



LAKE VIEW CHARTER SCHOOL

**Regular Scheduled Board Meeting
Lake View Charter School
April 15, 2020 – 5:00 pm
285 E 5th Street
Chico CA 95926**

Through Teleconference

Join Zoom Meeting
<https://zoom.us/j/398089410>
Meeting ID: 398 089 410

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 398 089 410

Find your local number: <https://zoom.us/u/adpAKBqpZi>

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Principal's Report
 - a. School Lottery
 - b. State Testing
- 5. Discussion and Potential Action on the March Board Meeting Minutes**
6. Discussion and Potential Action on the March Financials
7. Discussion and Potential Action on the CharterSAFE Renewals
8. Discussion and Potential Action on the 2020-2021 Benefits
- 9. Discussion and Potential Action on the Principal Title Change and Job Description**
- 10. Discussion and Potential Action on the Board Resolution Regarding Executive Director Authority 2020 – 4**
11. Discussion and Potential Action on the Executive Director Evaluation Timeline and Document
- 12. Discussion and Potential Action on the Teacher Salary Schedules**



- 13. Discussion and Potential Action on the Certificated Support Team Salary Schedule**
14. Discussion and Potential Action on the Regional Coordinator Salary Schedule
15. Discussion and Potential Action on the Counselor Salary Schedule
- 16. Discussion and Potential Action on the Field Trip Policy**
- 17. Discussion and Potential Action on the Educational Vendor Policies and Procedures**
- 18. Discussion and Potential Action on the Withdrawal Policy**
- 19. Discussion and Potential Action on the FERPA Directory Policy and Opt-Out Notice Policy**
- 20. Discussion and Potential Action on Education Records and Student Information Policy**
- 21. Discussion and Potential Action on Immigration Enforcement Policy**
- 22. Discussion and Potential Action on Immigration Enforcement Policy Related to the Deportation of Family Members**
- 23. Discussion and Potential Action on Policy Confirming No Funds or Thing of Value to Students, Parents or Guardians**
- 24. Discussion and Potential Action on Policy Re Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel**
- 25. Discussion and Potential Action on Anti-Nepotism Policy**
- 26. Discussion and Potential Action on the Board Resolution – High School Graduation Requirements 2020 – 5**
- 27. Discussion and Potential Action on Board Meeting Stipend**
28. Discussion and Potential Action on the SELPA Representative 2020 – 6
29. Announcement of Next Regular Scheduled Board Meeting
30. Adjournment



LAKE VIEW CHARTER SCHOOL

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

Note: Lake View Charter School Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 951-290-3013 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



LAKE VIEW CHARTER SCHOOL

Regular Scheduled Board Meeting - Lake View Charter School
March 4, 2020 – 5:00 pm
285 E 5th Street , Chico CA 95926

Attendance: Lindsay Mower, Billie Adkins

Absent: None

Also Present: Julie Haycock

Call to Order:

Lindsay Mower called the meeting to order at 5:01 pm

Approval of the Agenda:

Lindsay Mower motioned to approve the agenda. Billie Adkins seconded.

-Unanimous.

Public Comments:

None.

Principal's Report:

The Principal provided a report on:

- WASC Visit
- Student Achievement
- Testing

Discussion and Potential Action on the February Board Meeting Minutes:

Lindsay Mower motioned to approve the February Board Meeting Minutes. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Second Interim Report:

Lindsay Mower motioned to approve the Second Interim Report. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Auditor Selection:

Lindsay Mower motioned to approve the Auditor Selection of Christy White. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the MOU with other Schools:

Lindsay Mower motioned to approve the MOU with other Schools. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Proposal from Charter Impact:

Lindsay Mower motioned to approve the Proposal from Charter Impact. Billie Adkins seconded.

-Unanimous.



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Discussion and Potential Action on the Growth Projections and Enrollment Windows:

Lindsay Mower motioned to approve the Growth Projections and Enrollment Windows. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Instructional Funds Depreciation Chart:

Lindsay Mower motioned to approve the Instructional Funds Depreciation Chart. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the 2020-2021 School Calendar:

Lindsay Mower motioned to approve the 2020-2021 School Calendar. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Teacher Employment Contract:

Lindsay Mower motioned to approve the Teacher Employment Contract. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action the Lottery Policy:

Lindsay Mower motioned to approve the Lottery Policy. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Homeless Education Policy:

Lindsay Mower motioned to approve the Homeless Education Policy. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Work Sample Policy:

Lindsay Mower motioned to approve the Work Sample Policy. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Identification of Individuals for 504 Policy:

Lindsay Mower motioned to approve the Identification of Individuals for 504 Policy. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Identification of Individuals for Special Education Policy:

Lindsay Mower motioned to approve the Identification of Individuals for Special Education Policy. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Individual Education Program Policy:

Lindsay Mower motioned to approve the Individual Education Program Policy. Billie Adkins seconded.

-Unanimous.



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Discussion and Potential Action on the Individual Education Program Administrative Regulation:

Lindsay Mower motioned to approve the Individual Education Program Administrative Regulation. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the Procedural Safeguards and Complaint Policy:

Lindsay Mower motioned to approve the Procedural Safeguards and Complaint Policy. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the Procedural Safeguards and Complaint Administrative Regulation:

Lindsay Mower motioned to approve the Procedural Safeguards and Complaint Administrative Regulation. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the Transportation for Students with Disabilities Policy:

Lindsay Mower motioned to approve the Transportation for Students with Disabilities Policy. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the School Accountability Report Card (SARC):

Lindsay Mower motioned to approve the School Accountability Report Card (SARC). Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the Nomination and Appointment of Board Members:

No action taken.

Discussion and Potential Action on the Board Meeting Calendar:

Lindsay Mower motioned to approve the Board Meeting Calendar of the Third Wednesday of each month at 5:00 pm. Billie Adkins seconded.
-Unanimous.

Announcement of Next Regular Scheduled Board Meeting:

The Next Regular Scheduled Board Meeting is April 22, 2020 at 5:00 pm.

Adjournment:

Lindsay Mower motioned to adjourn the meeting at 6:13 pm. Billie Adkins seconded.
-Unanimous.



LAKE VIEW CHARTER SCHOOL

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary



LAKE VIEW CHARTER SCHOOL

Special Board Meeting - Lake View Charter School

March 17, 2020 – 12:00 pm

285 E 5th Street, Chico CA 95926

Attendance: Lindsay Mower, Billie Adkins – Teleconference

Absent: None

Also Present: Jenell Sherman – Teleconference

Call to Order:

Lindsay Mower called the meeting to order at 12:07 pm.

Approval of the Agenda:

Lindsay Mower motioned to approve the agenda. Billie Adkins seconded.

-Unanimous.

Public Comments:

None.

Discussion and Potential Action on the Board Resolution: School Closure:

Lindsay Mower motioned to the Board Resolution: School Closure. Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Board Resolution: Establishment of Accounts at Wells Fargo:

Lindsay Mower motioned to the Board Resolution: Establishment of Accounts at Wells Fargo.

Billie Adkins seconded.

-Unanimous.

Discussion and Potential Action on the Board Resolution: Affirming Board Positions:

Lindsay Mower motioned to the Board Resolution: Affirming Board Positions. Billie Adkins seconded.

-Unanimous.

Adjournment:

Lindsay Mower motioned to adjourn the meeting at 1:22 pm. Billie Adkins seconded.

Prepared by:

Bryanna Brossman





Noted by:

Board Secretary

Lake View Charter School

Monthly Financial Presentation – March 2020

LAKE VIEW - Highlights

- **P2 ADA used to project year-end revenue.**
- Annual revenue projection increased by \$56k 
- Annual expense projection increased by \$100k. 
- Annual surplus forecasted at \$228k. (Prior month: \$272k)
- SB740 requirements:
 - 40/80 Expense ratio- Compliant 
 - Max (25:1) Pupil:Teacher ratio – Compliant 

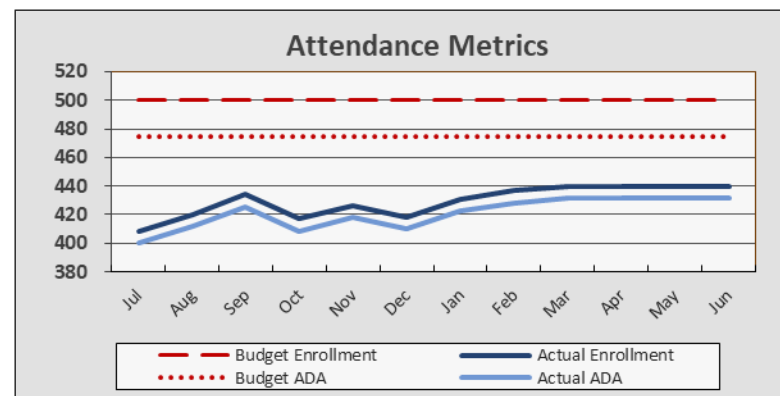
Cert.	Instr.
40%	84.5%
42,873	207,379

Pupil:Teacher Ratio
22.86 :1

LAKE VIEW - Enrollment

- Enrollment increased by 3.

<i>Enrollment & Per Pupil Data</i>			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	429	440	500
ADA	421	434	475
Attendance Rate	98.0%	98.7%	95.0%
Unduplicated %	50.4%	50.4%	25.0%
Revenue per ADA		\$10,019	\$9,661
Expenses per ADA		\$9,493	\$9,354



LAKE VIEW - Revenue

- Annual revenue projections increased due to P2 ADA calculation.
- YTD/Annual variance due to budget v. actual ADA.

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,801,340	\$ 2,765,701 \$ 35,639
Federal Revenue	-	42,281 (42,281)
Other State Revenue	-	184,045 (184,045)
Other Local Revenue	-	-
Total Revenue	\$ 2,801,340	\$ 2,992,027 \$ (190,687)

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 3,986,236	\$ 4,189,725	\$ (203,490)
51,676	56,525	(4,849)
312,723	342,950	(30,227)
-	-	-
\$ 4,350,635	\$ 4,589,200	\$ (238,566)

LAKE VIEW - Expenses

- YTD & Annual positive variance due to lower per-pupil spending.
- Sub agreement Services variance consistent with shared MOU staffing

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 979,163	\$ 1,120,575	\$ 141,412	\$ 1,310,513	\$ 1,494,100	\$ 183,587
Classified Salaries	26,159	277,159	251,000	39,454	375,000	335,546
Benefits	249,348	461,649	212,302	362,485	613,674	251,189
Books and Supplies	347,115	455,385	108,270	498,594	637,664	139,069
Subagreement Services	808,322	514,881	(293,441)	1,356,155	754,300	(601,855)
Operations	19,851	43,883	24,032	31,885	58,978	27,092
Facilities	3,055	28,219	25,164	3,055	37,625	34,570
Professional Services	130,306	281,961	151,655	395,506	410,913	15,407
Depreciation	-	-	-	-	-	-
Interest	91,705	47,554	(44,151)	124,482	60,912	(63,569)
Total Expenses	\$ 2,655,024	\$ 3,231,266	\$ 576,241	\$ 4,122,130	\$ 4,443,165	\$ 321,035

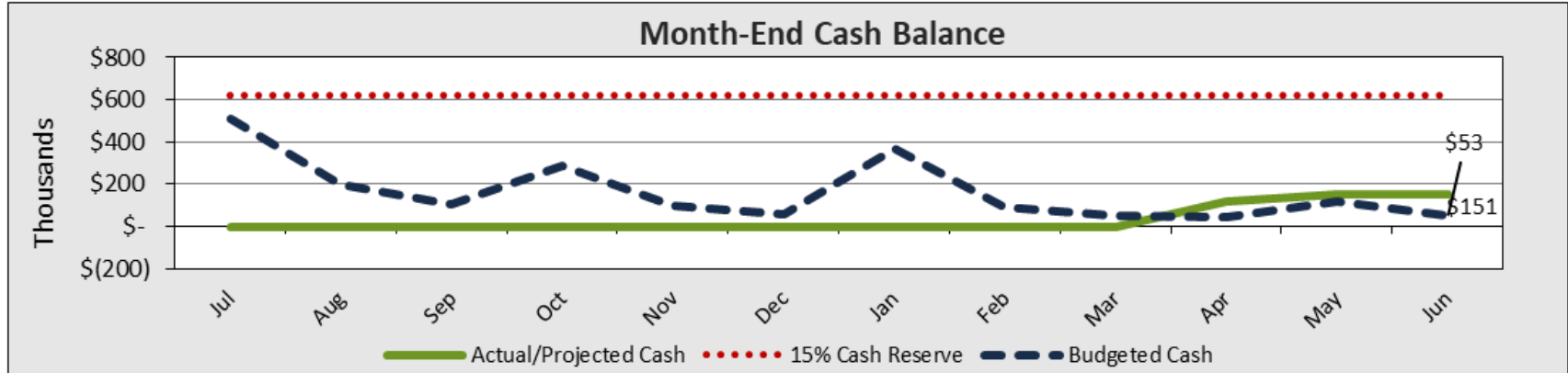
LAKE VIEW - Fund Balance

- Annual surplus projected at \$228k. (Exceeds budget)
- Reserve for economic uncertainty above target.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 146,316	\$ (239,239)	\$ 385,555	\$ 228,505	\$ 146,035	\$ 82,469
Beginning Fund Balance	-	-		-	-	
Ending Fund Balance	<u>\$ 146,316</u>	<u>\$ (239,239)</u>		<u>\$ 228,505</u>	<u>\$ 146,035</u>	
<i>As a % of Annual Expenses</i>	3.5%	-5.4%		5.5%	3.3%	

LAKE VIEW - Cash Balance

- Positive cash balance expected through factoring of current and next year receivables.
- Year-end cash balance projected at \$150k.



LAKE VIEW - Compliance Reporting



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	Apr-01	Audit Firm Selection - In accordance with Education Code (EC) Section 41020, the governing board of each school shall provide for an audit of the books and accounts of the school. In the event the governing board of a school has not provided for an audit, by selecting an audit firm, by April 1, the County Office of Education, having jurisdiction over the school, shall provide for the audit.	Lakeview with Charter Impact support	Yes	No
FINANCE	April 1st extended to June 1st	File a Form 700 - Statement of Economic Interests (SEI): The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline. Due to the current COVID-19 pandemic, the Fair Political Practices Commission is allowing a 60-day extension until June 1, 2020 for those required to file a 2019 annual Statement of Economic Interests (Form 700). http://www.fppc.ca.gov/media/press-releases/2020-news-releases/press-release-extend-form700.html	Lakeview with Charter Impact support	Yes	Yes
DATA	Apr-24	CALPADS - Fall 2 amendment deadline (EXTENDED) - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services.	Charter Impact submits with data provided by Lakeview	No	No
DATA	Apr-30	Period 2 (P2) Attendance Report - P2 ADA is total ADA from the beginning of the school year through the last school month ending on or before April 15. For the purpose of preventing losses of attendance based funding as a result of reductions in ADA due to COVID-19, SB 117 provides that the ADA used for both the second period and the annual period apportionment includes all full school months from July 1, 2019 to February 29, 2020.	Charter Impact submits with data provided by Lakeview	No	Yes

LAKE VIEW - Appendix

- Due (To)/From All Inspire Charter School Locations
- Monthly Cash Flow / Forecast 19-20
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

LAKE VIEW – Intercompany Balance

Lake View	Balance as of					Balance as of
Object Name	3/31/2020	Apr-20	May-20	Jun-20	Jul-20	6/30/2020
Due to/from Feather River Charter School	\$ (185,933.29)					\$ (185,933.29)
Due to/from Blue Ridge Academy	\$ (30.02)					\$ (30.02)
Due to/from Yosemite Valley Charter School	\$ (27,780.91)					\$ (27,780.91)
Due to/from Provenance	\$ 476,248.74					\$ 476,248.74
	\$ 262,504.52	\$ -	\$ -	\$ -	\$ -	\$ 262,504.52

Lake View Charter School

Budget vs Actual

For the period ended March 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 1,062,832	\$ 324,229	\$ 738,603	\$ 2,761,593	\$ 2,305,632	\$ 455,961	\$ 3,602,548
Education Protection Account	-	23,750	(23,750)	39,747	71,250	(31,503)	95,000
In Lieu of Property Taxes	-	34,452	(34,452)	-	388,819	(388,819)	492,176
Total State Aid - Revenue Limit	1,062,832	382,432	680,400	2,801,340	2,765,701	35,639	4,189,724
Federal Revenue							
Special Education - Entitlement	-	4,748	(4,748)	-	42,281	(42,281)	56,525
Total Federal Revenue	-	4,748	(4,748)	-	42,281	(42,281)	56,525
Other State Revenue							
State Special Education	-	20,668	(20,668)	-	184,045	(184,045)	246,050
State Lottery	-	-	-	-	-	-	96,900
Total Other State Revenue	-	20,668	(20,668)	-	184,045	(184,045)	342,950
Total Revenues	\$ 1,062,832	\$ 407,848	\$ 654,984	\$ 2,801,340	\$ 2,992,027	\$ (190,687)	\$ 4,589,199
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 90,206	\$ 103,500	\$ 13,294	\$ 716,205	\$ 931,500	\$ 215,295	\$ 1,242,000
Teachers' Extra Duty/Stipends	27,212	5,175	(22,037)	97,249	46,575	(50,674)	62,100
Pupil Support Salaries	6,333	2,917	(3,417)	45,000	26,250	(18,750)	35,000
Administrators' Salaries	9,400	12,917	3,517	120,708	116,250	(4,458)	155,000
Total Certificated Salaries	133,152	124,508	(8,644)	979,163	1,120,575	141,412	1,494,100
Classified Salaries							
Instructional Salaries	4,062	16,364	12,301	26,159	130,909	104,750	180,000
Support Salaries	-	5,833	5,833	-	52,500	52,500	70,000
Supervisors' and Administrators' Salaries	-	6,250	6,250	-	56,250	56,250	75,000
Clerical and Office Staff Salaries	-	4,167	4,167	-	37,500	37,500	50,000
Total Classified Salaries	4,062	32,614	28,551	26,159	277,159	251,000	375,000
Benefits							
State Teachers' Retirement System, certificated posi	20,832	20,793	(39)	163,556	187,136	23,580	249,515
OASDI/Medicare/Alternative, certificated positions	248	2,022	1,774	1,606	17,184	15,578	23,250
Medicare/Alternative, certificated positions	1,950	2,278	329	14,232	20,267	6,035	27,102
Health and Welfare Benefits, certificated positions	6,159	22,500	16,341	52,610	202,500	149,890	270,000
State Unemployment Insurance, certificated positio	531	1,764	1,234	11,076	14,994	3,918	17,640
Workers' Compensation Insurance, certificated posit	620	2,200	1,580	6,267	19,568	13,301	26,167
Total Benefits	30,338	51,557	21,218	249,348	461,649	212,302	613,674
Books & Supplies							
Textbooks and Core Materials	-	-	-	-	47,500	47,500	47,500
Books and Reference Materials	-	-	-	-	23,750	23,750	23,750
School Supplies	37,702	44,489	6,787	325,267	298,073	(27,194)	444,885
Software	6,230	3,958	(2,271)	19,273	35,625	16,352	47,500
Office Expense	737	831	94	2,437	7,481	5,044	9,975
Business Meals	-	42	42	-	374	374	499
Noncapitalized Equipment	-	6,356	6,356	138	42,582	42,444	63,555
Total Books & Supplies	44,668	55,675	11,007	347,115	455,385	108,270	637,664
Subagreement Services							
Special Education	25,094	9,896	(15,198)	82,988	89,062	6,074	118,750
Other Educational Consultants	75,296	63,555	(11,741)	394,797	425,819	31,021	635,550
Instructional Services	37,290	-	(37,290)	330,537	-	(330,537)	-
Total Subagreement Services	137,680	73,451	(64,229)	808,322	514,881	(293,442)	754,300
Operations & Housekeeping							
Auto and Travel	792	2,000	1,208	6,670	5,999	(671)	7,999
Dues & Memberships	-	250	250	431	2,252	1,821	3,002
Insurance	1,296	1,979	683	12,750	17,813	5,062	23,750
Utilities	-	238	238	-	2,138	2,138	2,850
Janitorial Services	-	198	198	-	1,781	1,781	2,375
Miscellaneous Expense	-	208	208	-	1,875	1,875	2,500
Communications	-	792	792	-	7,125	7,125	9,500
Postage and Shipping	-	700	700	-	4,901	4,901	7,001
Total Operations & Housekeeping	2,088	6,365	4,277	19,851	43,883	24,032	58,977
Facilities, Repairs & Other Leases							
Rent	-	2,969	2,969	-	26,719	26,719	35,625

Lake View Charter School

Budget vs Actual

For the period ended March 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Other Leases	-	-	-	3,055	-	(3,055)	-
Repairs and Maintenance	-	167	167	-	1,500	1,500	2,000
Total Facilities, Repairs & Other Leases	-	3,135	3,135	3,055	28,219	25,164	37,625
Professional/Consulting Services							
IT	-	-	-	700	-	(700)	-
Audit & Taxes	-	-	-	-	16,625	16,625	16,625
Legal	-	833	833	2,391	7,499	5,108	9,999
Professional Development	-	1,010	1,010	1,110	7,069	5,959	10,099
General Consulting	500	238	(263)	1,400	1,663	263	2,375
Special Activities/Field Trips	1,143	12,711	11,568	16,722	85,164	68,442	127,110
Bank Charges	-	40	40	-	279	279	399
Printing	-	60	60	-	419	419	599
Other Taxes and Fees	5,056	238	(4,818)	6,635	1,663	(4,972)	2,376
Payroll Service Fee	-	594	594	-	5,344	5,344	7,125
Management Fee	11,349	7,137	(4,212)	100,598	52,360	(48,238)	80,311
District Oversight Fee	-	11,473	11,473	-	82,971	82,971	125,692
SPED Encroachment	-	2,033	2,033	-	18,106	18,106	24,206
Public Relations/Recruitment	-	400	400	750	2,800	2,050	4,000
Total Professional/Consulting Services	18,048	36,766	18,718	130,306	281,961	151,655	410,914
Interest							
Interest Expense	-	1,297	1,297	91,705	47,554	(44,151)	60,912
Total Interest	-	1,297	1,297	91,705	47,554	(44,151)	60,912
Total Expenses	\$ 370,037	\$ 385,368	\$ 15,331	\$ 2,655,024	\$ 3,231,266	\$ 576,242	\$ 4,443,166
Change in Net Assets	692,795	22,480	670,315	146,316	(239,239)	385,555	146,034
Net Assets, Beginning of Period	(546,479)			-			
Net Assets, End of Period	\$ 146,316			\$ 146,316			

Lake View Charter School

Statement of Financial Position

March 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Factored Receivable	(18,500)	-	(18,500)	0%
Due To/From Related Parties	262,505	-	262,505	0%
Prepaid Expenses	(21,386)	-	(21,386)	0%
Total Current Assets	222,619	-	222,619	0%
 Total Assets	 \$ 222,619	 \$ -	 \$ 222,619	 0%
Liabilities				
Current Liabilities				
Accrued Liabilities	76,303	-	76,303	0%
Total Current Liabilities	76,303	-	76,303	0%
 Total Liabilities	 76,303	 -	 76,303	 0%
 Net Assets	 146,316	 -	 146,316	 0%
 Total Liabilities and Net Assets	 \$ 222,619	 \$ -	 \$ 222,619	 0%

Lake View Charter School

Statement of Cash Flows

For the period ended March 31, 2020

	Month Ended 03/31/20	YTD Ended 03/31/20
Cash Flows from Operating Activities		
Changes in Net Assets	\$ 692,795	\$ 146,316
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Grants, Contributions & Pledges Receivable	(518,200)	18,500
Due from Related Parties	(206,566)	(262,505)
Prepaid Expenses	25,967	21,386
(Decrease)/Increase in Operating Liabilities:		
Accrued Expenses	6,004	76,303
Total Cash Flows from Operating Activities	0	-
 Change in Cash & Cash Equivalents	 0	 -
 Cash and Cash Equivalents, End of Period	 \$ 0	 \$ -

Lake View Charter School

Check Register

For the period ended March 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
--------------	-------------	------------	--------------

Total Disbursements issued in February \$ -

Lake View Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
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Lake View Charter Renewal Presentation

April 2020
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Insurance | Risk Management | Consulting

ICS Group Advantages



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Let's Stick Together

- Purchasing power
- More competition from group carriers resulting in better underwriting offers
- Ability to take advantage of broader network options from carriers
- Better plan design options/more flexibility
- Composite rates versus age banded rates in small group

2020/2021 Renewal

Renewal Results

- Medical
 - Kaiser: final renewal **+2.8%**
 - Trend Increase is +7.5%
 - Blue Shield: final renewal **+5.9%**
 - Trend Increase is 12.9% - 15.9%
- Dental
 - Cigna Dental HMO: final renewal **+5.0%** (initial increase +6.5%)
 - Cigna DPPO: final renewal **+17.6%** (initial increase +20.7%)
- Vision – rate guarantee (**+0.0%**)
- Life – rate guarantee (**+0.0%**)



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Medical Renewals

2020/2021 Medical Contributions



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Recommendations

- Recommended Strategy:
 - Charter & Employees share premium increases equally
 - Maintain \$0 Employee-only options
 - Increase Employee cost for most expensive plans
 - PPO: Increase Employee cost by +15.0%
 - Access+ HMO: Increase Employee cost by +15.0%
- Final Revenue Impact to Charter: **\$4,876**

2020/21 Medical Contribution Analysis



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Medical & Pharmacy

		2019 / 2020 Current	2020 / 2021 Renewal			EE Cost Share	EE Difference
Coverage Tier	Subscribers	EE Contribution	EE Contribution	ER Contribution	Total Premium	Current / Renewal	\$Δ EE / %Δ EE
Blue Shield SaveNet HMO							
Employee Only	0	\$0.00	\$0.00	\$555.08	\$555.08	0% / 0%	\$0.00 / N/A
Employee + Spouse	0	\$128.68	\$134.47	\$1,142.19	\$1,276.66	19% / 19%	\$5.79 / 4.5%
Employee + Child(ren)	1	\$69.29	\$72.41	\$871.23	\$943.64	19% / 19%	\$3.12 / 4.5%
Employee + Family	1	\$188.08	\$196.54	\$1,413.17	\$1,609.71	19% / 19%	\$8.46 / 4.5%
% Cost Share		11%	11%	89%	100%	11% / 11%	-0.1%
Blue Shield Access+ HMO							
Employee Only	0	\$154.73	\$177.94	\$550.66	\$728.60	22% / 24%	\$23.21 / 15.0%
Employee + Spouse	0	\$484.55	\$557.23	\$1,118.57	\$1,675.80	54% / 59%	\$72.68 / 15.0%
Employee + Child(ren)	0	\$332.33	\$382.18	\$856.44	\$1,238.62	69% / 75%	\$49.85 / 15.0%
Employee + Family	0	\$636.78	\$732.30	\$1,380.64	\$2,112.94	49% / 53%	\$95.52 / 15.0%
% Cost Share							
Blue Shield PPO							
Employee Only	0	\$142.65	\$164.05	\$551.00	\$715.05	21% / 23%	\$21.40 / 15.0%
Employee + Spouse	0	\$456.77	\$525.29	\$1,119.32	\$1,644.61	52% / 57%	\$68.52 / 15.0%
Employee + Child(ren)	2	\$311.78	\$358.55	\$857.03	\$1,215.58	66% / 72%	\$46.77 / 15.0%
Employee + Family	0	\$601.76	\$692.02	\$1,381.62	\$2,073.64	47% / 51%	\$90.26 / 15.0%
% Cost Share		27%	29%	71%	100%	29%	2.3%
Kaiser HMO							
Employee Only	2	\$0.00	\$0.00	\$533.59	\$533.59	0% / 0%	\$0.00 / N/A
Employee + Spouse	0	\$117.09	\$134.47	\$1,039.43	\$1,173.90	19% / 21%	\$17.38 / 14.8%
Employee + Child(ren)	1	\$78.06	\$81.57	\$878.89	\$960.46	19% / 19%	\$3.51 / 4.5%
Employee + Family	0	\$204.91	\$214.13	\$1,439.99	\$1,654.12	19% / 19%	\$9.22 / 4.5%
% Cost Share		4%	4%	96%	100%	4% / 4%	0.1%
Blue Shield HSA							
Employee Only	1	\$0.00	\$0.00	\$515.21	\$515.21	0% / 0%	\$0.00 / N/A
Employee + Spouse	0	\$225.16	\$235.29	\$956.97	\$1,192.26	20%	\$10.13 / 4.5%
Employee + Child(ren)	2	\$166.43	\$173.92	\$707.33	\$881.25	20%	\$7.49 / 4.5%
Employee + Family	1	\$283.90	\$296.68	\$1,206.62	\$1,503.30	20%	\$12.78 / 4.5%
% Cost Share		17%	17%	83%	100%	17% / 17%	-0.2%
Total Composite PEPM	11	\$143.25	\$155.65	\$825.55	\$981.20		
% Cost Share		15%	16%	84%	100%		
Total Annual Cost		\$18,909	\$20,546	\$108,972	\$129,518		
HSA Fund				\$5,500			
TOTAL		\$18,909	\$20,546	\$114,472	\$135,018		
% Cost Share		15%	15%	85%	100%		
Change From Current (\$)			\$1,637	\$4,876	\$6,513		
Change From Current (%)			8.7%	4.4%	5.1%		

*These are approximations based off overall renewal numbers

Charter Medical Increase Breakdown



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	Broker Recommendation	
Charter	% of Renewal Increase	\$ Increase
Blue Ridge Academy	17.2%	\$ 88,116
Cabrillo Point Academy	9.6%	\$ 49,331
Clarksville	3.0%	\$ 15,539
Cottonwood	5.6%	\$ 28,922
ICS	17.7%	\$ 90,982
Feather River	2.3%	\$ 11,610
Granite Mountain	7.1%	\$ 36,220
Heartland	8.5%	\$ 43,659
Kern	0.0%	\$ -
Lake View	0.7%	\$ 3,655
Learning Latitudes	0.0%	\$ -
Mission Vista	8.8%	\$ 45,370
Monarch River	1.8%	\$ 9,282
North	0.0%	\$ -
Ohio	0.4%	\$ 1,971
PCA	10.6%	\$ 54,666
South	0.0%	\$ -
Triumph Academy	0.6%	\$ 3,004
Winship Central	0.5%	\$ 2,449
Yosemite Valley	5.6%	\$ 28,721
	100%	\$ 513,498

Benchmark Data (HMO)

HMO Benchmark	Charters/ICS Blue Shield HMO (Access+ & SaveNet)	Charters/ICS Kaiser HMO	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	None	None	None	None	None	None
Calendar Year Out of Pocket Max	\$2,500/\$5,000	\$3,000/\$6,000	\$3,000/\$6,000	\$1,500/\$3,000	\$2,000/\$4,000	\$3,000/\$6,000
Primary Care Office Visit	\$20	\$20	\$30	\$15	\$30	\$30
Specialist Office Visit	\$20	\$20	\$40	\$40	\$40	\$40
Diagnostic Lab / X-ray	No Charge	\$10	\$50	\$50	\$50	\$50
Hospitalization	\$500/admit	\$500/day (3-day max)	\$500/admit	\$250/day	\$500/day	\$500/admit
Outpatient Surgery	Surgery Center: \$100 Hospital: \$300	\$250	\$250	\$150	\$150	\$250
Urgent Care	\$20	\$20	\$35	\$30	\$30	\$35
Emergency Room	\$100	\$150	\$150	\$200	\$250	\$150
Rx - Brand Deductible	None	None	None	None	None	\$150
Rx - Generic	\$15	\$15	\$10	\$15	\$15	\$10
Rx - Brand	\$30	\$35	\$35	\$30	\$25	\$35
Rx - Non-formulary	\$45	\$35	\$50	\$30	\$50	\$50
Employer Contribution - Employees	100% towards SaveNet 76% towards Access+	100%	80-90%	100%	80-90%	80%
Employer Contribution - Family	80% towards SaveNet 61% towards Access+	80%	0-25%	0%	25%	0%
Source			AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

Takeaways:

- Deductible & OOPM are in line
- Copays are richer
- Hospitalization is richer
- Contribution is very rich, especially for dependent coverage

Benchmark Data (PPO)

HMO Benchmark	Charters/ICS Blue Shield PPO	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	\$500/\$1,000	\$1,300/\$2,800	\$500/\$1,500	\$500/\$1,000	\$1,000 / \$2,000
Calendar Year Out of Pocket Max	\$4,000/\$8,000	\$2,500/\$5,000	\$4,500/\$9,000	\$3000/\$6000	\$1,500 / \$3,000
Primary Care Office Visit	\$35	\$20	\$30	\$15	\$20
Specialist Office Visit	\$35	\$45	\$45	\$30	\$30
Diagnostic Lab / X-ray	\$35	\$50	20%	10%	20%
Hospitalization	\$100 + 20%	20%	20%	10%	20%
Outpatient Surgery	Facility: 10% Hospital: 25%	20%	10%	10%	20%
Urgent Care	\$35	\$20	\$25	\$15	\$20
Emergency Room	\$100 + 20%	\$100	\$100 + 10%	\$100 + 10%	\$100 + 20%
Rx - Brand Deductible	None	None	None	None	\$250
Rx - Generic	\$15	\$10	\$15	\$10	\$15
Rx - Brand	\$30	\$25	\$30	\$30	\$30
Rx - Non-formulary	\$45	\$45	\$50	\$50	\$50
Employer Contribution - Employees	78%	60%	75%	75%	Buy-Up
Employer Contribution - Family	62%	0% - 25%	25%	50%	0%
Source		AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

Takeaways:

- Deductible is rich
- OOPM slightly below benchmark
- Copays are in line, slightly high
- Contribution is very rich, especially for dependent coverage

Benchmark Data (H.S.A.)

HMO Benchmark	Charters/ICS Blue Shield H.S.A.	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	\$2,700/\$5,200	\$2,700/\$5,200	\$2,700/\$5,200	\$2,700/\$5,200	\$2,700/\$5,200
Calendar Year Out of Pocket Max	\$5,500/\$11,000	\$6,750/\$13,500	\$6,750/\$13,500	\$6,750/\$13,500	\$6,750/\$13,500
Primary Care Office Visit	20%	\$20	\$30	\$15	\$20
Specialist Office Visit	20%	\$45	\$45	\$30	\$30
Diagnostic Lab / X-ray	Facility: 20% Hospital: \$25 + 20%	\$50	20%	10%	20%
Hospitalization	\$100 + 20%	20%	20%	10%	20%
Outpatient Surgery	Facility: 10% Hospital: 20%	20%	10%	10%	20%
Urgent Care	20%	\$20	\$25	\$15	\$20
Emergency Room	\$150 + 20%	\$100	\$100 + 10%	\$100 + 10%	\$100 + 20%
Rx - Brand Deductible	Plan Deductible Applies	None	None	None	\$250
Rx - Generic	\$10	\$10	\$15	\$10	\$15
Rx - Brand	\$25	\$25	\$30	\$30	\$30
Rx - Non-formulary	\$40	\$45	\$50	\$50	\$50
Employer Contribution - Employees	100% + \$1,000 funding	60%	75%	75%	Buy-Up
Employer Contribution - Family	51-70% + \$1,500 funding	0% - 25%	25%	50%	0%
Source		AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

Takeaways:

- Deductible is rich, at the lowest possible level for IRS rules
- OOPM is rich, at the lowest possible level for IRS rules
- Contribution is very rich, especially for dependent coverage
- Contribution to HSA plan is slightly rich, average is \$750 Ind. / \$1,250 Fam.



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Ancillary Renewals

2020/21 Dental/Vision Contributions



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Recommendations

- Recommended Strategy for Dental:
 - Charter & Employees share premium increases equally
 - Final Revenue Impact to Charter: **\$394**
- Recommended Strategy for Vision:
 - No premium change for Charter or Employees
 - Final Revenue Impact to Charter: **\$0**

2020/21 Dental Contribution Analysis



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Dental		2019 / 2020 Current		2020 / 2021 Renewal			EE Cost Share	EE Difference
Coverage Tier	Subscribers	EE Contribution	Subscribers	EE Contribution	ER Contribution	Total Premium	Current / Renewal	\$Δ EE / %Δ EE
Cigna DHMO			Cigna DHMO					
Employee Only	0	\$5.00	0	\$5.25	\$10.96	\$16.21	32% / 32%	\$0.25 / 5.0%
Employee + Spouse	0	\$16.13	0	\$16.94	\$10.96	\$27.90	61% / 61%	\$0.81 / 5.0%
Employee + Child(ren)	0	\$19.85	0	\$20.84	\$10.96	\$31.80	66% / 66%	\$0.99 / 5.0%
Employee + Family	0	\$28.10	0	\$29.51	\$10.96	\$40.47	73% / 73%	\$1.41 / 5.0%
% Cost Share	0		0					
Cigna DPPO High			Cigna DPPO High					
Employee Only	0	\$24.66	0	\$29.00	\$16.38	\$45.38	65% / 64%	\$4.34 / 17.6%
Employee + Spouse	1	\$62.87	1	\$73.94	\$16.79	\$90.73	82% / 81%	\$11.07 / 17.6%
Employee + Child(ren)	1	\$71.92	1	\$84.58	\$16.89	\$101.47	84% / 83%	\$12.66 / 17.6%
Employee + Family	2	\$109.83	2	\$129.16	\$17.31	\$146.47	89% / 88%	\$19.33 / 17.6%
% Cost Share	4	87%	4	86%	14%	100%	86%	-0.8%
Cigna DPPO Low			Cigna DPPO Low					
Employee Only	2	\$15.00	2	\$17.64	\$16.27	\$33.91	53% / 52%	\$2.64 / 17.6%
Employee + Spouse	0	\$50.13	0	\$58.95	\$16.66	\$75.61	79% / 78%	\$8.82 / 17.6%
Employee + Child(ren)	2	\$56.48	2	\$66.42	\$16.73	\$83.15	81% / 80%	\$9.94 / 17.6%
Employee + Family	2	\$88.33	2	\$103.88	\$17.07	\$120.95	87% / 86%	\$15.55 / 17.6%
% Cost Share	6	80%	6	79%	21%	100%	79%	-0.7%
Total Composite PEPM	10	\$68.23	10	\$80.09	\$17.03	\$97.12		
% Cost Share		83%		82%	18%	100%		
Total Annual Cost		\$8,188		\$9,611	\$2,043	\$11,654		
TOTAL		\$8,188		\$9,611	\$2,043	\$11,654		
% Cost Share		83%		82%	18%	100%	83% / 82%	\$1,423 / 17.4%
Change From Current (\$)				\$1,423	\$394	\$1,817		
Change From Current (%)				17.4%	23.9%	18.5%		

Charter Dental Increase Breakdown

	Broker Recommendation	
Charter	% of Renewal Increase	\$ Increase
Blue Ridge Academy	17.9%	\$ 6,751
Cabrillo Point Academy	8.9%	\$ 3,368
Clarksville	3.0%	\$ 1,144
Cottonwood	5.6%	\$ 2,116
ICS	16.3%	\$ 6,163
Feather River	2.5%	\$ 945
Granite Mountain	7.1%	\$ 2,682
Heartland	9.0%	\$ 3,383
Kern	0.0%	\$ -
Lake View	1.0%	\$ 387
Learning Latitudes	0.0%	\$ -
Mission Vista	8.6%	\$ 3,239
Monarch River	1.7%	\$ 630
North	0.0%	\$ -
Ohio	0.2%	\$ 88
PCA	10.5%	\$ 3,963
South	0.0%	\$ -
Triumph Academy	0.8%	\$ 286
Winship Central	0.7%	\$ 277
Yosemite Valley	6.2%	\$ 2,332
	100%	\$ 37,755

2020/21 Vision Contribution Analysis



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Vision		2019 / 2020 Renewal		2020 / 2021 Renewal			EE Cost Share		EE Difference	
Coverage Tier	Subscribers	EE Contribution	Subscribers	EE Contribution	ER Contribution	Total Premium	Current / Renewal		\$Δ EE / %Δ EE	
EyeMed Vision Plan			EyeMed Vision Plan							
Employee Only	3	\$2.56	3	\$2.56	\$3.08	\$5.64	45% / 45%		\$0.00 / 0.0%	
Employee + Spouse	0	\$5.49	0	\$5.49	\$5.23	\$10.72	51% / 51%		\$0.00 / 0.0%	
Employee + Child(ren)	2	\$5.61	2	\$5.61	\$5.67	\$11.28	50% / 50%		\$0.00 / 0.0%	
Employee + Family	2	\$9.04	2	\$9.04	\$7.54	\$16.58	55% / 55%		\$0.00 / 0.0%	
% Cost Share	7	51%	7	51%	49%	100%	51% / 51%		0.0%	
Total Composite PEPM	7	\$5.79	7	\$5.79	\$5.59	\$11.38				
TOTAL		\$487		\$487	\$469	\$956	51% / 51%		\$ / 0.0%	
% Cost Share		51%		51%	49%	100%				
Change From Current (\$)				\$0	\$0	\$0				
Change From Current (%)				0.0%	0.0%	0.0%				



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Additional Considerations

Additional Considerations

Fringe Benefits



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- ID Theft Protection – free InfoArmor Privacy Armor Plus coverage until 12/31/2020
 - ID theft monitoring & alerts
 - Full service remediation
 - Identity theft reimbursement
 - Usually \$9.95 Ind./\$17.95 Fam.
- Legal Coverage
 - Pre-paid legal coverage for service with in-network attorneys (100% coverage for wills, living trusts, power of attorney, defense of tickets, etc.)
 - Certified financial planner available for financial guidance to employees
 - \$14.99/month
- Pet Insurance
 - Full pet insurance option (i.e. deductibles, OOPM, coinsurance)
 - 5-10% discount from direct payment option when offered through employer
 - Ability to payroll deduct
- Student Loan Assistance
 - Consultative assistance to employees for their student loans regarding loan forgiveness, refinancing, and restructuring of payment plans
 - No cost to Charters/ICS
 - No cost for employee to have expert review the best options for them to take, only a cost if the employee chooses to hire the consultant to conduct changes on their behalf

Timeline

<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>
Pre-Renewal Planning Meeting	AJG/ICS	1/15
Renewals Requested/Received	AJG	2/10-4/10
RFP To Marketplace	AJG	3/20
OE Notice Communication Sent to Employees	AJG/ICS	3/30
All proposals to be received from vendors	AJG	4/3
Proposal review, plan design analysis, and strategy meeting	AJG/ICS	4/8
Final approval of 2020 benefits by leadership team	ICS	4/22
Broker/Vendors/Ben Admin/Payroll notified of final decisions	AJG	4/27
Employee Communications Finalized and Sent for Approval	AJG/ICS	4/29
Employee Communications Approved	ICS	5/5
Materials finalized and sent to printer for shipping	AJG	5/6
Ben Admin system tested and approved	AJG/ICS/BeneTrac	5/11-5/15
OE meetings/webinars conducted	AJG/ICS	5/18-6/12
OE begins; Ben Admin system begins receiving enrollments	BeneTrac	5/20
OE closes; Ben Admin system stops receiving enrollments	BeneTrac	6/12
Audit of OE data is completed	ICS	6/17
Eligibility feeds sent to all vendors	BeneTrac	6/19
Health ID cards mailed to participants (if applicable)	Carriers	6/24
Effective date of benefits changes/enrollments	Payroll	7/1
New deductions go into effect	Payroll	7/1



Proposed Motions

- Motion for Consideration:
 - Approve July 1, 2020 through June 30, 2021 Employee Benefits Package & Employer/Employee Contribution Rates
 - Charter Leader has the authority to approve monthly payments based on the approved Employer Contribution Rates

Thank You

This proposal (analyses, report, etc.) is an outline of the coverages proposed by the carrier(s) based upon the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language. This proposal (analyses, report, etc.) is not a contract and offers no contractual obligation on behalf of GBS. The intent of this analysis [report, letter, etc.] is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It should not be construed as, nor is it intended to provide, legal advice. Laws may be complex and subject to change. This information is based on current interpretation of the law and is not guaranteed. Questions regarding specific issues should be addressed by legal counsel who specializes in this practice area. This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us for specific information or further details in this regard. Issuance of these rate calculations DOES NOT GUARANTEE acceptance in any program. Final acceptance, final rates, and effective date of coverage are subject to the underwriting approval of the management of each plan after review of any requested information.

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Appendix

Medical - Kaiser HMO

		Current	Renewal	Alternative
		Kaiser Traditional HMO 20		Kaiser Traditional HMO 30
Rates	# EE's			
Employee Only	211	\$519.31	\$533.59	\$530.22
Employee + Spouse	46	\$1,142.47	\$1,173.90	\$1,166.46
Employee + Child(ren)	92	\$934.75	\$960.46	\$954.38
Employee + Family	243	\$1,609.84	\$1,654.12	\$1,643.65
	592			
Estimated Monthly Premium		\$639,316	\$656,900	\$652,742
Estimated Annual Premium		\$7,671,794	\$7,882,804	\$7,832,901
\$ Difference Vs. Current			\$211,011	\$161,108
% Difference Vs. Current			2.8%	2.1%

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$3,000	\$4,000
Family		\$6,000	\$8,000
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	\$30/\$30
Chiropractic and Acupuncture Services		\$15 (up to 20 visits/year)	\$15 (up to 20 visits/year)
Diagnostic Lab & X-Ray		\$10	\$10
Advanced Imaging (CT, PET, MRI)		\$100	\$100
Hospitalization		\$500/day (up to 3 days max)	\$500/day (up to 3 days max)
Outpatient Surgery		\$250	\$250
Urgent Care (co-pay waived if admitted)		\$20	\$30
Emergency Room (co-pay waived if admitted)		\$150	\$150
Ambulance		\$150	\$150
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (generic/brand/specialty)		\$15/\$35/30% up to \$200	\$15/\$35/30% up to \$200
Mail Order (100-day supply) (generic/brand/specialty)		\$35/\$70/30% up to \$200	\$35/\$70/30% up to \$200

Medical - Blue Shield HMO (SaveNet)



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		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield SaveNet HMO 20-500			Blue Shield SaveNet HMO 25-750
Rates	# EE's				
Employee Only	92	\$524.15	\$591.77	\$555.08	\$547.74
Employee + Spouse	28	\$1,205.52	\$1,361.03	\$1,276.66	\$1,259.77
Employee + Child(ren)	51	\$891.05	\$1,006.00	\$943.64	\$931.15
Employee + Family	110	\$1,520.01	\$1,716.09	\$1,609.71	\$1,588.41
	281				
Estimated Monthly Premium		\$294,621	\$332,627	\$312,008	\$307,879
Estimated Annual Premium		\$3,535,452	\$3,991,525.44	\$3,744,091	\$3,694,547
\$ Difference Vs. Current			\$456,073	\$208,639	\$159,095
% Difference Vs. Current			12.9%	5.9%	4.5%

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$2,500	\$3,000
Family		\$5,000	\$6,000
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	\$25/\$25
Chiropractic and Acupuncture Services		\$10 (up to 30 visits/calendar year)	\$10 (up to 30 visits/calendar year)
Diagnostic Lab & X-Ray		No Charge	No Charge
Advanced Imaging (CT, PET, MRI)		No Charge	No Charge
Hospitalization		\$500/admit	\$750/admit
Outpatient Surgery		Facility: \$100 Hospital: \$300	Facility: \$100 Hospital: \$400
Urgent Care (co-pay waived if admitted)		\$20	\$25
Emergency Room (co-pay waived if admitted)		\$100	\$150
Ambulance		\$100	\$100
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)		\$15/\$30/\$45	\$15/\$30/\$45
Mail Order (90-day supply) (tier 1/tier 2/tier 3)		\$30/\$60/\$90	\$30/\$60/\$90

Medical - Blue Shield HMO (Access+)



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		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield Access+ HMO 20-500			Blue Shield Access+ HMO 25-750
Rates	# EE's				
Employee Only	32	\$688.00	\$776.75	\$728.60	\$720.34
Employee + Spouse	5	\$1,582.41	\$1,786.54	\$1,675.80	\$1,656.78
Employee + Child(ren)	32	\$1,169.60	\$1,320.48	\$1,238.62	\$1,224.57
Employee + Family	17	\$1,995.20	\$2,252.58	\$2,112.94	\$2,088.97
	86				
Estimated Monthly Premium		\$101,274	\$114,338	\$107,250	\$106,034
Estimated Annual Premium		\$1,215,284	\$1,372,055	\$1,287,000	\$1,272,402
\$ Difference Vs. Current			\$156,772	\$71,716	\$57,118
% Difference Vs. Current			12.9%	5.9%	4.7%

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$2,500	\$3,000
Family		\$5,000	\$6,000
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	\$25/\$25
Chiropractic and Acupuncture Services		\$10 (up to 30 visits/calendar year)	\$10 (up to 30 visits/calendar year)
Diagnostic Lab & X-Ray		No Charge	No Charge
Advanced Imaging (CT, PET, MRI)		No Charge	No Charge
Hospitalization		\$500/admit	\$750/admit
Outpatient Surgery		Facility: \$100 Hospital: \$300	Facility: \$100 Hospital: \$400
Urgent Care (co-pay waived if admitted)		\$20	\$25
Emergency Room (co-pay waived if admitted)		\$100	\$150
Ambulance		\$100	\$100
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)		\$15/\$30/\$45	\$15/\$30/\$45
Mail Order (90-day supply) (tier 1/tier 2/tier 3)		\$30/\$60/\$90	\$30/\$60/\$90

Medical - PPO



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		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield			Blue Shield
		Full PPO Combined Deductible 35-500 80/60			Split Deductible 35-1000 80/60
Rates	# EE's				
Employee Only	65	\$675.21	\$762.31	\$715.05	\$690.74
Employee + Spouse	13	\$1,552.97	\$1,753.30	\$1,644.61	\$1,588.69
Employee + Child(ren)	54	\$1,147.85	\$1,295.92	\$1,215.58	\$1,174.25
Employee + Family	89	\$1,958.10	\$2,210.69	\$2,073.64	\$2,003.14
	221				
Estimated Monthly Premium		\$300,332	\$339,075	\$318,053	\$307,240
Estimated Annual Premium		\$3,603,985	\$4,068,899	\$3,816,642	\$3,686,876
\$ Difference Vs. Current			\$464,914	\$212,657	\$82,892
% Difference Vs. Current			12.9%	5.9%	2.3%

Benefit Summary	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible (Individual/Family)	\$500/\$1,000		\$1,000/\$2,000	\$2,000/\$4,000
Calendar Year Out-of-Pocket Maximum				
Individual	\$4,000	\$10,500	\$5,500	\$10,000
Family	\$8,000	\$21,000	\$11,000	\$20,000
Preventive Care	No Charge (deductible waived)	Not Covered (deductible waived)	No Charge (deductible waived)	Not Covered (deductible waived)
Office Visit - Primary/Specialist	\$35/\$35 (deductible waived)	40% (deductible applies)	\$35/\$35 (deductible waived)	40% (deductible applies)
Chiropractic and Acupuncture Services	\$25 (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)	\$25 (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)
Diagnostic Lab & X-Ray	Facility: \$35 Hospital: \$35 (deductible applies)	40% (deductible applies)	Facility: \$35 Hospital: \$35 (deductible applies)	40% (deductible applies)
Advanced Imaging (CT, PET, MRI)	20% (deductible applies)	40% (deductible applies)	20% (deductible applies)	40% (deductible applies)
Hospitalization	\$100 + 20% (deductible applies)	40% (deductible applies)	\$100 + 20% (deductible applies)	40% (deductible applies)
Outpatient Surgery	Facility: 10% Hospital: 25% (deductible applies)	40% (deductible applies)	Facility: 10% Hospital: 25% (deductible applies)	40% (deductible applies)
Urgent Care (co-pay waived if admitted)	\$35 (deductible waived)	40% (deductible applies)	\$35 (deductible waived)	40% (deductible applies)
Emergency Room (co-pay waived if admitted)	\$100 + 20% (deductible waived)	\$100 + 20% (deductible waived)	\$150 + 20% (deductible waived)	\$150 + 20% (deductible waived)
Ambulance	20% (deductible applies)	20% (deductible applies)	20% (deductible applies)	20% (deductible applies)
Prescription Drugs	No Brand Rx Deductible		No Brand Rx Deductible	
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)	\$15/\$30/\$45	Retail co-pay + 25%	\$15/\$30/\$45	Retail co-pay + 25%
Mail Order (90-day supply) (tier 1/tier 2/tier 3)	\$30/\$60/\$90	Not Covered	\$30/\$60/\$90	Not Covered

Medical - PPO HSA

Rates	# EE's
Employee Only	32
Employee + Spouse	4
Employee + Child(ren)	19
Employee + Family	55
	110
Estimated Monthly Premium	
Estimated Annual Premium	
\$ Difference Vs. Current	
% Difference Vs. Current	

Current	Renewal	Negotiated Renewal
Blue Shield		
Full PPO Savings Embedded Deductible 2800 H.S.A.		
\$486.50	\$549.26	\$515.21
\$1,125.82	\$1,271.05	\$1,192.26
\$832.14	\$939.49	\$881.25
\$1,419.52	\$1,602.64	\$1,503.30
\$113,956	\$128,656	\$120,681
\$1,367,466	\$1,543,870	\$1,448,172
	\$176,403	\$80,706
	12.9%	5.9%

Benefit Summary	In-Network	Out-of-Network
Calendar Year Deductible (Individual//Member/Family)	2019: \$2,700/\$2,700/\$5,200 2020: \$2,800/\$2,800/\$5,200	
Calendar Year Out-of-Pocket Maximum		
Individual	\$5,500	\$10,000
Family	\$11,000	\$20,000
Preventive Care	No Charge (deductible waived)	Not Covered (deductible waived)
Office Visit - Primary/Specialist	20% (deductible applies)	40% (deductible applies)
Chiropractic and Acupuncture Services	20% (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)
Diagnostic Lab & X-Ray	2019 Facility: 20% Hospital: \$25 + 20% (deductible applies)	2020 Facility: 20% Hospital: 30% (deductible applies)
Advanced Imaging (CT, PET, MRI)	2019 Facility: 20% Hospital: \$25 + 20% (deductible applies)	2020 Facility: 20% Hospital: 30% (deductible applies)
Hospitalization	2019 \$100 + 20% (deductible applies)	2020 20% (deductible applies)
Outpatient Surgery	Facility: 10% Hospital: 20% (deductible applies)	40% (deductible applies)
Urgent Care (co-pay waived if admitted)	20% (deductible applies)	40% (deductible applies)
Emergency Room (co-pay waived if admitted)	\$150 + 20% (deductible applies)	\$150 + 20% (deductible applies)
Ambulance	20% (deductible applies)	20% (deductible applies)
Prescription Drugs	Plan Deductible Applies	
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)	\$10/\$25/\$40	Retail co-pay + 25%
Mail Order (90-day supply) (tier 1/tier 2/tier 3)	\$20/\$50/\$80	Not Covered



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Disclosures



Compensation Disclosure

Inspire Charter Schools

Compensation Disclosure

Renewal Effective July 1, 2020

Presented by Gallagher Benefit Services - April 8, 2020

Along with the AM Best rating, this exhibit also serves as disclosure of our estimated fees and/or commissions related to Inspire Charter Services' Group Health & Welfare Plan(s) and any relationships or agreements Gallagher Benefit Services, Inc. ("GBS") has with the insurance companies involved in this renewal. GBS, as agent of record, will receive the following estimated commissions expressed as a percentage of gross premium payments, or fees as agreed upon by Inspire Charter Services.

Line of Coverage	Insurance Company	Commission ¹	Supplemental Commission ²	AM Best Rating
Medical	Blue Shield of California (06181)	3%	\$0 to \$5 PMPY	
Dental	CIGNA (Connecticut General Life Insurance Co.) (06266)	5%	0% to 2% of premium	
Vision	EyeMed Vision Care (Fidelity Security Life Ins. Co.) (07426)	10%	0%	
Life/AD&D, Voluntary Life/AD&D, Voluntary STD	Hartford Life Insurance Co. (06518)	10%	1.5% to 2.25%	A
Medical	Kaiser Foundation Health Plan Inc. (64585)	3%	\$0 to \$17 PMPY	
Vision	Vision Service Plan (64607)	10%	0%	

¹ Commissions include all commissions/fees paid to GBS that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to GBS paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to GBS for a transaction or service involving the plan.

² Gallagher companies may receive supplemental compensation referred to in a variety of terms and definitions, such as contingent commissions, additional commissions and supplemental commission.

A.M. BEST Rating Classifications

A++, A+	Superior	B, B-	Fair	X	\$500-750m	XIII	\$1.25-1.5b
A, A-	Excellent	C++, C+	Marginal	XI	\$750m-1b	XIV	\$1.5-2b
B++, B+	Good	C, C-	Weak	XII	\$1-1.25b	XV	\$2b +

The A.M. Best Guide is a resource the insurance industry uses to determine the financial stability of an insurance company. A copy of the Best's Guide report on the insurance companies quoted is available for your review. While we strive to be certain that your insurance is placed with a reputable, highly rated insurance company, we have no way of guaranteeing the financial accuracy of the Best's Guide or the financial stability of any insurance company. For these reasons, we recommend that you take into account the financial stability of all the insurance companies prior to making your selection as to who will write your insurance. For non-health insurance carriers or markets (such as Life, AD&D, STD, LTD, LTC, Universal Life, Term Life, Critical Illness, Cancer, Hospital Indemnity, Sickness, Accident, Mini-Med, Accident, Auto/Home, Legal, and Pet Insurance), the standard measure utilized by GBS to evaluate the financial condition of insurance markets is the ratings and financial size categories assigned by A.M. Best Company, Inc. A.M. Best is the oldest independent rating agency in the world to report on the financial strength of insurance companies.



Disclosures

IMPORTANT: This proposal is an outline of the coverages proposed by the carrier(s), based on information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request. This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts.

While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier or HMO. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflects their option based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.

This proposal [analysis, report, etc.] is an outline of the coverages proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.



Job Description Executive Director

Direct Report:	School Board
School:	Lake View Charter School
Supervises:	Teachers & Classified Staff
FSLA Status:	Exempt
Contract Type:	A
Posting:	Internal & External

Summary of Position:

The Executive Director is responsible for the effective operation of the school including the general administration of all instructional, business or other operations of the school, and for advising and making recommendations to the School Board on such items/areas. He/she is also responsible for the support and growth of the charter school including both teaching and support staff as well as students and families. The 12 month position requires the Executive Director work in both his/her home office and out in the field as needed and, as with other high level leadership roles, may also be called upon under special circumstances to be available during weekends/breaks/holidays. This position will require travel both within and outside of the region. The Executive Director will uphold and promote the school's mission and vision at all times.

The salary is based on experience and region's size. The Executive Director is not required to carry a caseload of students.

Duties and Responsibilities:

- Be professional, fair, and a team player in all duties, actions, and communications
- Keep the Board informed of the condition of the school's educational program and assure effective communication between the Board and school staff as needed
- Actively engage in the preparation of Board agendas and prepare and submit recommendations to the Board to all matters requiring board action
- See to the execution of all decisions and requests from the Board
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- Complete and submit all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies

- Ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties
- Primarily responsible for hiring new Assistant Director(s), Regional Coordinators, Homeschool Teachers, and other positions as appropriate by screening applicants, participating in interviews, and assist as needed during the hiring/onboarding process
- Participation in the selection of certificated and classified staff; ensuring that all certificated and classified personnel are appropriately credentialed and/or qualified; hiring and releasing certificated and classified personnel as needed; supervision of certificated and classified personnel in accordance with school policies; development and implementation of staff evaluation processes.
- Directly Supervise and train Assistant Director(s) and Regional Coordinators
- Supervise and support Homeschool Teachers and other regional support positions (High School Success Coordinator, Community Connections Coordinator, Teacher Training Coordinator, Testing and Assessment Coordinator, etc.)
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner
- Participate in weekly check-ins with Assistant Director(s) for their updates from regional support staff meetings
- Promote student academic achievement at all levels
- Advocate for equitable academic and extracurricular programs in all facets of the school
- Oversight of Work Sample review and collection
- Oversight of Attendance Log review and collection
- Monitor Student Compliance and academic progress
- Review Teacher Tracking Reports
- Ensure all school websites and resources are accurate and up to date
- Collaborate on the Weekly Update
- Attend Leadership Meetings as needed
- Attend Regional Coordinator meetings (virtual and or in person) as needed
- Regularly visit and support school events
- Ensure Year-End Transition (YET) is completed accurately and on time
- Participate in data collection and analysis
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or Regional Coordinators, including Compliance Conferences
- Monitor and ensure successful testing participation and administration
- Complete student transfers
- Monitor and report teacher and student numbers, as needed
- Seek approval for staffing needs
- Participate in staff evaluations
- Help monitor and direct special committees and or adjunct duties
- Ensure proper teacher training and professional development
- Attend Annual Admin/Leadership retreat and assist with the planning of Regional Retreats
- Help plan and book events (Examples: Holiday Party, Graduation, Retreats, Back to School, etc.)
- Approve school employee salaries
- Approve stipends, overtime, and time off requests
- Execute staff contracts
- Complete Form 700

- Execute contracts
- Ensure SPED services are provided appropriately
- Ensure Intervention services are provided appropriately
- Ensure the LCAP is created and implemented
- Report Local Dashboard Indicators
- Monitor and approve day to day spending and delegated borrowing and lending authority
- Approve payroll and accounts payable
- Implement policies and practices outlined in all handbooks
- Monitor student data to drive instruction and programs
- Foster positive authorizer relationships
- Be responsive and address staff, student, parent, community, and board concerns and calls
- Implement WASC Action Plan
- Complete and approve attendance reports
- Other duties as assigned

Qualifications:

- Resides within the service area of the school
- Proven track record of compliance
- Minimum 1 year of leadership experience
- Demonstrated excellent interpersonal communication skills
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences
- Demonstrated ability to work effectively as a team member, work independently, and be self-motivated
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor

**RESOLUTION OF THE GOVERNING BOARD OF LAKE VIEW CHARTER SCHOOL
REGARDING EXECUTIVE DIRECTOR AUTHORITY 2020 – 5**

WHEREAS, the governing board of Lake View Charter School has determined that it is in the best interests of Lake View Charter School for the Executive Director to have the authority to act without board approval when hiring, firing and evaluating staff employed by Lake View Charter School;

WHEREAS, the current job description for the Executive Director, the charter petition and other policies adopted by the governing board of Lake View Charter School do not clearly delegate this authority to the Executive Director;

NOW, THEREFORE, BE IT RESOLVED THAT:

The governing board of Lake View Charter School hereby grants authority to the position of Executive Director the authority to hire, fire, and evaluate staff hired by Lake View Charter School without seeking the advance approval for those decisions, except that all hiring decisions must be in line with the current board approved budget.

The governing board of Lake View Charter School hereby expands the job description for the Executive Director to include the following duties: Participation in the selection of certificated and classified staff; ensuring that all certificated and classified personnel are appropriately credentialed and/or qualified; hiring and releasing certificated and classified personnel as needed; supervision of certificated and classified personnel in accordance with school policies; development and implementation of staff evaluation processes. In all other respects, the Executive Director job description remains the same.

Signature:

Date:

Executive Director Evaluation Form



Executive Director Name:	Date:						
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> Other							
Executive Directors shall be provided feedback on their performance throughout the year with a formal evaluation conducted annually. The purpose of the evaluation is to provide Executive Directors with information on their performance and behavior in order to reinforce their strengths, to provide Teachers with an opportunity to participate in appropriate professional development activities, and to jointly formulate goals and performance development plans, as necessary. All ratings of "Rarely" shall include specific examples of behaviors/performance that require improvement and a detailed plan for the employee to grow.							
Rating Scale: <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">3</td> <td style="text-align: center;">Consistently</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Sometimes</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Rarely</td> </tr> </table>		3	Consistently	2	Sometimes	1	Rarely
3	Consistently						
2	Sometimes						
1	Rarely						
California Professional Standards for Education Leaders (CPSEL) Standards, Elements, and Example Indicators							
STANDARD 1: Development & Implementation of a Shared Vision Education leaders facilitate the development and implementation of a shared vision of learning and growth of all students.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)				
ELEMENT 1A Student-Centered Vision Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.							
ELEMENT 1B Developing Shared Vision Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.							
ELEMENT 1C Vision Planning and Implementation Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.							
STANDARD 2: Instructional Leadership Education leaders shape a collaborative culture of teaching and learning, informed by professional standards and focused on student and professional growth.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)				

ELEMENT 2A Professional Learning Culture Leaders promote a culture in which staff engage in individual and collective professional learning that results in their continuous improvement and high performance.			
ELEMENT 2B Curriculum and Instruction Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.			
ELEMENT 2C Assessment and Accountability Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.			
STANDARD 3: Management & Learning Environment Education leaders manage the organization to cultivate a safe and productive learning and working environment.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
ELEMENT 3A Operations & Facilities Leaders provide and oversee a functional, safe, and clean learning environment.			
ELEMENT 3B Plans & Procedures Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.			
ELEMENT 3C Climate Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.			
ELEMENT 3D Fiscal & Human Resources Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.			
STANDARD 4: Family & Community Engagement Education leaders collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
ELEMENT 4A Parent and Family Engagement Leaders meaningfully involve all parents and families, including underrepresented, communities, in student learning and support programs.			
ELEMENT 4B Community Partnerships Leaders establish community partnerships that promote and support students to meet			

performance and content expectations and graduate ready for college and career.			
ELEMENT 4C Community Resources & Services Leaders leverage and integrate community resources and services to meet the varied needs of all students.			
STANDARD 5: Ethics & Integrity Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
ELEMENT 5A Reflective Practice Leaders act upon a personal code of ethics that requires continuous reflection and learning.			
ELEMENT 5B Ethical Decision-Making Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.			
ELEMENT 5C Ethical Action Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students.			
STANDARD 6: External Context & Policy Education leaders influence political, social, economic, legal, and cultural contexts affecting education to improve education policies and practices.	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
ELEMENT 6A Understanding & Communicating Policy Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.			
ELEMENT 6B Professional Influence Leaders use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career.			
Total		Total	

Teacher Performance Standards Ideal Team Player			
Performance Standards	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
1.0 Humble			
Compliments/praises teammates without hesitation			
Easily admits to mistakes			
Is willing to take on lower-level work for the good of the team			
Gladly share credit for team accomplishments			
Readily acknowledges his/her weaknesses			
Offers and accepts apologies graciously			
Total		Total	

Performance Standards	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
2.0 Hungry			
Does more than what is required of his/her job			
Has passion for the mission of the team			
Feels a sense of personal responsibility for the overall success of the team			
Is willing to contribute to and think about work outside of office hours			
Is willing to take on tedious or challenging tasks whenever necessary			
Looks for opportunities to contribute outside of his/her areas of responsibility			
Total		Total	

Performance Standards	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
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3.0 Smart			
Generally understands what other people are feeling during meetings and conversations			
Shows empathy to others on the team			
Demonstrates an interest in the lives of his/her teammates			
Is an attentive listener			
Is aware of how his/her words and actions impact others on the team			
Adjusts his or her behavior and style to fit the nature of a conversation or relationship			
Total			Total

Performance Standards	Executive Director Rating (1-3 Scale)	Narrative/Evidence	Supervisor Rating (1-3 Scale)
4.0 Day-to-Day Responsibilities			
4.1 Communication <ul style="list-style-type: none"> Responds to all calls and emails in a timely manner. 			
4.2 Professional Standards <ul style="list-style-type: none"> Schedules and attends weekly/monthly meetings with staff members. Accurately completes all required paperwork and other work tasks by assigned due dates. 			
4.3 Individualizing Student Support <ul style="list-style-type: none"> Monitor & ensure all student supports are based on student needs Monitor & ensure all accommodations are met Ensure state standards and student learning objectives are integrated Ensure curriculum options and homeschooling philosophies are provided to students Monitors & ensures student progress goals are met each learning period. Attends all required meetings and trainings. Arrives to meetings/events on time and ready to participate. 			
Total		Total	

Summary of Evaluation Scores

Standards	Executive Director Rating Total	Supervisor Rating Total
California Professional Standards for Education Leaders (CPSEL)	_____ out of 54 possible	_____ out of 54 possible
1.0 Humble	_____ out of 18 possible	_____ out of 18 possible
2.0 Hungry	_____ out of 18 possible	_____ out of 18 possible
3.0 Smart	_____ out of 18 possible	_____ out of 18 possible
4.0 Day-to-Day Responsibilities	_____ out of 21 possible	_____ out of 21 possible

Executive Director Self Reflection:

What virtue is most challenging for you? What is one way that you can grow to strengthen that virtue to become an even more valuable member of the team? Consider this to be a goal you can set for yourself for the remainder of the year.

What virtue is your greatest strength? Discuss a way that this strength has helped you to excel in your role.

Final Administrator Comments: Areas of Strength/Commendation

Final Administrator Comments: Areas of Concern/Improvement Needed

Executive Director Signature Date

Evaluator/Administrative Signature Date

Print Name of Evaluator/Administrator

Performance Factors:

1. GOVERNANCE:

Professional, timely and clear communication with Trustees; Equal treatment and support of all trustees. Effective preparation of Board, including facilitations of agendas, supporting materials and participation in meetings.

Basis of Knowledge (cite examples or facts supporting rating)

2. EDUCATIONAL PROGRAM AND STUDENTS:

Effectively implements the indicators noted in the Chief Administrator's Job Description for Educational Programs and Students.

Basis of Knowledge (cite examples or facts supporting rating)

3. OPERATIONS:

Adequately supports and guides board in development of annual budge and execution of expenditure program. Ensures a comprehensive, safe and positive educational and work environment for all. Maintains school operations in compliance with legal requirements and appropriate rich management tenets.

Basis of Knowledge (cite examples or facts supporting rating)

Rating Score*				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

4. PERSONNEL MANAGEMENT AND EMPLOYEE RELATIONS:

Professionally and effectively manages labor relations and school personnel. Holds personnel accountable to performance standards.

Basis of Knowledge (cite examples or facts supporting rating)

5. COMMUNITY

Representing the school professionally and effectively with school constituents. Attendance at individual and school-wide activities. Effective communication with the board, board members, staff, community and other stakeholders. Effective advocacy of public education in general and the charter school in particular.

Basis of Knowledge (cite examples or facts supporting rating)

6. ORGANIZATION AND PLANNING

Assists in setting and execution of school's strategic plan, goals, priorities, and anticipation of future needs.

Basis of Knowledge (cite examples or facts supporting rating)

Rating Score*				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

7. LEADERSHIP

Maintains composure under heavy pressure and stress and effectively maximizes mission of the school while minimizing disruption and liability.

Basis of Knowledge (cite examples or facts supporting rating)

8. KNOWLEDGE:

Understanding of historical, legal and current issues of education.

Basis of Knowledge (cite examples or facts supporting rating)

9. PERSONAL QUALITIES:

Devotes required time and energy, exercises good judgement, is dependable, presents a professional appearance and maintains high ethical standards.

Basis of Knowledge (cite examples or facts supporting rating)

Rating Score *				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

* 5: Exemplary, 4: Good, 3: Satisfactory, 2: Needs Improvement, 1: Unsatisfactory

10. ADDITIONAL COMMENTS:

These comments can be about individual factors or any aspects of the Executive Directors's performance and/or areas of strength and areas for improvement.

Evaluation Process
For
The Executive Director

1. Meeting to Commence School Year

Prior to or at the beginning of each school year, the Board and the Executive Director shall meet to review the Executive Director's Summative Evaluation Form, and, if appropriate, set specific goals.

2. Mid-Year Meeting Regarding Annual Review of the Executive Director

The Board Chair will agendize a mid-year meeting regarding annual review of the Executive Director for a closed session during the regular January Board meeting or later. At this meeting, the Board will discuss and start the summative annual evaluation of the Executive Director. If needed, the Board can agendize additional closed sessions at regular scheduled board meetings as needed to review of the Executive Director.

3. The Executive Director Self-Evaluation Component

Prior to the Board meeting to start the summative evaluation, the Executive Director will prepare a report and present it to the Board Chair for distribution to the Board members. At a minimum, the Executive Director's report will include:

- Summary results on the Executive Director's perform goals established at the meeting to commence the school year.
- Summary of progress on current year's School goals
- Report on student performance as required by the state
- Report on student performance on internal assessments
- Any additional School or professional highlights the Executive Director believes will demonstrate effective performance

4. Board Member Completion of Summative Evaluation Form

Following review of the Executive Director's self-evaluation and any other necessary input from Board discussion, Board members will meet in a properly convened closed session meeting to conduct Mid-Year Meeting Regarding Annual Review of the Executive Director (see # 2), without the Executive Director present, to discuss their individual ratings and determine a consensus rating for each indicator. The Board Chair will record the Board's consensus rating on a blank copy of the instrument.

From a review of the Board's composite ratings, the board will identify:

- Agreed upon areas of strength

- Agreed upon areas of improvement
- Any specific expectations the Board has regarding the Executive Director's performance for the coming year

For areas in which there no clear agreement about a rating, the Board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the Board would like to see differently regarding that indicator in the coming year.

After reaching consensus about the Executive Director's performance ratings and desired improvements, the Board will discuss with the Executive Director the areas of strength, areas needing improvement, and possibly specific improvements.

5. Consideration of Executive Director Response to Summative Evaluation

In a properly agendized closed session, the Board will allow the Executive Director to respond to the Board's ratings. This can be at the same meeting of the evaluation, or a future meeting.

6. Completion of Performance Evaluation:

The Board will include the final Executive Director performance goals in the Executive Director evaluation form, make any other revisions to the to the form desired by the Board to ensure that it reflects Board priorities and the Executive Director's duties accurately. If needed, an updated form can be adopted to be sued for the next summative evaluation. The board will strive to complete this within two months of the evaluation meeting.

July 1, 2020 HST Teacher Salary Schedule
C- Basis -10 Month Calendar*

Pay Scale Group Points	Pay Scale Level									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	58240**	58240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240
B (+14 points)	58240**	58240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,500
C (+28 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,860	\$63,000
D (+42 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,100	\$62,400	\$65,500
E (+56 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,300	\$62,400	\$64,600	\$68,000
F (+70 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,450	\$63,650	\$66,975	\$70,500
G (+84 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,475	\$62,600	\$65,875	\$69,350	\$73,000
H (+98 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,400	\$62,400	\$64,750	\$68,150	\$71,750	\$75,500

Additional Pay Scale Levels

	H11	H12	H13	H14		H15	H20	H25	H30
H Cont. (+98 points)	\$78,000	\$80,500	\$83,000	\$85,500		\$88,000	\$90,500	\$93,000	\$95,000

Stipends

National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

Full time HSTs must hold a minimum of 28 students and with approval of their Charter Leader can support 7 additional students at a \$100 stipend per student and per month

*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

** Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

*** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

Lake View Charter School
July 1, 2020 HQT Teacher Salary Schedule
B- Basis -10 Month Calendar*

Pay Scale Group Points	Pay Scale Level									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	58240**	58240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B (+14 points)	58240**	58240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
C (+28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D (+42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E (+56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F (+70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,500	\$63,700	\$66,900	\$70,225	\$73,750
G (+84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
H (+98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750

Additional Pay Scale Levels

	H11	H12	H13	H14		H15	H20	H25	H30
H Cont. (+98 points)	\$81,250	\$83,750	\$86,250	\$88,750		\$91,250	\$93,750	\$96,250	\$98,250

Stipends

National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

** Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

*** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

Lake View Charter School
July 1, 2020 Special Education Teacher Salary Schedule
D- Basis -10 Month Calendar*

Pay Scale Group Points	Pay Scale Level									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	58240**	58240**	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950
B (+14 points)	58240**	58860**	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,945
C (+28 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,247	\$68,670
D (+42 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$64,419	\$67,853	\$71,395
E (+56 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F (+70 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G (+84 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H (+98 points)	\$59,950	\$59,950	\$59,950	\$60,495	\$63,656	\$67,035	\$70,578	\$74,284	\$78,208	\$82,295

Additional Pay Scale Levels

	H11	H12	H13	H14		H15	H20	H25	H30
H Cont. (+98 points)	\$85,020	\$87,745	\$90,470	\$93,195		\$95,920	\$98,645	\$101,370	\$103,550

Stipends

All Special Education Teacher contracts	\$1,000
SPED Instructional or Reading Specialist Coach (+above stipend)	\$1,000
National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

** Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

*** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

Lake View Charter School
 July 1, 2020 Special Education Salary Schedule
 E- Basis -11 Month Calendar*

Pay Scale Group	Pay Scale Level											
	1	2	3	4	5	6	7	8	9	10	11	13+
Program Specialist	\$81,088		\$84,088		\$88,293		\$92,709		\$97,342		\$97,343	
School Psychologist	\$81,088		\$84,088		\$88,293		\$92,709		\$97,342		\$97,343	
Speech Pathologist	\$74,146		\$78,049		\$82,157		\$86,481		\$91,033		\$95,585	
Occupational Therapist	\$70,688		\$74,387		\$78,302		\$82,423		\$86,761		\$91,327	
School Nurse	\$70,512		\$74,038		\$77,340		\$81,227		\$85,288		\$89,552	

Stipends

Doctorate Degree (conferred, transcripts required) \$5,000

*Annual salary is based on 207 work days. The 207 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

**Travel is a requirement of the assessment positions, travel will be reimbursed based on the reimbursement policy

*** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

Lake View Charter School
 July 1, 2020 RC/Counselor Salary Schedule
 F- Basis -10 Month Calendar*

Pay Scale Group	Pay Scale Level									
	1	2	3	4	5	6	7	8	9	10
Regional Coordinator	\$78,000	\$80,500	\$82,500	\$84,500	\$86,000	\$88,000	\$90,000	\$92,000	\$94,000	\$96,000
Community	\$78,000	\$80,500	\$82,500	\$84,500	\$86,000	\$88,000	\$90,000	\$92,000	\$94,000	\$96,000
EL Coordinator	\$78,000	\$80,500	\$82,500	\$84,500	\$86,000	\$88,000	\$90,000	\$92,000	\$94,000	\$96,000
Testing Coordinator	\$78,000	\$80,500	\$82,500	\$84,500	\$86,000	\$88,000	\$90,000	\$92,000	\$94,000	\$96,000

Coordinators must hold a minimum of 14 students and with approval of their Charter Leader can support 7 additional students at a \$100 stipend per student and per month

*Annual salary for coordinators is based on 205 work days. The 205 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

	1	2	3	4	5	6	7	8	9	10
School Counselor	\$62,500	\$65,000	\$67,000	\$69,000	\$71,000	\$73,000	\$75,000	\$77,000	\$79,000	\$81,000

*Annual salary for School Counselor is based on 195 work days. The 195 work days is a minimum number of work days, team members may need to work additional days beyond the work calendar

Stipends

National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board



Field Trip Policy

The Governing Board of Lake View Charter School recognizes that school-sponsored trips are an important component of a student's development. These types of trips supplement and enrich the homeschooling and classroom learning experience. In addition, field trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. School-sponsored field trips may be conducted in connection with the Lake View Charter School's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities.

The purpose of the Lake View Charter School Governing Board approving this Field Trip Policy is to accomplish the following:

1. Define the Requirements for a Field Trip
2. Explain Supervision, Chaperone and Guest Policies
3. Identify Instructional Funds Available to Each Family for Field Trips
4. Identify Transportation Options and Insurance Requirements for Transportation

- 1. Overview:** No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

School-sponsored trips are those that are single-day, community based or those that are specifically approved by the Governing Board of Lake View Charter School (such as multi-day trips, or those costing the Lake View Charter School in excess of **\$XXX per pupil**). The Executive Director of Lake View Charter School shall establish a process for approving a staff member's request to conduct a school-sponsored trip that fall outside the limitations of this section. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, school and student expense, and transportation and supervision requirements. Executive Directors may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

All field trips are voluntary, and no student is required to attend any given field trip. A student's ability to attend any field trip is limited by the amount of enrichment funds available for that student. The teacher of records is responsible for mapping out a child's field trip plan for the year to enhance the child's educational plan.

- 2. Field Trip Supervision:** Given the need for adequate supervision of the students attending school-sponsored trips and given the nature of the educational program offered by Lake View Charter School, if applicable, Lake View Charter School will pay for the costs of admission for one chaperone for each four (4) children in a family and enrolled in Lake View Charter

School. If applicable, Lake View Charter School will pay for the costs of admission for an additional chaperone for additional children in a family and enrolled in Lake View Charter School in excess of four (up to eight). Children in a family means children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians. The funds used to pay for the chaperone as allowed in this paragraph shall be instructional funds available to each family.

Families are limited to one school-sponsored overnight field trip per year with admission paid for one chaperone using enrichment funds. Lake View Charter School will not provide the cost of admission for any chaperones for vendor trips and independent enrichment trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Lake View Charter School at all times during a school-sponsored trip. Chaperones may take their own non-enrolled children (two years and older) as guests on appropriate school-sponsored trips, provided they assume full responsibility for their behavior and, with approval of the Executive Director.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Executive Director. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Executive Director immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

3. **Accommodations:** If a family requires special accommodation due to a child's special education needs identified in the child's Individual Education Plan (IEP) or Section 504 plan, the family may request accommodation from the Executive Director.
4. **Student and Family Responsibilities:** All persons making the field trip or excursion shall be deemed to have waived all claims against the Lake View Charter School or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults, parents and guardians taking any field trip or excursion shall sign a statement waiving all claims.

All students on a school-sponsored trip are under the jurisdiction of Lake View Charter School and shall be subject to school disciplinary rules and regulations.

Before a student can participate in a school-sponsored trip, the organizing teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

5. **Transportation:** When privately owned and operated vehicles are used to transport students to a school-sponsored trip, except as provided below, the owner of the vehicle must have liability for his/her passengers. The owner must provide proof of acceptable, current insurance coverage to include a minimum acceptable liability limit for privately owned vehicles. When transporting students, other than the driver's children, the owner of the car must provide proof of coverage of:
 - 1) Bodily injury at \$100,00 or more for one person and \$300,000 or more for more than one person
 - 2) Or combined single limit bodily injury at \$300,000 or more

- 3) Coverage for property damage at \$50,000 or more
- 4) Coverage for uninsured motorists
- 5) Medical payments coverage for passengers at \$5,000 or more.

When only transporting the driver's own children, the owner of the car must provide proof of insurance coverage at the minimum required by California law.



Educational Vendor Policies and Procedures

Lake View Charter School (“Charter School”) is focused on “Personalized Learning”, a philosophy that puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Charter School’s educational mission, families and Charter School staff together carefully select educational items and services for students to fit their goals and education plan.

The purpose of the Lake View Charter School Governing Board approving the Educational Vendor Policies and Procedures is to accomplish the key requirements detailed in this policy, including:

1. The Executive Director (as defined below) must approve all vendors before they can provide educational items or services to students.
2. The Homeschool Teacher (as defined below) and Executive Director (as defined below) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning curriculum.
3. No family may spend, or obligate the Charter School to spend, any Charter School monies on educational items and services. Charter School is responsible for making purchases of approved educational items and services.

VENDOR APPLICATION AND APPROVAL

1. **Educational Vendor Applications:** Charter School contracts with educational vendors who provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) to students. Vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review Vendor’s application, website, available references, social media, and other pertinent information.

The Executive Director or his/her designee (“Executive Director”) must approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Executive Director may reject a vendor applicant or terminate vendor services for any reason. The Executive Director may delegate his/her authority to approve vendors as necessary to promote the effective operations of the Charter School. For educational products, parents may submit requests specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School’s approval of the educational product request (approval process described below) serves as vendor approval.

2. **Vendor Guidelines:** The Executive Director is responsible for approving vendors, and must ensure the vendor meets guidelines, including, but not limited to the following:

- Vendor must have the qualifications, skills and, if applicable, the certification and licenses necessary to perform the requested services in a competent and professional manner.
 - Vendor conducts background checks pursuant to Education Code section 45125.1 to ensure Vendor (if an individual), its employees, and agents who interact with students have not committed a serious or violent felony.
 - Vendor services and/or products must be non-sectarian. Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.
 - Vendor must maintain adequate levels of insurance for its educational services.
 - Vendor must not be a private school offering services through a part-time program (e.g., after school programs) or a parent-organized group (also known as "co-op").
 - Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Executive Director based on vendor representations and vetting by the Charter School or its service provider.
3. **Vendor Agreement:** Once the Executive Director has approved a vendor, the vendor and Charter School must enter into a vendor agreement before the school can order educational services from the vendor. Considering families may have one-off requests for educational products, a vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). The vendor agreement will include protections set forth in this policy, including, but not limited to requiring background checks for staff interacting with students, prohibitions on non-sectarian/discriminatory items and services, insurance and indemnification provisions, and more.

REQUESTING EDUCATIONAL SERVICES AND ITEMS

1. **Requests:** Students make requests for educational services and items through the Enrichment Ordering System. The Enrichment Ordering System is accessible on the Charter School website and features a list of approved educational vendors. All requests for educational services and items must: (i) first be approved the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and (ii) approved by the Executive Director or designee. The Executive Director may delegate his/her authority to approve parent requests for educational items and services as necessary to promote the effective operations of the Charter School.

The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. Families cannot directly purchase, or obligate the Charter School to purchase, any educational items or service without Charter School's approval.

The planning amount for each student for educational items and services per full school year is [**\$INSERT AMOUNT**] for the 2020 – 2021 School Year. This planning amount for educational items and services is based, in part, on a student's attendance.

Parents and students are not guaranteed to receive any educational items and services up

to and equal to this planning amount, as a Homeschool Teacher and the Executive Director must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability provide necessary educational services to students (e.g., pursuant to a student's individualized education program). The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. Parents and students are not given access to direct or encumber planning amount funds. Parents are encouraged to work with their Homeschool Teacher to develop multi-year plans for their children because their educational needs may vary from year-to-year. While the Charter School does not guarantee any specific amount of funding for educational services and items, a multi-year plan empowers the Charter School and families to develop a personalized course of study suited to their children's needs and the Charter School to effectively budget for all students. The planning amount cannot be transferred to any other student.

The Homeschool Teacher and Executive Director are responsible for granting requests and allocating educational products and services in a nondiscriminatory manner. The Charter School shall seek to purchase cost-effective educational items and services. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
 - Support the requesting student's personalized curriculum and education plan. Must be aligned with State standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), and student's independent study master written agreement.
 - From a vendor who is not related to the Charter School family requesting the educational items or services and otherwise does not present conflict of interest concerns.
2. **Core Subject Curriculum:** The Homeschool Teacher and Executive Director must ensure students access all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items. Core subject curriculum includes physical curriculum like McGraw Hill Textbook Set and associated workbooks and access to digital educational platforms such as Odysseyware or StongMind Digital Learning.
 3. **Enrichment Certificates:** After the Homeschool Teacher and Executive Director approve a request through the Enrichment Ordering System, an "Enrichment Certificate" is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment Certificates. If necessary, Charter School may use an approved vendor's purchase order form in lieu of an Enrichment Certificate. Certificates/purchase orders should include important information, including the requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services before submitting an invoice to Charter School.
 4. **Prohibited Requests:** Charter School students can only request education services and items available in the Enrichment Ordering System. The following is a non-exhaustive list of prohibited items and services:

- Backpacks
- Amusement park tickets
- Video game hardware or software
- Excessive quantities of any item or service (e.g., beyond student's course of study).
- Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
- Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
- Live animals or animal supplies small insects/amphibians/worms as a part of a science class. Certain kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
- Top of the line musical instruments (where more reasonably-priced options are available)
- Educational items and services must be nonsectarian
- Taxis/Uber/Lyft rides and other transportation costs

5. **Educational Field Trips:** While families are prohibited from requesting trips to non-educational venues, they can request to join educational field trips through the Enrichment Ordering System (e.g., museums, aquariums, libraries, etc.) The Executive Director and Homeschool Teacher shall carefully scrutinize each request to ensure the requested educational field trip aligns with the student's course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian may need to serve as chaperone and transport their children for approved educational field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs (not from a student's planning amount) for a chaperone to access the educational field trip (e.g., ticket to museum, transportation costs) furthers public school purposes where necessary or desirable to allow students to participate in educational field trips.

6. **Student and Family Responsibilities:**

- A. Returning Educational Products: All educational items requested through the Enrichment Ordering System are the property of the Charter School. This includes any technology, textbooks, and other educational items. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for to replace lost, stolen, damage, or otherwise unreturned educational items.
- Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.
- B. Damaged or Lost Educational Items: Parents are responsible for replacing lost, stolen, damage, or otherwise unreturned educational items to the extent allowed under applicable law. If an educational item is damaged, parents must immediately contact the Homeschool Teacher for support.
- C. Required Attendance: Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for

extracurricular educational activities (e.g., non-core curriculum items) through Enrichment Ordering System.

7. **Questions:** If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Executive Director, Julie Haycock at julieh@inspireschools.org



Withdrawal Policy

The purpose of the Lake View Charter School Governing Board approving this Withdrawal Policy is to accomplish the following:

1. Establish the Reasons a Student Can Be Withdrawn from Lake View Charter School
2. Outline the Procedures for Withdrawing a Student
3. Establish the Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School
4. Establish the Process for Notifying Parents/Guardians/Educational Rights Holder of the Withdrawal

1. Reasons for a Withdrawal: If Lake View Charter School discovers that a student enrolled in Lake View Charter School is no longer a resident of California, no longer a resident of a county that Lake View Charter School may legally provide educational services to, is concurrently enrolled in a private school, is concurrently enrolled in another public school, is in non-compliance with Lake View Charter School's policies, or otherwise may no longer legally be served by Lake View Charter School, the following procedures shall be followed to withdraw the student from Lake View Charter School.

2. Procedures for Withdrawing a Student: Lake View Charter School shall send the parent/guardian/educational rights holder a notice of the Lake View Charter School's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. **The notice will also establish the date by which the hearing shall be scheduled. If a parent/guardian/educational rights holder refuses to participate in scheduling the hearing, remains unavailable for scheduling the hearing, or otherwise does not cooperate in scheduling the hearing, the right to a hearing will be deemed to have been waived. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.**

If the parent/guardian invokes said rights, the Lake View Charter School will not disenroll the pupils until it has reached a final decision. The decision of the School is final and cannot be

appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at www.cde.ca.gov/sp/ch/cscomplaint.asp.

- 3. The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School:** Lake View Charter School shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity or sexual orientation.
- 4. Notification of the Withdrawal:** Once the student has been withdrawn from Lake View Charter School, the parent/guardian/educational rights holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.



Family Educational Rights and Privacy Act (FERPA) Directory Information Policy and “Opt-Out” Notice

Lake View Charter School is committed ensuring that the Charter School complies with the Family Education Rights and Privacy Act (FERPA) and the disclosure of directory information.

The purpose of the Lake View Charter School Governing Board approving this Family Educational Rights and Privacy Act Directory Information Policy and “Opt-Out” Notice is to accomplish the following:

1. Establish the Release of Directory Information
2. Define Directory Information
3. Identify the “Opt-Out” Notice Procedure

- 1. Release of Directory Information:** “Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by the Charter School without additional notice to parents/guardians unless the parent/guardian “opts out” of such disclosures, in writing.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. However, the Charter School’s policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT the Charter School will release such information to requestors that engage in political advocacy, lobbying, or information dissemination related to California charter schools.

- 2. Definition of Directory Information:** Lake View Charter School has designated the following information as directory information:

- Parents’/guardians’ names
- Address
- Electronic mail address
- Dates of attendance
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

3. **“Opt-Out” Notice:** If a parent/guardian does not want the Charter School to disclose the parent/guardian’s contact and other directory information from his/her child’s records to such persons or entities without the parent/guardian’s prior written consent, the parent/guardian must notify the Charter School in writing within two weeks of receipt of this policy.



Education Records and Student Information Policy

Lake View Charter School is committed to protecting student privacy in accord with the Family Educational Rights and Privacy Act or “FERPA” and the California Constitution.

The purpose of the Lake View Charter School Governing Board approving this Education Records and Student Information Policy is to accomplish the following:

1. Define Education Records
 2. Establish the Procedures for Requesting Copies of Education Records
 3. Establish the Procedures for Requesting to Review Education Records
 4. Establish the Procedures for Requesting for Amendment to Education Records
 5. Outline the Procedures for Challenging the Education Record
 6. Outline the Disclosure of Education Records and Directory Information
 7. Outline the Process of Record Keeping
 8. Outline Parental and Eligible Student Right to File a Complaint with U.S Department of Education.
1. **Education Record:** An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the Charter School. Such information includes but is not limited to:
- Date and place of birth, parent and/or guardian’s address, and where the parties may be contacted for emergency purposes;
 - Grades, test scores, courses taken, academic specializations and school activities;
 - Special education records;
 - Disciplinary records;
 - Medical and health records;
 - Attendance records and records of past schools attended;
 - Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, the Charter School shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

The Charter School shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin.

An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
- Records relating to a Charter School employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the Charter School.
- Records that only contain information about an individual after he or she is no longer a student at the Charter School.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

2. Requesting to Review Education Records: Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Director of Records. Within forty-five (45) days, the Charter School shall comply with the request.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the Charter School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

3. **Requesting Copies of Education Records:** The Charter School will provide copies of requested documents within ten (10) days of a request for copies. The Charter School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.
4. **Requesting for Amendment to Education Records:** If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the Charter School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. The Charter School will respond within ten (10) days of the receipt of the request to amend. The Charter School's response will be in writing and if the request for amendment is denied, the Charter School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.
5. **Challenging the Education Record:** If the Charter School denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the Charter School to the parent or eligible student no later than twenty (20) days before the hearing.

The hearing will be conducted by the Dean of Academics. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Dean of Academic's decision will be based solely on the evidence presented at the hearing. Within thirty 30 days of the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

- 6. Disclosure of Education Records and Directory Information:** With the exceptions listed below, the Charter School will not release educational records to any person or entity outside the Charter School without the written consent of a parent or eligible student. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The Charter School shall permanently keep the consent notice with the record file. A parent, guardian or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the Charter School shall not release the information.

The Charter School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by FERPA. No student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena. Immigration-enforcement agencies do not have a legitimate educational interest in a student's or family's citizenship or immigration status. A student's or family's citizenship or immigration status is not considered to be directory information.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the Charter School prohibits disclosure, the Charter School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The Charter School will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the Charter School maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior writing consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

If the Charter School receives an information request related to a student's or family's immigration or citizenship status, the Charter School personnel shall take the following action steps:

- Notify the Executive Director or Deputy Executive Director about the information request;
- Provide students and families with appropriate notice and a description for the immigration officer's request;
- Document any verbal or written request for information by immigration authorities;
- Unless prohibited, provide students and parents/guardians with any documents issued

by the immigration-enforcement officer.

The Charter School will train its personnel regarding gathering and handling sensitive student information as identified in this policy.

The Charter School will disclose education records, without consent, to the following parties:

- Charter School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- Contractors, consultants, volunteers or other parties to whom the Charter School has outsourced institutional services or functions may be considered a Charter School official provided that the outside party performs an institutional service or function for which the Charter School would otherwise use employees, is under the direct control of the Charter School with respect to the use and maintenance of records, and is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information;
- Other schools to which a student seeks or intends to enroll;
- Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- Appropriate parties in connection a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- Individuals who have obtained lawful court orders or subpoenas, with prior notice to parents or eligible students with some exceptions;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.
- An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law;

- Other disclosures as provided by applicable law.

- 7. Record Keeping:** The Charter School will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record will include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the Charter School in accordance with 34 C.F.R. 99.33(b), the record will include the names of the additional parties to which the receiving party may disclose the information on behalf of the Charter School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, the Charter School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

- 8. Complaints:** Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202**



Immigration Enforcement Policy

Lake View Charter School is committed to ensuring that public schools remain safe and accessible to all California residents regardless of immigration status.

The purpose of the Lake View Charter School Governing Board approving this Immigration Enforcement Policy is to accomplish the following:

1. Outline the Procedures for Responding to an Immigration or Law-Enforcement Officer
2. Outline the Procedures for Notifying Parents Before a Student is Interviewed or Searched by any Officer Seeking to Enforce Civil Immigration

- 1. Responding to an Immigration or Law-Enforcement Officer:** The Charter School personnel shall notify the Executive Director or Deputy Executive Director of any request by an immigration or law-enforcement officer for school or student access, requests for review of the Charter school documents, or requests of the services of lawful subpoenas, petitions, complaints etc., as soon as possible.

In addition, if an officer appears at a school function specifically for immigration-enforcement purposes, the Charter School personnel must take the following actions:

1. Advise the officer that the Charter School personnel must have the Executive Director or Deputy Executive Director review written notification prior to beginning with request;
2. Ask to see (and make a copy of or note) the officer's name and badge number;
3. Ask the officer for her/his reason for being at the Charter School event and document it;
4. Ask the officer to produce any documentation that authorizes school access;
5. Make copies and retain a copy of all documents provided by the officer. Retain one copy for the Charter School records;
6. If the officer asserts that special exigent circumstances exist and demands immediate access to the Charter school location, the Charter school personnel should comply and contact the Executive Director or Deputy Executive Director.

If the officer does not declare that exigent circumstances exist, the Charter School personnel shall inform the officer that the Charter School must consult its own legal counsel before proceeding. In the event the officer presents a federal judicial warrant (search and seizure warrant or arrest warrant), consultation with the Charter School's legal counsel shall be made before providing the agent access to the person or materials specified in the warrant if feasible.

The Charter School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a

warrant or other document. If the officer enters without consent, personnel shall document his or her actions while on campus.

The Charter School personnel shall provide notes of the interaction to the Charter School's legal counsel and provide the governing board a report of the interaction as timely as possible. These notes must include, but are not limited to:

1. List or copy of the officer's credentials and contact information;
2. List of all the Charter School personnel who communicated with the officer;
3. Details of the officer's request;
4. Information on whether the officer presented a warrant or subpoena to accompany his/her request, the information/access requested and proof that the warrant was/wasn't signed;
5. The Charter school personnel's response to the officer's request;
6. Any further action taken by the officer;
7. Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school location or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

- 2. Parental Notification:** Before a student can be interview or searched by any officer seeking to enforce civil immigration laws at the Charter School, the Charter School personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order, stating otherwise.

The Charter school personnel must immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a warrant or subpoena that restricts the disclosure of the information to the parent or guardian.



Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member

Monarch River Academy is committed to ensuring that public schools remain safe and accessible to all California residents regardless of immigration status.

The purpose of the Monarch River Academy Governing Board approving this Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member is to accomplish the following:

1. Outline the Procedures for Responding to the Detention or Deportation of a Student's Family Member
1. **Responding to the Detention or Deportation of a Student's Family Member:** The Charter School shall encourage families and students to be prepared in the event that a family member is detained or deported. The Charter School shall encourage families and students to:
 - Know their emergency phone numbers;
 - Know where to find important documentation such as birth certificates, passports, Social Security Cards, doctors' contact information, medication lists, and lists of allergies.

The Charter School shall permit students and families to update a student's emergency contact information as needed throughout the school year and to provide alternative contacts if not parent or guardian is available.

The Charter School shall ensure that families may include the contact information of a trusted adult guardian as a secondary emergency contact in the event a student's parent or guardian is ever detained.

The Charter School shall communicate to families that the information provided on the emergency cards will only be used to respond to emergency situations – and will never be used for any other purpose.

The student's emergency card contact information is the information that shall be used in the event a student's parent or guardian is detained or deported and the student must be released to an adult designated on that card. Alternately, the Charter School shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The Charter School shall only contact Child Protective Services if school staff are unable to arrange for timely care through the methods outlined above or other instructions given by the parent or guardian.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov



Policy Confirming Restriction on the Provision of Funds or Other Thing of Value to Students, Parents or Guardians

1. POLICY STATEMENT

It is the policy of Lake View Charter School that Lake View Charter School shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. Lake View Charter School does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with Lake View Charter School in order to obtain funds or thing of value from Lake View Charter School. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with Lake View Charter School for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in Lake View Charter School, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student’s education at Lake View Charter School, resulting in the individual’s receipt of funds or thing of value from Lake View Charter School.

2. PROCEDURES

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

1. Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
2. Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

Approved by the Lake View Charter School Board of Directors on April 16, 2020.



Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel

1. POLICY STATEMENT

It is the policy of Lake View Charter School that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of Lake View Charter School.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of Lake View Charter School if any of the following apply:

1. It involves the use of Lake View Charter School time, facilities, equipment, supplies, or the officer's or employee's position or influence with Lake View Charter School, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with Lake View Charter School.
3. It involves the performance of an act as part of the outside activity that involves services performed for Lake View Charter School.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use Lake View Charter School's name, logo, supplies, equipment or other property in connection with any outside activities.

2. PROCEDURE

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of Lake View Charter School, the officer or employee shall obtain a written determination of the Executive Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

Approved by the Lake View Charter School Board of Directors on April 22, 2020.



Anti-Nepotism Policy

POLICY STATEMENT

It is the policy of Lake View Charter School to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between an Lake View Charter School decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all Lake View Charter School board members, employees, individual consultants hired or retained by Lake View Charter School, and School Services Providers hired or retained by Lake View Charter School.

Relationships between Lake View Charter School board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- (a) Family Members of Lake View Charter School board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- (b) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the Lake View Charter School board of directors.
- (c) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the Lake View Charter School board of directors.

DEFINITIONS

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to Lake View Charter School, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to Lake View Charter School.

PROCEDURES

When a Family Member of a current Lake View Charter School board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member’s application/request must be denied if a conflict under this policy exists (e.g., if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that Lake View Charter School’s best interests would be served otherwise.

When a Family Member of a current Lake View Charter Schoolboard member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within Inspire Charter School – Central, the Family Member’s application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of Lake View Charter School , but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, Lake View Charter School will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and Lake View Charter School. If a mutual agreement is unattainable, the Board will determine, in Lake View Charter School’s best interest, which employee is to be transferred or separated.

RESPONSIBILITIES

The Executive Director or designee shall coordinate with the current employee’s direct supervisor to develop appropriate plans to ensure that a Family Member’s employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that Lake View Charter School’s best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

Approved by the Lake View Charter School Board of Directors on April 15, 2020.

**BY THE LAKE VIEW CHARTER SCHOOL BOARD OF DIRECTOR DECLARING
EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE
DISTRICT AND MODIFYING GRADUATION/PROMOTION REQUIREMENTS FOR
STUDENTS CURRENTLY ENROLLED 2020 – 6**

WHEREAS, the World Health Organization has declared COVID-19 is a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there were 1,063 confirmed cases of COVID-19 and 21 cases reported resulting in death in California; and

WHEREAS, the Governor of the State of California has issued Executive Order N-33-20 requiring all California residents to “shelter in place” and all but essential functions have been halted or restricted; and

WHEREAS, the Governor of the State of California has indicated that schools may be closed for an undetermined duration; and

WHEREAS, there has been significant disruption to the instructional program for students which prevents them from complying with existing credit, hours of instruction, and graduation and/or promotion requirements; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate action necessary for the wellbeing of students to mitigate the effects of COVID-19 on instruction; and

WHEREAS, it is in the best interests of students, staff, and the community to prepare for and implement measures to respond to the closure of schools; and

WHEREAS, it is necessary to ensure that a wide variety of instructional options are available, including but not limited to, distance learning for credit recovery; and

WHEREAS, approval of this resolution would allow the Executive Director to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which poses the least harm to students as determined by the Executive Director.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Lake View Charter School determines that the circumstances described in this resolution herein constitute an emergency condition for which immediate action is necessary; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to exert maximum flexibility to respond to the emergency conditions for students, including but not limited to, waiving instructional minutes, setting an end date for classes and grading periods, providing distance learning, credit recovery, and otherwise modifying graduation and promotional requirements.

PASSED AND ADOPTED by the Governing Board of the Lake View Charter School at on the 15th Day of April, 2020, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS: _____

MEMORANDUM

DEL MAR HEIGHTS
LAS VEGAS
PHOENIX
SAN DIEGO
SILICON VALLEY

DRAFT FOR DISCUSSION

TO: Board of Directors
Lake View Charter School

FILE NO: 128143.001

FROM: Greg Moser, Legal Counsel

CC: Julie Haycock

DATE: April 10, 2020

RE: Discussion and Potential Action on Board Meeting Stipend

Historically, Board members have received per meeting stipends to reimburse them for the estimated costs of traveling to and attending meetings, and related expenses. We understand that this practice was authorized by Board action some time ago, and has continued.

Given the restrictions on travel since declaration of the pandemic emergency throughout California, Lake View Charter School board meetings are, and for the foreseeable future, will be conducted virtually. In light of this circumstance, we have been asked to advise you as to whether per meeting stipends can be paid without being tied to estimated travel expenses? In other words, per meeting stipends would be paid regardless of whether any travel is required?

Yes, the Board may take action to set compensation for Directors attending Board meetings, in lieu of, or in addition to being reimbursed for travel expenses. However, this will require a series of steps and determinations by your Board, and has consequences for potential future liabilities of directors.

First, the bylaws of Lake View Charter School provide, in Article VI, section 15 that directors serve without compensation and just get reimbursement for expenses. My understanding is that what's been paid historically is an estimate of travel costs which are not considered "compensation."

The Corporations Code allows director compensation, if permitted by the company's bylaws. Corp Code section 5151(c). So after the bylaws are amended to allow directors to be compensated, a board resolution would need to be adopted. Corp. Code section 5235(a). The resolution would set "reasonable compensation" (Gov. Code section 12586(g)). The amount set should be supported by referencing comparable organizations providing similar compensation for directors, just as is done for setting CEO compensation. There are many charter boards receiving some compensation, albeit a minority, but such data should be available. We would recommend citing a few examples to

support the board's decision and to be able to respond to IRS or Attorney General queries in the future. The corporation's tax exemption can be lost for "excessive" compensation—though this is not very common.

Also, board members should be aware that the broader immunity afforded "volunteer" directors under Corporations Code section 5239 would not be available if they receive compensation. Instead, the normal "business judgement" rule will apply to potential claims against them.

We await your direction.

GVM

LAKE VIEW CHARTER SCHOOL
BOARD RESOLUTION – 2020 – 6

I. Adoption of Lake View Charter School Approving the SELPA Representative

WHEREAS, Lake View Charter School (the “School”) is committed to provide a free appropriate public education to all children with disabilities;

WHEREAS, the School is a member of the Los Angeles County Charter SELPA; and

WHEREAS, this Board of Directors desires to appoint a representative of School with the Los Angeles County Charter SELPA.

NOW THEREFORE BE IT RESOLVED, the School hereby appoints Dr. Amanda Johnson to serve as its representative with the Los Angeles County Charter SELPA.

SECRETARY'S CERTIFICATE

I, _____, Secretary of the Board of Directors of Lake View Charter School a California nonprofit public benefit corporation, County of _____, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Lake View Charter School which was duly and regularly held on _____, 2020, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on _____, 2020.

Secretary of the Board of Directors of
Lake View Charter School