

# Washoe County School District

## Annual Charter School Performance Audit

Mariposa Language and Learning Academy – 2024-2025

Auditing Department	Name of Auditor	Compliance with Statutes and Regulations	Compliant / Non-Compliant	Comments
Accountability	Kemp, Kyle	The charter school has met the requirements of the NDE with regards to any state reporting. The charter school maintains data accuracy and integrity of all data elements and complies with requirements to participate in the automated system of accountability information for Nevada (SAIN).	Compliant	Mariposa has completed all necessary reporting requirements up to this point. We look forward to continuing that work in the future.
Student Accounting	Mandeville, Desiree	Regarding student attendance, the charter school: <ul style="list-style-type: none"> <li>• Provides a copy of the attendance policy to each student</li> <li>• Keeps a copy of the attendance policy available for public inspection</li> <li>• Includes NRS 392.122 in the attendance policy</li> <li>• Provides a copy of rules for truancy</li> <li>• Provides a copy of the letter of approval from the Superintendent of Public Instruction for legend of symbols for attendance</li> </ul>	Compliant	
Student Accounting	Mandeville, Desiree	A description of the procedure and documentation for the enrollment and withdrawal of pupils in the charter school.	Compliant	Reviewed examples provided of withdrawal records and requested the change of a withdrawal code to match students' withdrawal reason in accordance with NDE required reporting practices.
Student Accounting	Mandeville, Desiree	Provide a description of how the lottery system works and how parents are notified of the system.	Compliant	Lottery system information is provided to parents within the student handbook as well as communication sent out during new year registration.

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Student Accounting	Mandeville, Desiree	If the charter school enrolls pupils in kindergarten, first, or second grades, the charter school complies with NRS 392.040 regarding the ages for enrollment in those grades.	Compliant	The school enrolls and notifies parents of age requirements in compliance with current NRS.
Student Accounting	Mandeville, Desiree	The charter school provides written notice to the parents and guardians of pupils in grades 9-12 indicating whether or not the Northwest Association of Accredited Schools accredits the school.	N/A	School is only K-6
Student Accounting	Mandeville, Desiree	The charter school complies with <a href="#">NRS 388A.487</a> regarding rules for academic retention and provides a copy of these rules. The charter school complies with NAC 389.445 and NAC 389.659 regarding units required for promotion to the next higher grade.	Compliant	Requested the school provide us with additional information on their procedures/rules for promotion as they were a bit vague originally. Was able to provide a clearer version of Policy Promotion.
Student Accounting	Mandeville, Desiree	The charter school has developed a procedure for the maintenance of records.	Compliant	Very thorough explanation of maintenance of records in addition to providing the procedure for the creation of cum files.
Student Accounting	Mandeville, Desiree	The teachers' class record books comply with regulation.	Compliant	Clean class record books, no errors found.
Student Accounting	Mandeville, Desiree	The charter school provides the minimum number of days for a school year and the minimum number of minutes of instruction per day. School provides a copy of school calendar and a daily schedule.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school has a procedure for documenting credit for courses completed successfully.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school complies with all graduation and diploma requirements.	N/A	School is only K-6
Student Accounting	Mandeville, Desiree	The charter school complies with the requirements of the master register.	Compliant	

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Student Accounting	Mandeville, Desiree	The charter school is connected to WCSD Student Information System (Infinite Campus) through the WCSD network and follows WCSD standards and procedures in relation to the WCSD Infinite Campus.	Compliant	
Assessment Division	Aird, Sandra	The charter school administers achievement and proficiency examinations	Compliant	
Counseling Services	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with requirements for reporting abuse and neglect.	Compliant	100% of staff are trained and up to date.
Counseling Services	Loudon, Katherine	The charter school provides appropriate counseling and guidance services for its students, including students with disabilities and students at risk. If the charter school employs a Counselor, the Counselor holds a valid School Counselor license from the Nevada Department of Education.	Compliant	
Curriculum	Fox, Kindra Anderson, Jenni	If the charter school is dedicated to providing educational programs and opportunities for pupils who are at risk, a determination whether the educational program and services provided to those pupils is appropriate and carried out in an effective manner.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction in the core academic subjects set forth in NRS 389.018 (1), as applicable for the grade levels of pupils.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction based upon the standards of content and performance established by the Council to Establish Academic Standards.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	At a minimum, the charter school provides and requires students to take the courses of study required of pupils by statute or regulation for promotion or graduation.	Complaint	Comments to follow

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504	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with Section 504 of Title V of the Rehabilitation Act of 1973.	Yes	Special Education teacher is the case manager.
Facilities Management	Hoppe, Charlie	A determination whether each facility that the charter school occupies complies with applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school, its officers or its employees have complied with all financial terms and conditions of the written charter.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The school has complied with generally accepted standards of accounting and fiscal management.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not filed for a voluntary petition of bankruptcy, been adjudicated bankrupt or insolvent, or been otherwise financially impaired such that the school is deemed unable to continue to operate.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has refrained from using public money to purchase real property or buildings without the approval of the sponsor.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not operated for profit.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All money received by the charter school from the state and from the board of trustees of WCSO is deposited and maintained in a bank, credit union or other financial institution in this state.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school complied with applicable federal laws and regulations governing the provisions of any federal grants obtained for the school.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has designated a person to draw all orders for the payment of money belonging to the charter school and lists all orders using a cumulative voucher system.	Compliant	

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Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the school has prescribed the procedures by which the orders for payment must be approved and signed.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All orders for payment of money to a member of the governing body of the school have been drawn only for salary, travel expenses, subsistence allowances or for services rendered by the member.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The annual report of the budget has been submitted to WCSD and the Nevada Department of Education on or before November 1 <sup>st</sup> .	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	Except for those that may be authorized by specific statute or by the written charter of the charter school, the charter school does not charge tuition or fees.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has ensured that a current written inventory of the equipment, supplies and textbooks of the charter school is maintained and has provided a copy of the current written inventory to WCSD as the charter school's sponsor.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	An annual audit has been completed in compliance with the performance requirements of NAC 387.755 and submitted to the governing body for review at a public meeting not later than 120 days after the close of the fiscal year for which the audit is conducted.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school utilizes the chart of accounts prescribed by the Nevada Department of Education.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	Not later than June 8 of last school year, the governing body of the charter school, at a public meeting, adopted its final budget for the charter school for the current fiscal year; the budget was prepared on forms prescribed by the Department.	Compliant	

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Office of School Improvement	Coombs, Ron Kuster, Nick	On or before September 15 <sup>th</sup> of the latest year, the charter school provided the sponsor with a written description of the progress of the charter school in achieving the mission and goals of the charter school set forth in its application.	Compliant	
School Police, Emergency Management Services	Anderson, Roy	The charter school complies with NRS 392.450 by providing drills for pupils in the appropriate procedures to be followed in the event of an emergency and by posting escape routes.	Compliant	

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School Police, Emergency Management Services	Anderson, Roy	<p>The charter school complies with NRS 388.243 (1) by developing a plan to be used by the charter school in responding to a crisis, emergency or suicide. (2) The plan developed pursuant to subsection 1 must include, without limitation:</p> <p>The plans, procedures and information included in the model plan developed by the Department pursuant to NRS 388.253;</p> <p>A procedure for responding to a crisis or an emergency and for responding during the period after a crisis or an emergency has concluded, including, without limitation, a crisis or an emergency that results in immediate physical harm to a pupil or employee of a school in the school district or the charter school;</p> <p>A procedure for enforcing discipline within a school in the school district or the charter school and for obtaining and maintaining a safe and orderly environment during a crisis or an emergency;</p> <p>The names of persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that are available to provide counseling and other services to pupils and staff of the school to assist them in recovering from a crisis, emergency or suicide; and</p> <p>A plan for making the persons and organizations described in paragraph (d) available to pupils and staff after a crisis, emergency or suicide.</p>	Compliant	

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Student Discipline	Kendrick, Lindsay	Regarding student behavior, the charter school: <ul style="list-style-type: none"> <li>• Provides a copy of rules, consequences and disciplinary procedures</li> <li>• Maintains, for public inspection, a copy of rules, consequences and disciplinary procedures</li> <li>• Complies with policies and procedures for suspension and expulsion</li> <li>• Complies with policies and procedures for the suspension and expulsion of students with disabilities</li> </ul>	Compliant	
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school: <ul style="list-style-type: none"> <li>• Provides adequate health services in the following areas:               <ul style="list-style-type: none"> <li>○ Management of accidents and illness</li> <li>○ Management and reporting of communicable diseases;</li> </ul> </li> <li>• Maintains records of the immunizations required of pupils;</li> <li>• Complies with requirements for the screening of vision, hearing, and scoliosis; and</li> <li>• If designated, complies with requirements for screening of student height/weight.</li> </ul>	Compliant	All the immunizations are up to date. They are working on sending in their annual immunization report to the State. Mandatory health screening were done on November 13 <sup>th</sup> and epi pen training is scheduled for February.
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school complies with requirements for crisis response in public schools.	N/A	Roy Anderson does this one



**Mariposa Charter School  
2024-2025 School Year**

The Curriculum and Instruction department has reviewed the files provided which included:

1. Current list of textbooks, supplemental curricula, intervention programs, software, and other curriculum programs currently in use.
2. Curriculum maps, pacing guides, lesson plans and/or other applicable curriculum documents to include documentation of how instruction and assessment are tied to standards.
3. A copy of the school master schedule.

**General Comment:** The schedules at Mariposa allow for identification of subject teaching and minutes allocated. The instructional minutes for each subject align with the allocation of instructional time for elementary sites.

**General Recommendations for all subject areas:**

- To enhance vertical alignment, we recommend implementing a consistent format across all grade levels in their curriculum planning documents.
- Consider explicitly noting formative and summative assessment across all grade levels to guide instruction and support cohesion

**ELA:**

Most of Mariposa's curriculum planning documents are clear and complete. There is evidence of ELA being taught during the suggested instructional minutes using Wonders. Standards are listed for each grade level. Assessments are included.

**Math:**

The submitted documents include instructional materials that align with recommended instructional minutes. The documents provide sufficient evidence that mathematics instruction occurs consistently for the recommended number of minutes on most days.

**Recommendation:** Mathematical practices are not noted and should be explicitly identified.

**Science:**

There are minutes allocated for science indicating instruction taking place throughout the week, this includes STEAM instruction.

**Recommendations:**

- We continue to recommend including evidence for all the standards including integration of the Disciplinary Core Ideas, Science and Engineering Practices (standards of performance) and Crosscutting Concepts.
- Documents provided lack substance of science instruction.

**Social Studies:**

According to the evidence submitted, Mariposa provides social studies instruction for all grades K-5. Standards appear to align with the 2018 NVACS-SS. Assessment is included in the planning documents.