



## **McKinney-Vento Dispute Resolution Policy**

Revised: January 2023

The McKinney-Vento Homeless Assistance Act (also referred to as the McKinney-Vento Act) acknowledges that disputes may arise between Public School Units (PSU's), students and their parents, or unaccompanied youth, regarding eligibility, school selection, or enrollment decisions. The McKinney Vento Act includes dispute resolution among the required duties of the PSU homeless liaison. Below is the McKinney Vento Dispute Resolution Policy and Process for Uwharrie Charter Academy.

PSU's should bear in mind that disputes related to eligibility, school selection, or enrollment, should be initiated at the request of the parent, legal guardian, or unaccompanied youth and not at the request or convenience of the PSU. Additionally, issues related to the definition of homelessness, the responsibilities of the PSU to serve homeless children and youth, and/or the explicit rights of homeless children and youth are addressed in the McKinney-Vento Act. Disputes related to eligibility, school selection, or enrollment shall be resolved within the parameters of the McKinney-Vento Act.

The following procedures are specified in the McKinney-Vento Act:

**Enrollment:** If a dispute arises over eligibility, school selection, or enrollment, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

**Written Explanation:** The PSU must provide a written explanation of the eligibility, school selection, or enrollment decision to the parent, legal guardian, or in the case of an unaccompanied youth, to the unaccompanied youth. (The written explanation must include a description of the parent's, legal guardian's, or unaccompanied youth's right to appeal the decision.)

**Homeless Liaison:** The designated PSU homeless liaison is assigned to carry out the dispute resolution process in an expeditious manner, such that the local process is completed in **no more than 15 school business days or 30 calendar days, whichever is less.**

**Responsibility:** The PSU homeless liaison is responsible to inform the parent, legal guardian, or the unaccompanied youth of the dispute resolution process.

### **Overview**

When a dispute occurs regarding eligibility, school selection, or enrollment the following process must be used:

Level 1: The initial dispute request is made with the PSU's homeless liaison.

Level 2: If unresolved, the dispute moves to the PSU head administrator.

Level 3: If unresolved, the dispute moves to the local governing Board for review and the final decision on behalf of the charter school.

Level 4: If the dispute continues to be unresolved, the final appeal is to the NC State Coordinator for the Education of Homeless Children and Youth (EHCY). Every effort must be made to resolve the dispute at the local level before it is brought to the NC State Coordinator for the Education of Homeless Children and Youth.

### **Initiation of the Dispute Resolution Process**

When a dispute occurs regarding eligibility, school selection, or enrollment the parent, legal guardian, or unaccompanied youth shall be informed in writing of the PSU's decision including reasons for the decision within one (1) school business day in a language and format understandable to the parent, legal guardian or unaccompanied youth of their right to appeal the decision made by the charter school and be provided the following:

1. Written contact information for the UCA homeless liaison and State Coordinator, with a brief description of their roles.
2. A simple form that parents, legal guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process (the school should copy the form and return the copy to the parent, legal guardian, or unaccompanied youth for their records when it is submitted).
3. A written step-by-step description of how to dispute UCA's decision.
4. Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
5. Written notice of the right to appeal to the State Coordinator for the Education of Homeless Children and Youth if the district level resolution is not satisfactory.
6. Written timelines for resolving district and state level appeals.
7. A copy of the NC Dispute Resolution Policy.

### **Level 1: UCA Homeless Liaison Communication**

**If a parent, legal guardian, or unaccompanied youth wishes to appeal the PSU's decision related to eligibility, school selection or enrollment:**

1. The parent, legal guardian or unaccompanied youth must file a request for dispute resolution with the PSU's homeless liaison (or his/her office) either verbally or by submitting a form that initiates the dispute resolution process. The request for dispute resolution must be submitted by the parent, legal guardian, or unaccompanied youth to the homeless liaison within **two (2) school business days** of receiving the initial homeless liaison decision on enrollment, school section or eligibility. The parent, legal guardian or unaccompanied youth may initiate the request directly with the homeless liaison or they may initiate the request with the school where the dispute is taking place. If the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the PSU's homeless liaison. In the event that the PSU's homeless liaison is unavailable, a PSU designee may receive the parent's,

legal guardian's or unaccompanied youth's request to initiate the dispute resolution process.

2. The homeless liaison must log their receipt of the dispute, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the dispute must be forwarded to the homeless liaison's immediate supervisor and the charter school's head administrator.
3. Within **one (1) school business day** of their receipt of the complaint, the homeless liaison must make a decision on the dispute and inform the parent, legal guardian, or unaccompanied youth in writing of the result. It is the responsibility of the PSU to verify the parent's, legal guardian's or unaccompanied youth's receipt of the written notification regarding the homeless liaison's Level 1 decision.
4. If the parent, legal guardian or unaccompanied youth disagrees with the decision made at Level 1 and wishes to move the dispute resolution process forward to Level 2, the parent, legal guardian or unaccompanied youth shall notify the PSU's homeless liaison of their intent to proceed to Level 2 within **one (1) school business day** of receipt of notification of the Level 1 decision.
5. If the parent, legal guardian, or unaccompanied youth wishes to appeal the homeless liaison's Level 1 decision, the PSU's homeless liaison shall provide the parent, legal guardian or unaccompanied youth with an appeals package containing:
  - a. A copy of the parent's, legal guardian's, or unaccompanied youth's dispute which was filed with the PSU's homeless liaison at Level 1.
  - b. The decision rendered at Level 1 by the PSU homeless liaison and
  - c. Any additional information from the parent, legal guardian, unaccompanied youth and/or the homeless liaison.

## **Level 2: UCA Superintendent Communication**

(If the dispute remains unresolved after a Level 1 appeal)

1. If there is a disagreement with the decision rendered by UCA's homeless liaison at Level 1, the parent, legal guardian, or unaccompanied youth may appeal the decision to UCA's superintendent, or designee, (the designee shall be someone other than the homeless liaison using the appeals package provided at Level 1.
2. The superintendent of UCA or designee shall meet (verbally, virtually or face-to-face) with the parent, legal guardian, or unaccompanied youth. The meeting shall be held within two (2) school business days of the parent's, legal guardian's or unaccompanied youth's notification to the PSU of their intent to proceed to Level 2 of the dispute resolution process.
3. UCA's superintendent or designee shall provide a decision in writing to the parent, legal guardian or unaccompanied youth with supporting evidence and reasons within **two (2) school business days** of the superintendent or designee meeting with the parent, legal guardian or unaccompanied youth. It is the responsibility of the PSU to verify the parent's legal guardian's or unaccompanied youth's receipt of the written notification regarding the superintendent or designee's decision.
4. A copy of the dispute package along with the written decision made at Level 2 is to be shared with the homeless liaison.
5. If the parent, legal guardian or unaccompanied youth disagrees with the decision made at Level 2 and wishes to move the dispute resolution process forward to Level 3, the

parent, legal guardian, or unaccompanied youth shall notify the PSU's homeless liaison of their intent to proceed to Level 3 within **two (2) school business days** of receipt of the notification of the Level 2 decision.

6. If the dispute remains unresolved, the process moves to Level 3.

### **Level 3: Local Governing Board Review**

(If the dispute remains unresolved after a Level 2 appeal)

1. The Superintendent of UCA, with assistance from the homeless liaison, shall forward all written documentation and related paperwork to the UCA Governing Board for review within **two (2) school business days** of notifying the parent, legal guardian or unaccompanied youth of the decision rendered at Level 2.
2. The entire dispute package including all documentation and related paperwork is to be submitted to the UCA Governing Board in one consolidated and complete package. It is the responsibility of the PSU to ensure that the dispute package is complete and ready for review at the time of submission to the governing board.
3. The UCA Governing Board, or a panel of at least two Board members, shall schedule a conference with the parent, legal guardian or unaccompanied youth to render a final decision on behalf of the Board. The Board or Board panel shall provide a written decision within **two (2) school business days**. The Board's or Board panel's decision shall be considered the final decision of the charter school for the purpose of appealing to the State Coordinator for the Education of Homeless Children and Youth. The written notification shall be provided to the parent, legal guardian, or unaccompanied youth as well as to the superintendent and the homeless liaison. Also, the notification shall contain the name and contact information for the State Coordinator for the Education of Homeless Children and Youth along with details on appeal rights of the parent, legal guardian, or unaccompanied youth.
4. The parent, legal guardian or unaccompanied youth have the option of filing an oral written dispute with the State Coordinator for the Education of Homeless Children and Youth within **three (3) school business days** of receiving the Board's or Board Panel's decision. The local homeless liaison shall provide the complete dispute record within **three (3) school business days** following the request of the State Coordinator for the Education of Homeless Children and Youth. The State Coordinator shall issue a final written decision to the parent, legal guardian, or unaccompanied youth and UCA within ten (10) school business days following receipt of a completed dispute package. Additional details on the NC Dispute Resolution policy and the process used by the State Coordinator for the Education of Homeless Children and Youth is located on their website.

# UCA 2023-2024 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		











March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Federal Holiday		Students Return		Remote Day		Teacher Workday/ Student Virtual	
Break		Teacher Workday		Open House			
BT/Newcomer Orientation		Students Last Day		Half Day			

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**9 Week Terms:**

Semester 1: Aug 21 – Jan 18

- Quarter 1: Aug 21 – Oct 27

September 21 is Virtual for Students but Workday for Staff (Parent/Teacher Conference and/or mid-year report pickup)

- Quarter 2: Oct 30 – Jan 16

- Exam 1: Jan 17 – Jan 18

Semester 2: Jan 22 – Jun 7

- Quarter 3: Jan 22 – Mar 28

March 15 is Virtual for Students but Workday for Staff (Mini-Conference)

- Quarter 4: Apr 8 – Jun 5

- Exam 2: Jun 6 – Jun 7

**Exam Schedule:**

HS Fall: Jan 11 – Jan 18

HS Spring: Jun 3 – Jun 7

ES/MS Spring: May 24 – Jun 7



**SHARPE PATEL CPA**  
CERTIFIED PUBLIC ACCOUNTANTS  
— BEYOND THE NUMBERS —

# Uwharrie Charter Academy

## Audit Presentation

Presented by Jay E. Sharpe, CPA, CFE

February 9, 2023

# Status

- ▶ Fieldwork has been completed.
- ▶ Financial statements have been prepared.
- ▶ Audit has been approved and issued
- ▶ The 990 tax return is in process



# Role and Objectives

- ▶ Plan (including obtaining an understanding of internal controls over key areas).
- ▶ Test of Controls:
  - Cash Disbursements
  - Payroll
- ▶ Perform risk assessment (risk-based approach)
- ▶ Perform audit procedures to obtain **sufficient** evidence to render an opinion.
- ▶ Opinion concentrates on whether the financials are free from **material** misstatement. Reasonable assurance.

# Results of the 2022 Audit

- ▶ Independent Auditors' Report:  
*Unmodified Opinion*
- ▶ Findings:
  - No material weaknesses or significant deficiencies noted.
- ▶ Audit adjustments
  - Several adjustments (one by School)

# Required Communications

- ▶ Accounting policy changes:  
*GASB 87, Leases*
- ▶ Estimates appear reasonable:  
*Depreciation*
- ▶ No disagreements with management
- ▶ No difficulties encountered



# 2022 Financial Highlights

Total support and revenue	\$ 17,941,978
Total operating expenditures	<u>29,009,344</u>
	\$ (11,067,366)
Other sources	<u>45,536,074</u>
	<u><u>\$ 34,468,708</u></u>

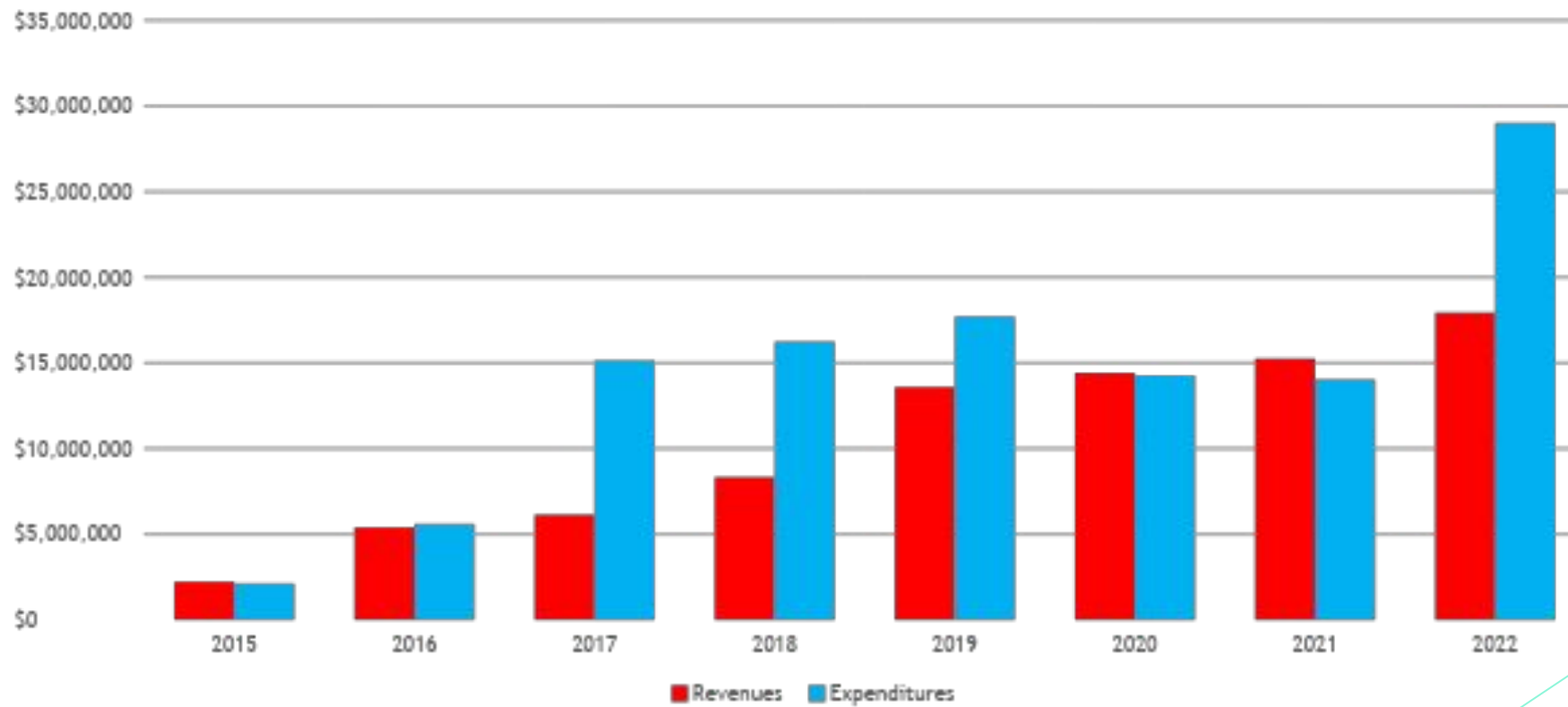
# 2022 Financial Highlights

State of North Carolina	\$ 12,652,157	
Boards of Education	2,628,330	
US Government	1,747,229	
Student Activities and Fees	354,251	
Contributions and Donations	451,397	
	<u>\$ 17,833,364</u>	99%
Salaries	\$ 8,658,963	
Employee benefits	3,635,987	
Interest and other charges	965,895	
Technology	719,283	
Capital Outlay	3,657,669	
	<u>\$ 17,637,797</u>	61%

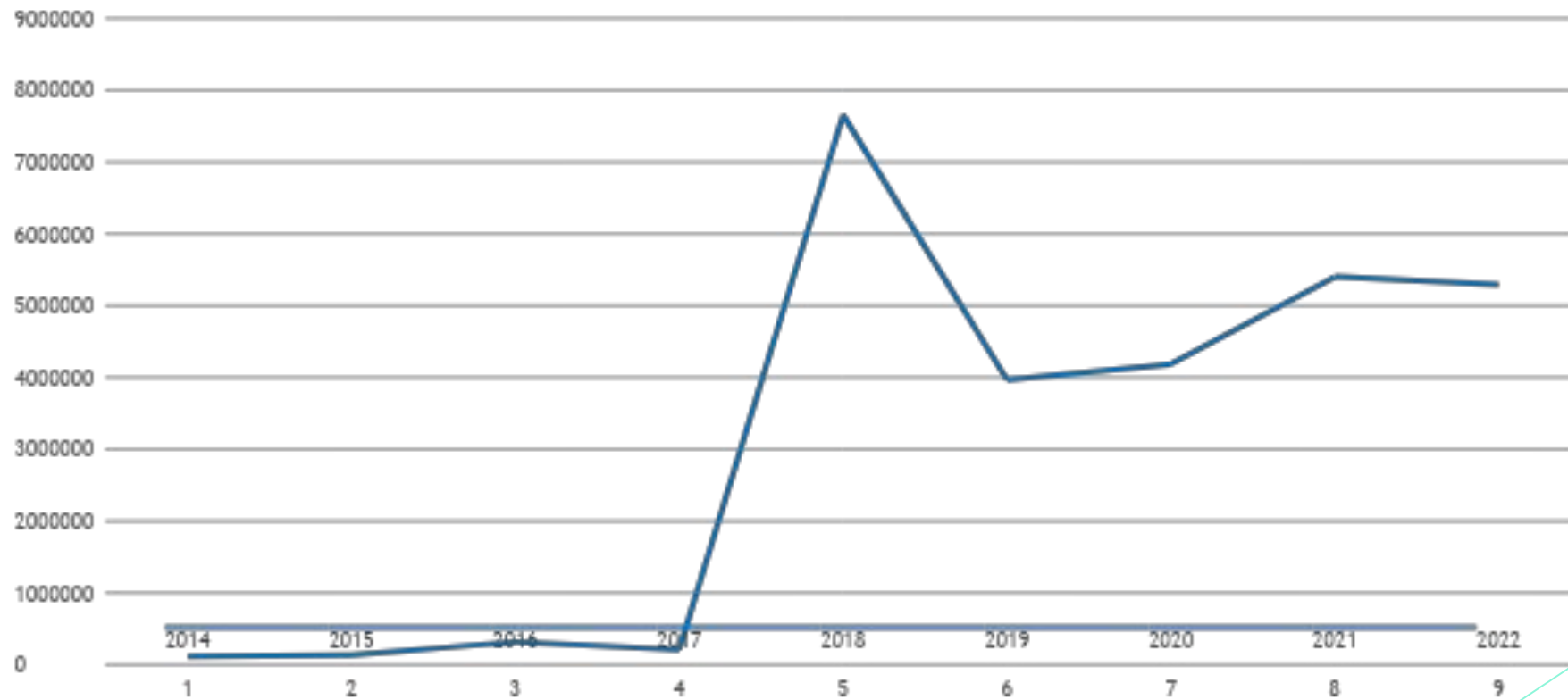
# 2022 Financial Highlights

Cash flows from operating activities	\$ 1,270,244
Cash flows from investing activities	(3,657,669)
Cash flows from financing activities	<u>37,053,161</u>
Net change in cash	<u><u>\$ 34,665,736</u></u>

# Revenues and Expenses



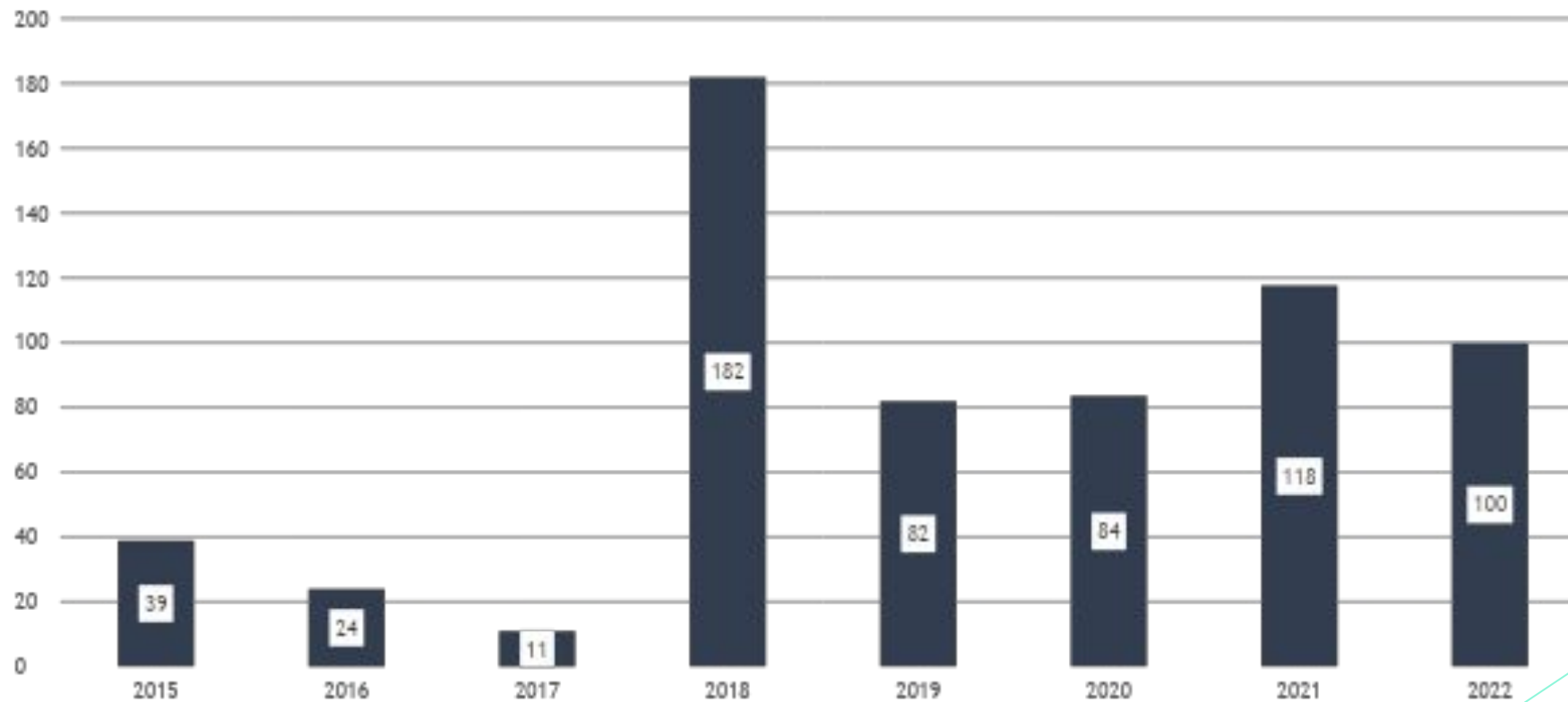
# Fund Balance





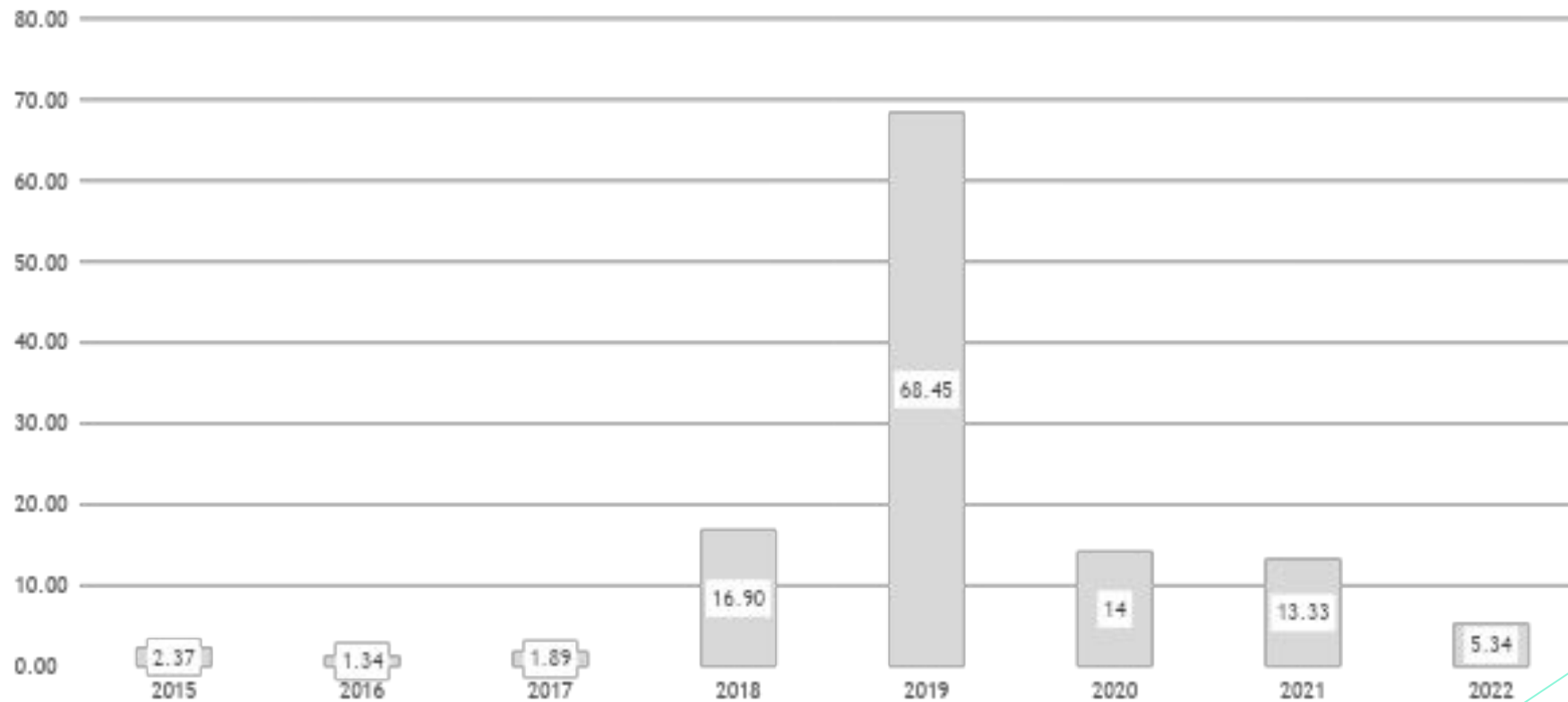
# Cash Reserves - Operations

(recommendation: 3 to 6 months)

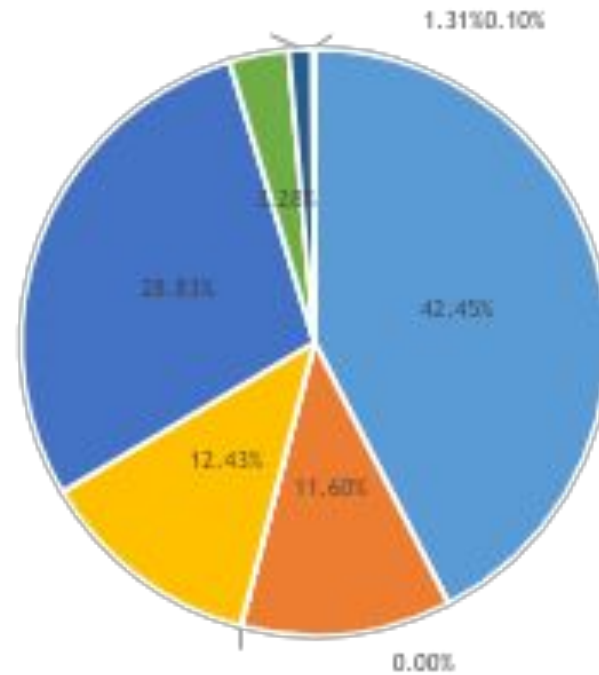


# Working Capital - Operations

(recommendation : 3 to 1)



# Functional Expense Breakdown



- Instructional services
- System-wide support services
- Community services
- Capital Outlay
- Debt service - principal
- Debt service - interest
- School food service
- After school care

# Questions?

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