

NOTICE OF PUBLIC MEETING

PUENTE Charter School

The Board of Directors of PUENTE Learning Center will be conducting a public meeting on:

**Wednesday, February 21, 2024
3:00 p.m.**

Join Zoom Meeting
puente-org.zoom.us
Meeting ID: 890 5941 9441

Any person who wishes to address the Board of Directors is welcomed to attend. No prior notification of your attendance is necessary.

If you require accommodations in order to attend this meeting can call Jerome Greening at 323.780.0076 or email at jerome@puente.org. for assistance

It is hereby noted that the agenda for this meeting of the PUENTE Governing Board has been posted at the following location(s):

- www.puente.org
- PUENTE Charter School, 501 S. Boyle Ave., Los Angeles, CA 90033
main doors and parent board



PUENTE Learning Center

PUENTE Charter School Board of Directors Meeting Agenda

Wednesday, February 21, 2024

3 pm

501 S. Boyle Avenue, Los Angeles, CA 90033

Join Zoom Meeting

<https://puente-org.zoom.us/j/89059419441>

Meeting ID: 890 5941 9441

Teleconference locations:

–

Notice is hereby given that the PUENTE Learning Center Board of Directors of PUENTE Charter School will hold a public meeting at the above-referenced time and locations. The purpose of the meeting is to discuss and take action on the following agenda. The agenda shall provide an opportunity for members of the public to address the board directly at each location. (GOV CODE: 54954.3).

If you require special accommodations in order to attend this meeting, please call Jerome Greening at (323) 780 – 0076 or e-mail at jerome@puente.org.

Agendas for all regular board meetings are posted at least 72 hours prior to the meeting, and agendas for all special board meetings are posted at least 24 hours prior to the meeting at the entrances of the PUENTE facility and on the Parent Board at PUENTE Charter School, teleconference locations, and on www.puente.org. (GOV CODE: 54954.2, 54956)

Agenda Item	Proposed Action	Attachments	Who	
1. Call to Order and Roll Call to Establish Quorum	Roll Call	Board Roster	Board Chair, Chun Wong	
2. Minutes – December 6, 2023	Approval	Minutes		

3. Public Comment

Members of the public are welcome to address the PUENTE Charter School Board directly at a regular meeting to address any item of interest, or on the agenda and at a special meeting to address any item on the agenda, before or during the consideration of the item. Comments will be limited to three minutes. (GOV CODE: 54954.3) No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of GOV CODE Section 54954.2.

4. Operations & Programs i. Data Dashboard and School Operations Update School data and operations information, including LCFF priorities and alignment to LCAP goals and actions. MTSS Pathway Certification update. Review of mid-year student data performance, including NWEA MAP interim assessments.	Informational	PowerPoint	Principal Brenda Meza Charter School Advisory Committee Member, Oscar Cabrales CEO, Jerome Greening	
ii. LAUSD Oversight Visit Debrief LAUSD Charter Schools Division conducted the compliance oversight visit on Thursday, February 15. The four operational areas of	Informational	PowerPoint		

the Charter were reviewed and discussed with the LAUSD team. Scores from the visit will be forwarded five weeks after the visit. iii. Update on Form 700 Reporting Electronic submission of the Statement of Economic Interest for public school officials	Informational	PowerPoint		
5. Finance Report i. Charter Financials as of December 31, 2023 ii. Approval of LAUSD 2nd Interim Financials 23-24 Approval for LAUSD 2 nd Interim Financials iii. Approval of FY24 Audit Engagement Letter Approval for audit firm Maginnis, Knechtel & McIntyre to conduct the FY24 audit	Informational Approval Approval	Financial Report 2 nd Interim Financials FY24 Audit Engagement Letter	Finance Committee Chair, Chun Wong Finance Committee Member, Jocelyn Rosenwald VP of Finance & Administration, Angelica Castro CEO, Jerome Greening Chun Wong & Jocelyn Rosenwald, Finance and Audit Committee Members	
6. Adjournment			Board Chair, Chun Wong	
Certification of Posting I, Isabel Ocampo, hereby certify that this agenda was posted on 2/16/24 at 3 pm at: -- PUENTE Learning Center website www.puente.org -- PUENTE Learning Center, 501 S. Boyle Avenue, Los Angeles, CA 90033, <i>north side and south side entrance, and parent board</i>				



PUENTE Charter School
501 S. Boyle Avenue, Los Angeles, CA 90033

BOARD MEETING MINUTES

December 6, 2023

3:00 pm

<https://puente-org.zoom.us/j/84955894295>

Meeting ID: 849 5589 4295

The PUENTE Charter School board meeting was conducted via Zoom on Wednesday, December 6, 2023 at 3:00 pm.

Board Members in Attendance: Chun Wong, Jocelyn Rosenwald, Oscar Cabrales, and Lara Lightbody.

Board Members not in Attendance: Tyler Sutherland and Scott Williams.

PUENTE Staff in Attendance: Jerome Greening, Brenda Meza, Angelica Castro, Matt Wells, Michele Wolfe, Dominic Armendariz, Kim Denes and Isabel Ocampo.

Visitors in Attendance: Ms. Yu Chen, Ms. Gina Sanchez and Mr. Matt with Maginnis, Knechtel & McIntyre, LLC (audit firm)

Public Comment

Chun invited anyone present who wished to make public comments to do so. There were none.

Call to Order

Chun Wong called the meeting to order at 3:09pm. A quorum was established.

Roll Call

Board Chair Chun Wong conducted a roll call for Board Members. Present were: Chair, Chun Wong, Treasurer, Jocelyn Rosenwald, Secretary, Oscar Cabrales and Member, Lara Lightbody.

Absent: Tyler Sutherland and Scott Williams

FY23 PUENTE Audit Report

Angelica Castro welcomed lead auditors, Ms. Yu Chen and Ms. Gina Sanchez. with Maginnis, Knechtel & McIntyre for the presentation of the PUENTE Learning CENTER financial statements including the state of financial position for the Charter School for the year ended June 30, 2023. Ms. Chen and Ms. Sanchez shared the information on the summarized audit report, including the qualitative audit findings, and shared there were no findings or issues. Ms. Chen and Ms. Sanchez made note of the cooperation and availability of PUENTE management during the process of the audit.



Approval of FY23 Audit Report

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Jocelyn Rosenwald to approve the PUENTE FY23 Audit Report. The board moved to approve: Wong, "yes"; Rosenwald "yes"; Cabrales, "yes" and Lightbody, "yes".

CEO Jerome Greening thanked lead auditors, Ms. Yu Chen and Ms. Gina Sanchez, for the diligent work. Ms. Chen thanked Angelica Castro and the PUENTE team for their accounting compliance.

Approval of Board Meeting Minutes from September 20, 2023

Motion: A motion was duly made by Chung Wong and seconded by Oscar Reyes to approve the September 20, 2023 minutes. The board moved to accept the minutes as written. Wong, "yes"; Rosenwald "abstain"; Cabrales, "yes"; Lightbody "yes".

Operations & Programs

Principal, Brenda Meza, presented the Operations & Programs update to the board. Principal Meza reported that PUENTE Charter aligns the school services with the ten state priorities, and for 23-24 school year we have specific program goals outlined in our Local Control Accountability Plan (LCAP).

Principal Meza shared PUENTE Charter team members are going through a MTSS Certification Process, they are at the midpoint. All instructional team members are taking different modules to ensure by the end of next school year we are all MTSS certified.

Ms. Meza shared positive results from the Williams oversight visit which was conducted earlier this year. This visit evaluates the sufficiency of instructional materials for the students and the condition of the school facility. For both areas of evaluation, PUENTE received positive scores. PUENTE Charter School provided evidence of sufficient instructional materials, and that the facility is in good standing with a 99.27% rating.

Principal Meza shared this year the ELAC Committee has elected a new president, who is very excited. In the spirit of the Holidays, Ms. Meza informed the Winter Showcase is coming up and this year the team gets to show parents what students have been working on in music, dance and theater classes. Lastly, for promotion and parent involvement, Ms. Meza shared California Schools are to now annually inform parents of California children of the prevention laws relating to the safe storage of firearms. Ms. Meza shared this new memorandum is part of the handbook and was shared at her recent coffee with the principal.

Ms. Meza presented the PUENTE 22-23 ELPAC data outcomes. California -state reclassification rate was 16.50% compared to PUENTE's 26.19% reclassification rate. Ms. Meza underscored our support to our English learner students and the intentional instructional practices and strategies for their success and achievement.



Ms. Meza shared that PUENTE was highlighted in a publication from the California Charter Schools Association on sound school practices for English learner development.

Board Chair, asked Ms. Meza if the CCSA approached PUENTE. Ms. Meza shared the team was recently in a webinar and they shared that PUENTE was highlighted.

Ms. Meza shared comparison data from service area schools including: District Schools Soto Elementary; Breed Street Elementary and Charter Schools KIPP Promesa Elementary and Extera. PUENTE Charter is surpassing the results of the Boyle Heights/East Los Angeles service-area schools. 2022-23 was the first year PUENTE had a complete TK to 5th grade. Our LCAP goal is to continue strengthening instructional practices to increase student academic performance.

Principal Meza, shared the attendance patters and school climate. PUENTE has no suspension or expulsions. PUENTE is currently open for enrollment for the next school year 24-25. We have received 99% of intent to return forms from parents whom children are currently enrolled at PUENTE Charter.

This year PUENTE has student clubs before and after school for grades 3rd to 5th. The clubs have been well-received, with strong interest and attendance.

Ms. Meza asked Board Member Oscar Cabrales if Diego was part of the drone club? Mr. Cabrales shared yes; Diego always looks forward to attend drone classes.

Board Chair Chun Wong, asked for further details of the currently clubs. Ms. Meza shared PUENTE Charter has drone, sports, jewelry making, cooking, gardening a wide variety for everyone.

Approval of Compliance Monitoring Form 2023-2024

Ms. Meza presented the Compliance Monitoring Form 2023-2024 document checklist for Board Certification. The 29 item operational checklist is in support of compliant school protocols, policies and procedures.

CEO Jerome Greening, shared the compliance monitoring form was reviewed extensively in the advisory committee meeting and also at our September board meeting where Principal Meza updated with board with her School Administrator Review.

Board Chair Wong confirmed all checkboxes are compliant and discussed with the Advisory Committee.

Motion: A motion was duly made by Chun Wong and seconded by Oscar Cabrales to approve the PUENTE Compliance Monitoring Form 2023-2024 Board voted to approve: Wong, "yes"; Rosenwald, "yes"; Cabrales, "yes and Lightbody, "yes".



Finance Report:

1. Statement of Activities Analysis:

As of September 30, 2023, the Charter School reported total revenue of \$1,470,377 and expenses of \$1,404,633 for a net surplus of \$65,743.

Line items to highlight are as follow:

- Personnel cost: Personnel cost was \$820,292 or approximately 58.4% of expense allocation. Total actuals were below budgeted amount by \$12,257
- Professional Services: Professional services was \$150,194 or approximately 10.69% of expense allocation. It exceeded annual year-to-date budgeted amount by approximately \$25,196. This was mainly due to the hiring of substitute teachers, after school program and custodial contractor. Furthermore, expenses related to after school program funded by ELOP and ESSER funds.
- Special Ed Contract: Special Ed Contract was \$24,487 a 1.74% of expense allocation. Special Ed expenses were below budgeted amount by approximately \$40,436. This was mainly due to timing and the hiring of Behavior Instructors to oversee the expanded health and wellness component require by the CDE for ESSERS funding.
- Special Ed Fair Share: The Charter School is fiscally responsible for a partial payment of expense associated with Special Education Programs that the School District is responsible for and pays for out of its General Fund.
 - Special Ed Fair Share was \$70,460 or 5.02% expense allocation. It exceeded our annual budgeted amount by approximately \$21,760.
- Security: Security expenses were \$19,729 a 1.4% of expense allocation. It exceeded YTD Budgeted amount by \$5,126. This was mainly due to the hiring of a new outside security vendor that required additional training hours during the first quarter.
-
- 2. Staff Development: Staff Development expenses were \$40,002 a 2.85% of expense allocation. It slightly exceeded YTD budgeted amount by approximately \$2,674. This was mainly due to the cost associated with the Community Training Workshop. In addition, the school is supporting the beginning teacher induction for teacher's credential program. Such expenses are generated at the beginning of the school year.
- 3. **Statement of Financial Position**
 - Cash & cash equivalent: Cash balance was \$646,635. A decrease of \$665,106 from June 30, 2023. This was mainly due to the following:
 - Accounts Receivable: Increase of accounts receivable of \$195,524.
 - Due from Other Programs: Increase of Due from Other Programs of \$181,069.
 - Property Plan & Equipment: Net increase of PP&E of \$257,108
 - Deferred revenue: Deferred revenue was \$642,590. A decrease of \$114,858 in advance payments.
 -



Financial Key Indicators

Working Capital

- The Working Capital: PUENTE has \$804,619 available for current and future use. Asset performance.
- Cash Ratio is \$1.01: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$1.01 of liquid cash.
- Quick Ratio \$2.25: Measures the ability to pay PUENTE short-term liabilities by having assets that are readily convertible into cash. This means that the Charter School has capacity to pay off its current liabilities with the current assets and can easily fund its day-to-day operations. Here for every \$1 of current liability, the Charter School has \$2.25 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that the Center can pay with its current cash available. The Charter School has 1.4 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- Debt-to-equity Ratio: Debt-to-equity Ratio of \$0.339. This ratio indicates that most of PUENTE's assets and resources are provided by funding from the school district and not creditors or vendors. PUENTE Charter uses \$0.339 of debt financing for every \$1 of equity financing.

4. Statement of Cash Flow

The Charter School's cash decreased by \$665,108. This decrease was mainly due to the following:

- a. As the Statement of Activities reports equity earnings, the Statement of Cash Flow reports how much cash is coming from the equity earnings reported on the Statement of Activities. As such, on this statement we eliminate noncash items such as depreciation expense. (A non-cash item). As a non-cash item, change in depreciation of \$17,708 is added to the net deficit to reconcile the cash from operations.
- b. Accounts receivable increased by \$195,524. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$195,524 is subtracted from the net surplus.
- c. Due from Other Programs increased by \$181,069. Increasing receivables means less inflow of cash through decrease in collections. As such, the Charter School has less cash on hand, as the \$181,069 is subtracted from the net surplus.
- d. Deferred revenue decreased by \$114,858. Decreasing deferred revenue means that a portion of this unearned revenue was recognized as earned resulting in a decrease in cash. The \$114,858 is subtracted from net surplus.



- e. Property & Equipment increased by \$257,108. This was mainly due to the payments related to the purchase of laptops and desktop computers for our students and staff. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- f. The total decrease in cash of \$665,108 is subtracted from the beginning cash of \$1,311,743 resulting in ending cash balance of \$646,635.

CEO Jerome Greening thanked the Finance committee that thoroughly reviews the first quarter financials.

Approval of Charter Financials as of September 30, 2023

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Jocelyn Rosenwald to approve Charter Financials as of September 30, 2023. The board voted to approve: Wong, "yes"; Rosenwald "yes"; Cabrales, "yes" and Lightbody, "yes".

Approval of PUEENTE LAUSD 1st Interim Financial Report 23-24

Angelica Castro presented the LAUSD 1st Interim Financial Report.

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Jocelyn Rosenwald to approve the PUEENTE 1st Interim Financial Report 23-24. The board voted to approve: Wong, "yes"; Rosenwald "yes"; Cabrales, "yes" and Lightbody, "yes".

Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 3:51 pm.

Submitted Respectfully,
Isabel Ocampo



PUENTE Charter Board Meeting

February 21, 2024

Legal Requirement

- California Education Code (EC) sections 47606.5(e), 52062(a)(6), and 52068(a)(6) require LEAs to present a report on the annual update to the LCAP and the Budget Overview for Parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the LEA.
- The report must include both of the following:
 - All available *midyear outcome data related to metrics* identified in the current year's LCAP.
 - All available *midyear expenditure and implementation data on all actions* identified in the current year's LCAP.

Purpose

- To provide the public with an update on the implementation of the current LCAP and to allow the LEA to be aware of, and plan for, changes that may need to be made based on revised estimates of revenue, budgeted expenditures and/or student performance.

Considerations

- There is no required template for the mid-year update
- The **governing board is not required to adopt** the mid-year update
- The **mid-year update will not be included** in or attached to, the 2024-25 LCAP; however, the information presented should be used to inform the development of the 2024-25 LCAP

State Local Control Funding Formula Priorities

1. Basic Services
2. Implementation of State Standards
3. Parent Involvement
4. Student Achievement
5. Student Engagement
6. School Climate
7. Course Access
8. Student Outcomes
9. Expelled Youth
10. Foster Youth

PUENTE Local Control and Accountability Plan

GOAL #1: Continue to implement a “whole child approach” through MTSS, addressing the academic, social-emotional, behavioral, and/or mental health needs of our students through standards-aligned culturally relevant learning.

GOAL #2: Continue to provide evidence-based professional learning opportunities for all educators, instructional support staff, and administrators to build capacity, support teacher retention, to address the diverse learning needs of our students.

GOAL #3: Engage educational partners to design and implement strategies to engage parents/families in our school community, and solicit input in decision-making that will impact student outcomes.



**COMMUNITY
SCHOOLS**



LCAP Mid Year Updates

1) Basic Services



501 S. Boyle Ave.
Los Angeles, CA 90033

LAUSD Charter Schools Division
Site Visit
Thursday, February 15, 2024
9 am

Agenda

Item (Activity)	Tentative Time Allocation
Opening Meeting: Discussion with School Leadership	60-90 minutes
Special Education Review	15-20 minutes
Pre-Classroom Observation Discussion Note: (In advance, the school leader will help identify school-wide instructional goals and strategies that are a focus this year that are <u>grounded in the Charter School's Petition</u> . These 2-3 focus areas will support the classroom visits.)	10-15 minutes
Classroom Observation	60 minutes
Post-Classroom Observation Discussion Note: The CSD team and the school team will separately debrief and align themselves prior to coming together to debrief about the observations.	15-20 minutes
Lunch Break (Working lunch for the CSD team)	30 minutes
Fiscal	Time allocation TBD in collaboration with your CSD Fiscal Oversight Manager
Review of Health and Safety Items Note: Some safety items will be reviewed during the classroom visits	15-20 minutes
Document Review/Clarifying Questions	90-120 minutes
Visit Debrief	30-45 minutes



LCAP Mid Year Updates

2) Implementation of Standards

Math – Eureka Math Year 1

Science – Year 2 of 3 of Amplify Science

Literacy – Benchmark Phonics

**EUREKA
MATH²**

AmplifyTM
Science

Benchmark
PHONICS

3) Promotion of Parent Involvement

California MTSS FRAMEWORK

The California MTSS Framework includes 5 Domains and 11 Features. The needs of the Whole Child are successfully met when ALL Domains and Features are effectively implemented with fidelity.



Whole Child Domain

Inclusive Academic Instruction Features

Inclusive Behavior Instruction Features

Inclusive Transformative Social-Emotional Instruction and Mental Health Support Features

Essential Domains and Features to Support the Whole Child

Administrative Leadership Domain

Strong & Engaged Site Leadership Features

Strong Educator Support System Features

Integrated Supports Domain

Organizational Structure Features

Strong & Positive School Culture Features

Family and Community Engagement Domain

Trusting Family Partnerships Features

Trusting Community Partnerships Features

Inclusive Policy Structure and Practice Domain

Strong LEA / School Relationship Features

LEA Policy Framework Features

Adapted with permission from: SWIFT Education Center. (2016). Domains and Features Placemat. Lawrence, KS. swiftschools.org





LCAP Mid Year Updates

4) Student Achievement English Learner Progress Indicator



State of California

[Back to Overview](#)

Academic Performance

English Language Arts
Mathematics
English Learner Progress
College/Career

Academic Engagement

Chronic Absenteeism
Graduation Rate

Conditions and Climate

Suspension Rate

English Learner Progress Indicator

All English Learner Students

Explore information on the percentage of current EL students making progress towards English language proficiency or maintaining the highest level.

English Learner Progress



Yellow

48.7% making progress
towards English language
proficiency

Maintained -1.6%

Number of EL Students:
829,209



LCAP Mid Year Updates

4) Student Achievement English Learner Progress Indicator



Puente Charter

[Back to Overview](#)[View Additional Reports](#)[Show School Details](#)

Academic Performance

- English Language Arts
- Mathematics
- English Learner Progress
- Implementation of Academic Standards

Academic Engagement

- Chronic Absenteeism
- Access to a Broad Course of Study

Conditions and Climate

- Suspension Rate
- Basics: Teachers, Instructional Materials, Facilities
- Parent and Family Engagement
- Local Climate Survey

English Learner Progress Indicator

All English Learner Students

Explore information on the percentage of current EL students making progress towards English language proficiency or maintaining the highest level.

English Learner Progress

[All Students](#)[State](#)

Blue

75.6% making progress
towards English language
proficiency

Maintained 0.1%

Number of EL Students: 45



LCAP Mid Year Updates



5) Pupil Engagement

Month 1 – 95.07%

Month 2 – 91.06%

Month 3 – 91.88%

Month 4 – 93.49%

Month 5 – 90.72%

Month 6 – 88.64%

Chronic Absenteeism: 17%

Student Clubs

Coding

Cooking

(in partnership with Common Threads)

Sports

(in partnership with A Place Called Home)

Crafts

Spanish





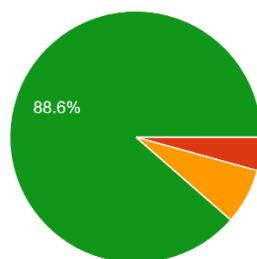
LCAP Mid Year Updates

6) School Climate

- Winter Student Surveys
 - 3rd-5th grade
 - 12 multiple choice questions
 - 2 short answers

Do the teachers and other grown-ups from your school want you to do your best?

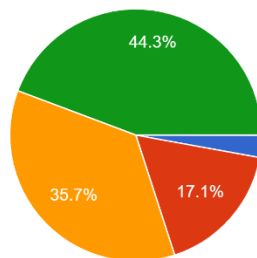
70 responses



- No, never
- Yes, some of the time
- Yes, most of the time
- Yes, all of the time

Do you feel safe at school?

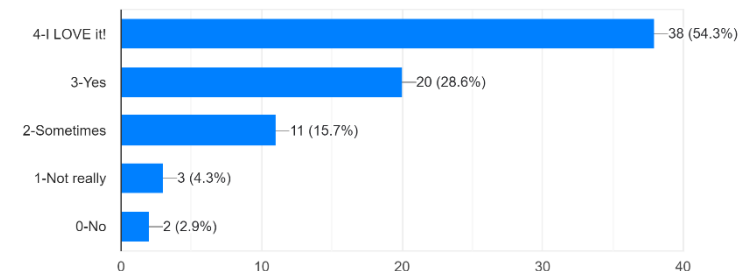
70 responses



- No, never
- Yes, some of the time
- Yes, most of the time
- Yes, all of the time

Do you enjoy music class?

70 responses





LCAP Mid Year Updates

7) Course Access

Gifted & Talented Education: Family Informational Guide

Guía informativa familiar



Please enter your name and your
student's name in the chat!

Example: Haidi Quintanilla, Student: Brenda Meza

¡Por favor ingrese su nombre y el nombre
de su estudiante en el chat!

Ejemplo: Haidi Quintanilla, Estudiante: Brenda Meza



LCAP Mid Year Updates

8) Student Outcomes

At a Glance: 3 Tiers of RTI Support

Think of the three tiers of response to intervention (RTI) support as a kind of pyramid for helping struggling students. The amount of extra help your child receives increases with each level, and progress is measured frequently.



Tier 1

The Whole Class

- In the general education classroom, all students are taught using instruction methods that research has shown to be effective.
- The entire class is screened to identify students who are at risk of failing. Kids may work in small groups in the classroom as the teacher uses differentiated instruction to target different skill levels and learning styles.
- All students' progress is tracked using a validated measurement tool. The school will let you know if your child is struggling and will update you on his RTI progress.

Tier 2

Small Group Interventions

- If your child isn't making adequate progress in Tier 1, he'll receive lessons in small groups two to three times a week, as well as the regular, classwide instruction.
- Skills assessments will be conducted weekly or every other week to monitor your child's progress.
- The school will keep you updated. They may ask you to work on certain skills with your child.

Tier 3

Intensive Interventions

- If your child isn't making adequate progress in Tier 2, he'll receive more intensive instruction in specific skills. You'll continue to receive progress updates.
- Tier 3 students usually spend part of the day in the general education classroom. Then they break off into small groups to receive targeted lessons while the rest of the class is in enrichment or elective activities.
- If your child isn't making adequate progress in Tier 3, he may be referred for an evaluation for special education services. In some schools, Tier 3 support is provided to a mix of special education and general education students.



LCAP Mid Year Updates

8) Student Outcomes

23-24 ELA Tiers of Support Tracker

Select a Month

All

Select a Grade

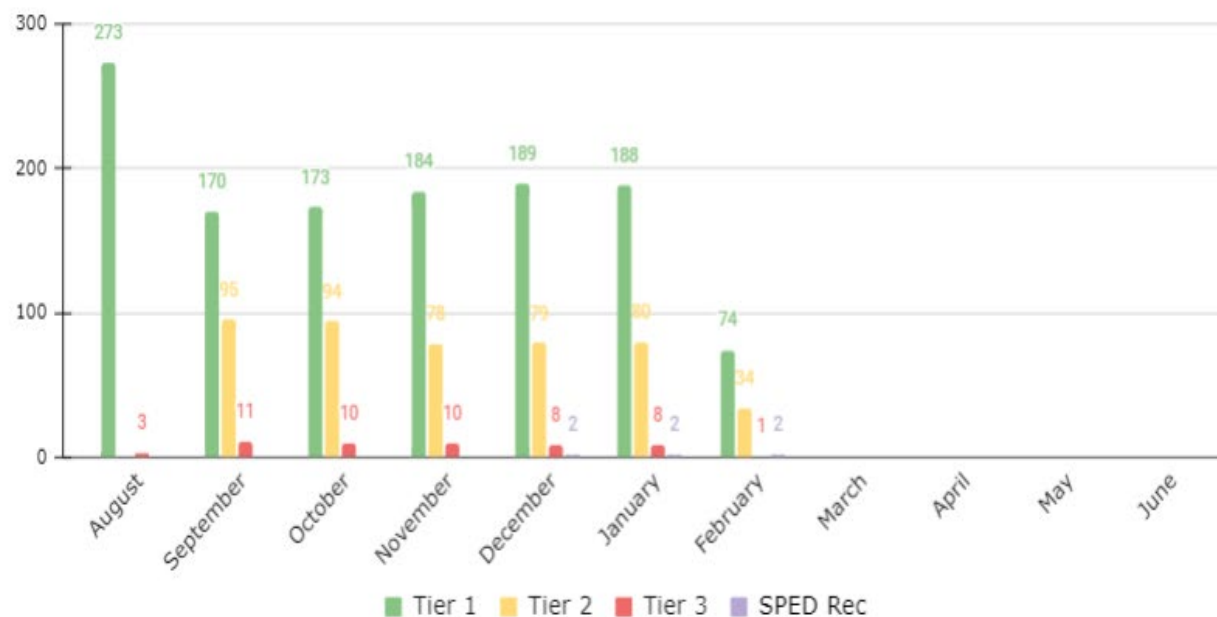
All

Select a Month

1 of 11

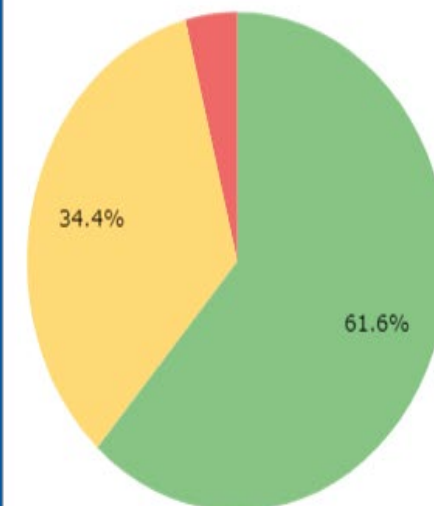
School Wide Summary

Count of Students by Month



Percentage by Month

February



23-24 Math Tiers of Support Tracker

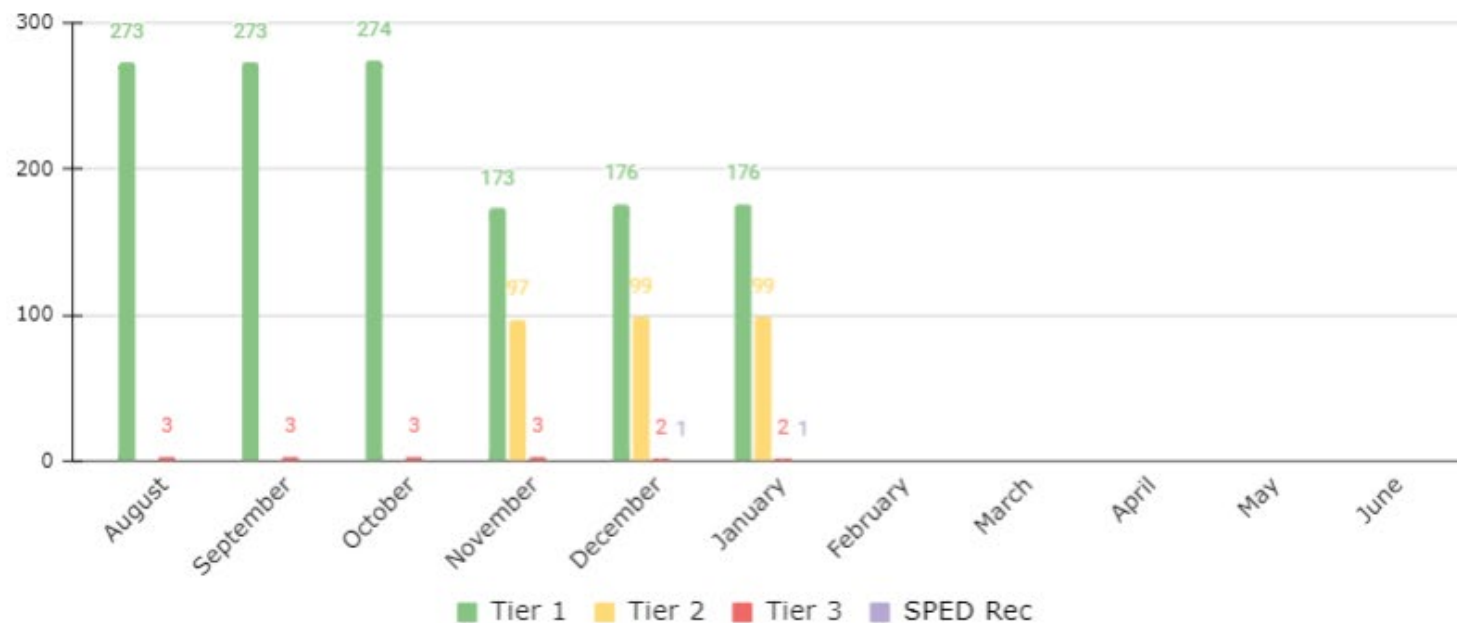
Select a Month All ▾

Select a Grade All ▾

Select a Month 1 of 11 ▾

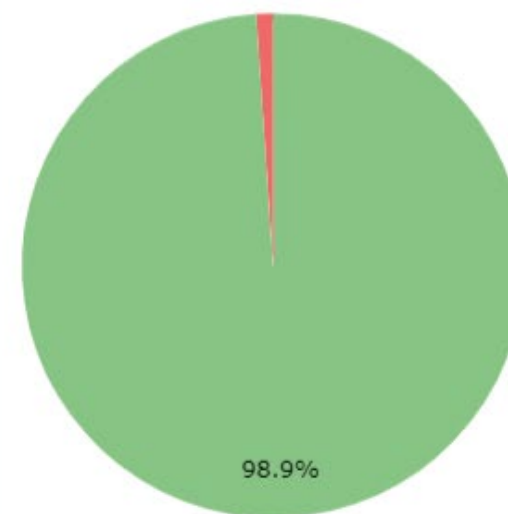
School Wide Summary

Count of Students by Month



Percentage by Month

January







PUENTE Charter School
Interim Financial Statements
As of and for the period Ended December 31, 2023
with comparative financial information for June 30, 2023

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PUENTE Charter School
Statement of Activities
July 1 through December 31 2023
with Comparative YTD Budget

	ADA	271		271		283
		Actual 12/31/2023		YTD Budget 12/31/2023	Variance	Annual Budget 6/30/2023
Operating revenue						
LCFF - State Aid	\$	995,827	32.80%	\$ 1,150,311	\$ (154,484)	\$ 2,300,619
Prop 30 - Education Protection Account		469,833	15.48%	404,001	65,832	808,000
Other Fed Income		249,827	8.23%	95,589	154,238	191,177
Special Ed Current Yr		167,758	5.53%	137,342	30,416	274,685
State Lottery - Charter Prop 20		14,288	0.47%	6,735	7,553	13,468
Non-Prop Lottery Education Appointment		42,336	1.39%	24,233	18,103	48,467
Other State Revenue		575,043	18.94%	689,217	(114,174)	1,378,433
District pymt in lieu of Prop Tax		515,709	16.99%	469,989	45,720	939,975
Total operating revenue	\$	3,035,847		\$ 2,977,417	\$ 58,430	\$ 5,954,824
Operating expenses and losses						
Salaries		1,541,283		1,523,656	17,626	3,057,561
Employee benefits		162,617		200,575	(37,958)	401,653
Taxes		114,175		126,172	(11,997)	244,687
Workers Compensation		26,597		27,380	(783)	54,760
Total personnel cost	\$	1,844,672	60.9%	\$ 1,877,784	\$ (33,112)	\$ 3,758,660
Building Lease		150,498	4.97%	150,500	(2)	301,000
Professional Services		243,365	8.04%	243,365	-	486,730
Special Ed Contract		111,093	3.67%	140,237	(29,144)	313,685
Special Ed Fair Share		121,516	4.01%	88,551	32,966	177,101
Food Service Contract		101,582	3.35%	87,000	14,582	174,000
Utilities		37,538	1.24%	37,538	-	75,075
Insurance		37,740	1.25%	37,740	-	68,217
Dues & Subscriptions		44,012	1.45%	48,091	(4,079)	48,091
Accounting		24,219	0.80%	24,220	(1)	43,420
Security		28,388	0.94%	28,388	-	56,329
Depreciation		38,434	1.27%	25,000	13,434	50,000
Equipment/Bldg & Repairs		13,707	0.45%	22,569	(8,862)	34,922
Supplies		11,841	0.39%	14,407	(2,565)	28,436
Students Activities		19,373	0.64%	30,000	(10,627)	30,000
Texbooks		73,658	2.43%	55,850	17,808	55,850
Maintenance supplies		21,578	0.71%	14,075	7,503	27,850
Telephone		4,830	0.16%	4,830	-	9,157
Staff Development		51,433	1.70%	42,824	8,609	42,824
Advertising & Publicity		6,256	0.21%	6,256	-	12,735
Education supplies		6,832	0.23%	10,196	(3,364)	18,822
Payroll Fees		12,910	0.43%	5,391	7,519	11,520
Printing and Reproduction		3,124	0.10%	8,370	(5,246)	16,380
Gifts		4,838	0.16%	-	4,838	3,750
Postage & delivery		1,778	0.06%	1,649	129	3,186
LACOE - Administrative Fees		1,375	0.05%	2,500	(1,125)	2,500
Furniture & equipment		857	0.03%	-	857	-
Equipment lease		3,712	0.12%	2,194	1,518	4,387
Meetings & Workshops		1,367	0.05%	3,150	(1,783)	6,975
Property Tax		-	0.00%	1,312	(1,312)	2,624
Travel		4,901	0.16%	150	4,751	5,000
Total Operating Expenses	\$	1,183,811		\$ 1,158,351	\$ 25,460	\$ 2,132,566
Total Expenses	\$	3,028,483		\$ 3,036,135	\$ (7,651)	\$ 5,891,227
Operating revenue in excess of operating expenses	\$	7,364		\$ (58,718)	\$ 66,081	\$ 63,597
(Other items considered to be nonoperating)						
Interest income		-		-	-	-
Change in net assets	\$	7,364		\$ (58,718)	\$ 66,081	\$ 63,597
Non-cash items - Depreciation		38,434		25,000	13,434	50,000
	\$	45,798		\$ (33,718)	\$ 79,516	\$ 113,598
Cost per Student	\$	11,175		\$ 11,203		\$ 20,817

PUENTE Charter School
Statement of Financial Position
As of December 31, 2023

ASSETS	Actual 12/31/2023	Actual 6/30/2023	Change \$
Current assets			
Cash (Charter School Savings)	\$ 418,488	\$ 1,305,939	\$ (887,451)
Cash (Capital Campaign)	5,812	5,803	8
Cash and cash equivalent	424,301	1,311,742	(887,443)
Accounts receivable, net	591,975	454,130	137,845
Due from other programs	178,057	0	178,057
Receivables (net)	770,032	454,130	315,902
Total Current Assets	1,194,333	1,765,873	(571,541)
Land, building and equipment			
Furniture, Fixtures & Equipment	533,223	464,250	68,973
Work in Process	811,418	538,172	273,246
Less: Depreciation	(191,001)	(153,501)	(37,500)
	1,153,640	848,921	304,718
TOTAL ASSETS	\$ 2,347,974	\$ 2,614,795	\$ (266,823)
LIABILITIES AND NET ASSETS			
Current liabilities			
Deferred revenue	514,347	757,447	(243,101)
Due to other programs	-	31,084	(31,084)
Total Current Liabilities	514,347	788,531	(274,185)
Net assets			
Change in Net Assets	\$ 7,364	\$ 88,996	\$ (81,633)
With donor restriction	500,136	500,136	-
Without donor restriction	1,326,129	1,237,133	88,996
Total net assets	1,833,628	1,826,264	7,363
Total liabilities and net assets	\$ 2,347,974	\$ 2,614,795	\$ (266,823)
Matrix Analysis:	-		
Working Capital	\$ 679,987		
Cash Ratio:	0.82		
Quick Ratio:	2.32		
Burn Rate	\$ 504,747		
Months of Cash on Hand	0.8		
Debt-to-equity ratio	0.281		

PUENTE Charter School
Statement of Cash Flow
For the Month Ended December 31, 2023

	Actual 12/31/2023	Audited 6/30/2023
Cash flows from operating activities:		
Change in total net assets	\$ 7,364	\$ 88,055
Adjustments to reconcile in net assets to net cash (used in) provided by operating activities:		
Depreciation	37,500	60,978
Changes in operating assets and liabilities:		
Accounts receivable	(137,845)	(90,722)
Contributions receivable	-	498,848
Due from other program to the Charter	(178,057)	-
Deferred revenue	(243,101)	521,641
Due to other programs to the Center	(31,084)	(212,282)
Net cash used from operating activities	(545,223)	866,518
Cash flows from investing activities:		
Purchase of property and equipment	(342,219)	395,011
Net cash used from investing activities	(342,219)	395,011
NET DECREASED IN CASH	(887,440)	471,507
CASH - BEGINNING	1,311,741	840,234
CASH - ENDING	\$ 424,301	\$ 1,311,741

PUENTE Charter School
Capital Expenditures
Work in Progress & Completion Percentage

Vendor	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-23	FY 2023-24	Total	% of Completion
Berliner Architects	109,403	27,002	-	1,874	27,868	166,148	10%
Brandow & Johnston	5,310	-	-	-	-	5,310	100%
BTC	756	-	-	-	-	756	100%
City of Los Angeles	25,437	34,530	-	-	-	59,967	100%
Craig Lawson & Co, LLC	32,508	33,842	-	-	-	66,350	100%
Department of Transportation	1,175	7,480	-	-	-	8,655	100%
GeoSystems Inc.	3,500	3,225	-	-	1,000	7,725	100%
Gibson Transportation	4,000	12,639	-	-	-	16,639	100%
Ter Molen Watkins	-	10,000	-	-	-	10,000	100%
Mata Construction				194,491	148,378	342,869	3%
Marx Okubo				31,000	96,000	127,000	2%
Grand Total	182,089	128,718	-	227,365	273,246	811,418	

MEMORANDUM

To: Finance Committee Members
From: Angelica Castro
Vice President of Finance, PUENTE Charter School
Date: February 20, 2024
Re: Summary of Financial Results as of December 31, 2023

The purpose of this memo is to summarize the financial results of PUENTE Charter School Unaudited Financial Statements as of December 31, 2023. Please find a copy of the following reports in this Committee Packet:

1. Statement of Activities for period ended December 31, 2023 with comparative YTD Budget.
2. Statement of Financial Position as of December 31, 2023.
3. Statement of Cash Flow as of December 31, 2023.

1. Statement of Activities Analysis:

As of December 31, 2023, the Charter School reported total revenue of \$3,035,847 and expenses of \$3,028,483 for a net surplus of \$7,364.

Line items to highlight are as follow:

- Personnel cost: Personnel cost was \$1,844,672 or approximately 60.9% of expense allocation. Total actuals were below budgeted amount by \$33,112
- Special Ed Contract: Special Ed Contract was \$11,093 a 3.67% of expense allocation. Special Ed expenses were below budgeted amount by approximately \$29,114. This was mainly due to timing and the hiring of Behavior Instructors to oversee the expanded health and wellness component require by the CDE for ESSERS funding.
- Special Ed Fair Share: The Charter School is fiscally responsible for a partial payment of expense associated with Special Education Programs that the School District is responsible for and pays for out of its General Fund.
 - Special Ed Fair Share was \$121,516 or 4.01% expense allocation. It exceeded our annual budgeted amount by approximately \$32,966.
- Staff Development: Staff Development expenses were \$51,433 a 1.70% of expense allocation. It slightly exceeded YTD budgeted amount by approximately \$8,609. This was mainly due to the cost associated with the Community Training Workshop. In addition, the school is supporting the beginning teacher induction for teacher's credential program. Such expenses are generated at the beginning of the school year.

2. Statement of Financial Position

- Cash & cash equivalent: Cash balance was \$424,301. A decrease of \$887,443 from June 30, 2023. This was mainly due to the following:
 - Accounts Receivable: Increase of accounts receivable of \$137,845.
 - Due from Other Programs: Increase of Due from Other Programs of \$178,057.
 - Property Plan & Equipment: Net increase of PP&E of \$304,718
 - Deferred revenue: Deferred revenue was \$514,347. A decrease of \$234,101 in advance payments.

Financial Key Indicators

Working Capital

- The Working Capital: PUENTE has \$679,987 available for current and future use.

Asset performance.

- Cash Ratio is \$.82: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$.82 of liquid cash.
- Quick Ratio \$2.32: Measures the ability to pay PUENTE short-term liabilities by having assets that are readily convertible into cash. This means that the Charter School has capacity to pay off its current liabilities with the current assets and can easily fund its day-to-day operations. Here for every \$1 of current liability, the Charter School has \$2.32 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that the Center can pay with its current cash available. The Charter School has .8 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- Debt-to-equity Ratio: Debt-to-equity Ratio of \$0.281. This ratio indicates that most of PUENTE's assets and resources are provided by funding from the school district and not creditors or vendors. PUENTE Charter uses \$0.281 of debt financing for every \$1 of equity financing.

3. Statement of Cash Flow

The Charter School's cash decreased by \$887,440. This decrease was mainly due to the following:

- a. As the Statement of Activities reports equity earnings, the Statement of Cash Flow reports how much cash is coming from the equity earnings reported on the Statement of Activities. As such, on this statement we eliminate noncash items such as depreciation expense. (A non-cash item). As a non-cash item, change in depreciation of \$37,500 is added to the net deficit to reconcile the cash from operations.
- b. Accounts receivable increased by \$137,845. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$137,845 is subtracted from the net surplus.
- c. Due from Other Programs increased by \$178,057. Increasing receivables means less inflow of cash through decrease in collections. As such, the Charter School has less cash on hand, as the \$178,057 is subtracted from the net surplus.
- d. Deferred revenue decreased by \$243,101. Decreasing deferred revenue means that a portion of this unearned revenue was recognized as earned resulting in a decrease in cash. The \$243,101 is subtracted from net surplus.
- e. Property & Equipment increased by \$342,219. This was mainly due to the payments related to the purchase of laptops and desktop computers for our students and staff. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- f. The total decrease in cash of \$887,440 is subtracted from the beginning cash of \$1,311,741 resulting in ending cash balance of \$424,301.



February 16, 2024

Jerome Greening
Chief Executive Officer
Puente Learning Center
501 South Boyle Avenue
Los Angeles, CA 90033

Dear Jerome:

We are pleased to confirm our understanding of the services we are to provide for Puente Learning Center for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of Puente Learning Center, which comprise the statement of financial position as of June 30, 2024 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements"). Also, the following supplementary information, required by the *2023-24 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel and the *CDE Audit Guide* issued by the California Department of Education, accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

Supplemental Information – Charter School Programs

- Statement of Financial Position – Charter School Programs
- Statement of Activities – Charter School Programs
- Statement of Cash Flows – Charter School Programs
- Charter School Organization Structure
- Schedule of Average Daily Attendance – Classroom Based
- Schedule of Instructional Time
- Reconciliation of Annual Financial Report with Audited Financial Statements – Charter School Programs

Supplemental Information – California Child Development Programs

- Schedule of Expenditures of Federal and State Awards
- Combining Statement of Activities
- Schedule of Expenditures by State Categories
- Reconciliation of Child Care and Development Programs and GAAP Expense Reporting, if applicable
- Schedule of Claimed Equipment Expenditures
- Schedule of Claimed Expenditures for Renovations and Repairs
- Schedule of Claimed Administrative Costs
- Audited Attendance and Fiscal Reports
 - ✓ CSPP – California State Preschool Program

Audit Scope and Objectives, continued

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Auditor's Responsibilities for the Audit of the Financial Statements, continued

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement. We have identified the following significant risks of material misstatement as part of our audit planning. Our audit planning has not concluded and modification may be made.

- 1) Improper revenue recognition
- 2) Management override of internal controls

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information.

Audit Procedures—Internal Control

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Puente Learning Center compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare the Organization's federal and state information returns for the year ended June 30, 2024, based on information provided by you. We will also assist in preparing the financial statements and related notes of Puente Learning Center in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

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

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers).

Responsibilities of Management for the Financial Statements, continued

You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

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

Engagement Administration, Fees, and Other

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

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

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

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

Yu Chen Vong is the engagement partner and is responsible for supervising the engagement and signing the reports.

By your signature below, you also consent to the electronic transmission of information over the internet. This includes transmissions by encrypted email, secure file sharing services and secure website. The use of electronic mail systems or other communication services that use the Internet involve the transmission of information through computer systems that are not controlled or maintained by us. While the prevention of compromise is our highest priority, the privacy, confidentiality, timeliness and integrity of information transmitted over the internet cannot be assured.

We estimate our fee for the June 30, 2024 audit and other services will be \$54,500, plus out-of-pocket costs such as travel, confirmations, report production, word processing, postage, etc. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. These fees represent a significant markdown of our regular hourly rates. The fee estimate is based on anticipated cooperation from management and the assumption that unexpected circumstances will not be encountered during the work performed. Significant issues and additional hours required to complete the audit will be discussed and agreed with management prior to billing.

Engagement Administration, Fees, and Other, continued

In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

Reporting

We will issue a written report upon completion of our audit of Puente Learning Center's financial statements. Our report will be addressed to the Board of Directors of Puente Learning Center. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Puente Learning Center is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Puente Learning Center
Page eight

Reporting, continued

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

Very truly yours,

A handwritten signature in blue ink that reads "Maginnis Knechtel & McIntyre, LLP". The signature is written in a cursive, flowing style.

RESPONSE:

This letter correctly sets forth the understanding of Puente Learning Center.

Officer signature: _____

Title: _____