



Bella Mente Montessori Academy

Board of Directors

Scott Moote, President
Caroline Veale, Secretary
Daniel Niebaum, Treasurer
Janet Figueroa, Member

Bella Mente Charter School Board Meeting Agenda March 8, 2022

Type of Meeting: Regular Webinar Board Meeting

Location: <https://attendee.gotowebinar.com/register/7479882367111021325>

You can also dial in using your phone.

United States: 1 (415) 655-0052

Access Code: 691-535-136

Closed Session: at 6:30 PM

Open Session: when the closed session adjourns

IMPORTANT NOTICE: The Board of Directors Meeting will be conducted entirely online, via virtual/video conferencing. Members of the public can view the meeting via livestream and can participate in the meeting electronically via GotoWebinar, by following the instructions for submitting a request to make public comments listed on the agenda below. This meeting will be held virtually and live-streamed (no in-person). Members of the public who would like to address the Board must email jmeeker@bellamentecharter.org the day of the meeting requesting a hold card beginning at 6:00pm up until the meeting is called to order.

With the enactment of AB 361 signed on September 16, 2021, Government Code section 54953 has been amended to provide additional flexibility for legislative bodies to meet remotely. Since the legislature adopted an urgency clause when passing AB 361, this bill became effective immediately upon the Governor's signature on September 16, 2021 and will sunset January 1, 2024. With all things considered, the legislature's intent behind passing AB 361, as described in the bill itself, was "to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options."

I. CLOSED SESSION (None)

6:30 PM

Call to order, roll call and establishment of quorum

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- (None)
3. In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: PUBLIC EMPLOYEE EVALUATION - (None).
4. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW - (None)
5. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Gov. Code §54956.9(d)(2) and/or §54956.9(d)(4) - (None)

II. OPEN SESSION/REGULAR MEETING

Call to order, roll call and establishment of quorum

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

IV. PRESENTATIONS BY COMMUNITY MEMBERS/PUBLIC COMMENTS (20 MINUTES TOTAL)

PUBLIC COMMENTS/COMMUNITY MEMBERS: Any member of the audience who wishes to speak to an agenda item (or at the appropriate time, speak to an item not on the agenda) must email jmeeker@bellamentecharter.org the day of the meeting requesting a hold card. beginning at 6:00pm up until the meeting is called to order. Per Education Code 35145.5 and Government Code 54954.3, members of the public have the opportunity to provide public comment on any agenda item, as well as any non-agenda item that is within the subject matter jurisdiction of the Board. Per Board Bylaw 9323, individual speakers will be allowed three (3) minutes to address the Board on each agenda or non agenda item, and the Board will limit the total time for public input on each item to twenty (20) minutes.

In an effort to hear as many speakers as possible, comment times may be shortened (depending on the number of speakers on any agenda or non-agenda item). The Board may also extend the time limits for comments, and/or may move additional comments beyond a specific time allotment to later in the meeting, in order to provide sufficient time for the Board to conduct the Board's business during the meeting.

Bella Mente Montessori Academy welcomes your participation at the District's School Board meetings. Your participation assures us of continuing community interest in our school.

Items not on the agenda/Items for future discussion

V. APPROVAL OF AGENDA

Recommended motion: Approve the agenda for the March 8, 2022 Board of Directors Meeting.

Moved by _____ Seconded by _____ Vote _____

VI. DISCUSSION ITEMS

1. **Executive Director Announcements** - Erin Feeley will provide COVID-19, legislative, safety & risk management, special education updates and fiscal projection updates.
2. **Charter Vision Board Report** - Janina from CSMC will report on cash flow and review CharterVision dashboard monthly report.
3. **Principal Report**- Mr. James Proby will present progress on his plan for student achievement..

VII. 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. Minutes from the February 8, 2022 Board of Directors Meeting
2. Recommended action on the personnel activity list
3. Check Registers February 2022
4. Approval of the 2022-2023 Bella Mente Uniform Complaint Procedure
5. Top Notch Invoice school meal invoice in the amount of \$12,248.21

Executive Director's Recommendation: Approve Consent Calendar

Moved by _____ Seconded by _____ Vote _____

VIII. DISCUSSION/ACTION ITEMS

1. Discussion and Approval of the 2022-2023 Pre-K/Primary Enrollment Plan

Executive Director's Recommendation: Approve

Moved by _____ Seconded by _____ Vote _____

2. Discussion and Approval of the 2022-2023 2nd Interim Budget as presented by CSMC

Executive Director's Recommendation: Approve

Moved by _____ Seconded by _____ Vote _____

3. Approve resolution No. 22-15 Authorizing remote teleconference meetings for the period through April 30, 2022

Executive Director's Recommendation: Approve

Moved by _____ Seconded by _____ Vote _____

IX. ADJOURNMENT

Moved by _____ Seconded by _____ Vote _____

Instructions for Presentations to the Board by Members of the Community

BMMA welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

1. The agenda is available to all community members
2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty (20) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair and emailed to board@bellamentecharter.org. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.
6. Any person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting of the Bella Mente Charter School Board of Directors may request such modification or accommodation from Jennifer Meeker, at 760-621-8931. Please make any requests at least 12 hours prior to the meeting.



Bella Mente Montessori Academy

Minutes of the Bella Mente Charter School

Board of Directors Meeting

February 8, 2022

Type of Meeting: Regular Webinar Board Meeting

Location: <https://attendee.gotowebinar.com/register/9101104565535177743>

You can also dial in using your phone.

United States: 1 (631) 992-3221

Access Code: 684-211-467

Closed Session: at 6:30 PM

Open Session: when the closed session adjourns

IMPORTANT NOTICE: The Board of Directors Meeting will be conducted entirely online, via virtual/video conferencing. Members of the public can view the meeting via livestream and can participate in the meeting electronically via GotoWebinar, by following the instructions for submitting a request to make public comments listed on the agenda below. This meeting will be held virtually and live-streamed (no in-person). Members of the public who would like to address the Board must email jmecker@bellamentecharter.org the day of the meeting requesting a hold card beginning at 6:00pm up until the meeting is called to order.

With the enactment of AB 361 signed on September 16, 2021, Government Code section 54953 has been amended to provide additional flexibility for legislative bodies to meet remotely. Since the legislature adopted an urgency clause when passing AB 361, this bill became effective immediately upon the Governor's signature on September 16, 2021 and will sunset January 1, 2024. With all things considered, the legislature's intent behind passing AB 361, as described in the bill itself, was "to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options."

I. CLOSED SESSION (One)

6:30 PM

Call to order, roll call and establishment of quorum

1. In accordance with Government Code Section 54957, the Board will meet in closed session to consider: PERSONNEL MATTERS-(One)
2. In accordance with Government Code Section 54956.8, the Board will meet in closed session to consider: REAL ESTATE MATTERS- (None)
3. In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: PUBLIC EMPLOYEE EVALUATION - (None)
4. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW - (None)
5. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Gov. Code §54956.9(d)(2) and/or §54956.9(d)(4) - (None)

II. OPEN SESSION/REGULAR MEETING

Call to order, roll call and establishment of quorum

The meeting was called to order at 6:45 PM by Caroline Veale

- Caroline Veale conducted the roll call. A quorum of directors is present.
 - Members Present: Dan Niebaum, Caroline Veale, Janet Figueroa
 - Members Absent: Scott Moote
 - Others in Attendance: Erin Feeley, Executive Director, James Proby, Principal and Janina Arruda, CSMC

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

No Action Taken

IV. PRESENTATIONS BY COMMUNITY MEMBERS/PUBLIC COMMENTS (20 MINUTES TOTAL)

None

V. Approval of Agenda

Dan Niebaum moved to approve the amended agenda for February 8, 2022. Janet Figueroa moved to second. Motion passed unanimously. Votes: Dan Niebaum (Aye), Caroline Veale (Aye) Janet Figueroa (Aye)

VI. DISCUSSION ITEMS

1. **Executive Director Announcements** - Erin Feeley will provide COVID-19, legislative, safety & risk management, special education updates and fiscal projection updates.
2. **Charter Vision Board Report** - Janina from CSMC will report on cash flow and review CharterVision dashboard monthly report.
3. **Principal Report**- Mr. James Proby will present a plan for improving student academics.

VII. 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. Minutes from the January 11, 2022 Board of Directors Meeting
2. Recommended action on the personnel activity list
3. Check Registers January 2022
4. School Accountability Report Card (SARC) for 2020-2021
5. Niche.com Services in the amount of \$11,985.00 for 18 months
6. Top Notch Invoice for January 2022 in the amount of \$11,326.17

Executive Director's Recommendation: Approve Consent Calendar

Dan Niebaum moved to approve the Consent Calendar/Routine Items of Business. Janet Figueroa seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

VIII. Discussion/Action Items

1. **Review and Approve the 2022-2023 Comprehensive School Safety Plan as presented by Morgan Ballis from Campus Safety Alliance**

Executive Director's Recommendation: Approve

Dan Niebaum moved to approve the 2022-2023 Comprehensive School Safety Plan as presented by Morgan Ballis from Campus Safety Alliance . Janet Figueroa seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

2. **Review of the Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan**

No Action Required

3. **Review of the 2021 -2022 LCAP Mid Year Progress Report**

No Action Required

4. **Approve resolution No. 22-15 Authorizing remote teleconference meetings for the period of February 1, 2022 through March 31, 2022**

Dan Niebaum moved to approve resolution No. 22-15 Authorizing remote teleconference meetings for the period of February 1, 2022 through March 31, 2022. Janet Figueroa seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

5. **Approve student and staff calendar for the 2022-2023 school year**

Dan Niebaum moved to approve the student and staff calendar for the 2022-2023 school year . Janet Figueroa seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

6. **Review and approve the Bella Mente Board of Directors Board Terms**

Janet Figueroa moved to approve the Bella Mente Board of Directors Board Terms . Dan Niebaum seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

7. **Review and approve the Bella Mente Board of Directors Meeting Dates for the 2022-2023 School year**

Dan Niebaum moved to approve the Bella Mente Board of Directors Meeting Dates for the 2022-2023 School year, while placing hold spots for the in-between months. Janet Figueroa seconded. Motion passed unanimously. Votes: Dan Niebaum (Aye) Caroline Veale (Aye) Janet Figueroa (Aye)

ADJOURNMENT - 7:27 PM

Janet Figueroa moved to adjournment of the meeting. Dan Niebaum second. Motion passed unanimously. Votes: Dan Niebaum (Aye), Caroline Veale (Aye) Janet Figueroa (Aye)

Approved on: _____

Signature of Secretary: _____

Signature of Board Member: _____

Employment Change as of March 8, 2022

New Hires Full Time: None

New Hires Part Time: None

Resignation: None

Termination: None

Open Positions: None

Classified Positions:

 Part Time: None

Certificated Positions:

 Full Time: None

Bella Mente

Check Register 2/1/2022 through 2/28/2022

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
2525	2/1/2022	Jessica Mercado	Cleared	\$1,377.06	62-0000-0000-0000-9501-020-000	Accrued Salaries	Replace 11/10/21 Payroll Check	\$1,377.06
2526	2/1/2022	Belen Padilla	Cleared	\$37.03	62-0000-0000-0000-9501-020-000	Accrued Salaries	Replace 10/8/21 Payroll Check	\$37.03
2537	2/3/2022	UnitedHealthcare of CA	Cleared	\$9,642.23	62-0000-1110-1000-3401-020-000	Health & Welfare Benefits Certificated	February 2022 Premium	\$9,642.23
2535	2/3/2022	San Diego Gas & Electric	Cleared	\$3,908.33	62-0000-0000-8100-5501-020-000	Utilities	Electric Chges. 12/28-01/26/22	\$3,908.33
2532	2/3/2022	Kaiser Foundation Health Plan Inc	Cleared	\$13,352.30	62-0000-1110-1000-3401-020-000	Health & Welfare Benefits Certificated	March 2022 Health Insurance	\$13,352.30
2527	2/3/2022	SYNCB/AMAZON	Cleared	\$1,118.65	62-0000-1110-2100-4300-020-000	Materials and Supplies	Christmas Land Of Lakes Mask	\$69.98
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Science Lab Equip	\$116.15
					62-6500-5760-1190-4315-020-000	Classroom Materials and Supplies	Battery for Sped Laptop	\$52.91
					62-0094-0000-7410-5210-020-000	Training and Development Expense	Masterclass books	\$45.53
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Goodie Bags	\$119.54
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Hand Dynamometer PE	\$30.26
					62-0094-1110-2100-4300-020-000	Materials and Supplies	Coffee	\$15.51
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Disposable Rain Panchos	\$32.46
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Magnetic Stirrer hot Plate Mix	\$74.68
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Painting Project	\$263.74

Bella Mente

Check Register 2/1/2022 through 2/28/2022

					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Dealmed Post Op Gowns	\$25.95
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Sports Measurement tape PE	\$14.99
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Mini Marshmallows packs	\$59.98
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Children's MustacheMASK	\$7.50
					62-0094-1110-2100-4300-020-000	Materials and Supplies	2022 Planner - Admin	\$30.26
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Binder Clips	\$16.06
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Dixie Cups	\$32.41
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Painting Project	\$110.74
2531	2/3/2022	EDCO Waste & Recycling Service	Cleared	\$550.13	62-0000-0000-8100-5501-020-000	Utilities	Jan. 2022 Commerical Service	\$550.13
2533	2/3/2022	K12 Health	Cleared	\$1,305.00	62-0000-0000-2700-5800-020-000	Professional/Consulting Services and Operating Expenditures	Health Services - 02/01/22	\$1,305.00
2536	2/3/2022	Soliant	Cleared	\$1,920.00	62-6500-5760-1190-5810-020-000	Educational Consultants	1/23/22 Scholl OT	\$1,920.00
2534	2/3/2022	Ontario Refrigeration	Cleared	\$3,316.00	62-0000-0000-8100-5601-020-000	Building Maintenance	Vehicle Maintenance - Customized Serv.Program 1/1-4/30/22	\$3,316.00
2530	2/3/2022	Dental Health Services	Cleared	\$146.00	62-0000-1110-1000-3401-020-000	Health & Welfare Benefits Certificated	February 2022 Premium	\$146.00
2528	2/3/2022	AT&T	Cleared	\$1,667.92	62-0000-1110-2700-5900-020-000	Communications (Tele., Internet, Copies,Postage,Messenger)	Internet Chges. 12/19-01/18/22	\$1,667.92
2529	2/3/2022	CINTAS CORPORATION	Cleared	\$48.57	62-0091-0000-8100-4381-020-000	Materials for Plant Maintenance	Active Scraper, Mats	\$48.57
2551	2/10/2022	Wilkinson Hadley King & Co. LLP	Cleared	\$1,700.00	62-0000-0000-7191-5806-020-000	Audit Services	Progress Bill for 2020-21 Audit	\$1,700.00

Bella Mente

Check Register 2/1/2022 through 2/28/2022

2541	2/10/2022	Department of Justice	Cleared	\$49.00	62-0000-0000-7400-5874-020-000	Personnel Services	January 2022 Fingerprinting	\$49.00
2542	2/10/2022	EMH Sports USA, Inc.	Cleared	\$467.50	62-0000-1110-1000-5810-020-000	Educational Consultants	APE Services January 2022	\$467.50
2543	2/10/2022	Green Flash Pest Control	Cleared	\$119.00	62-0000-0000-8100-5500-020-000	Operation and Housekeeping Services	Monthly Pest Control	\$119.00
2544	2/10/2022	Johnson Controls Security Solutions	Cleared	\$918.32	62-0000-0000-8100-5500-020-000	Operation and Housekeeping Services	Service Call-Replaced Radio Per Project Work	\$918.32
2539	2/10/2022	CharterSAFE	Cleared	\$21,974.00	62-0000-0000-2700-5400-020-000	Insurance	March 2022 Prem. 2021-2022- Package Premium	\$8,456.00
					62-0000-0000-2700-5400-020-000	Insurance	February 2022 Prem. 2021-2022 Package Premium	\$8,456.00
					62-0000-1110-1000-3603-020-000	Worker Compensation Insurance	February 2022 Prem. 2021-2022- Workers' Compensation	\$2,531.00
					62-0000-1110-1000-3603-020-000	Worker Compensation Insurance	March 2022 Orem. 2021-2022 Workers' Compensation	\$2,531.00
2538	2/10/2022	Banyan Tree Educational Services	Outstanding	\$566.44	62-6500-5760-1190-5810-020-000	Educational Consultants	Reading Services 01/10 - 01/31/2022	\$566.44
2545	2/10/2022	Niche.com, Inc.	Cleared	\$11,985.00	62-0000-0000-2700-5815-020-000	Advertising/Recruiting	Niche Reach Plus Package - 18 Months	\$11,985.00
2540	2/10/2022	CINTAS CORPORATION	Cleared	\$122.70	62-0091-0000-8100-4381-020-000	Materials for Plant Maintenance	Active Scraper, Mats, Work Pants	\$122.70
2549	2/10/2022	Soliant	Cleared	\$1,920.00	62-6500-5760-1190-5810-020-000	Educational Consultants	01/30/22 School OT	\$1,920.00
2550	2/10/2022	Top Notch Catering	Cleared	\$11,326.17	62-5310-1110-3700-4700-020-000	Food and Food Supplies	Jan. 2022 - School Breakfast & Lunch	\$11,326.17
2548	2/10/2022	San Diego Gas & Electric	Cleared	\$1,102.31	62-0000-0000-8100-5501-020-000	Utilities	Gas & Electric Chges. 12/28-01/26/22	\$1,102.31
2547	2/10/2022	Office Depot	Cleared	\$334.84	62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Kraft Rainbow Paper	\$66.25

Bella Mente

Check Register 2/1/2022 through 2/28/2022

					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Kraft Rainbow Paper	\$268.59
2546	2/10/2022	Nick Knack Drains and Services	Cleared	\$165.00	62-0091-0000-8100-5601-020-000	Building Maintenance	Toilet Cleared of Stoppage	\$165.00
2552	2/15/2022	Top Notch Catering	Cleared	\$11,310.84	62-5310-1110-3700-4700-020-000	Food and Food Supplies	December 2021 - School Breakfast & Lunch	\$9,037.19
					62-5465-1110-3700-4700-020-000	Food and Food Supplies	December 2021 - School Breakfast & Lunch	\$2,273.65
2559	2/22/2022	San Diego County Office of Education	Cleared	\$858.12	62-7425-1110-2700-5900-020-000	Communications (Tele., Internet, Copies,Postage,Messenger)	Mo. Services Oct. 2021	\$858.12
2555	2/22/2022	CINTAS CORPORATION	Cleared	\$47.59	62-0000-0000-8100-4381-020-000	Materials for Plant Maintenance	Active Scraper, Mats, Jackets	\$47.59
2554	2/22/2022	Charter School Management Corporation	Cleared	\$13,916.67	62-0000-0000-7300-5873-020-000	Financial Services	March 2022 Back-Office, Payroll, SIS,Attendance & CALPADS	\$4,175.00
					62-0000-1110-2700-5873-020-000	Financial Services	March 2022 Back-Office, Payroll, SIS,Attendance & CALPAD	\$9,741.67
2553	2/22/2022	SYNCB/AMAZON	Cleared	\$1,969.90	62-7422-1110-2100-4300-020-000	Materials and Supplies	Halidodo 60 Packs	\$432.95
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	6 Pack 1 oz Plastic Pot Jars	\$125.60
					62-0091-0000-8100-4381-020-000	Materials for Plant Maintenance	Happy Tree	\$24.66
					62-0091-1110-2100-4300-020-000	Materials and Supplies	Dickies Men's Loose Fit	\$194.76
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	24 Pack 8 DRAM 30	\$28.15
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	10pk Neoprene Stoppers	\$18.85
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Pack of 10 Glass Tubing	\$21.64
					62-0091-1110-2100-4300-020-000	Materials and Supplies	Dickies Men Loose Fit	\$194.76

Bella Mente

Check Register 2/1/2022 through 2/28/2022

					62-0000-1110-2100-4300-020-000	Materials and Supplies	Bluetooth Headphone	\$129.86
					62-0091-1110-2100-4300-020-000	Materials and Supplies	Dickies Men's Loose Fit	\$194.76
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Nestle Coffee Mate	\$78.26
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	Adaptive Fast Charger	\$421.80
					62-0000-1110-1000-4315-020-000	Classroom Materials and Supplies	5 mm x 24 " Pyrex Glass	\$28.64
					62-0091-0000-8100-4381-020-000	Materials for Plant Maintenance	Plastic Spray Bottle	\$45.36
					62-0000-1110-2100-4300-020-000	Materials and Supplies	Motrin	\$29.85
2558	2/22/2022	Purchase Power	Outstanding	\$94.52	62-0000-1110-2700-5900-020-000	Communications (Tele., Internet, Copies,Postage,Messenger)	Postage Meter	\$94.52
2561	2/22/2022	Soliant	Cleared	\$1,920.00	62-6500-5760-1190-5810-020-000	Educational Consultants	02/06/22 School OT - Regular Rate	\$1,920.00
2560	2/22/2022	Swank Movie Licensing USA	Cleared	\$144.00	62-0000-0000-2700-5800-020-000	Professional/Consulting Services and Operating Expenditures	Public Performance Site License	\$144.00
2557	2/22/2022	Maintex, Inc.	Cleared	\$129.99	62-0000-0000-8100-4381-020-000	Materials for Plant Maintenance	Rapid Results, Bucket Wringer	\$129.99
2556	2/22/2022	Cross Country Education	Cleared	\$437.95	62-6500-5760-2700-5800-020-000	Professional/Consulting Services and Operating Expenditures	Program Administrator	\$437.95
Total Check Amount				\$121,969.08	Total GL Amount			\$121,969.08

**BELLA MENTE ACADEMIES
ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)
2022-23 school year**

Bella Mente Academies (“BMA”) annually notifies students, employees, parents/guardians, school advisory committee members, school district officials, and other interested parties of the Uniform Complaint Procedures (“UCP”) process. BMA is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP, to the extent offered by BMA.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development Programs
- Compensatory Education
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying of any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by BMA which is funded directly by, or that received or benefits from, any state financial assistance
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Education and Graduation requirements of Pupils in Foster Care, Homeless Pupils, former Juvenile Court Pupils, and Pupils of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees, which includes a purchase that a pupil is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education or designee deems appropriate

Filing a UCP Complaint

Generally, a UCP complaint shall be filed no later than one (1) year from the date the alleged violation occurred. except this one-year timeline shall not apply to complaints regarding the educational rights of foster youth as specified in 5 C.C.R. § 4630.5. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by BMA.

Complaints Concerning Pupil Fees

A pupil enrolled at BMA shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code § 49011. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Designated Official

The designated official ("Responsible Employee") to receive and investigate complaints is:

Erin Feeley, Executive Director
Bella Mente Academies
1737 W. Vista Way
Vista, CA 92083
760-621-8931
efeeley@bellamentecharter.org

BMA will ensure that the Responsible Employee and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

BMA's Responsibilities

BMA advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

BMA advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of BMA's complaint procedures.

BMA provides a standardized notice with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. The following is link to a standardized notice developed by the California Foster Youth Education Task Force of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code §§ 48853, 48853.5, 49069.5, 51225.1, and 51225.2: http://www.cfyetf.org/publications_19_421458854.pdf.

Copies of the UCP procedures shall be available free of charge.

All BMA students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>. BMA shall inform students who are victims of hate crimes of their right to report such crimes.

BELLA MENTE ACADEMIES

UNIFORM COMPLAINT PROCEDURES [POLICY](#)

The Governing Board (“Board”) of Bella Mente Academies (“BMA”) is committed to compliance with applicable state and federal laws and regulations governing educational programs and activities. Most issues are best handled informally, and the Board encourages the early resolution of complaints at the site level whenever possible. If you have a concern, you can always come and talk to one of us. If you find that for some reason this informal resolution is not adequate, you can follow our formal complaint policy and procedure set out herein.

BMA developed this [Uniform Complaint Procedures Policy \(“UCP”\)](#) in accordance with Title 5, California Code of Regulations, §§ 4600-4687. BMA has primary responsibility to ensure its compliance with applicable state and federal laws and regulations, and BMA will investigate and seek to resolve UCP complaints in accordance with this UCP. This UCP has been approved by BMA’s Board.

UCP Complaints

Not all complaints fall under the scope of the UCP. Complaints arising from the employment relationship are separately addressed by BMA’s employment policies. Many concerns, including classroom assignments, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, student advancement and retention, student discipline, student records, the Brown Act, and other general education requirements, are not UCP complaints. BMA, however, may use these complaint procedures to address complaints not covered by the UCP in its sole discretion. Only allegations within the subject matters falling within the UCP can be appealed to the CDE.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include: complaints regarding certain programs and activities (list below); complaints alleging the charging of pupil fees for participation in an educational activity; complaints regarding non-compliance with the requirements of BMA’s Local Control and Accountability Plans (“LCAP”); or an allegation of unlawful discrimination, harassment, intimidation, or bullying in certain programs or activities.

Complaints Regarding Programs and Activities

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development Programs

- Compensatory Education
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying of any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by BMA which is funded directly by, or that received or benefits from, any state financial assistance
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Education and Graduation requirements of Pupils in Foster Care, Homeless Pupils, former Juvenile Court Pupils, and Pupils of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees, which includes a purchase that a pupil is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education or designee deems appropriate

The UCP Annual Notice

BMA provides notice of this UCP on an annual basis. The notice addresses all students, employees, parents or guardians, school advisory committee members, appropriate private school officials or representatives (if applicable), and other interested parties. The notice includes information regarding allegations about discrimination, harassment, intimidation, or bullying. It lists all federal and state programs within the scope of the UCP. It lists the position at BMA who is responsible for and knowledgeable about processing UCP complaints. BMA's annual UCP notice is in English. If 15% or more of students enrolled at BMA speak a single primary language other than English, the annual notice will be provided in that language as well pursuant to Education Code § 48985.

Designation of Responsible Employee

BMA's Executive Director is the employee responsible for receiving, investigating and responding to UCP complaints (the "Responsible Employee"):

Erin Feeley, Executive Director
Bella Mente Academies
1737 W. Vista Way

Vista, CA 92083
760-621-8931
efeeley@bellamentecharter.org

In no instance will the Responsible Employee be assigned to investigate a complaint in which he or she has a bias that would prohibit ~~him or her~~^{them} from fairly investigating or responding to the complaint. Any complaint against Responsible Employee or that raises a concern about Responsible Employee's ability to investigate the complaint fairly and without bias should be referred to BMA's Principal or other appropriate BMA official, who will determine how the complaint will be investigated.

BMA will ensure that the Responsible Employee (or designee) investigating the complaint is knowledgeable about the laws and programs at issue in the complaints. BMA may consult with legal counsel as appropriate.

Confidentiality and Non-Retaliation

BMA will ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation or bullying remains confidential as appropriate.

Complaint Procedures

Step 1: Filing a UCP Complaint

A UCP complaint must be filed according to the procedures set forth herein.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a UCP complaint. However, a complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to the same.

A UCP complaint is written and signed. If a complainant is unable to put ~~his/her~~^{their} complaint in writing due to a disability or illiteracy, BMA will assist the complainant in the filing of the complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically-generated. Complaints related to pupil fees and/or LCAPs may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Complainants are encouraged, but not required, to use the appropriate complaint form(s), attached.

Complaints shall be filed with the Responsible Employee at the address provided herein. A pupil fees complaint may also be filed with BMA's Principal. The Responsible Employee will maintain a log of complaints and subsequent related actions to the extent required by oversight agencies.

Upon receipt of a complaint, the Responsible Employee (or designee) will evaluate the complaint to determine whether it is subject to this UCP and will [endeavor to](#) notify the complainant within five (5) workdays if the complaint is outside the jurisdiction of this UCP.

The Responsible Employee (or designee) may also determine if interim measures are necessary pending the result of an investigation. If interim measures are determined to be necessary, Responsible Employee (or designee) will consult with the Board President, Principal or designee, prior to implementing any such measures. The interim measures shall remain in place until the Responsible Employee (or designee) determines that they are no longer necessary or until BMA issues its final written Investigation Report, whichever occurs first.

Timing of Complaints and Investigation

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of it. The time for filing may be extended by the Responsible Employee (or designee) for good cause upon written request from the complainant. Such extension shall be in writing and may not exceed ninety (90) days following the expiration of the six-month period.

All other complaints shall be filed no later than one (1) year from the date the alleged violation occurred ~~(except for complaints regarding the education rights of foster youth per 5 C.C.R. § 4630.5), except this one-year timeline shall not apply to complaints regarding the educational rights of foster youth as specified in 5 C.C.R. § 4630.5.~~ For complaints regarding LCAP, the date of the alleged violation is the date when BMA's governing board approves the LCAP or annual update.

Unless a UCP complaint is resolved through mediation as set forth below, BMA will investigate the UCP complaint and issue a written Investigation Report to the complainant within sixty (60) days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Step 2: Mediation (Optional)

The Responsible Employee (or designee) and complainant may mutually agree to mediation. Any BMA employee or member of BMA's Board who has not been involved with the allegations in the complaint may be assigned by the Responsible Employee (or designee) to serve as mediator. The mediator will arrange for both the complainant and BMA to present relevant evidence. The Responsible Employee (or designee) will inform the complainant that the mediation process may be terminated at any time by either BMA or complainant, in which case

the complaint will proceed directly to an investigation. If mediation resolves the complaint to the satisfaction of both parties, BMA will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties or within the parameters of law, the Responsible Employee (or designee) shall proceed with ~~his/her~~their investigation of the complaint.

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

Step 3: Investigation of Complaint

In order to investigate the complaint, the Responsible Employee (or designee) shall have access to applicable BMA records and/or information related to the complaint allegations. As part of ~~his/her~~their investigation, the Responsible Employee (or designee) will do all of the following, in any order:

- Provide an opportunity for the complainant or complainant's representative and BMA's representative to present information relevant to the complaint or investigative process.
- Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
- Review documents that may provide information relevant to the allegation.
- When necessary, seek clarification on specific complaint issues.

Refusal by the complainant or ~~his/her~~their representatives to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in dismissal of complaint because of a lack of evidence to support the allegation.

Refusal by BMA to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Final Written Decision (Investigation Report)

The Responsible Employee (or designee) shall prepare and send to the complainant a written report of the investigation and final decision (the "Investigation Report") within sixty (60) days of receipt of the complaint, unless complainant agrees to extend this date. BMA's Investigation Report shall be written in English and, when required by law, in the complainant's primary language.

The Investigation Report shall include:

- The finding(s) of fact based on the evidence gathered;
- Conclusion providing a clear determination as to each allegation as to whether BMA is in compliance with the relevant law;
- If BMA finds merit in the complaint, the corrective actions required by law;
- Notice of the complainant's right to appeal BMA's Investigation Report to the CDE, except when BMA has used its UCP to address a non-UCP complaint; and
- Procedures to be followed for initiating an appeal to the CDE.

In addition, any Investigation Report on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

An Investigation Report shall not include student information protected under the Family Educational Rights and Privacy Act (FERPA) or any private employee personnel information, including but not limited to the nature of the disciplinary action taken against a student or employee. If a student or employee is disciplined as a result of the complaint, the Investigation Report shall simply state that effective action was taken and that the student or employee was informed of BMA's expectations.

If BMA finds merit in a complaint regarding pupil fees, physical education instructional minutes, or LCAP, the remedy will go to all affected pupils and parents/guardians. BMA, in good faith will engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid any unlawful pupil fee within one (1) year prior to the filing of the complaint.

Appeal Process

A complainant may appeal BMA's Investigation Report by filing a written appeal within thirty (30) days of the date of the Investigation Report to the California Department of Education ("CDE"). This appeal to the CDE must specify and explain the basis for the appeal, including at least one of the following:

- BMA failed to follow its complaint procedures;
- Relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law;
- The material findings of fact in the Investigation Report are not supported by substantial evidence;

- The legal conclusion in the Investigation Report is inconsistent with the law; and/or
- In a case in which BMA found noncompliance, the corrective actions fail to provide a proper remedy.

The appeal must be sent to CDE with: (1) a copy of the locally filed complaint; and (2) a copy of BMA's Investigation Report.

Appeals of decisions regarding discrimination, harassment, intimidation, and/or bullying, and regarding provision of accommodations to lactating students should be sent to:

California Department of Education
Education Equity UCP Appeals Office
1430 N Street
Sacramento, CA 95814
916-319-8239

Appeals of decisions regarding LCAP should be sent to:

California Department of Education
Local Agency Systems Support Office
1430 N Street
Sacramento, CA 95814
916-319-0809

Appeals of decisions regarding pupil fees or all other educational program complaints should be sent to:

California Department of Education
Categorical Programs Complaints Management Office
1430 N Street
Sacramento, CA 95814
916-319-0929

The CDE may directly intervene in the complaint without waiting for action by BMA when one of the conditions listed in Title 5, California Code of Regulations, § 4650 exists, including cases in which BMA has not taken action within sixty (60) days of the date the complaint was filed with BMA. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include evidence that supports such a basis.

Civil Law Remedies

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Uniform Complaint Procedures Form

Bella Mente Academies has primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate and seek to resolve complaints in accordance with the Uniform Complaint Procedures Policy (UCP). Please complete this form, providing as much information as possible and attaching any applicable supporting documentation, to assist in the investigation of your complaint.

Information

NAME OF THE COMPLAINANT	ADDRESS
EMAIL ADDRESS	TELEPHONE NUMBER
COMPLAINANT WILL NEED THE ASSISTANCE OF AN INTERPRETER <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>specify the language to be spoken by the interpreter</i>)	
COMPLAINANT IS A: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Employee <input type="checkbox"/> Public Agency <input type="checkbox"/> Organization	
THIS COMPLAINT IS BEING FILED ON BEHALF OF: <input type="checkbox"/> Myself <input type="checkbox"/> A student (not the complainant named above) <input type="checkbox"/> Other (<i>specify</i>)	
DATE OF ALLEGED VIOLATION	SCHOOL OF ALLEGED VIOLATION

Basis of Complaint

For allegations related to any of the following programs and activities subject to the UCP:

- | | |
|--|---|
| <input type="checkbox"/> After School Education and Safety
<input type="checkbox"/> Child Care and Development
<input type="checkbox"/> Child Nutrition
Consolidated Categorical Aid
<input type="checkbox"/> Discrimination, Harassment, Intimidation, and/or Bullying
<input type="checkbox"/> Education for Foster Youth, Homeless Youth, Former Juvenile
Court School Students, or Military Dependents
<input type="checkbox"/> Every Student Succeeds Act (Titles I-VII) | <input type="checkbox"/> Local Control and Accountability
Plans (LCAP)
<input type="checkbox"/> Migrant Education
<input type="checkbox"/> Pupil Fees
<input type="checkbox"/> School Plans for Student
Achievement
<input type="checkbox"/> School Safety Plan
<input type="checkbox"/> School Site Councils
<input type="checkbox"/> Other: _____ |
|--|---|

For complaints alleging discrimination, harassment, intimidation, and/or bullying, indicate the actual or perceived protected characteristics upon which the alleged conduct is based:

- | | | |
|--|--|--|
| <input type="checkbox"/> Race or ethnicity
<input type="checkbox"/> Color
<input type="checkbox"/> Ancestry
<input type="checkbox"/> Nationality
<input type="checkbox"/> National origin
<input type="checkbox"/> Immigration status
<input type="checkbox"/> Ethnic group identification | <input type="checkbox"/> Religion
<input type="checkbox"/> Age
<input type="checkbox"/> Marital status
<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Parental status
<input type="checkbox"/> Physical or mental disability
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Sex
<input type="checkbox"/> Sexual orientation
<input type="checkbox"/> Gender
<input type="checkbox"/> Gender identity
<input type="checkbox"/> Gender expression
<input type="checkbox"/> Genetic information |
|--|--|--|

FOR OFFICE USE ONLY

Date received _____ Received by _____ Title _____
 Investigator _____ Outcome _____
 Final written decision sent to complainant on _____ Appeal filed with CDE? ☐ Yes ☐ No

Details of the Complaint

Please answer the following questions to the best of your ability. If you mention names, please also identify who they are (i.e. student, staff, parent, etc.). Attach additional pages, if necessary.

Provide the **facts** about your complaint:

List the **people** involved or impacted:

List any **witnesses** or individuals who may have knowledge of the alleged acts:

Provide and/or describe the specific **location(s)** where the incident(s) occurred:

List the **date(s) and time(s)** when the incident(s) occurred or when the alleged acts came to your attention:

Describe any **steps** you have taken to resolve this issue before filing the complaint. If applicable, list names and titles of school staff you have contacted:

Do you have any **written documents/ evidence** that may be relevant/-supportive of your complaint?

☐ No ☐ Yes, copies of the documents/evidence are attached to this complaint

Signature of Complainant _____ Date _____

Bella Mente Academies shall take steps to protect complainants from retaliation. Please file this complaint form and any additional documents in person, by mail, or via email with the following:

Erin Feeley, *Executive Director*
Bella Mente Academies
1737 W. Vista Way
Vista, CA 92083
efeeley@bellamentecharter.org



**BELLA MENTE MONTESSORI
FEBRUARY 2022 INVOICE**

Date: March 4, 2022

Top Notch Catering
6190 Fairmount Ave Suite G
San Diego, CA 92120

To: Gladys Espino

Cost per breakfast:\$1.85

Cost per lunch: \$3.21

	PRICE	TOTAL MEALS	TOTAL AMOUNT DUE
BELLA MENTE MONTESSORI SCHOOL			
BELLA MENTE MONTESSORI SCHOOL-BREAKFAST	\$1.85	1861	\$3,442.85
BELLA MENTE MONTESSORI SCHOOL-LUNCH	\$3.21	3093	\$9,928.53
Total		4954	\$13,371.38

Total Amount Due **\$13,371.38**

Thank you,

PLEASE MAIL PAYMENT TO:

Top Notch Catering
6190 Fairmount Ave Suite G
San Diego, CA 92120

Please see attached spreadsheet for breakdown in numbers.

BELLA MENTE CHARTER SCHOOL- AGENDA ITEM VIII.1.

TO: Board of Directors

FROM: Executive Director

DATE: March 8, 2022

SUBJECT: DISCUSSION AND APPROVAL OF THE 2022-2023 PRE-K/PRIMARY ENROLLMENT PLAN

ISSUE: As a condition of receipt of apportionment, school districts and charter schools must implement universally available TK for all four-year-old children by 2025–26 (*EC 48000[c][1]*). LEAs are encouraged to consider how this implementation timeline will impact elements of their UPK Plan, including whether implementing UTK on a fast timeline will allow the LEA to reach economies of scale with regard to the number of classrooms and TK teachers needed. The table below illustrates the UTK implementation timeline, including eligibility and ratios.

BACKGROUND:

- UPK stands for Universal Prekindergarten, which, by 2025–26 will exist for all four-year-old children in California.
- Universal transitional kindergarten (UTK) is part of UPK, but not the only part. UPK is a mixed delivery system that also includes the California State Preschool Program (CSPP) which the California Department of Education (CDE) operates, along with other prekindergarten programs serving three- and four-year-old children, including the federal Head Start Program, subsidized programs that operate a preschool learning experience and are operated by community-based organizations (CBOs)--including family childcare--, and private preschool. Part of UPK is also the Expanded Learning Opportunities Program (ELO-P) that helps TK-6th grade, a full-day program aligned with the needs to parents.
- Local educational agency (LEAs) are required to plan for UPK and present this plan to their governing board or body for their consideration by June 30, 2022.

TK Eligibility, Ratio, and Class Size Requirements by Fiscal Year

Type of Requirement	2021–22	2022–23	2023–24	2024–25	2025–26
Eligibility	Turn five between September 2 and December 2; at district discretion, turn five between December 3 and the end of the school year	Turn five between September 2 and February 2; at district discretion, turn five between February 3 and the end of the school year	Turn five between September 2 and April 2; at district discretion, turn five between April 3 and the end of the school year	Turn five between September 2 and June 2; at district discretion, turn five between June 3 and the end of the school year	Turn four by September 1
Ratios	Not specified	1:12	1:10**	1:10**	1:10**
Class Size	24	24	24	24	24

- Before engaging stakeholders on the next planning steps and presenting to the Board of Directors the final plan, the team requests permission to pursue an aggressive enrollment plan, enrolling progressively younger students before the 25-26 deadline.
- This aggressive timeline will require additional training for existing staff to ensure they are trained to meet the needs of younger students.
- The school may not be reimbursed for the days students are younger than the general schedule and enrolled in the school.
- Benefits of this aggressive programming: students who enroll in Bella Mente as Primary Level students are most likely to remain with us for 5 or more years
- Building our enrollment from the ground up
- Montessori model is most popular with younger students and therefore easier to recruit students

FISCAL IMPACT/ FUNDING SOURCE: Funding levels unknown until the final budget is released by the Governor.

RECOMMENDATION: Approve the preliminary 2022-2023 Pre-K/Primary Enrollment Plan

Respectfully Submitted,

Erin Feeley
Executive Director

BELLA MENTE CHARTER SCHOOL- AGENDA ITEM VIII.2.

TO: Board of Directors

FROM: Executive Director

DATE: March 8, 2022

SUBJECT: Discussion and Approval of the 2021-2022 2nd Interim Budget

ISSUE: Each fiscal year the charter school is required to submit an approved second interim financial report to its chartering district and the county office of education.

BACKGROUND: Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. County superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within 75 days after the close of the reporting period.

The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. A positive certification is assigned when the district will meet its financial obligations for the current and two subsequent fiscal years. A qualified certification is assigned when the district may not meet its financial obligations for the current or two subsequent fiscal years. A negative certification is assigned when a district will be unable to meet its financial obligations for the remainder of the current year or for the subsequent fiscal year. In addition, the Superintendent of Public Instruction may reclassify the certification of any county office of education or reclassify a certification based on an appeal of a school district in accordance with the above standards.

FISCAL IMPACT/ FUNDING SOURCE: No fiscal impact.

RECOMMENDATION: Approve the Second Interim Financial Report as presented by Janina Arruda from CSMC.

Respectfully Submitted,

Erin Feeley
Executive Director

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Summary

Charter School Name: Bella Mente Montessori
(continued) Academy
CDS #: 37 68452 0128223
Charter Approving Entity: Vista Unified
County: San Diego
Charter #: 1515
Fiscal Year: 2021/22

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	2,228,343.00	1,898,441.00	2,228,343.00	-	0.00%
Education Protection Account State Aid - Current Year	8012	76,540.00	58,967.00	76,540.00	-	0.00%
State Aid - Prior Years	8019	-	-	-	-	
Transfer of Charter Schools In Lieu of Property Taxes	8096	1,296,878.00	751,302.00	1,296,878.00	-	0.00%
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		3,601,761.00	2,708,710.00	3,601,761.00	-	0.00%
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	106,919.00	45,724.00	106,919.00	-	0.00%
Special Education - Federal	8181, 8182	72,500.00	52,687.00	72,500.00	-	0.00%
Child Nutrition - Federal	8220	80,451.00	-	80,451.00	-	0.00%
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	259,606.00	94,037.00	259,606.00	-	0.00%
Total, Federal Revenues		519,476.00	192,448.00	519,476.00	-	0.00%
3. Other State Revenues						
Special Education - State	StateRevSE	280,928.00	222,652.00	280,928.00	-	0.00%
All Other State Revenues	StateRevAO	1,133,364.00	517,094.00	1,133,364.00	-	0.00%
Total, Other State Revenues		1,414,292.00	739,746.00	1,414,292.00	-	0.00%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	105,103.00	69,969.00	105,103.00	-	0.00%
Total, Local Revenues		105,103.00	69,969.00	105,103.00	-	0.00%
5. TOTAL REVENUES		5,640,632.00	3,710,873.00	5,640,632.00	-	0.00%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	1,925,296.00	989,347.00	1,925,296.00	-	0.00%
Certificated Pupil Support Salaries	1200	162,022.00	111,369.00	162,022.00	-	0.00%
Certificated Supervisors' and Administrators' Salaries	1300	229,897.00	127,573.00	229,897.00	-	0.00%
Other Certificated Salaries	1900	-	-	-	-	
Total, Certificated Salaries		2,317,215.00	1,228,289.00	2,317,215.00	-	0.00%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	85,822.00	44,168.00	85,822.00	-	0.00%
Non-certificated Support Salaries	2200	244,889.00	85,598.00	244,889.00	-	0.00%
Non-certificated Supervisors' and Administrators' Sal.	2300	141,963.00	95,216.00	141,963.00	-	0.00%
Clerical and Office Salaries	2400	205,488.00	122,695.00	205,488.00	-	0.00%
Other Non-certificated Salaries	2900	13,920.00	4,734.00	13,920.00	-	0.00%
Total, Non-certificated Salaries		692,082.00	352,411.00	692,082.00	-	0.00%
3. Employee Benefits						
STRS	3101-3102	-	-	-	-	
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	206,111.00	95,360.00	206,111.00	-	0.00%
Health and Welfare Benefits	3401-3402	316,802.00	199,824.00	316,802.00	-	0.00%
Unemployment Insurance	3501-3502	29,106.00	17,537.00	29,106.00	-	0.00%
Workers' Compensation Insurance	3601-3602	48,149.00	31,227.00	48,149.00	-	0.00%
OPEB, Allocated	3701-3702	111,060.00	54,380.00	111,060.00	-	0.00%
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	-	-	-	-	
Total, Employee Benefits		711,228.00	398,328.00	711,228.00	-	0.00%

4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	88,427.00	80,814.00	88,427.00	-	0.00%
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	87,881.00	38,417.00	87,881.00	-	0.00%
Noncapitalized Equipment	4400	32,000.00	32,896.00	32,000.00	-	0.00%
Food	4700	135,000.00	94,794.00	135,000.00	-	0.00%
Total, Books and Supplies		343,308.00	246,921.00	343,308.00	-	0.00%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	31,000.00	29,103.00	31,000.00	-	0.00%
Dues and Memberships	5300	11,700.00	11,801.00	11,700.00	-	0.00%
Insurance	5400	106,172.00	72,347.00	106,172.00	-	0.00%
Operations and Housekeeping Services	5500	135,000.00	51,075.00	135,000.00	-	0.00%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	34,000.00	20,286.00	34,000.00	-	0.00%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	550,294.00	233,382.00	550,294.00	-	0.00%
Communications	5900	39,083.00	23,485.00	39,083.00	-	0.00%
Total, Services and Other Operating Expenditures		907,249.00	441,479.00	907,249.00	-	0.00%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	397,632.00	228,091.00	397,632.00	-	0.00%
Total, Capital Outlay		397,632.00	228,091.00	397,632.00	-	0.00%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	840,444.00	472,365.00	840,444.00	-	0.00%
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		840,444.00	472,365.00	840,444.00	-	0.00%
8. TOTAL EXPENDITURES						
		6,209,158.00	3,367,884.00	6,209,158.00	-	0.00%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)						
		(568,526.00)	342,989.00	(568,526.00)	-	0.00%

D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)						
		(568,526.00)	342,989.00	(568,526.00)	-	0.00%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	6,409,319.91	6,409,319.91	6,409,319.91	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		6,409,319.91	6,409,319.91	6,409,319.91		
2. Ending Fund Balance, June 30 (E + F.1.c.)		5,840,793.91	6,752,308.91	5,840,793.91		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	-	-	-	
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	-	-	-	-	
Unassigned/Unappropriated Amount	9790	5,840,793.91	6,752,308.91	5,840,793.91	-	0.00%

BELLA MENTE CHARTER SCHOOL- AGENDA ITEM VIII.3.

TO: Board of Directors

FROM: Executive Director

DATE: March 8, 2022

**SUBJECT: APPROVE RESOLUTION NO. 22-16 AUTHORIZING REMOTE
TELECONFERENCE MEETINGS FOR THE PERIOD APRIL 30, 2022**

ISSUE/ BACKGROUND:

On September 16, 2021, Assembly Bill 361 (AB 361), which extends the authority of school district governing boards to hold electronic (virtual) board meetings, was signed by Governor Newsom. The Governor's current Executive Order, which has allowed electronic (virtual) board meetings since March 2020, expired on September 30, 2021.

AB 361 extends this authority through January 1, 2024. AB 361 does not require a physical location for the public to observe or comment during the meeting. On November 18, 2021 the Bella Mente Board of Directors approved Resolution No. 22-10, authorizing remote teleconference meetings for the month of December. This board item is the continuation of the teleconferencing option for the period April 1 through April 30, 2022. If the Board would like to continue extending the option of teleconferencing Board meetings, a board item will be added to the agenda.

FISCAL IMPACT/ FUNDING SOURCE: None.

RECOMMENDATION: Approve.

Respectfully Submitted,

Erin Feeley
Executive Director

RESOLUTION NO. 22-16

A RESOLUTION OF THE BOARD OF DIRECTORS FOR BELLA MENTE MONTESSORI ACADEMY PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD APRIL 1, 2022 THROUGH APRIL 30, 2022

WHEREAS, the Bella Mente Montessori Academy is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Bella Mente Montessori Academy's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), as amended by Assembly Bill 361, Chapter 165 of the Statutes of 2021, makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency has been proclaimed by the Governor on March 4, 2020 based on an outbreak of respiratory illness due to COVID-19; and

WHEREAS, in-person meetings continued to present imminent risk to health and safety of attendees due to the continued prevalence of highly-contagious COVID variants and the fact that only 58.5% of the California population are fully vaccinated; and

WHEREAS, the Board of Directors does hereby find that the Governor's March 4, 2020 State of Emergency proclamation due to the outbreak of COVID-19 and continued prevalence of highly contagious COVID various and inadequately low rates of fully vaccinated people in California has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services,

personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Bella Mente Montessori Academy shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District will continue to provide access to Board meetings through livestreamed video feed which allows for public comment and a real-time closed-caption feed.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BELLA MENTE MONTESSORI ACADEMY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present an imminent risk due to the prevalence of COVID variants and low vaccination rates among the general population.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Superintendent and legislative bodies of the Bella Mente Montessori Academy are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.