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COMPLIANCE UNIT BOARD REPORT

COMMITMENT – AWARENESS – OBJECTIVITY



Fernando Marino

| For the month of Sept.2021



TABLE OF CONTENTS

Accomplishments

- 1
- 360s Completion & Weights
 - 360s Timelines
 - CIP Phase II Launched
 - Caspio Platform
-

Current Projects

- 2
- Tracking Professional Development
 - Processes Descriptions
-

Compliance Monitoring

- 3
- Award of Credits
 - Academic Achievement Records (AAR)
 - Personal Graduation Plan (PGP)
 - PEIMS Coding
 - Internal and External Training
 - Other Issues Assigned by Conservators
-

Other Tasks

- 4
- Guidance Counselor Hiring Report.
 - Oak Cliff Seat Time - Attendance Report.

ACCOMPLISHMENTS

360 Completion & Weights

The compliance unit successfully completed 10 out the 13 360's for this school year 2021-22.

Governance 360: Compliance Unit in conjunction with the Superintendent is working to generate the final Governance 360 structure.

Safety & Security 360: Compliance Unit is currently working with Mr. Scott Barrow, Facilities Director, developing 360 structures for Safety and Security.

Accountability: Compliance Unit is currently working with Mr. Joseph Mena, Curriculum Director, developing 360 structures for Safety and Security.

Multi-Tiered Systems of Support (MTSS): The district is defining the parameters and roles for this area.

Campuses 360 – Data Validation

Graduation	Zero Rejection in SMS for Term	10%
IGC	Zero Rejection in SMS for Term	10%
Registration & Enrollment Evaluation	100% accuracy on enrollment metrics.	10%
Data Roster & Schedules	Verify that data rosters are accurate in SMS	10%
Attendance Seat Time Input	Provide proof for 100% of students that received credit for seat time attendance	5%
Credit Recovery Grades Input	100% of credit recovery rules followed	10%
PEIMS Procedures and Submissions	Membership, cycle funding, data validation reports completed by due date	5%
Withdrawal Process / Drop-Rate	5% sample will be pulled and 100% of documentation and coding is required	5%
Academic Achievement Records Accuracy	5% sample will be pulled and 100% of documentation and coding is required 10 days after enrollment. This includes new students as well as continuing students.	10%
Student Demographic Coding - Accuracy of Enrollment Sheets	5% sample will be pulled and 100% accuracy of documentation and PGP	10%
Student Demographic Coding - At Risk, SPED, LEP, ESL, ELL, Immunizations	30 days after enrollment, 100% coding completed including documentation. A sample of data will be analyzed for accuracy.	10%
Safety Drill	100% documentation of monthly safety drills	5%

Attendance 360

Bell Schedules	Ensure bell schedule is posted everywhere	10%
Monitoring Bell Schedules	Ensure that bell rings at the time shown in the bell schedule and all the times marked are accurately utilized.	10%
Hallways	Monitor teachers are at the classroom doors and Advisors are following all procedures to clear the hallways.	10%
Teachers taking attendance	1) If 2 or more teachers did not take attendance 2) If support documentation is not found for substitute teachers 3) If 2 or more teachers are taking attendance before or after the period start or 30 minutes prior ADA time	20%
Absent- Absent – Present-Absent	If 7 or more students are marked AAPA without evidence or explanation that students were present	20%
Attendance Procedures	Website attendance procedure are identified by Registrars. Attendance Corrections. Supporting Documents	10%
Reviewing Registrar Office	1) If registrar is not able to identify where the attendance procedures are 2) If at least one supporting documentation is missing 3) If at least one correcting documentation is missing	10%
Membership	Membership Report is accessible, and signatures are collected	10%

Special Education 360

Files in Compliance	100% SPED files in compliance	80%
Coding	100% SPED coding in SIS system	10%
Graduation Coding	100% SPED coding in SIS system	10%

Curriculum & Instruction 360

Year at a Glance	100% completion at beginning of each semester per teacher with documentation uploaded to My Course Can and feedback provided by campus administration	20%
Instructional Focus Document Implementation	Documentation for at least 7 weekly planning meetings including agenda and minutes	12%
Unit Planning	Documentation for at least 7 weekly planning meetings including agenda and minutes	20%
Formative Assessment - Exit Tickets	Documentation for at least 7 weekly data meetings including agenda and minutes	12%
Common Formative Assessments	Documentation for at least 7 weekly data meetings including agenda and minutes	12%
Summative Assessments - Skills Checks	Documentation for at least 7 weekly data meetings including agenda and minutes	12%
Teacher Expectations	Documentation for at least 7 weekly data and planning meetings including agenda and minutes	12%

Student Services 360

Career Interest Inventory	Complete within the first week of school for every student.	20%
Financial Aid Requirement	Term 1: 25%, Term 2: 50%, Term 3: 75%, Term 4: 100%	22%
Safe and Supportive Students Program	<ol style="list-style-type: none"> 1) District Safety Committee 2) Behavioral Threat Assessment Training 3) Behavioral Threat Assessment Teams 4) Conduct safety and security audits every 3-years 5) Train teachers and staff on emergency response, trauma informed care practices, psychological safety, and suicide prevention 6) provide mental health and suicide prevention as part of health curriculum to students 	22%
Student Support Teams	Evidence of 7 weekly meeting agenda, notes, and/or student referrals	22%
Dating Violence	Ensure all cases reported in CIMS have been addressed	14%

HB4545 360

Student Placement	1) 100% of students placed in correct class(s) according to EOC 2) Have supporting documentation	25%
Student Attendance	Students have 90% attendance or higher to receive credit	15%
Instruction Vs TEKS	1) Tutors submit lesson plans from My Course Can 2) Teacher assignments	25%
Parent Communications	10% sample - 100% of parent communication letter	15%
IGC Student Requirements	Ensure HB4545 students who have been moved to IGC have 1) conservator approval and 2) have completed 30 hours of tutoring	20%

Testing 360

Procedural and Testing Irregularities	No more than two procedural irregularities and zero serious testing Irregularities.	30%
Cambium CAI/Tide Submissions	Met all TCA deadlines for Cambium CAI/TIDE uploads and submissions	15%
Testing Trainings Conducted	All testing training is conducted and documented per TCA and TEA's Calendar of Events	15%
All Testing Irregularities Reported	All testing irregularities reported to District Testing Coordinator	10%
Testing Scheduling Errors	1) Scheduling error - the student was supposed to take the test because he/she was exposed to 75 percent of more of the curriculum and never tested 2) Campus error - the student was scheduled to test but was not exposed to 75% of the course 3) Out of state - students are not eligible to test and were enrolled for testing 4) Student scheduled to test in EOC previously passed 5) Error with multiple student ID's	30%

Bilingual and English as a Second Language (ESL) 360

LPAC	Conduct all activities related to the LPAC process	20%
Training	Attend and conduct all training related to the LPAC Process, EL identification, parent related events, PEIMS Coding, TEA Submissions, Teacher Certifications, and Testing.	20%
PEIMS Coding	Review 2021 PEIMS coding for ELs Served Els/Denials/Monitors/Returning, Verify PEIMS coding, Review and update PEIMS data for Snapshot	10%
Identify EL's	Ensure complete reclassification of newly enroll ELs, Disseminate EL student information (proficiency levels, instructional accommodations,	10%

	parent-denials, etc.) to appropriate stakeholders.	
Teacher Certification	Review teacher certifications & assignments for Exceptions and Waivers	10%
TEA Submissions	Prepare required EL annual program evaluation, File Bil/ESL Waiver to TEA	10%
Testing	Collaborate w/District Testing Coord for Dec EOCs testers	10%
Parent Event	1) Sending Parent Notification of Student Progress for Year 1 & 2 Monitors 2) Send notification of Reclassification & Permission for Exit letters 3) Send & document parent permission for newly identified Els and 4) Plan/Implement EL Parent & Community Events	10%

Targeted Improvement Plan (TIP) 360

Alignment	1) Must demonstrate alignment with the ESF framework across annual goals, cycle goals, and action steps 2) Challenges must be identified and addressed in the action steps	30%
Cycle Goals	Meeting progress towards Cycle Goals	30%
Accountability Goals	Meeting Accountability Goals and Progress Measures	30%
Met Date Requirements	Meet all required deadlines for submission and review of the Campus TIP	10%

360 Timeline

Each 360 developed by the Compliance Unit will be conducted following the schedule below:

360's Name	Term 1	Term 2	Term 3	Term 4
<i>Data Validation</i>	⊗	⊗	⊗	⊗
<i>Attendance</i>	⊗	⊗	⊗	⊗
<i>Special Education</i>			⊗	⊗
<i>Curriculum & Instruction</i>	⊗	⊗	⊗	⊗
<i>Student Services</i>	⊗	⊗	⊗	⊗
<i>Governance</i>	⊗	⊗	⊗	⊗
<i>Accountability</i>	⊗	⊗	⊗	⊗
<i>HB4545</i>	⊗	⊗	⊗	⊗
<i>Testing</i>		⊗		⊗
<i>ESL</i>	⊗	⊗	⊗	⊗
<i>TIP</i>	⊗	⊗	⊗	⊗
<i>MTSS</i>		⊗	⊗	⊗
<i>Safety & Security</i>	⊗	⊗	⊗	⊗

CIP Phase II Launched

The compliance unit conducted a 1-day workshop on August 19, 2021. Every participant in the Continuous Improvement Plan (CIP) was trained on how to complete the new templates to track Texans Can Academies progress towards satisfying all the renewal letter conditions.

Caspio Platform

The compliance unit will start utilizing Caspio as a report platform. The platform will produce reports for conservators and board members to track the results of each 360 evaluation conducted in the upcoming months. All of the 360's that have been developed were created in Caspio.

CURRENT PROJECTS

CIP Phase II

In August 2021, Ms. Salguero from the Compliance Unit provided an overall status update of the Continuous Improvement Plan (CIP) and overview of next steps. Based on the meeting the following actions were determined:

- Bi weekly meetings with the main stakeholder of each condition of the CIP with Ms. Salguero from the Compliance Unit.
- An overview monthly meeting with the district leadership team to provide status and updates.
- Find below the current status of each item in the CIP:

Condition	Item	Owner	Last Update	Status
2a	Create a guidance document that details policies and procedures for enrollment & Scheduling and define who plays a part in the enrollment process.	Fernando Marino	21-Jun	No Progress
2a	Create training materials for enrollment policies and procedures to be provided during beginning of the year training.	Fernando Marino	15-Jul	Some Progress
2a	Create training materials for scheduling to be provided during beginning of the year training.	Fernando Marino	15-Jul	Some Progress
2a	Create training materials for data entry to be	Fernando Marino	15-Jul	Some Progress

	provided during beginning of the year training.			
2b	Begin planning training materials for Academic Advisors to assist in how to use the new PGP form. Steps include: 1) Review PGP handbook. 2) Identify target groups for training which include AA/GC/SA/CA/District Staff; 3) Virtual Setup; 4) Establish Deadlines for Implementation of PGP's ; 5) Consider necessary monitoring plan.	Jose Luis Torres	3-Jun	Some Progress
2b	Software developers create SMS feature in preparation for testing by PGP team and Compliance.	Fernando Marino	31-June	Some Progress
2b	Create training materials covering PGP policies and procedures and set training dates and location with campuses.	Jose Luis Torres	15-Jul	Some Progress
2b	PGP Team and Compliance Team review and test developers work on SMS feature and Launch the software.	Fernando Marino	15-Jul	Some Progress
2c	<u>Evidence of work for Curriculum Audit 2C</u>	Joseph Mena	15-Jul	Significant Progress
3a	Conduct IGC project audit and create a process for future audits.	Joseph Mena	30-Jun	Some Progress
3a	IGC Guidance: Finalize a guidance document to govern the use of IGC Committees include Initial and Final Meeting Scripts, Updated IGC Manual and IGC Forms	Joseph Mena	15-Jul	Significant Progress
3a	Compile, review and generate findings from IGC project audit and provide findings to conservators.	Joseph Mena	31-Jul	No Progress
3a	Create IGC training materials to be used by campuses for IGC submissions.	Joseph Mena	31-Jul	No Progress
3b	Create the process that identifies students that have not met standard and the intervention	Joseph Mena	30-Jun	Some Progress

	monitoring plan with guidance document			
3b	Complete draft of Tiered Intervention training materials for review by Region 10	Joseph Mena	15-Jul	No Progress
4	Work with Sonia and Rachel on finalizing the AAR training materials.	Fernando Marino	20-Jun	Significant Progress
4	Meet with Sonia, Rachel and other team members to discuss training dates and location.	Fernando Marino	9-Jul	No Progress
5a	Scheduling Team develops training materials	Joseph Mena	15-Jul	Some Progress
5a	Compliance Unit and Ms. Miles review training materials and provides feedback	Joseph Mena	23-Jul	Significant Progress
5a	Scheduling Team finalizes training materials	Joseph Mena	30-Jul	Significant Progress
5b	Compile a non-negotiable list for Edgenuity, and get Edgenuity recommendations	Joseph Mena	11-Jun	Significant Progress
5b	Compliance Unit and the C&I Team meet to discuss training format, materials, and location	Joseph Mena	9-Jul	Significant Progress
5b	Develop training materials for campuses governing the implementation of Credit Recovery.	Joseph Mena	15-Jul	Some Progress
5c	Meet with collaborative team to discuss the contents of the staff attestation credit and the root cause for this need.	Joseph Mena	4-Jun	Significant Progress
7a	HR and the principals will follow the recruiting process to fill these vacancies for the 2021-2022 school year to ensure we have qualified teachers.	Norma Allen	27-May	Some Progress
7b	Sped representative will participate in the development of enrollment process and procedures and train the enrollment team on child find	Stacy Venson	20-Aug	Some Progress
7b	Revise any processes , submit policy revisions and update operating	Stacy Venson	30-Jul	Some Progress

	procedures as needed for Child Find			
7b	Update website to include child find information and form to request evaluation.	Stacy Venson	30-Jul	Some Progress
7b	Develop TOT materials for Child Find process to be provided to ARD Facilitators	Stacy Venson	30-Jul	Some Progress
7b	Provide ARD Facilitator with training & TOT materials for Child Find process.	Stacy Venson	30-Aug	No update provided by owner
7b	ARD Facilitators will train campus staff using TOT materials on Child Find Process	Stacy Venson	30-Sep	No update provided by owner
7b	Define the organizational structure (staffing) of Dyslexia Services	Cynthia Miles	30-Aug	Some Progress
7b	Identify program materials used for Dyslexia; TCA met with Steve Ruder to review Amplio as a possible Dyslexia resource. TCA also met with Cynthia Edwards regarding Dyslexia program recommendations.	Cynthia Miles, Joseph Mena, Stacy Venson	30-Aug	Some Progress
7b	Work with CFO to determine funding sources and requirements for Dyslexia.	Cynthia Miles, Marian Hamlett	30-Jul	No Progress
7b	Develop district policies and procedures relating to Dyslexia	Cynthia Miles, Joseph Mena, District Dyslexia Coordinator	30-Aug	No Progress
7b	Conduct professional development on dyslexia program	Cynthia Miles, Joseph Mena,	30-Aug	No Progress
7b	Hired Cindy Edward to provide coaching and professional development for staff implementing dyslexia program.	Emmanuel Ibe, Cynthia Miles, Joseph Mena	30-Aug	Significant Progress
7b	Develop and implement process for monitoring during initial implementation year.	District Dyslexia Coordinator ,Cynthia Miles, Joseph Mena, Fernando		No update provided by owner
7b			30-Aug	
7b				
7b	Create a 2021-2022 Version of Campus Procedure Manual for Special Education/Handbook	Stacy Venson, Emmanuel Ibe, Legal Counsel	30-Sep	No update provided by owner

7b	Train Special Education staff on Campus Procedure Manual for Special Education/Handbook	Stacy Venson, Emmanuel Ibe	30-Aug	No update provided by owner
7b	Ensure all written procedures are available electronically and posted in the Legal Framework. This will be in addition to any topics TEA requires for SY2021-22.	Stacy Venson, Emmanuel Ibe,	30-Oct	No update provided by owner
7c	Determine if revisions to enrollment and graduation PEIMS submission process are needed, if so develop training modules	Stacy Venson, Fernando Marino Eva Key	30-Jul	No update provided by owner
7c	Provide training to CTC's on role responsibilities and the development of quality & compliant transition planning	Region 10, Stacy Venson, Dorothy Gomez	30-Aug	Some Progress
7c	Ensure each student has a developed personal graduation plan and determine graduation option aligned to course of study	Campus Transition Coordinators, Campus Academic Advisors, Campus Counselors, Stacy Venson, Eva Key	30-Sep	Some Progress
7c	Track graduating seniors to ensure students are linked with Post secondary options, state and community services	Campus Transition Coordinators, Dorothy Gomez, Stacy Venson	30-Sep	No update provided by owner
7c	Develop and implement process for monitoring transition plans and graduation options	Campus Transition Coordinators, Dorothy Gomez, Stacy Venson, Fernando Moreno	30-Sep	Significant Progress
7c	1.) Continue a district ESL Data Review - Schedule District Data Review meeting with District leaders and Campus administrators to look for patterns, processes, and plans for next steps which include District Improvement Targets, Budget, etc.. (RDA, SSP, EOC, TELPAS, other data sources)	District Education Team, Campus Administrators, ESL Teachers, ESL Clerks, District ESL Coordinator	28-May	Significant Progress
7d	1.) Develop a revised ESL District ESL Program Manual which include key components of a compliant ESL program, required timelines, and services. 2.) Develop	District Education Team, District ESL Coordinator, Campus Administrators, PEIMS, Compliance Unit, PEIMS ESL Support	1-Aug	Significant Progress

	training plan on TCA ESL Revised Manual			
7d	1.) District will train on ESL LPAC Framework, PEIMS Coding, and Dual Served Students (SPED/ESL) for LPAC Committee Members and key stakeholders 2.) District Education Team and Campus staff will collaborate to create a PD calendar for training on District wide ESL strategies to be presented once a month in the efforts to address RDA targets for graduation rate and drop out rate.	District Education Team, Campus administrators, and Campus Teachers.	30-Sep	Some Progress
7d	District ESL Coordinator, ESL Clerks and ESL teachers will attend training based on dates offered by ESC Service Centers on Sheltered Instruction, Building Vocabulary, Making the ELPS/TELPAS Connection and EOY ELlevation training using the trainer of trainer model.	District ESL Coordinator, ESL Clerks, ESL Teachers, Campus Administrators, General Education Teachers	30-Sep	No Progress
7d	Implement Region 10 Audit Recommendations - TCA will implements recommendations from Region 10 ESL audit and adjust systems of progress monitoring. Audit scheduled to be complete by June 30, 2021.	Region 10 Audit consultants; District Education Team, Campus administrators, Campus Teachers	30-Sep	Some Progress
8	Submit Legal policies for board approval	Norma Allen	24-Jun	Met
8	Submit PG 1.6 Local for approval	Marian Hamlett	24-Jun	Some Progress
8	Board approves all legal policies and PG 1.6	Trustees	11-Aug	No Progress
8	Obtain Conflict of Interest Questionnaires from all board members	Leelynn Montes	30-Jun	No Progress
8	Obtain Conflict of Interest Questionnaires from all development council members	Marian Hamlett	15-Jul	No Progress
8	Create an email distribution list from eFinance for all vendors	Marian Hamlett	15-Jul	No Progress

8	Email all active vendors new CIQ form for completion	Marian Hamlett	15-Jul	No Progress
8	Create Conflict of Interest field in eFinance Vendor database	Marian Hamlett	20-May	Met
8	Obtain Conflict of Interest Questionnaires from all vendors	Marian Hamlett	15-Jul	No Progress
8	Update all active vendors' noting where applicable a conflict of interest	Marian Hamlett	31-Jul	No Progress
9b	Create a training group consisting of Academic Advisors that will meet weekly to create an onboarding and annual training plan for all specified employees.	Eva Key	15-Jul	Some Progress
9b	HR will begin compiling the needed information for written biographies for current teachers, counselors and principals.	Norma Allen	15-Jul	Some Progress
9b	TCA will draft and finalize correspondence to parents disclosing qualifications of teachers, counselors, and principals to comply with TEC section 12.130.	Norma Allen	15-Jul	Some Progress
9c	Finalize our implementation schedule cycle, including district and campus goal setting, observations, feedback, and calibration.	Cynthia Miles	5-Jul	Significant Progress
9d	Generate Compliance Unit report for Board, Superintendent, and Conservators.	Fernando Marino	20-Jun	No Progress
9d	Generate Compliance Unit report for Board, Superintendent, and Conservators.	Fernando Marino	15-Jul	No Progress
10a	LSG - Secure travel, location, and a coach for the Lone Star Governance Training.	Ponce/Oeftering	15-Jul	Some Progress
10c	Receive Living the learning training from region ten on June 15th. The training will occur in person at the Pleasant Grove campus. Participants will include the executive leadership team, directors,	Cynthia, Ponce	16-Jun	Significant Progress

	principals, and Compliance Unit.			
10d	Attend TEA Virtual Summer Summit Training (note: in the process of obtaining registration information) depending on registration availability).	Ponce	30-Jun	Some Progress
10d	Obtain registration information regarding TPCSA Annual Conference, which will provide board members and the superintendent with networking opportunities with other charter school leaders and educators, industry experts, and solution providers. Note: This conference will occur on October 27 - 29, 2021.	Ponce	15-Jul	No Progress

Tracking Professional Development

The following trainings were completed during the month of August:

Training	Trainer	Completion Date
Talk Read Talk Write	Cynthia Miles	07/31/21
LPAC Framework	Juanita Betancourt	08/02/21
Alignment Conference	Various Departments	August 4,10,17

Process Description

One of the goals of the Compliance Unit is to analyze the systems established to ensure compliance with TEA policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports and in determining the district's compliance status.

Compliance is working to ensure that all the policies, procedures and processes are housed in a central location that is available for the entire organization - DocCentral. The Compliance Unit is currently working with TEA department leaders to update DocCentral. The processes that we are currently updating are:

- Updates Student Handbooks - **completed**
- Discipline - in progress
- Testing - **completed**
- Scheduling - October 1, 2021
- Special Education - October 1, 2021
- Human Resources - in progress
- Finance - Completed
- PEIMS - October 1, 2021
- Texas Assessment Management System (TAMS) - **completed**
- Texas Record Exchange (TReX), including training
- Duplicate credits on transcripts - September 17, 2021
- Transcript and diploma requests - September 17, 2021
- Individual Graduation Committee (IGC) - September 10, 2021
- Credit Recovery - in progress
- Transcript accuracy - September 17, 2021
- ESL compliance - **completed**
- Enrollment process - **completed**
- Personal Graduation Plan (PGP) - October 15, 2021
- TTESS and TPESS - **completed**
- Safety - **completed**
- Remote Conferencing - **completed**
- HB 4545 - **completed**

Compliance Monitoring

Award of Credits

The Compliance Unit, in conjunction with the Curriculum and Scheduling departments, is currently working on a process that will be presented to the Conservators to accomplish condition number 2 from the TEA charter renewal letter. A draft of this process can be found by clicking [here](#).

Academic Achievement Records (AAR)

The Compliance Unit, in conjunction with the Curriculum and Scheduling departments, is currently working on a process that will be presented to Conservators to accomplish condition number four the TEA charter renewal letter. Training can be accessible [here](#)

Personal Graduation Plan (PGP)

- The creation of a new digital PGP form that will be housed in the Student Management System program. The team met together three times in May to discuss edits to this form and began generating the process for how the form will be used. The digital form is being created by developers and will be ready for testing in June. Click [here](#) to find the progress of the form.
- The creation of a processes and procedures manual to guide campuses on the use of the PGP form. Click [here](#) to see copy of the draft.
- PGPs estimated release time in SMS is October 15, 2021.

PEIMS Coding

Conservators and Board Members now have access to the live data from Texans Can. This data platform will provide information on Attendance, Demographics, CCMR, and more. The PEIMS department, under the Compliance Unit, will upload the data every month. To access the data dashboards, see instructions below, the data available represent last school year. If you need access to the database please contact compliance@texanscan.org

OTHER TASKS

ASSIGNED BY CONSERVATORS

Guidance Counselor Hiring Report

The Compliance Unit completed a report which analyzed the hiring of 16 guidance counselors at Texans Can Academies from April to August 2021. The Report was sent to Conservators on August 10, 2021. See attached the report.

Attendance Seat Time Issues Oak Cliff Campus

The Compliance Unit completed a report which analyzed inconsistencies reported at Oak Cliff campus in regards to Attendance Seat Time. The report was sent to conservators on August 27, 2021. See attached the report.

Enrollment Metrics

The Compliance Unit completed a report analyzing all the variables involved in the Enrollment Process. The report was sent to conservators on August 31, 2021. See attached the report.

Fernando Marino
Compliance Unit Director
