receivables	\$18,756
Prepaid Expenses	\$78,958
<i>Total Current Assets</i>	<i>\$2,007,646</i>
Fixed Assets	
Furniture and Fixtures	\$291,757
Accumulated Depreciation	(\$100,852)
<i>Total Fixed Assets</i>	<i>\$190,905</i>
Other Assets	
Security Deposits	\$7,826
<i>Total Other Assets</i>	<i>\$7,826</i>
Total Assets	\$2,206,377

IFTIN Charter School

July 2020 - December 2020

Liabilities and Net Assets	
Current Liabilities	
Accounts Payable	\$36,448
Accrued Salaries, Payroll Taxes, Postemployment Benefits	\$147,409
Deposits held on behalf of other employees	\$39,913
<i>Total Current Liabilities</i>	<i>\$223,770</i>
Long Term Liabilities	
<i>Total Long Term Liabilities</i>	<i>\$0</i>
Total Liabilities	
<i>Total Liabilities</i>	<i>\$223,770</i>
Net Assets	
Restricted Net Assets	\$12,206
Unrestricted Net Assets	\$1,989,521
Profit/Loss YTD	(\$19,119)
<i>Total Net Assets</i>	<i>\$1,982,608</i>
Total Liabilities and Net Assets	\$2,206,377

Monthly Book Balance Over Time



	Cash Amount	Actual or Projected
July 2019	\$1,832,212.22	Actual
August 2019	\$1,849,814.56	Actual
September 2019	\$1,933,978.91	Actual
October 2019	\$1,896,546.71	Actual
November 2019	\$1,850,275.57	Actual
December 2019	\$1,804,102.99	Actual
January 2020	\$1,832,439.92	Actual
February 2020	\$1,741,963.70	Actual
March 2020	\$1,983,131.10	Actual
April 2020	\$1,967,353.92	Actual
May 2020	\$1,840,495.79	Actual
June 2020	\$1,600,895.86	Actual

	Cash Amount	Actual or Projected
July 2020	\$1,712,769.35	Actual
August 2020	\$1,778,485.56	Actual
September 2020	\$2,092,562.42	Actual
October 2020	\$1,949,074.55	Actual
November 2020	\$1,865,479.60	Actual
December 2020	\$1,909,931.41	Actual
January 2021	\$1,774,022.00	Projected
February 2021	\$1,695,385.00	Projected
March 2021	\$1,810,119.00	Projected
April 2021	\$1,798,982.00	Projected
May 2021	\$1,721,031.00	Projected
June 2021	\$1,725,195.00	Projected

Financial Ratio	Formula	Current	Target
Current Ratio (Liquidity)	(Current Assets) / (Current Liabilities)	8.97	> 1.00
Cash Ratio	(Cash) / (Current Liabilities)	853.53 %	> 100.00%
Defensive Interval	(Cash + Securities + AR) / (Average Expenses past 12 months)	5.48	> 3 months
Debt Ratio	(Total Liabilities) / (Total Assets)	10.14 %	< 33.00%
Asset Ratio	(Current Assets) / (Total Assets)	90.99 %	> 90.00%
Cash on Hand	(Cash)	\$1,909,931.41	>= \$1,100,000.00
Days Cash on Hand	(Cash) / ((Average Expenses past 12 months) / (30.4))	165.05	> 120
Cash Reserve Ratio	(Cash) / (Budgeted Annual Expenses)	43.61 %	> 10.00%
Savings Indicator	((Last Closed Revenue) - (Last Closed Expenses)) / (Last Closed Expenses)	0.17	> 1.00
YTD Savings Indicator	((YTD Closed Revenue) - (YTD Closed Expenses)) / (YTD Closed Expenses)	-0.01	> 1.00

Financial Ratio	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	Last closed period's increase or decrease in the organization's net assets as a percentage of expenses
YTD Savings Indicator	Year to date closed increase or decrease in the organization's net assets as a percentage of expenses

Input Values as of 12/31/2020

IFTIN Charter School

July 2020 - December 2020

Cash	\$1,909,931.41
Securities	-
AR	\$18,756.46
Current Assets	\$2,007,645.85
Total Assets	\$2,206,377.47
Current Liabilities	\$223,769.65
Total Liabilities	\$223,769.65
Last Closed Revenue	\$396,265.00
Last Closed Expenses	\$338,069.70
Budgeted Annual Expenses	\$4,379,945.77
Average Expenses past 12 months	\$351,793.07
Average monthly payroll expenses	\$227,457.93
YTD Closed Revenue	\$1,946,094.05
YTD Closed Expenses	\$1,965,213.22



Iftin Charter School

Subject: School Attendance Board

Policy# 5113.11

Attendance Supervision

Pursuant to *EC* Section 48200, every child from the age of six to eighteen in the district is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same district school attendance rules.

Iftin Charter School Governing Board recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy rates, chronic absenteeism rates, and dropout rates is vital to the learning and achievement of children on the margins of the educational system. Reducing chronic absenteeism rates and reducing the dropout rates while improving graduation rates are district priorities reflected in the district LCAP.

Because supervision of attendance is an essential component of an effective school attendance program, the CEO will designate a district employee to supervise attendance. The Supervisor of Attendance will be responsible for managing an attendance program that reaches every student, is conducted in collaboration with local resources, uses chronic absenteeism and dropout data by grade level and pupil subgroup to modify interventions, and shares outcomes with the County Superintendent; all SARB representatives; and the Governing Board.

Among other duties that may be required by the Board shall be those specific duties related to compulsory full-time education, truancy, work permits, compulsory continuation education, and opportunity schools; classes; and programs. (*EC* 48240)

It is the intent of the Iftin Charter School Governing Board that the Supervisor of Attendance shall promote a culture of attendance and establish a system to accurately track pupil attendance in order to achieve all of the following:

- Raise the awareness of school personnel, parents/guardians/caregivers, community partners, and local businesses of the effects of chronic absenteeism, truancy, and other challenges associated with poor attendance.
- Identify and respond to grade level or pupil subgroup patterns of chronic absenteeism and truancy.
- Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

- Ensure that pupils with attendance problems are identified as early as possible to provide applicable support services and interventions.
- Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates.

Limiting Excused Absences & Eliminating Unexcused Absences

The Supervisor of Attendance must ensure that the attendance program limits excused absences to those that are necessary and decrease unexcused absences. *EC 48205* and *EC 48225.5* enumerate the reasons for absences that shall be excused. The Supervisor of Attendance, the principal, or the SARB may require verification by a school official or physician if absences for health reasons appear excessive. A prior notice may be required from parents/guardians/caregivers for absences excused for justifiable personal reasons, such as non-emergency appointments or permitted religious instruction/retreats. (*EC 46014* and *48205*)

A school administrator may include other reasons for excusing absences that are within the discretion of school administrators based on the facts of the pupil's circumstances. (*EC 48260[c]*)

The Iftin Charter School Governing Board believes that chronic absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out. Therefore, chronic absenteeism as defined in *EC 60901(c)(1)* should be monitored to identify students at risk.

The "chronic absenteeism rate" as defined in *California Code of Regulations* Title 5, Section 157497.5 appendix also should be monitored for different significant pupil subgroups as well as for each grade level.

Students who are eighteen years of age or older or who are emancipated may provide their own excuses for absences, and the principal or Supervisor of Attendance may require verification from a physician or designated school official when necessary. (*EC 46012*)

Providing Support Services and Interventions

The Supervisor of Attendance shall refer chronic absentees and truants to critical support services and interventions, which will help them, get back on track with their education. The support services and interventions may include, but are not limited to, any or all of the following:

- A conference between school personnel, the pupil's parents/guardians/caregivers, and the pupil.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

- Promoting co-curricular and extracurricular activities that increase pupil connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics.
- Recognizing pupils who achieve excellent attendance or demonstrate significant improvement in attendance.
- Referral to a school nurse, school counselor, school psychologist, school social worker, and other pupil support personnel for case management and counseling.
- Collaborating with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical; mental; and oral health care providers to receive necessary services.
- Collaborating with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the pupil and his or her parents/guardians/caregivers.
- Identifying barriers to attendance that may require schoolwide strategies instead of case management in schools with significantly higher rates of chronic absenteeism.
- Referral for a comprehensive psychosocial or psychoeducational assessment.
- Referral to a SARB.
- Referral to a county truancy mediation program.



Iftin Charter School

Subject: Student Attendance

Policy# 2000-1

ATTENDANCE

Law requires regular on-time school attendance. Students are expected to attend school every day and be on time. Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full-time. The amount of time a student attends class correlates very closely with their learning and academic achievement, therefore, the importance of regular attendance and arriving at school on time cannot be overemphasized. Please consider scheduling doctor or dentist appointments before or after school to avoid missing instructional times.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
 2. Quarantine under the direction of a county or city health officer;
 3. Medical, dental, ophthalmologic, or chiropractic appointments;
 4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household.
 5. Jury duty in the manner provided by law;
 6. Justifiable personal reasons, when accompanied by a written request by the parent or guardian and approved by the Principal or his/her designee, including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
-

7. Serving as a member of a precinct board for an election pursuant to Elections Code § 12302.
8. Spending time with a member of the pupil's immediate family, who is an active duty of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this section shall be granted for a period of time to be determined at the discretion of the Principal.
9. If a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours, [including absences to care for a sick child for which the school shall not require a note from a doctor.](#)
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

11. [Authorized at the discretion of a school administrator.](#)

Attendance at religious retreats shall not exceed four hours per semester.

Students absent for the reasons deemed "excused" shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Method of Verification

When students who have been absent, return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.

4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

Students in grades K-6 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-12 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointments.

Unexcused Absences/Truancy for Classroom Based Attendance

The Director, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at School may be referred to the appropriate law enforcement agency.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation. Further, the School attendance review board or probation officer may request a juvenile court petition on behalf of the student.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Director or designee.

The parent/guardian of a student classified as a truant shall be notified of the following:

- a. The student is truant;
- b. The parent/guardian is obligated to compel the student to attend school;
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;

- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
 - e. Alternative educational programs are available through the School;
 - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code section 48264 if found away from home and absent from school without a valid excuse;
 - g. The student may be subject to suspension, restriction or delay of his/her driving privilege; and
 - h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
2. Upon his/her first truancy, a student and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the pupil's attendance.
 3. Upon his/her second truancy within the same school year, a student may be given a written warning by a school officer. A record of the written warning may be kept at the school for not less than two years or until the pupil graduates or transfers from the school. If the student transfers from that school, the record may be forwarded to the school receiving the student's school records. The student may also be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #4 below.
 4. Upon his/her third truancy within the same school year, the student will be classified as a habitual truant and may be referred to, and required to attend, an attendance review board or a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Director or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #5 below.
 5. Upon his/her fourth truancy within the same school year, the student may be within the jurisdiction of the juvenile court that may adjudge the pupil to be a ward of the court. If the student is adjudged a ward of the court, the student shall be required to do one of the following:
 - a. Performance at court-approved community services sponsored by either a public or private nonprofit agency for not less than 20 hours but not more than 40 hours over a period not to exceed 90 days, during a time other than the student's hours of school attendance or employment. The probation officer shall report to the court the failure of the student to comply with this paragraph.
 - b. Payment of a fine by the student of not more than fifty dollars (\$50) for which a parent or legal guardian of the student may be jointly liable.
 - c. Attendance of a court-approved truancy prevention program.
 - d. Suspension or revocation of driving privileges. This subdivision shall apply only to a student who has attended a school attendance review board program, a

program operated by a probation department acting as a school attendance review board, or a truancy mediation program pursuant to subdivision (c).

Reports

The Director, or designee, shall gather and transmit to the Board the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court.

Non-Classroom-Based Programs

All attendance for non-classroom based programs shall be in accordance with current law and regulations.



Iftin Charter School

Subject: Cash Handling

Policy #2000-3

Introduction

To ensure control and safekeeping of cash collections is necessary to prevent mishandling of funds and to safeguard against loss. ICS has developed the following list of policies and procedures that must be followed when handling cash or any other forms of funds.

Definitions

Cash: includes currency, coins, checks, money orders, and charge cards transactions.

General Policy and Procedures

- Care and diligence must be taken at all times when dealing with cash transactions to ensure a high standard of accuracy.
- A safe should be used to store all cash. Even small amounts of cash (petty cash) and cash register drawers should be secured and under lock and key.
- Safes should only be opened with two people present.
- The person with the combination of the safe should not be one of the people involved in handling the cash in the safe.
- Require that two people are present whenever cash is transported from one location to another.
- Provide a cash count sheet which documents:
 - Names of people removing cash from safe
 - Date/time cash is removed from safe
 - Date/time cash is returned to the safe
 - Cash breakdown – coins, bills, checks, credit card slips
 - Two signature lines for people signing for the cash
- When cash is removed from the safe, it should be counted by two people and both people should sign the cash count sheet acknowledging that the recorded amount of cash.
- When cash is handed off to the next person, the person accepting the cash should count the cash before accepting it and keep the signed copy of the cash record with the cash.
- When cash is returned to the safe, it should again be double-counted and the cash count sheet should be signed by both parties.
-

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

- Any theft or disappearance of cash should be immediately reported to the Operations Manager. Theft of cash or other property is a criminal offence, and the ICS reserves the right to report any theft to the Police.
- Bank deposit slips should match the cash sheets.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

Subject: Cash Disbursements

Policy #2000-4

Introduction

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Cash Disbursement Policies

Check preparation and signatures are delayed until the due date, consistent with available discounts if available.

B. Internal Accounting Controls

- (i) Pre-numbered checks and special check protective paper.
- (ii) Match disbursement records against accounts payable/open invoice files.
- (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by either the back office business services provider, if applicable.
- (iv) Supporting documentation canceled to prevent resubmission for payment.
- (v) Detailed comparison of actual vs. budget disbursements on a periodic basis.
- (vi) Separation of duties to the extent possible for an organization the size of the School.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check is prepared by the back office business services provider who attaches all supporting documentation:(e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the Operations Manager for approval.
2. All invoices submitted for signature will include approvals for payment, expense account charged, check number and date of payment.
3. The CEO/Principal approves checks, after examining the supporting documentation.
4. After having been approved and/or signed, the checks are mailed directly to the payee by receptionist.
5. All supporting documents are canceled (i.e. stamped PAID) by the signatory and filed by back office business services provider.
6. On a periodic basis, cash disbursement records are matched against accounts payable/open invoice files for any discrepancies.
7. Bank statements are reconciled soon after receipt by either the back offices business services provider and reviewed by the Operations Manager.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

Subject: Credit Card Use

Policy #2000-2

Introduction

A credit card provides Iftin Charter School (ICS) selected employees with the ability to effectively and efficiently make purchases in relation to the Board of Directors approved budget.

General Policy

- A. ICS will issue credit cards to its employees as approved by the Board of Directors. The Board will set credit card limits up to \$10,000.
- B. Employees will not use ICS credit cards for personal expenses at any time. Charging personal expenses is considered a misuse of funds and may result in termination.
- C. Credit cards may not be used to pay for alcoholic beverages.
- D. Purchases using ICS credit cards must be within the budget approved by the Board of Directors.
- E. Unapproved charges made by the cardholder are the responsibility of the individual.

Credit Card Procedure

A. Credit Card Request

The CEO will send a request to the Board Treasurer to approve cardholders. The board of directors will determine whether to issue an employee credit card and set credit limit.

B. Payment

The cardholder will submit receipts and other supporting documents to the school Operations Manager to be processed. Full payments will be made to avoid finance charges or late fees.

C. Disputed Charges

Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges.

D. Lost or Stolen Cards

Cardholders are responsible for ensuring bank and ICS are notified immediately if the card is lost or stolen.

E. Termination

Cardholders will immediately surrender their card upon request from Board. The CEO is responsible for retrieving the credit card when employee leaves the organization. Use of the credit card for any purpose after its surrender is prohibited.



Iftin Charter School

F. Disciplinary Action

The CEO is responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges. In addition, the ICS Board of Directors may cancel card privileges for cause.

Credit Card Responsibilities

A. Cardholder

Purchase supplies and services on behalf of ICS approved by CEO.

B. Chief Executive Officer (CEO)

Develop and implement procedures to ensure that payments are appropriately reviewed and approved, processed in a timely manner and that all supporting documentation is retained, reconciled to monthly statements and attached with payment slips, and oversee implementation of these guidelines.

C. Treasurer

The Treasurer will establish a master account relationship with issuing bank, issue credit cards as requested by the CEO in accordance with the Credit Card policy guidelines; ensure that the monthly credit card master accounts are paid in full on a timely basis; help resolve billing disputes and replace lost or stolen cards.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:

Iftin Charter School

Subject: Expenditures/Expending Authority

Policy #3000-10

Policy:

The CEO/Principal may purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code [20111](#) beyond which a competitive bidding process is required.

The CEO/Principal may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board.

All transactions entered into by the CEO/Principal on behalf of the Board shall be reviewed by the Board at their next regularly scheduled meeting.

No school funds shall be expended for the purchase of alcoholic beverages.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

First Reading:

Second Reading:

Adopted:



Iftin Charter School

Subject: Tax Compliance Reporting

Policy #2000-5

Introduction

To accurately prepare and file required tax documents on a timely basis.

Procedures

1. The School maintains a schedule of required filing due dates for:
 - i. IRS Form W-2 - Wage and Tax Statement.
 - ii. IRS Form W-3 - Transmittal of Income and Tax Statements.
 - iii. IRS Form 940 - Employer's Federal Unemployment (FUTA) Tax Return.
 - iv. IRS Form 941 - Employer's Quarterly Federal Tax Return for Federal Income Tax
 - v. Withheld from Wages and FICA Taxes.
 - vi. IRS Form 1099 MISC (also 1099-DIV, 1099-INT, 1099-OID) - U.S. Annual
 - vii. Information Return for Recipients of Miscellaneous Income.
 - viii. Quarterly and annual state(s) unemployment tax return(s).

2. Before submission, all payroll tax documents and the supporting schedules are reviewed and approved by the back office business services provider for accuracy and completeness.

IFTIN CHARTER SCHOOL

Adopted/Ratified:

Revision Date:



Iftin Charter School

Subject: Curriculum and Instruction

Policy #2000-6

IFTIN CHARTER SCHOOL CURRICULUM DEVELOPMENT AND MODIFICATION

Development and implementation of curriculum shall be a top priority of the Board and an on-going process, which is part of the routine operation of the Board. The Board shall provide a comprehensive instructional program to serve the educational needs of the charter school's students. The Board accepts responsibility for establishing what students should learn. Therefore, the Board shall adopt a curriculum which reflects the goals and objectives of the community to the greatest extent possible and which is compliant with State-adopted curriculum standards and the requirements of the law.

The CEO of the charter school or his/her designee shall have the general coordinating authority over the design and development of the curriculum. The CEO of the charter school or his/her designee shall develop a process for curriculum review and development, which shall include the participation of teachers, administrators, students, parents/guardians and members of the community.

The CEO of the charter school or his/her designee shall keep the Board informed regarding current curriculum efforts and student achievement. The CEO of the charter school or his/her designee shall provide all necessary assistance to the Board in reviewing reports, information and data on each curriculum area for evaluation and adoption by the Board. Prior to adoption of curriculum, the Board shall discuss its findings with teachers, administrators, students, parents/guardians and members of the community.

Curriculum improvement is to be based upon:

1. Research that is educationally sound;
2. Change in legislation;
3. Needs of students, teachers, and parents.

The following are to be considered when making any changes in program or curriculum:

1. Costs within budget approved by the Board;
2. Available facilities, material and personnel.

The Director/Administrator of the charter school or his/her designee shall have the responsibility for implementing an instructional program, which is articulated at all levels.

The Board shall adopt all curriculums; the Board must also approve elimination of curriculum.

The CEO of the charter school or his/her designee shall form a joint study committee of teachers, administrators, students, parents/guardians and members of the community. The committee is to develop an information sheet describing the curriculum/program change.

Committee shall give its findings and recommendations to the Board. The Board shall either approve or reject the Committee's findings and recommendations. Any rejections must be in writing with the reasons for rejecting the Committee's findings and recommendations.

SELECTION AND EVALUATION OF INSTRUCTINAL MATERIALS

The Governing Board desires that Iftin charter school instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

To ensure that instructional materials effectually support the charter school's adopted academic content standards meet curricular goals and support student success, the selection of textbooks, technology-based materials, supplemental and other educational materials and tests shall be aligned with the development and evaluation of the charter school's curriculum.

The CEO of the charter school or his/her designee shall establish a process by which core instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a significant manner and shall also encourage the participation of parents/guardians and community members.

Individuals who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed, recommended or approved. Conflicts of interest related to the selection and evaluation of instructional materials shall be clearly identified in administrative regulation or policies.

The charter school may pilot instructional materials using a representative sample of classrooms for a specified period of time during a school year in order to determine how well the materials support the charter school's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

All recommended core instructional materials should be available for public inspection at the charter school office.

Complaints concerning instructional materials shall be handled in accordance with Board policy and administrative policies and procedures.

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the CA State Board of Education subsequent to the adoption of content standards in each core curriculum area. (Education Code 60422)

For all grade levels, top priority shall be to provide reading/language arts and mathematics materials aligned to adopted standards, and second priority shall be to provide standards-aligned history/social science and science materials. (5 CCR 9531)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119; 5 CCR 9531)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

1. Mathematics (*cf. 6142.92 - Mathematics Instruction*)
2. Science (*cf. 6142.93 - Science Instruction*)
3. History-social science (*cf. 6142.94 - History-Social Science Instruction*)
4. English/Language arts, including the English Language Development component of an adopted program (*cf. 6142.91 - English/Language Arts Instruction*)
5. Foreign language (*cf. 6142.2 - World/Foreign Language Instruction*)
6. Health (*cf. 6142.8 - Comprehensive Health Education*)

The Board shall also make a determination that all students within the charter school who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks and/or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference:

EDUCATION CODE

- 220 Prohibition against discrimination*
 - 1240 County superintendent, general duties*
 - 1240.3 Definition of sufficiency for categorical flexibility*
 - 33050-33053 General waiver authority*
 - 33126 School accountability report card*
 - 35272 Education and athletic materials*
 - 42605 Tier 3 categorical flexibility*
 - 44805 Enforcement of course of studies; use of textbooks, rules and regulations*
 - 49415 Maximum textbook weight*
 - 51501 Nondiscriminatory subject matter*
 - 60000-60005 Instructional materials, legislative intent*
 - 60010 Definitions*
 - 60040-60052 Instructional requirements and materials*
 - 60060-60062 Requirements for publishers and manufacturers*
 - 60070-60076 Prohibited acts (re instructional materials)*
 - 60110-60115 Instructional materials on alcohol and drug education*
 - 60119 Public hearing on sufficiency of materials*
 - 60200-60206 Elementary school materials*
 - 60226 Requirements for publishers and manufacturers*
 - 60240-60252 State Instructional Materials Fund*
 - 60350-60352 Core reading program instructional materials*
 - 60400-60411 High school textbooks*
 - 60420-60424 Instructional Materials Funding Realignment Program*
 - 60510-60511 Donation for sale of obsolete instructional materials*
 - 60605 State content standards*
 - 60605.8 Common Core Standards*
 - 60605.86 Supplemental instructional materials aligned with Common Core Standards*
- CODE OF REGULATIONS, TITLE 5
- 9505-9535 Instructional materials, especially:*
 - 9531-9532 Instructional Materials Funding Realignment Program*

Adopted:

Amended:

ADMINISTRATIVE REGULATION

Instruction

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Instructional Materials Funding Realignment Program

The charter school shall use state funds received under the Instructional Materials Funding Realignment Program to provide each student with standards-aligned textbooks or instructional materials, in an electronic or hardbound format, in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. (Education Code 60422, 60422.1)

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). The Governing Board shall adopt instructional materials for grades 9-12 as the charter school may expand in the near future. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60049, 60422)

For grades 9-12, the CEO of the charter school or his/her designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the charter school may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)
2. For grades 9-12, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)
3. Not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
6. Not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)
8. Meet the requirements of Education Code 60040-60043 for specific subject content
9. Support the district's adopted courses of study and curricular goals

10. Contribute to a comprehensive, balanced curriculum
11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
14. Contribute to the proper articulation of instruction through grade levels
15. As appropriate, have corresponding versions available in languages other than English
16. Include high-quality teacher's guides
17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
18. When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

The CEO of the charter school or his/her designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any charter school employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials, or any person, firm, organization, subsidiary, or controlling entity representing it
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials, or any person, firm, organization, subsidiary, or controlling entity representing it
4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district



COUNTY OF SAN DIEGO

APPLICATION FOR COMMUNITY ENHANCEMENT FUNDING

[READ INSTRUCTIONS FIRST](#)

ALL FIELDS MUST BE COMPLETED AS APPLICABLE

ELIGIBILITY: Only non-profit or government/public agencies operating in San Diego County may apply.

What is the legal status of your organization?

- Non-Profit Corporation
- Government/Public Agency

Federal Tax Identification Number (TIN or EIN): 72-1585811 Organization Name: Iftin Charter School
(Must match name filed under Federal Tax Identification Number)

ADDITIONAL CRITERIA (ATTORNEY GENERAL & SECRETARY OF STATE COMPLIANCE):

Please attach proof of the organization's eligibility to apply in the following two ways: 1) Current or Exempt status with the California Attorney General's Charitable Organization Registry and 2) Active status with the California Secretary of State's Business Search. Screen shots or other evidence should be included as attachments with this application.

ORGANIZATION:

Street Address	Mailing Address <input checked="" type="checkbox"/> Same as Street Address
Address: <u>5465 El Cajon Blvd.</u>	Address: <u>5465 El Cajon Blvd.</u>
City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92115</u>	City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92115</u>

Popular Name or d.b.a.: _____

PROPOSAL:

Note: The total amount requested **should not exceed** 50% of your organization's current Fiscal Year Budget (see Board Policy B-58, paragraph 8).

Total Amount Requested: \$135,000 This amount is automatically calculated based on the activity information given on the next page.

Supervisory District (based on street address of organization): 1 2 3 4 5 (Select only one)

[ArcGIS - County of San Diego Supervisory Districts](#)

Check below to indicate whether your organization is located within the unincorporated portion of the County or within a city.

- Unincorporated Area of San Diego County
- City

Activity(ies) to be Funded (In priority order):

Title of activity one: Reading Intervention Amount Requested: \$25,000

Brief description of activity one: (limit response to space below)

Our goal at Iftin Charter School is to help students develop proficient reading skills that will contribute to their academic growth and success not only at Iftin, but beyond. Iftin will hire a reading interventionist who will work extensively with K-8 students.

District(s) Where Activity will take place: District 1 District 2 District 3 District 4 District 5

If there are no further activities, leave this entire section blank.

Title of activity two: Math Intervention Amount Requested: \$25,000

Brief description of activity two: (limit response to space below)

Iftin Charter School's math intervention will focus on supporting students' understanding through explicit instruction based on diagnostic assessments. The goal of our intervention program for mathematics is to strengthen conceptual and procedural knowledge

District(s) Where Activity will take place: District 1 District 2 District 3 District 4 District 5



COUNTY OF SAN DIEGO

APPLICATION FOR COMMUNITY ENHANCEMENT FUNDING

ORGANIZATION NAME: Iftin Charter School

If there are no further activities, leave this entire section blank.

Title of activity three: Parent Training Amount Requested: \$15,000

Brief description of activity three: (limit response to space below)

Iftin Charter School works to ensure parents are an integral part of their child's learning experience. With many of our families being newcomers or English Language Learners themselves, it is our responsibility to ensure our parents are equipped.

District(s) Where Activity will take place: District 1 District 2 District 3 District 4 District 5

If there are no further activities, leave this entire section blank.

Title of activity four: STEM Program Amount Requested: \$35,000

Brief description of activity four: (limit response to space below)

Iftin Charter School will implement a STEM and project based learning for all students in grades K through 8th. Students will be exposed to problem-solving, innovation, logical thinking and technological literacy.

District(s) Where Activity will take place: District 1 District 2 District 3 District 4 District 5

If there are no further activities, leave this entire section blank.

Title of activity five: Newcomer Program Amount Requested: \$35,000

Brief description of activity five: (limit response to space below)

Iftin Charter School would like to extend our newcomer program to include parents of our newcomer students. Our program currently serves our students in grades TK-8 who are new to the country. English Language Development (ELD) teacher for our newcomer students.

District(s) Where Activity will take place: District 1 District 2 District 3 District 4 District 5

PERFORMANCE INDICATORS THAT WILL BE USED TO HELP EVALUATE YOUR PROPOSAL

1. What, specifically, will your project provide to the people of San Diego County if funding is approved? Briefly describe how your organization measures or plans to measure the (positive) impact of activities/operations proposed in the community: (limit response to the space below)

All of the projects in Iftin Charter School's proposal provides our community, who are underrepresented people of San Diego County, with the opportunity to grow and develop so that they can continue to be or will one day become a productive, engaged, and successful member of the San Diego County Community. The positive impacts our program has on parents will be measured by parent and community surveys. The positive impact of our program on students will be measured through academic performance as assessed by state assessments, through student surveys and through the tracking of student success throughout their educational career. The positive impacts of our projects may not be seen for quite some time, however the positive impacts of Iftin Charter School can be seen in the many students who have graduated from Iftin who are continuing their education at local colleges and universities or who are now working adults within San Diego County.



COUNTY OF SAN DIEGO

APPLICATION FOR COMMUNITY ENHANCEMENT FUNDING

ORGANIZATION NAME: Iftin Charter School

2. What steps is your organization taking to increase funding from other sources? (limit response to the space below)

Iftin Charter is authorized by the San Diego County Office of Education and is currently working closely to acquire different funding opportunities. Depending on funding availability, proposals are submitted. Iftin is working with a grant writer to prepare proposals and submission processes. We are seeking public and private funding sources at the federal, state and local levels. We are also identifying local foundations to help support our efforts.

3. Briefly describe how effective your organization is in meeting its goals and how past grants have affected the community. How many people were served including both local residents and out of town visitors? (limit response to the space below)

Iftin has been successful in meeting its goals, even in the current pandemic, we have kept our goal the same, to provide the highest quality education possible to our students. Our teachers have been successful in obtaining Donors Choose grants and have received many resources from novels to hands on materials so they could continue providing quality education virtually. Our school also received a connectivity grant through the San Diego County of Education had is able to provide 150 families with Hotspots to increase their connectivity. These hotspots will not only benefit our students, but they will also benefit students who live in the same household but attend another school as well as parents who are working from home.

CONTACT INFORMATION:

Contact Person (Individual who is knowledgeable about the organization's activities and this application)

Name: Maslah Yussuf

Title: CEO

Telephone Number: 619-265-2411

Fax Number: 619-265-2484

Email: yussuf@iftincharter.net

Grant Administrator (Individual who would be responsible for overseeing the expenditure of the grant funds)

(This individual must be different from the Contact Person listed above)

Name: Abdi Mohamud

Title: Operations Manager

Telephone Number: 619-265-2411

Fax Number:

Email: mohamud@iftincharter.net