LAKE VIEW CHARTER SCHOOL

Regular Scheduled Board Meeting
Lake View Charter School
August 26, 2020 – 5:00 pm
285 E 5th Street
Chico CA 95926

Join Zoom Meeting
https://zoom.us/j/96330709027

Meeting ID: 963 3070 9027

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 963 3070 9027
Find your local number: https://zoom.us/u/aeC1ZF1NLs

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Executive Director's Report
   a. Beginning of School Year Update
   b. Start 360 Calibration
   c. Community Connections
   d. Technology Orders
   e. Intercompany Invoices for Shared Employee MOU 2019-2020
   f. Shared Employee MOU 2020-2021
   g. Family Liaisons
   h. Learning Continuity Attendance Plan
5. Discussion and Potential Action on the July Board Meeting Minutes
6. Discussion on How Charter Schools are Funded
7. Discussion and Potential Action on the July Financials
8. Discussion and Potential Action on the Education Protection Account (EPA) Budget
9. Discussion and Potential Action on the Fiscal Policies and Procedures

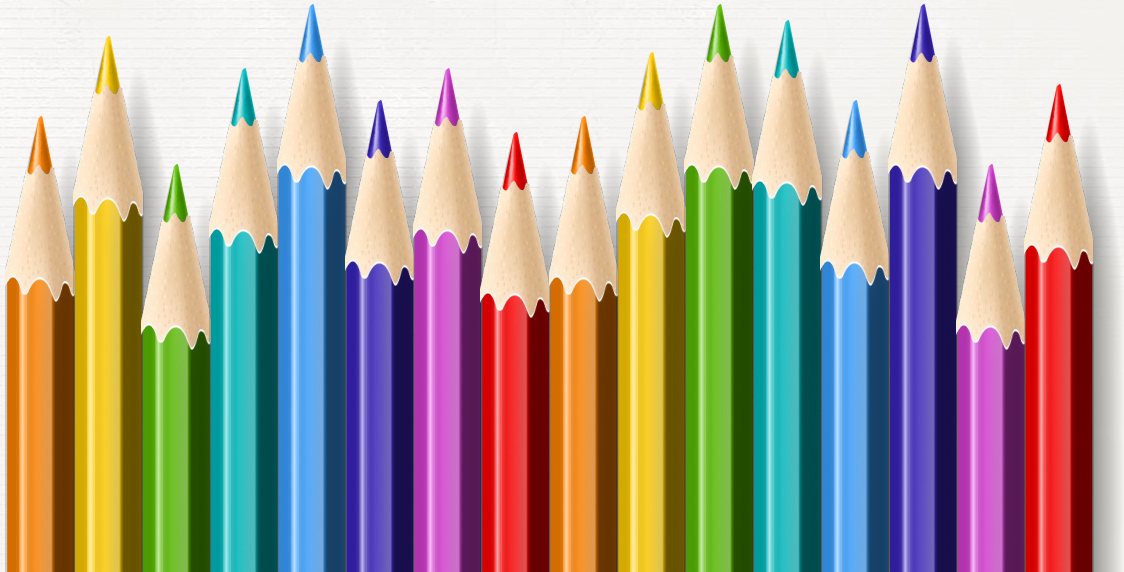
10. Discussion and Potential Action on the Process to Access Additional Planning Amounts
11. Discussion and Potential Action on the Immunizations and Oral Assessment Policy
12. Discussion and Potential Action on the Employee Handbook
13. Discussion and Potential Action on the Policy for Public Inspection of Records
14. Discussion and Potential Action on the 2020 – 2021 EL Master Plan
15. Discussion and Potential Action on the Compensation Policy
16. Discussion and Potential Action on the Residency Policy
17. Discussion and Potential Action on the Conflict of Interest Policy
18. Discussion and Potential Action on the Board Training Calendar
19. Discussion and Potential Action on the Nomination and Appointment of Board Members
20. Announcement of Next Regular Scheduled Board Meeting
21. Adjournment

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. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. 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 school 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)).

Executive Director Report

LAKE VIEW
CHARTER SCHOOL
EST. 2019



August 2020

Julie Haycock

Welcome Back to School 2020-2021

Soaring to Excellence

STAFF

Teachers returned to work August 1

Virtual Professional Development
- SPED & GenEd
- Videos and Resources created by our amazing leadership team

Topics included but not limited to:
- Organizational Ideas
- Virtual Meetings
- Nuts & Bolts (MA's, ordering, email, etc..)
- Expectations & SMART Goals
- High School
- Assessment
- Special Education & Intervention
- Supporting Multilingual Students
- Work & Home Life Balance
- View Opening Video HERE

FAMILIES

First Day of School was August 17

Current Enrollment: 1077

All virtual through December and will update at the time- letter was sent to all families
- Learning Period meetings
- Staff meetings
- Service vendors

Families are meeting with teachers, updating paperwork, entering orders, diving into learning

HSVA & JHVA classes started!
- Thank you to our teams for going above and beyond to provide these programs for our students. HS Pep Rally & Parent Info sessions starting Friday!

All-Access Curriculum

STAR 360!

Re-Calibration

Reading and Math tests will be calibrated to place students in performance categories that align with CAASPP

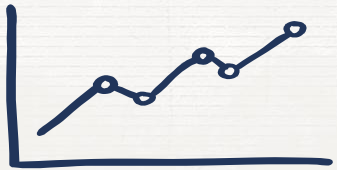
- In the past, Reading and Math tests have been aligned with a less rigorous benchmark, which meant that a higher percentage of students were being placed in the “At/above benchmark” category based on their Star 360 results than they likely would have been based on CAASPP results.
- It’s important that our Star 360 information is aligned with CAASPP so that we are identifying all students who are not performing at grade level and providing appropriate instructional support and intervention.
- Note that scaled scores on Star 360 tests are the same whether the report is aligned with the less rigorous benchmark or with CAASPP, so even though a student’s performance category may drop this fall from what you are used to seeing, you can compare the scaled score to previous tests to see if the student is improving or declining

Three Testing Windows

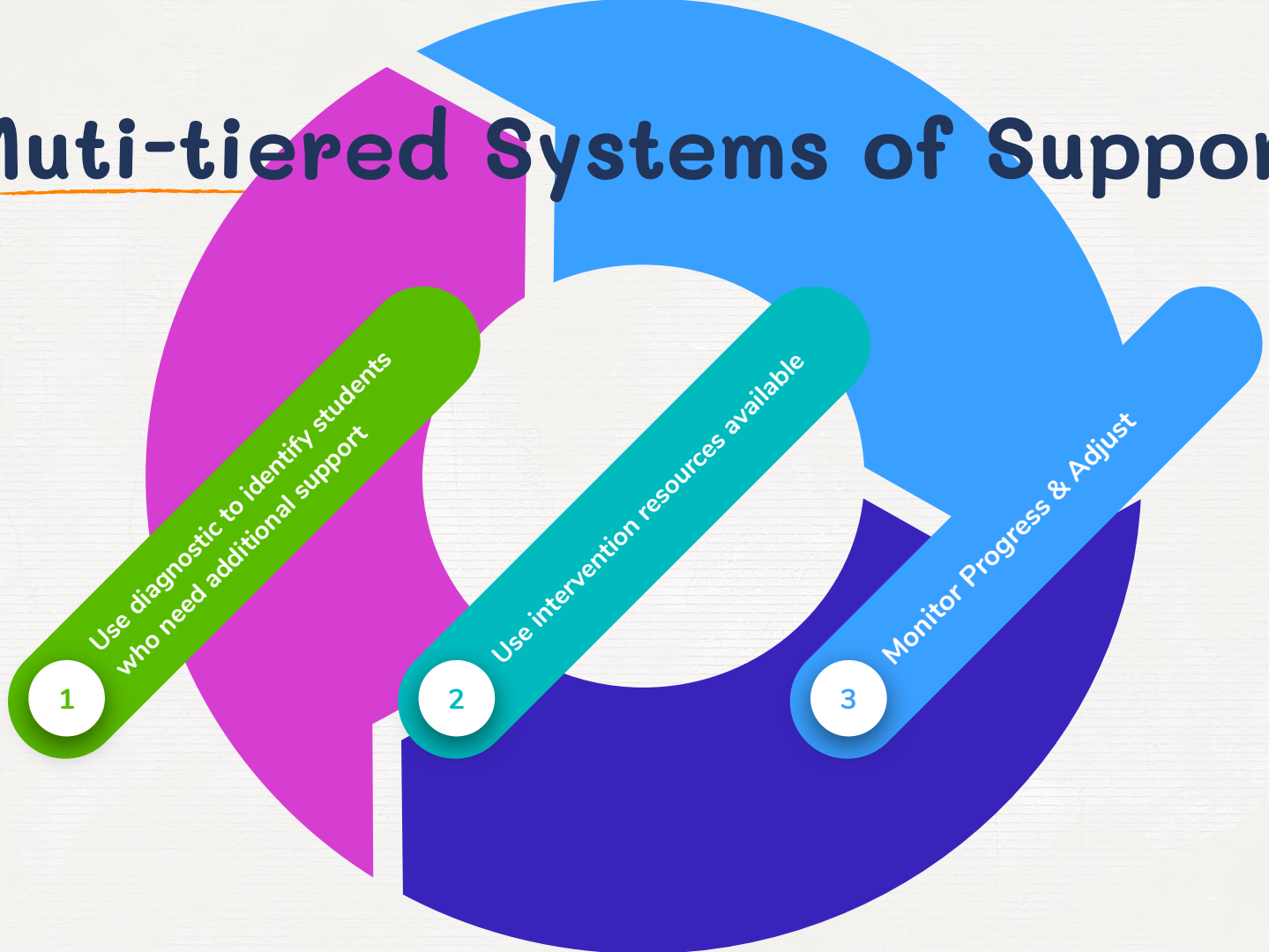
Fall: September

Winter: January 11-February 19

Spring: April 12-May 28



Muti-tiered Systems of Support



Exciting Offerings for Families

- All virtual events for fall
- Grade-bands vs Geographic
  - STEAM
  - Storytimes
  - Challenges
  - MS/HS specific
  - Cooking
  - Much more!
- CC Tab on Homeschool Helper for info
- Monthly Newsletter sent to all families
- FB Page & Instagram

COMMUNITY CONNECTIONS

Technology Orders Update

We know that now more than ever, families are in need of technology! We have been working with the tech team to get devices in the hands of families ASAP

The following messaging will go out to families this week:

- You will now receive a refurbished Chromebook in place of a similar HP model for a reduced cost of $190, instead of the original $295 for the HP. (The HP products are unavailable)
- HP 255 - Students will receive the newest model at the original price. The new model is slightly different but much better.
- ProBooks - The Tech team is working to process these requests and will have a status update this week.

Intercompany Invoices

- All Directors have approved final amounts and are in process of sending invoices
- Payback plan being developed when necessary

	A	B	C	D	E	F	G	H	I	J	K
1		Shared HST Owed	Shared HST Receive	Difference	Shared SPED Owed	Shared SPED Receive	Difference	DTF Balance positve means you are owed Negaitive means you Pay	TOTAL		
2	Blue Ridge			-	23,947.00	23,612.71	(334.29)	($30.02)	(364.31)		
3	Cabrillo Point	19,174.32		(19,174.32)	18,135.18	13,431.90	(4,703.28)	$0.00	(23,877.60)		
4	Clarksville	11,620.80	9,877.68	(1,743.12)	67,722.75	53,702.62	(14,020.13)	$0.00	(15,763.25)		
5	Cottonwood	62,461.80	17,431.20	(45,030.60)	209,452.33	131,062.71	(78,389.63)	$0.00	(123,420.23)		
6	Feather River	266,987.88	106,620.84	(160,367.04)	49,744.34	63,015.82	13,271.48	($185,933.29)	(333,028.85)		
7	Granite Mountain	11,620.80		(11,620.80)	9,256.86	5,658.42	(3,598.43)	$0.00	(15,219.23)		
8	Heartland	2,905.20		(2,905.20)	26,274.98	18,686.13	(7,588.85)	$0.00	(10,494.05)		
9	Lake View	-	-	-	-	-	-	$0.00	-		
10	Mission Vista	2,324.16		(2,324.16)	9,342.81	4,902.95	(4,439.85)	$0.00	(6,764.01)		
11	Monarch River			-	2,129.52	8,145.13	6,015.61	$0.00	6,015.61		
12	Pacific Coast			-	14,262.50	13,133.53	(1,128.97)	$0.00	(1,128.97)		
13	Triumph			-	1,625.58	8,588.68	6,963.10	$0.00	6,963.10		
14	Winship		3,486.24	3,486.24	-	-	-	$0.00	3,486.24		
15	Yosemite	2,905.20	2,905.20	-	53,473.07	80,374.71	26,901.64	($27,780.91)	(879.27)		
16											
17	Total Amount You Owe								(514,474.82)		
18											
19											
20											
21											

Staff Sharing MOU 2020-2021

Update

Met with Board Presidents and Directors to discuss staff positions included in the staff sharing MOU

Determine tracking mechanism

Waiting for agreement to be finalized by legal and then will bring before the boards

We are very thankful to be able to share staff and continue the wonderful programs made available to our families

SOARING TO EXCELLENCE

moving forward and aiming high

Our Wonderful Family Liaisons!

Sara, Kara, Jenn & Luba provide so much support to our schools in the following ways....

- Communicate with families
- Share important school updates
- Manage Facebook Group
- Wednesday Weekly
- Facebook Live
- Events

Learning Continuity and Attendance Plan

Senate Bill (SB) 98 established that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020–21 school year and that the California Department of Education (CDE) shall not publish the California School Dashboard in December 2020 based on performance data on the state and local indicators. SB 98 supersedes the requirement to develop and adopt an LCAP by December 15, 2020, which was established by Executive Order N-56-20, which was published in April 2020.

Learning Continuity and Attendance Plan cont...

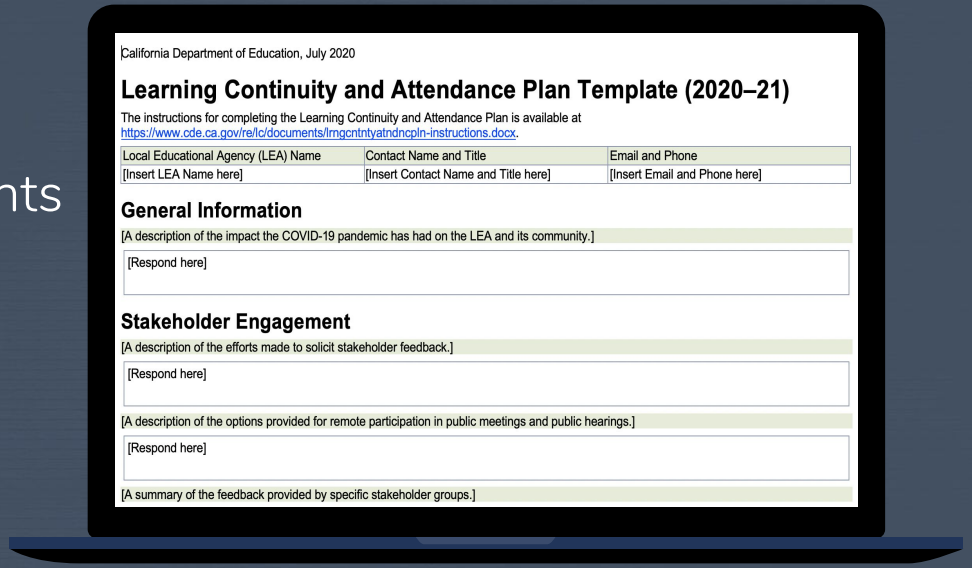
The Learning Continuity Plan is intended to balance the needs of all stakeholders, including educators, parents, students and community members, while both streamlining engagement and condensing several pre-existing plans.

The Learning Continuity Plan template memorializes the planning process already underway for the 2020–21 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students.

Learning Continuity and Attendance Plan cont...

Progress

- ✘ Surveys to Staff & Parents
- ✘ Analyzing feedback
- ✘ Meeting with Groups
- ✘ Writing
- ✘ Public Hearing- special board meeting
- ✘ Adopted by September 30



California Department of Education, July 2020

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

[Respond here]

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

[Respond here]

[A description of the options provided for remote participation in public meetings and public hearings.]

[Respond here]

[A summary of the feedback provided by specific stakeholder groups.]

Thanks!

Any questions?

LAKE VIEW CHARTER SCHOOL

Regular Scheduled Board Meeting - Lake View Charter School
July 29, 2020 – 5:00 pm
285 E 5th Street, Chico CA 95926

Attendance: Lindsay Mower, Billie Adkins
Absent: None
Also Present: Julie Haycock, Kathy Fagundo

Call to Order:

Lindsay Mower called the meeting to order at 5:11 pm.

Approval of the Agenda:

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

Public Comments:

The Board received the following public comments:

- Jenny Johnston – shared her support the leadership team and staff at Lake View Charter School.
- Veronica Gerstner - sharing concerns about the enrollment process.

Closed Session: Conference with Legal Counsel Anticipated Litigation (One Case) § 54956.9:

Lindsay Mower motioned to move into closed session at 5:19 pm. Billie Adkins seconded.
-Unanimous

Lindsay Mower motioned to come out of closed session at 5:32 pm. Billie Adkins seconded.
-Unanimous

Executive Director's Report:

The Executive Director provided a report on the following:

- Lake View History
- SB 98 Update
- FCMAT Update
- MOUs with Other Schools and Payments
- Covid-19 Update

Discussion and Potential Action on the June Board Meeting Minutes:

Lindsay Mower motioned to approve the June Board Meeting Minutes. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the Distance Learning Plan:

The Board received an update from staff around plans related to distance learning. This included compliance with the county regulations for Covid-19. Staff shared that they are working on drafting a waiver to allow families to choose in person services.

Discussion and Potential Action on the Revised 2020-2021 Budget:

Lindsay Mower motioned to approve the Revised 2020-2021 Budget. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on Extended Transitional Kindergarten for 2020-2021:

Lindsay Mower motioned to approve the Extended Transitional Kindergarten for 2020-2021. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on Student Planning Amounts (funding) for 2020-2021:

Lindsay Mower motioned to approve the Student Planning Amounts (funding) for 2020-2021. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on Parent Student Handbook:

Lindsay Mower motioned to approve the Parent Student Handbook. Billie Adkins seconded.
-Unanimous.

Discussion and Potential Action on the English Language Development Compliance Policy:

Lindsay Mower motioned to approve the English Language Development Compliance Policy. Billie Adkins seconded.
-Unanimous.

Discussion on the Nomination and Appointment of Board Members:

The Board received an update from staff on where they are in the process of reaching out to the Lake View community for potential Board Member candidates. Staff shared that emails went out to all of the families, and that information has been posted on the school's website under updates. The staff outlined the timeline between the July and August Board meeting for the due dates for interested candidates, vetting of the interested candidates and interviews with the Adhoc Committee.

Lindsay Mower motioned to approve the process for nomination and appointment of board members. Billie Adkins seconded.
-Unanimous

Discussion and Potential Action on the Multi-Employer Agreement:

The Board received an update from Procopio about having a multi-employer agreement for the Executive Director. Procopio advised that a multi-employer agreement can cause more challenges and recommends that they Board utilize the MOU process.

Discussion and Potential Action on the Shared Employees MOU:

The Board received an update from Procopio about the Shared Employee MOU draft that has been shared with the following Charter Schools: Lake View Charter School, Feather River Charter School, Winship Community School, Clarksville Charter School and the Cottonwood School. Dr. Amanda Johnson shared with the Board the tracking tool that they think will help with the tracking of MOU Employees.

Discussion and Potential Action on the Organization Chart:

Lindsay Mower motioned to approve the Organization Chart. Billie Adkins seconded.
-Unanimous

Discussion and Potential Action on the MOU with Lake Elementary School District:

Lindsay Mower motioned to approve the Organization Chart. Billie Adkins seconded.
-Unanimous

Announcement of Next Regular Scheduled Board Meeting:

The next regularly scheduled board meeting is August 26, 2020 at 5:00 pm.

Adjournment:

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

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

CHARTER IMPACT

Charter School Funding

How are Charter Schools Funded?

- Charter schools are typically "locally funded," meaning that they receive their funding through their authorizing district or county office.
- Under the Local Control Funding Formula (LCFF), established in 2013 under SB-97, the state equalized funding for charter schools and school districts.
- Charter schools receive a base grant for each student enrolled, plus supplemental grants for students who qualify for free and reduced-price meals or are English learners, homeless, or in foster care. Also know as Unduplicated rate.
- Charter Schools also receive an additional concentration grant if these students make up more than 55% of the enrollment. Limited by local district's unduplicated rate,

FY 20-21 Rates

- Senate Bill-98 approved LCFF rates:

Grade level	2020-21
TK-3	$ 7,702
4-6	$ 7,818
7-8	$ 8,050
9-12	$ 9,329

CHARTER IMPACT

LCFF Principal Apportionment

- Allocated funding is based on Average daily Attendance (ADA) and is distributed as principal apportionment broken out into three schedules
  - Advance Apportionment - Based on prior year ADA
  - P-1 Apportionment - Based on ADA reported to CDE in November
  - P-2 Apportionment - Based on ADA reported to CDE in April

Month	Amount Monthly Payment Is Calculated On	*EC* Section 14041(a)(2)[1]
July	Advance Apportionment Total	5%
August	Advance Apportionment Total	5%
September	Advance Apportionment Total	9%
October	Advance Apportionment Total	9%
November	Advance Apportionment Total	9%
December	Advance Apportionment Total	9%
January	Advance Apportionment Total	9%
February	Balance due - difference between P-1 and payments through January	20% or 1/5 of balance due
March	Balance due - difference between P-1 and payments through January	20% or 1/5 of balance due
April	Balance due - difference between P-1 and payments through January	20% or 1/5 of balance due
May	Balance due - difference between P-1 and payments through January	20% or 1/5 of balance due
4-Jun	Balance due - difference between P-2 and payments through May	Balance due

Senate-Bill 740

- Requirements:

  1. At least 80 percent of total revenues must be spent on instruction or classroom support
  2. At least 40 percent of public revenues must be spent on certificated staff salaries and benefits, and
  3. The pupil-teacher ratio must be equal to or lower than the pupil-teacher ratio in the largest unified school district in the county or counties in which the school operates or the school must maintain a minimum of 25:1 ratio.

A school that fails to meet these requirements may receive substantial cuts in its funding level.

CHARTER IMPACT

Lake View Charter School

Monthly Financial Presentation – July 2020

LAKE VIEW - Highlights

- No LCFF revenues are budgeted for July.
- YTD Expenses under budget.
- Year-end surplus exceeds budget forecast.
- SB-740 requirements- In Compliance
  - 40/80 Expense Ratio
  - 25:1 Pupil Teacher Ratio

LAKE VIEW - Revenue

- No YTD projected LCFF revenues
- July LCFF entitlement to be received in August.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Revenue						
State Aid-Rev Limit	$ -	$ -	$ -	$ 3,986,237	$ 3,986,237	$ -
Federal Revenue	-	-	-	51,676	51,676	-
Other State Revenue	-	-	-	346,966	346,966	-
Other Local Revenue	-	-	-	-	-	-
Total Revenue	**$ -**	**$ -**	**$ -**	**$ 4,384,878**	**$ 4,384,878**	**$ -**

LAKE VIEW - Expenses

- Salary projections based on July payroll reports.
- Annual projections are favorable to budget.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Expenses						
Certificated Salaries	$ 158,820	$ 143,351	$ (15,469)	$ 1,735,686	$ 1,720,217	$ (15,469)
Classified Salaries	13,231	11,037	(2,195)	134,633	132,438	(2,195)
Benefits	47,723	47,796	74	576,002	579,242	3,239
Books and Supplies	5,501	14,584	9,083	387,870	391,770	3,900
Subagreement Services	28,552	45,866	17,314	910,282	919,333	9,050
Operations	1,729	2,508	779	29,321	30,100	779
Facilities	-	267	267	2,933	3,200	267
Professional Services	31,479	29,500	(1,979)	493,696	489,046	(4,650)
Depreciation	-	-	-	-	-	-
Interest	29	-	(29)	76,088	94,219	18,131
Total Expenses	**$ 287,064**	**$ 294,909**	**$ 7,845**	**$ 4,346,511**	**$ 4,359,564**	**$ 13,053**

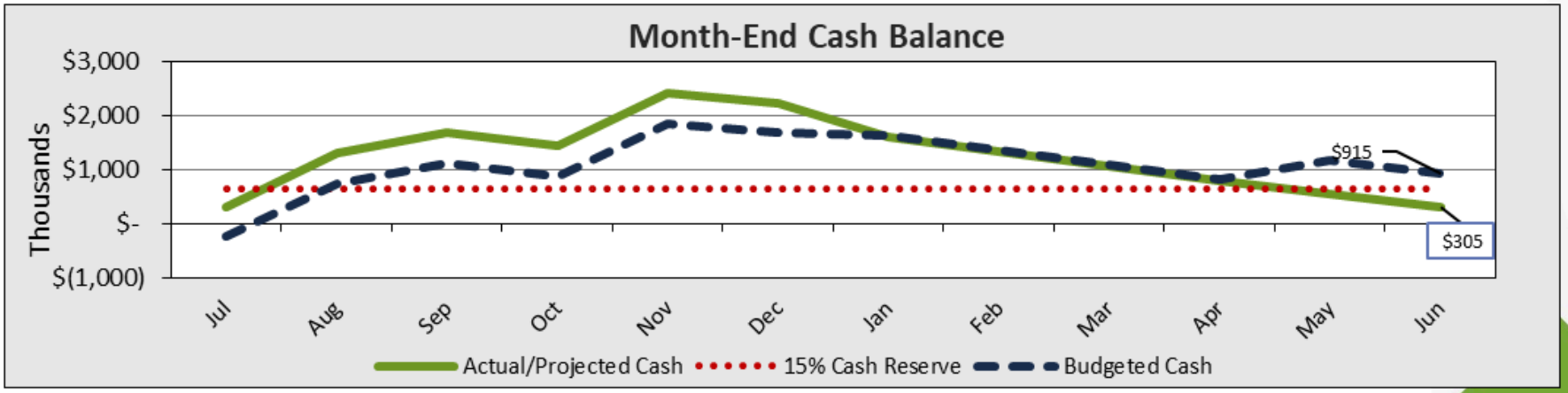
LAKE VIEW - Fund Balance

- Annual surplus projected at $38k (exceeds budget).

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (287,064)**	**$ (294,909)**	**$ 7,845**	**$ 38,367**	**$ 25,314**	**$ 13,053**
Beginning Fund Balance	478,983	478,983		478,983	478,983	
Ending Fund Balance	**$ 191,919**	**$ 184,074**		**$ 517,350**	**$ 504,297**	
As a % of Annual Expenses	*4.4%*	*4.2%*		*11.9%*	*11.6%*	

LAKE VIEW - Cash Balance

- Positive cash balance expected through factoring of receivables.



LAKE VIEW - Compliance Reporting

Due Date	Description	Completed By
Aug-01	**Administer English Language Proficiency Assessment for California (ELPAC) Initial Assessment**- Based on the results of the home language survey, every pupil in California whose native language is not English is required to be tested within 30 days of the start of school. Be sure to note your school's 30th day of instruction and test all ELPAC students before that date. This reporting is used for students' academic performance and state and federal accountability reporting requirements.	Lake View
Aug-28	**4-year Adjusted Cohort Graduation Rate (ACGR)** - High School graduation data is extracted from CALPADS on 8/28/2020 to calculate an ACGR value. Graduation data must be submitted into CALPADS before this deadline to ensure data is available to the state for accurate calculations.	Lake View
Aug-28	**CALPADS EOY 1, 2, 3 and 4 Amendment Window Deadline** - Course completion data for grades 7-12, CTE participants, concentrators, completers, program eligibility/participation, homeless student counts, student discipline, cumulative enrollment and student absence data must be submitted to CDE by 8/28/2020.	Lake View
Set by Authorizer	**Unaudited Actual Reports** - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact
Sep-04	**Year-End Maintenance of Effort (Special Education)** - Report due to Charter school's SELPA. Maintenance of Effort (MOE) is a requirement that you spend each year at least what you spent last year in the area of special education (with some exceptions). If you reduce your special education budget (or expenditures) in a given year, you need to be careful to ensure that you have met the MOE requirement. This does not mean you can't reduce costs, but you must do so within the guidelines of federal MOE.	Charter Impact
Sep-30	**2020-21 Learning Continuity and Attendance Plan** -- The LEA governing board/body shall adopt the Learning Continuity Plan by September 30, 2020 in a public meeting. This meeting shall be held after, but not on the same day, as the public hearing. The Plan replaces the annual LCAP for 2020-21, to outline the LEA's compliance with the Budget Act's provisions including student participation and attendance reporting, continuity of learning, in-person instructional offerings and plans for distance learning (with public stakeholder engagement). Should describe how LEAs are increasing or improving service in proportion to unduplicated students.	Lake View

LAKE VIEW - Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Due (To)/From All Inspire Charter School Locations

Lake View Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 8/19/2020

ADA = 434.25

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget
Revenues														
State Aid - Revenue Limit														
8011 LCFF State Aid	-	187,800	187,800	338,040	338,040	338,040	338,040	338,040	169,020	101,412	101,412	101,412	1,216,944	**3,756,001**
8012 Education Protection Account	-	-	-	21,713	-	-	21,713	-	-	21,713	-	-	21,713	**86,850**
8096 In Lieu of Property Taxes	-	8,284	16,567	11,045	11,045	11,045	11,045	11,045	21,104	10,552	10,552	10,552	10,552	**143,386**
	-	196,084	204,367	370,797	349,085	349,085	370,797	349,085	190,124	133,676	111,964	111,964	1,249,208	**3,986,237**
Federal Revenue														
8181 Special Education - Entitlement	-	2,488	2,488	4,478	4,478	4,478	4,478	4,478	4,862	4,862	4,862	4,862	4,862	**51,676**
	-	2,488	2,488	4,478	4,478	4,478	4,478	4,478	4,862	4,862	4,862	4,862	4,862	**51,676**
Other State Revenue														
8311 State Special Education	-	12,544	12,544	22,578	22,578	22,578	22,578	22,578	24,514	24,514	24,514	24,514	24,514	**260,550**
8560 State Lottery	-	-	-	-	-	-	20,801	-	-	20,801	-	-	44,813	**86,416**
	-	12,544	12,544	22,578	22,578	22,578	43,380	22,578	24,514	45,316	24,514	24,514	69,327	**346,966**
Total Revenue	**-**	**211,115**	**219,399**	**397,854**	**376,141**	**376,141**	**418,655**	**376,141**	**219,500**	**183,854**	**141,340**	**141,340**	**1,323,397**	**4,384,878**
Expenses														
Certificated Salaries														
1100 Teachers' Salaries	111,179	93,876	93,876	93,876	93,876	93,876	93,876	93,876	93,876	93,876	93,876	93,876	-	**1,143,820**
1175 Teachers' Extra Duty/Stipends	2,000	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	-	**58,100**
1200 Pupil Support Salaries	20,774	20,458	20,458	20,458	20,458	20,458	20,458	20,458	20,458	20,458	20,458	20,458	-	**245,816**
1300 Administrators' Salaries	24,867	23,917	23,917	23,917	23,917	23,917	23,917	23,917	23,917	23,917	23,917	23,917	-	**287,950**
	158,820	143,351	143,351	143,351	143,351	143,351	143,351	143,351	143,351	143,351	143,351	143,351	-	- **1,735,686**
Classified Salaries														
2900 Other Classified Salaries	13,231	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	-	**134,633**
	13,231	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	11,037	-	- **134,633**
Benefits														
3101 STRS	25,173	26,142	26,142	26,142	26,142	26,142	26,142	26,142	26,142	26,142	26,142	26,142	-	**312,731**
3301 OASDI	792	673	673	673	673	673	673	673	673	673	673	673	-	**8,196**
3311 Medicare	2,392	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	-	**26,784**
3401 Health and Welfare	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	-	**187,500**
3501 State Unemployment	1,579	711	711	711	711	711	3,553	2,842	1,421	711	711	711	-	**15,079**
3601 Workers' Compensation	2,161	2,141	2,141	2,141	2,141	2,141	2,141	2,141	2,141	2,141	2,141	2,141	-	**25,713**
	47,723	47,509	47,509	47,509	47,509	47,509	50,351	49,640	48,219	47,509	47,509	47,509	-	**576,002**
Books and Supplies														
4302 School Supplies	4,977	15,047	22,355	33,584	35,994	33,584	34,388	33,137	28,526	33,472	13,392	13,392	-	**301,849**
4305 Software	-	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	-	**38,225**
4310 Office Expense	-	367	367	367	367	367	367	367	367	367	367	367	-	**4,033**
4311 Business Meals	-	58	58	58	58	58	58	58	58	58	58	58	-	**642**
4400 Noncapitalized Equipment	524	2,159	3,208	4,819	5,165	4,819	4,934	4,755	4,093	4,803	1,922	1,922	-	**43,121**
	5,501	21,107	29,463	42,303	45,058	42,303	43,223	41,792	36,519	42,175	19,213	19,213	-	**387,870**
Subagreement Services														
5102 Special Education	133	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	-	**101,150**
5106 Other Educational Consultants	9,209	29,294	43,521	65,381	70,071	65,380	66,946	64,510	55,533	65,162	26,071	26,071	-	**587,148**
5107 Instructional Services	19,210	18,434	18,434	18,434	18,434	18,434	18,434	18,434	18,434	18,434	18,434	18,434	-	**221,984**
	28,552	56,911	71,138	92,998	97,689	92,997	94,563	92,127	83,151	92,780	53,688	53,688	-	**910,282**
Operations and Housekeeping														
5201 Auto and Travel	-	700	700	700	700	700	700	700	700	700	700	700	-	**7,700**
5300 Dues & Memberships	-	75	75	75	75	75	75	75	75	75	75	75	-	**825**
5400 Insurance	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	**18,000**
5900 Communications	-	125	125	125	125	125	125	125	125	125	125	125	-	**1,375**
5901 Postage and Shipping	229	108	108	108	108	108	108	108	108	108	108	108	-	**1,421**
	1,729	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	-	**29,321**
Facilities, Repairs and Other Leases														
5604 Other Leases	-	267	267	267	267	267	267	267	267	267	267	267	-	**2,933**
	-	267	267	267	267	267	267	267	267	267	267	267	-	**2,933**
Professional/Consulting Services														
5801 IT	-	58	58	58	58	58	58	58	58	58	58	58	-	**642**
5803 Legal	-	400	400	400	400	400	400	400	400	400	400	400	-	**4,400**
5804 Professional Development	-	258	258	258	258	258	258	258	258	258	258	258	-	**2,842**
5805 General Consulting	-	158	158	158	158	158	158	158	158	158	158	158	-	**1,742**
5806 Special Activities/Field Trips	-	4,371	6,494	9,756	10,456	9,756	9,990	9,626	8,287	9,724	3,890	3,890	-	**86,243**
5807 Bank Charges	465	8	8	10	10	10	10	10	10	10	10	10	-	**571**
5808 Printing	-	8	8	10	10	10	10	10	10	10	10	10	-	**107**
5809 Other taxes and fees	-	608	608	730	730	730	730	730	730	730	730	730	-	**7,787**
5810 Payroll Service Fee	-	311	311	311	311	311	311	311	311	311	311	311	-	**3,423**
5811 Management Fee	31,014	24,893	24,893	24,893	24,893	24,893	24,893	24,893	24,893	24,893	24,893	24,893	-	**304,841**

Lake View Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 8/19/2020

ADA = 434.25

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget
5812 District Oversight Fee	-	3,922	4,087	7,416	6,982	6,982	7,416	6,982	3,802	2,674	2,239	2,239	24,984	**79,725**
5815 Public Relations/Recruitment	-	125	125	125	125	125	125	125	125	125	125	125	-	**1,375**
	31,479	35,122	37,411	44,127	44,392	43,692	44,360	43,563	39,044	39,352	33,084	33,084	24,984	**493,696**
Interest														
7438 Interest Expense	29	38,030	-	-	38,030	-	-	-	-	-	-	-	-	**76,088**
	29	38,030	-	-	38,030	-	-	-	-	-	-	-	-	**76,088**
Total Expenses	**287,064**	**355,841**	**342,684**	**384,100**	**429,841**	**383,664**	**389,660**	**384,285**	**364,096**	**378,978**	**310,657**	**310,657**	**24,984**	**4,346,511**
Monthly Surplus (Deficit)	**(287,064)**	**(144,726)**	**(123,285)**	**13,754**	**(53,699)**	**(7,522)**	**28,996**	**(8,143)**	**(144,596)**	**(195,124)**	**(169,317)**	**(169,317)**	**1,298,413**	**38,367**
Cash Flow Adjustments														
Monthly Surplus (Deficit)	(287,064)	(144,726)	(123,285)	13,754	(53,699)	(7,522)	28,996	(8,143)	(144,596)	(195,124)	(169,317)	(169,317)	1,298,413	**38,367**
Cash flows from operating activities														
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Public Funding Receivables	566,388	-	652,172	-	-	89,890	(401,683)	-	-	-	-	-	(1,323,397)	**(416,630)**
Grants and Contributions Rec.	(295,400)	-	-	-	-	-	-	-	-	-	-	-	-	**(295,400)**
Due To/From Related Parties	(562)	-	-	-	-	-	-	-	-	-	-	-	-	**(562)**
Prepaid Expenses	(132,263)	-	-	-	-	-	-	-	-	-	-	-	-	**(132,263)**
Other Assets	(75,000)	-	-	-	-	-	-	-	-	-	-	-	-	**(75,000)**
Accounts Payable	22,827	-	-	-	-	-	-	-	-	-	-	-	24,984	**47,811**
Accrued Expenses	45,355	-	-	-	-	-	-	-	-	-	-	-	-	**45,355**
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Cash flows from financing activities														
Proceeds from Factoring	-	1,267,650	-	-	1,267,650	-	-	-	-	-		-	-	**2,535,301**
Payments on Factoring	-	(145,280)	(145,280)	(253,530)	(253,530)	(253,530)	(253,530)	(253,530)	(126,765)	(76,059)	(76,059)	(76,059)	-	**(1,913,152)**
Proceeds from Debt	174,906	-	-	-	-	-	-	-	-	-	-	-	-	**174,906**
Payments on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Total Change in Cash	19,186	977,645	383,607	(239,776)	960,421	(171,163)	(626,217)	(261,673)	(271,361)	(271,183)	(245,376)	(245,376)		
Cash, Beginning of Month	296,089	315,275	1,292,920	1,676,526	1,436,750	2,397,171	2,226,008	1,599,791	1,338,118	1,066,757	795,573	550,197		
Cash, End of Month	**315,275**	**1,292,920**	**1,676,526**	**1,436,750**	**2,397,171**	**2,226,008**	**1,599,791**	**1,338,118**	**1,066,757**	**795,573**	**550,197**	**304,821**		

Lake View Charter School

Budget vs Actual

For the period ended July 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,928,281
Education Protection Account	-	-	-	-	-	-	149,940
In Lieu of Property Taxes	-	-	-	-	-	-	246,291
Total State Aid - Revenue Limit	-	-	-	-	-	-	6,324,513
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	89,214
Total Federal Revenue	-	-	-	-	-	-	89,214
Other State Revenue							
State Special Education	-	-	-	-	-	-	374,850
State Lottery	-	-	-	-	-	-	155,188
Total Other State Revenue	-	-	-	-	-	-	530,038
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,943,765**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 111,179	$ 134,179	$ 23,000	$ 111,179	$ 134,179	$ 23,000	$ 1,610,147
Teachers' Extra Duty/Stipends	2,000	13,418	11,418	2,000	13,418	11,418	161,015
Pupil Support Salaries	20,774	20,458	(316)	20,774	20,458	(316)	245,500
Administrators' Salaries	24,867	23,917	(950)	24,867	23,917	(950)	287,000
Other Certificated Salaries	-	7,358	7,358	-	7,358	7,358	88,293
Total Certificated Salaries	158,820	199,330	40,509	158,820	199,330	40,509	2,391,955
Classified Salaries							
Instructional Salaries	-	-	-	-	-	-	-
Other Classified Salaries	13,231	18,120	4,889	13,231	18,120	4,889	217,438
Total Classified Salaries	13,231	18,120	4,889	13,231	18,120	4,889	217,438
Benefits							
State Teachers' Retirement System, certificated positions	25,173	36,677	11,504	25,173	36,677	11,504	440,120
OASDI/Medicare/Alternative, certificated positions	792	1,123	332	792	1,123	332	13,481
Medicare/Alternative, certificated positions	2,392	3,153	761	2,392	3,153	761	37,836
Health and Welfare Benefits, certificated positions	15,625	18,750	3,125	15,625	18,750	3,125	225,000
State Unemployment Insurance, certificated positions	1,579	980	(599)	1,579	980	(599)	19,600
Workers' Compensation Insurance, certificated positions	2,161	3,044	883	2,161	3,044	883	36,531
Total Benefits	47,723	63,727	16,005	47,723	63,727	16,005	772,569
Books & Supplies							
School Supplies	4,977	18,000	13,023	4,977	18,000	13,023	581,202
Software	-	6,000	6,000	-	6,000	6,000	72,000
Office Expense	-	633	633	-	633	633	7,600
Business Meals	-	100	100	-	100	100	1,200
Noncapitalized Equipment	524	2,571	2,047	524	2,571	2,047	83,029
Total Books & Supplies	5,501	27,304	21,804	5,501	27,304	21,804	745,031
Subagreement Services							
Special Education	133	15,858	15,725	133	15,858	15,725	190,300
Other Educational Consultants	9,209	35,012	25,803	9,209	35,012	25,803	1,130,538
Instructional Services	19,210	26,352	7,143	19,210	26,352	7,143	316,226
Total Subagreement Services	28,552	77,223	48,671	28,552	77,223	48,671	1,637,063
Operations & Housekeeping							
Auto and Travel	-	1,208	1,208	-	1,208	1,208	14,500
Dues & Memberships	-	133	133	-	133	133	1,600
Insurance	1,500	2,592	1,092	1,500	2,592	1,092	31,100
Communications	-	217	217	-	217	217	2,600
Postage and Shipping	229	192	(38)	229	192	(38)	2,300
Total Operations & Housekeeping	1,729	4,342	2,612	1,729	4,342	2,612	52,100
Facilities, Repairs & Other Leases							
Other Leases	-	458	458	-	458	458	5,500
Total Facilities, Repairs & Other Leases	-	458	458	-	458	458	5,500
Professional/Consulting Services							
IT	-	108	108	-	108	108	1,300
Legal	-	692	692	-	692	692	8,300
Professional Development	-	442	442	-	442	442	5,300
General Consulting	-	275	275	-	275	275	3,300
Special Activities/Field Trips	-	5,143	5,143	-	5,143	5,143	166,058
Bank Charges	465	8	(456)	465	8	(456)	115
Printing	-	17	17	-	17	17	230
Other Taxes and Fees	-	1,058	1,058	-	1,058	1,058	14,605
Payroll Service Fee	-	429	429	-	429	429	5,150
Management Fee	31,014	36,478	5,464	31,014	36,478	5,464	437,742
District Oversight Fee	-	-	-	-	-	-	189,735
Public Relations/Recruitment	-	225	225	-	225	225	2,700
Total Professional/Consulting Services	31,479	44,875	13,396	31,479	44,875	13,396	834,535
Interest							
Interest Expense	29	-	(29)	29	-	(29)	154,668
Total Interest	29	-	(29)	29	-	(29)	154,668
Total Expenses	**$ 287,064**	**$ 435,380**	**$ 148,316**	**$ 287,064**	**$ 435,380**	**$ 148,316**	**$ 6,810,858**
Change in Net Assets	**(287,064)**	**(435,380)**	**148,316**	**(287,064)**	**(435,380)**	**148,316**	**132,907**
Net Assets, Beginning of Period	495,448			495,448			
Net Assets, End of Period	**$ 208,384**			**$ 208,384**			

Lake View Charter School

Statement of Financial Position

July 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	$ 315,275	$ 296,089	$ 19,186	6%
Accounts Receivable	16,465	16,465	-	0%
Public Funding Receivable	324,936	891,324	(566,388)	-64%
Factored Receivable	-	(295,400)	295,400	-100%
Due To/From Related Parties	50,477	49,915	562	1%
Prepaid Expenses	27,170	(105,093)	132,263	-126%
Total Current Assets	**734,323**	**853,299**	**(118,976)**	**-14%**
Long-Term Assets				
Deposits	75,000	-	75,000	0%
Total Long Term Assets	**75,000**	**-**	**75,000**	**0%**
Total Assets	**$ 809,323**	**$ 853,299**	**$ (43,976)**	**-5%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 114,611	$ 91,785	$ 22,827	25%
Accrued Liabilties	311,422	266,067	45,355	17%
Notes Payable, Current Portion	17,488	-	17,488	0%
Total Current Liabilities	**443,521**	**357,852**	**85,669**	**24%**
Long-Term Liabilities				
Notes Payable, Net of Current Portion	157,418	-	157,418	0%
Total Long-Term Liabilities	**157,418**	**-**	**157,418**	**0%**
Total Liabilities	**600,939**	**357,852**	**243,088**	**68%**
Net Assets	208,384	495,448	**(287,064)**	**-58%**
Total Liabilities and Net Assets	**$ 809,323**	**$ 853,299**	**$ (43,976)**	**-5%**

Lake View Charter School

Statement of Cash Flows

For the period ended July 31, 2020

	Month Ended 07/31/20	YTD Ended 07/31/20
Cash Flows from Operating Activities		
Changes in Net Assets	$ (287,064)	$ (287,064)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	566,388	566,388
Grants, Contributions & Pledges Receivable	(295,400)	(295,400)
Due from Related Parties	(562)	(562)
Prepaid Expenses	(132,263)	(132,263)
Other Assets	(75,000)	(75,000)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	22,827	22,827
Accrued Expenses	45,355	45,355
Total Cash Flows from Operating Activities	**(155,720)**	**(155,720)**
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	174,906	174,906
Total Cash Flows from Financing Activities	**174,906**	**174,906**
Change in Cash & Cash Equivalents	19,186	19,186
Cash & Cash Equivalents, Beginning of Period	296,089	296,089
Cash and Cash Equivalents, End of Period	**$ 315,275**	**$ 315,275**

Lake View Charter School
Check Register

For the period ended July 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10039	Apollo Academy of Music	7/14/2020	VOID
10066	Kinetics Academy of Dance	7/14/2020	VOID
10079	Kinetics Academy of Dance	7/14/2020	VOID
10083	Big Little Ones, LLC	7/1/2020	103.85
10084	Brave Writer LLC	7/1/2020	9.95
10085	Global Teletherapy	7/1/2020	7,435.58
10086	History Unboxed LLC	7/1/2020	337.50
10087	Homeschool Planet	7/1/2020	74.95
10088	Joshua Hegg	7/1/2020	210.00
10089	KiwiCo, Inc	7/1/2020	1,204.66
10090	Kline Music	7/1/2020	120.00
10091	Lakeshore	7/1/2020	62.62
10092	Lizzie Stoxen	7/1/2020	200.00
10093	Lotus Educational Services, Inc.	7/1/2020	315.00
10094	Mary Lee Pickering	7/1/2020	385.00
10095	Moving Beyond the Page	7/1/2020	1,105.71
10096	Outschool, Inc.	7/1/2020	436.00
10097	Rainbow Resource Center	7/1/2020	1,714.44
10098	Sarah Moore, MA CCC-SLP	7/1/2020	1,100.00
10099	Teacher Synergy, LLC	7/1/2020	3.75
10100	Charter Impact, Inc.	7/1/2020	75.00
10101	4EEE	7/9/2020	170.00
10102	A Brighter Child, Inc	7/9/2020	39.85
10103	Academics in a Box Incorporated	7/9/2020	167.70
10104	All About Learning Press, Inc.	7/9/2020	556.52
10105	Amazon Capital Services	7/9/2020	875.25
10106	Blue Learning	7/9/2020	400.00
10107	BookShark	7/9/2020	484.41
10108	Dimple Deedles	7/9/2020	222.00
10109	Discount School Supply	7/9/2020	119.54
10110	E-Therapy, LLC	7/9/2020	212.50
10111	Educational Development Corporation	7/9/2020	446.98
10112	Erin Buss	7/9/2020	600.00
10113	Erin Titone	7/9/2020	812.50
10114	Esther Tiedemann Violin Studio	7/9/2020	275.00
10115	Family Literacy Centers	7/9/2020	175.00
10116	Feather River Recreation	7/9/2020	925.61
10117	Growing Healthy Children Therapy Services, Inc.	7/9/2020	265.00
10118	Justin McKay, pianist	7/9/2020	1,105.00
10119	Little Passports	7/9/2020	192.86
10120	Lotus Educational Services, Inc.	7/9/2020	180.00
10121	McColgan & Associates Inc	7/9/2020	1,067.50
10122	MEL Science U.S., LLC	7/9/2020	0.00
10123	Nessy Learning LLC	7/9/2020	140.00
10124	PresenceLearning, Inc.	7/9/2020	433.48
10125	Rainbow Resource Center	7/9/2020	2,016.43
10126	Teacher Synergy, LLC	7/9/2020	3.00
10127	Teaching Textbooks	7/9/2020	555.83
10128	Think Outside, LLC	7/9/2020	882.70
10129	Thrive Homeschool Program	7/9/2020	235.00
10130	Tiffany Ridenour, Art	7/9/2020	300.00
10131	Timberdoodle.com	7/9/2020	300.62
10132	Ukiah Shorin Ryu Karate	7/9/2020	75.00
10133	Yehudo Heidingsfeld	7/9/2020	480.00
10134	Apollo Academy of Music	7/14/2020	290.00
10135	Kinetics Academy of Dance	7/14/2020	208.00
10136	Academics in a Box Incorporated	7/16/2020	86.85
10137	All About Learning Press, Inc.	7/16/2020	867.22
10138	Charter Impact, Inc.	7/16/2020	12,546.98
10139	Discount School Supply	7/16/2020	478.24
10140	Drew's Art Box LLC	7/16/2020	35.00
10141	Educational Development Corporation	7/16/2020	398.57
10142	Feather River Recreation	7/16/2020	1,673.75
10143	Feather River Recreation	7/16/2020	2,550.00
10144	Growing Healthy Children Therapy Services, Inc.	7/16/2020	1,041.21
10145	History Unboxed LLC	7/16/2020	1,902.63
10146	HomeschoolSupercenter.com	7/16/2020	490.44

Lake View Charter School
Check Register

For the period ended July 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10147	Kitchen Kid, LLC	7/16/2020	98.55
10148	KiwiCo, Inc	7/16/2020	158.57
10149	Lakeshore	7/16/2020	443.13
10150	Rainbow Resource Center	7/16/2020	3,165.66
10151	Redwood Valley Community Church	7/16/2020	750.00
10152	Secretary of State	7/16/2020	20.00
10153	Zuri Osterholt	7/16/2020	840.00
10154	Apollo Academy of Music	7/23/2020	210.00
10155	Beakerz LLC	7/23/2020	128.00
10156	Cristal Patterson	7/23/2020	1,484.00
10157	E-Therapy, LLC	7/23/2020	37.50
10158	Haynes Family of Programs	7/23/2020	120.00
10159	Provenance	7/23/2020	6,683.08
10160	KiwiCo, Inc	7/23/2020	2,316.15
10161	Lakeshore	7/23/2020	355.17
10162	Margaret Brunelle	7/23/2020	288.00
10163	Math-U-See Inc.	7/23/2020	924.00
10164	Owlcrate Enterprises Inc	7/23/2020	218.69
10165	Peace Hill Press, Inc. dba Well Trained Mind Press	7/23/2020	29.60
10166	PresenceLearning, Inc.	7/23/2020	349.60
10167	Reading with TLC	7/23/2020	325.69
10168	Sarah Moore, MA CCC-SLP	7/23/2020	1,240.00
10169	Teaching Textbooks	7/23/2020	173.09
10170	Amazon Capital Services	7/29/2020	108.24
10171	Apollo Academy of Music	7/29/2020	136.00
10172	Big Little Ones, LLC	7/29/2020	238.70
10173	Kitchen Kid, LLC	7/29/2020	157.68
10174	KiwiCo, Inc	7/29/2020	172.55
10175	Learning Without Tears	7/29/2020	68.93
10176	Little Passports	7/29/2020	461.66
10177	Lotus Educational Services, Inc.	7/29/2020	660.75
10178	MEL Science U.S., LLC	7/29/2020	279.20
10179	Rainbow Resource Center	7/29/2020	177.81
10180	Teacher Synergy, LLC	7/29/2020	20.49
10181	Thrive Homeschool Program	7/29/2020	12,440.00
10182	Zuri Osterholt	7/29/2020	55.00
10183	Verizon Wireless	7/29/2020	395.28
10184	MEL Science U.S., LLC	7/30/2020	279.20
10185	Zuri Osterholt	7/30/2020	725.00
EFT072120-01	Provenance	7/21/2020	$ 38,638.98
		Total Disbursements issued in July	**$ 127,552.13**

Lake View Charter School

Accounts Payable Aging

July 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
Jeanette Wise	3	3/2/2020	4/1/2020	-	-	-	-	(232.00)	(232.00)
Total Education Solutions	2496883	3/6/2020	4/20/2020	-	-	-	-	4,711.25	4,711.25
Teacher Synergy, LLC	115926780	4/6/2020	4/27/2020	-	-	-	-	6.00	6.00
Provenance	1964	5/7/2020	5/7/2020	-	-	-	-	1,066.86	1,066.86
Provenance	1993	5/8/2020	5/8/2020	-	-	-	-	2,548.50	2,548.50
Provenance	2005	5/8/2020	5/8/2020	-	-	-	-	509.70	509.70
Provenance	2015	5/8/2020	5/8/2020	-	-	-	-	2,573.50	2,573.50
Provenance	2027	5/8/2020	5/8/2020	-	-	-	-	1,061.86	1,061.86
Provenance	2034	5/8/2020	5/8/2020	-	-	-	-	1,759.10	1,759.10
Provenance	2152	5/10/2020	5/10/2020	-	-	-	-	276.49	276.49
Provenance	2307	5/12/2020	5/12/2020	-	-	-	230.04	-	230.04
Provenance	1767	4/13/2020	5/13/2020	-	-	-	6,513.60	-	6,513.60
Provenance	2422	5/14/2020	5/14/2020	-	-	-	112.67	-	112.67
Provenance	2433	5/15/2020	5/15/2020	-	-	-	2,065.46	-	2,065.46
Provenance	1768	5/18/2020	5/18/2020	-	-	-	1,056.72	-	1,056.72
Provenance	1771	5/18/2020	5/18/2020	-	-	-	8,930.81	-	8,930.81
Provenance	1772	5/18/2020	5/18/2020	-	-	-	1,026.00	-	1,026.00
Provenance	1804	5/18/2020	5/18/2020	-	-	-	1,932.92	-	1,932.92
Provenance	1755	5/18/2020	5/18/2020	-	-	-	1,864.41	-	1,864.41
Provenance	1756	5/18/2020	5/18/2020	-	-	-	186.20	-	186.20
Provenance	1757	5/18/2020	5/18/2020	-	-	-	1,904.03	-	1,904.03
Provenance	1758	5/18/2020	5/18/2020	-	-	-	171.60	-	171.60
Provenance	1760	5/18/2020	5/18/2020	-	-	-	1,234.83	-	1,234.83
Provenance	1761	5/18/2020	5/18/2020	-	-	-	447.18	-	447.18
Provenance	1762	5/18/2020	5/18/2020	-	-	-	677.73	-	677.73
Provenance	1763	5/18/2020	5/18/2020	-	-	-	600.00	-	600.00
Provenance	1764	5/18/2020	5/18/2020	-	-	-	557.03	-	557.03
Provenance	1765	5/18/2020	5/18/2020	-	-	-	1,279.58	-	1,279.58
Provenance	1770	5/19/2020	5/19/2020	-	-	-	1,400.00	-	1,400.00
Provenance	1480	5/22/2020	5/22/2020	-	-	-	1,153.66	-	1,153.66
Provenance	1481	5/22/2020	5/22/2020	-	-	-	1,029.40	-	1,029.40
Provenance	1483	5/23/2020	5/23/2020	-	-	-	2,213.06	-	2,213.06
Provenance	1484	5/23/2020	5/23/2020	-	-	-	2,741.52	-	2,741.52
Provenance	1485	5/23/2020	5/23/2020	-	-	-	1,019.40	-	1,019.40
Provenance	1487	5/23/2020	5/23/2020	-	-	-	3,058.20	-	3,058.20
Rainbow Resource Center	2916900	4/24/2020	5/24/2020	-	-	-	20.32	-	20.32
Rainbow Resource Center	2917487	4/24/2020	5/24/2020	-	-	-	28.25	-	28.25
Rainbow Resource Center	2917509	4/24/2020	5/24/2020	-	-	-	159.77	-	159.77
Rainbow Resource Center	2917532	4/24/2020	5/24/2020	-	-	-	167.19	-	167.19
All About Learning Press, Inc.	902534	4/24/2020	5/24/2020	-	-	-	203.62	-	203.62
Oak Meadow Inc.	100617	4/27/2020	5/27/2020	-	-	-	145.00	-	145.00
Rainbow Resource Center	2920456	4/28/2020	5/28/2020	-	-	-	27.82	-	27.82
Katie Burns	LVCS201	4/30/2020	5/30/2020	-	-	-	580.00	-	580.00
Provenance	2440	6/3/2020	6/3/2020	-	-	-	185.01	-	185.01
Provenance	2477	6/4/2020	6/4/2020	-	-	-	1,529.10	-	1,529.10
Apollo Academy of Music	20-3137	6/4/2020	6/4/2020	-	-	-	84.67	-	84.67
Brave Writer LLC	89634181	6/4/2020	6/4/2020	-	-	-	179.00	-	179.00
Brave Writer LLC	92534180	6/4/2020	6/4/2020	-	-	-	239.00	-	239.00
PresenceLearning, Inc.	INV32904	5/6/2020	6/5/2020	-	-	-	321.62	-	321.62
Provenance	1949	5/7/2020	6/6/2020	-	-	-	1,088.10	-	1,088.10
Provenance	2505	6/10/2020	6/10/2020	-	-	-	1,153.66	-	1,153.66
Provenance	2572	6/11/2020	6/11/2020	-	-	1,400.00	-	-	1,400.00
Provenance	2584	6/11/2020	6/11/2020	-	-	1,117.66	-	-	1,117.66
Provenance	2603	6/12/2020	6/12/2020	-	-	1,872.55	-	-	1,872.55
Provenance	2643	6/12/2020	6/12/2020	-	-	2,305.31	-	-	2,305.31
Provenance	2652	6/12/2020	6/12/2020	-	-	1,152.66	-	-	1,152.66
Ro Kazoku Karate	051520-18	5/15/2020	6/14/2020	-	-	55.00	-	-	55.00
Ro Kazoku Karate	051520-19	5/15/2020	6/14/2020	-	-	55.00	-	-	55.00
Amazon Capital Services	191D-63KM-YCYH	5/25/2020	6/24/2020	-	-	79.69	-	-	79.69
Amazon Capital Services	1F9Y-99LV-RC4R	5/25/2020	6/24/2020	-	-	41.81	-	-	41.81
Amazon Capital Services	1734-CC7H-V1XM	5/25/2020	6/24/2020	-	-	8.57	-	-	8.57
Amazon Capital Services	1734-CC7H-W1KF	5/25/2020	6/24/2020	-	-	38.32	-	-	38.32
Amazon Capital Services	1734-CC7H-WKX1	5/25/2020	6/24/2020	-	-	13.35	-	-	13.35
Apollo Academy of Music	20-3037	5/25/2020	6/24/2020	-	-	305.00	-	-	305.00
Amazon Capital Services	1LQY-MGDL-QKGN	5/25/2020	6/24/2020	-	-	11.97	-	-	11.97

Lake View Charter School

Accounts Payable Aging

July 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
Amazon Capital Services	1L1G-376W-7P4L	5/26/2020	6/25/2020	-	-	27.98	-	-	27.98
Amazon Capital Services	1L97-96X3-JCXG	5/26/2020	6/25/2020	-	-	153.87	-	-	153.87
Brave Writer LLC	97079245	6/25/2020	6/25/2020	-	-	59.95	-	-	59.95
Provenance	1831	6/25/2020	6/25/2020	-	-	1,311.77	-	-	1,311.77
Provenance	1898	6/25/2020	6/25/2020	-	-	180.63	-	-	180.63
Robin Curl	8	6/25/2020	6/25/2020	-	-	700.00	-	-	700.00
Tori Gillam	000202	6/26/2020	6/26/2020	-	-	210.00	-	-	210.00
Amazon Capital Services	1WPG-CFN3-16VG	5/27/2020	6/26/2020	-	-	13.55	-	-	13.55
Amazon Capital Services	1HMQ-HK37-39V4	5/27/2020	6/26/2020	-	-	7.53	-	-	7.53
Amazon Capital Services	1KYD-N617-6XRY	5/27/2020	6/26/2020	-	-	8.63	-	-	8.63
Amazon Capital Services	1N4Q-R3JV-CHCR	5/27/2020	6/26/2020	-	-	29.74	-	-	29.74
Amazon Capital Services	1PX6-3DL1-HHYN	5/27/2020	6/26/2020	-	-	65.28	-	-	65.28
Amazon Capital Services	1QQF-KCCL-19J3	5/27/2020	6/26/2020	-	-	54.44	-	-	54.44
Amazon Capital Services	1QQF-KCCL-97VW	5/27/2020	6/26/2020	-	-	8.63	-	-	8.63
Amazon Capital Services	1QW7-1YVL-3LC1	5/27/2020	6/26/2020	-	-	22.49	-	-	22.49
Amazon Capital Services	1QW7-1YVL-3M3G	5/27/2020	6/26/2020	-	-	16.17	-	-	16.17
Amazon Capital Services	1QW7-1YVL-4TNW	5/27/2020	6/26/2020	-	-	16.08	-	-	16.08
Amazon Capital Services	1QXL-3VFW-LR1L	5/27/2020	6/26/2020	-	-	5.88	-	-	5.88
Amazon Capital Services	1T6W-W7CT-1RVG	5/27/2020	6/26/2020	-	-	12.64	-	-	12.64
Amazon Capital Services	1T6W-W7CT-41MJ	5/27/2020	6/26/2020	-	-	31.97	-	-	31.97
Amazon Capital Services	1T6W-W7CT-6VQD	5/27/2020	6/26/2020	-	-	20.45	-	-	20.45
Amazon Capital Services	1T6W-W7CT-9VXQ	5/28/2020	6/27/2020	-	-	16.07	-	-	16.07
Amazon Capital Services	1RLR-TQDW-1PW6	5/28/2020	6/27/2020	-	-	22.79	-	-	22.79
Amazon Capital Services	1HMQ-HK37-96GT	5/28/2020	6/27/2020	-	-	16.23	-	-	16.23
Amazon Capital Services	1HMQ-HK37-9Y6J	5/28/2020	6/27/2020	-	-	48.09	-	-	48.09
Amazon Capital Services	1HR1-TM71-GHHK	5/28/2020	6/27/2020	-	-	12.82	-	-	12.82
Amazon Capital Services	1WPG-CFN3-CRNP	5/28/2020	6/27/2020	-	-	94.86	-	-	94.86
Amazon Capital Services	1X43-J47N-D9DL	5/28/2020	6/27/2020	-	-	17.11	-	-	17.11
Amazon Capital Services	1X43-J47N-DYYH	5/28/2020	6/27/2020	-	-	52.76	-	-	52.76
Amazon Capital Services	1X43-J47N-WLHR	5/29/2020	6/28/2020	-	-	7.55	-	-	7.55
Amazon Capital Services	1HR1-TM71-MT6C	5/29/2020	6/28/2020	-	-	13.48	-	-	13.48
Amazon Capital Services	1JYC-113L-TYHD	5/29/2020	6/28/2020	-	-	18.28	-	-	18.28
Amazon Capital Services	1RLR-TQDW-MMPH	5/29/2020	6/28/2020	-	-	35.61	-	-	35.61
Timberdoodle.com	318778	5/29/2020	6/28/2020	-	-	63.56	-	-	63.56
Timberdoodle.com	318779	5/29/2020	6/28/2020	-	-	97.50	-	-	97.50
Amazon Capital Services	173M-LMNG-QMHX	5/29/2020	6/28/2020	-	-	11.92	-	-	11.92
Amazon Capital Services	1RXQ-6NYF-J6KH	5/30/2020	6/29/2020	-	-	6.40	-	-	6.40
Amazon Capital Services	1Q6X-FT69-7YTD	5/30/2020	6/29/2020	-	-	10.78	-	-	10.78
Amazon Capital Services	1Q6X-FT69-CNWD	5/30/2020	6/29/2020	-	-	11.57	-	-	11.57
Amazon Capital Services	1Q6X-FT69-D677	5/30/2020	6/29/2020	-	-	9.65	-	-	9.65
Amazon Capital Services	1Q6X-FT69-FM7N	5/30/2020	6/29/2020	-	-	26.37	-	-	26.37
Amazon Capital Services	1Q6X-FT69-P71P	5/31/2020	6/30/2020	-	-	35.61	-	-	35.61
Amazon Capital Services	1Q6X-FT69-PJWM	5/31/2020	6/30/2020	-	-	13.48	-	-	13.48
Amazon Capital Services	1Q6X-FT69-PKTQ	5/31/2020	6/30/2020	-	-	31.31	-	-	31.31
Amazon Capital Services	1RXQ-6NYF-QCLP	5/31/2020	6/30/2020	-	-	45.65	-	-	45.65
Amazon Capital Services	1RXQ-6NYF-QYPQ	5/31/2020	6/30/2020	-	-	24.63	-	-	24.63
Amazon Capital Services	1LJ3-DT6X-3JRW	5/31/2020	6/30/2020	-	-	23.83	-	-	23.83
Provenance	2883	6/30/2020	6/30/2020	-	-	183.00	-	-	183.00
Amazon Capital Services	14PX-NCQF-RT3W	5/31/2020	6/30/2020	-	-	6.41	-	-	6.41
Provenance	2904	7/1/2020	7/1/2020	-	-	1,250.00	-	-	1,250.00
Provenance	2916	7/1/2020	7/1/2020	-	-	183.00	-	-	183.00
Provenance	2927	7/1/2020	7/1/2020	-	-	158.00	-	-	158.00
Amazon Capital Services	1YVC-GQJX-HWVG	6/1/2020	7/1/2020	-	-	27.98	-	-	27.98
Amazon Capital Services	IFGG-FP9X-C1P1	6/1/2020	7/1/2020	-	-	11.92	-	-	11.92
Beautiful Feet Books, Inc.	12040	6/1/2020	7/1/2020	-	-	94.03	-	-	94.03
Beautiful Feet Books, Inc.	12042	6/1/2020	7/1/2020	-	-	237.06	-	-	237.06
Amazon Capital Services	1LJ3-DT6X-FR96	6/1/2020	7/1/2020	-	-	32.07	-	-	32.07
Bitsbox	2813	7/2/2020	7/2/2020	-	-	56.85	-	-	56.85
Provenance	2952	7/2/2020	7/2/2020	-	-	214.00	-	-	214.00
Mr D. Math	1256	7/2/2020	7/2/2020	-	-	197.00	-	-	197.00
Sew Outside the Box	110	7/2/2020	7/2/2020	-	-	105.00	-	-	105.00
Amazon Capital Services	1CFK-LGTQ-4YFY	6/3/2020	7/3/2020	-	-	55.01	-	-	55.01
Amazon Capital Services	1YXL-C16H-16KD	6/3/2020	7/3/2020	-	-	42.89	-	-	42.89
Amazon Capital Services	1JP7-MPCM-1JVW	6/3/2020	7/3/2020	-	-	58.24	-	-	58.24
Amazon Capital Services	1Q3P-6K4D-71LW	6/3/2020	7/3/2020	-	-	45.03	-	-	45.03
BookShark	31004016	6/4/2020	7/4/2020	-	-	213.59	-	-	213.59
BookShark	31004020	6/4/2020	7/4/2020	-	-	231.94	-	-	231.94

Lake View Charter School

Accounts Payable Aging

July 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
Amazon Capital Services	1WXQ-7Q1W-HJWL	6/5/2020	7/5/2020	-	-	13.93	-	-	13.93
Center Stage Kids	580	6/7/2020	7/7/2020	-	-	40.00	-	-	40.00
Center Stage Kids	585	6/7/2020	7/7/2020	-	-	40.00	-	-	40.00
Provenance	3024	7/8/2020	7/8/2020	-	-	183.00	-	-	183.00
KiwiCo, Inc	ST-IHIBERUA	6/8/2020	7/8/2020	-	-	64.35	-	-	64.35
MoxieBox Art	5849	6/10/2020	7/10/2020	-	-	272.66	-	-	272.66
BioBox Labs LLC	1266	6/10/2020	7/10/2020	-	-	420.48	-	-	420.48
Apollo Academy of Music	20-3303	5/31/2020	7/10/2020	-	-	153.00	-	-	153.00
Amazon Capital Services	1JYL-FPJD-C9YV	6/10/2020	7/10/2020	-	-	14.14	-	-	14.14
Amazon Capital Services	1MHY-FNW4-43WJ	6/10/2020	7/10/2020	-	-	56.28	-	-	56.28
Amazon Capital Services	1MHY-FNW4-DM9W	6/11/2020	7/11/2020	-	26.96	-	-	-	26.96
Amazon Capital Services	1MJF-MLN9-9CCR	6/11/2020	7/11/2020	-	69.68	-	-	-	69.68
Amazon Capital Services	1MYF-37HJ-99LV	6/11/2020	7/11/2020	-	53.63	-	-	-	53.63
Amazon Capital Services	1MYF-37HJ-DCJV	6/11/2020	7/11/2020	-	10.69	-	-	-	10.69
Amazon Capital Services	1MYF-37HJ-FWQM	6/11/2020	7/11/2020	-	42.72	-	-	-	42.72
Amazon Capital Services	1NRD-97RM-1FTW	6/11/2020	7/11/2020	-	5.14	-	-	-	5.14
Amazon Capital Services	1YGY-NXFG-3Y7Q	6/11/2020	7/11/2020	-	4.86	-	-	-	4.86
Amazon Capital Services	1W1K-ML4J-64YY	6/11/2020	7/11/2020	-	53.36	-	-	-	53.36
Amazon Capital Services	1W1K-ML4J-97Q9	6/11/2020	7/11/2020	-	25.69	-	-	-	25.69
Amazon Capital Services	134D-DGNT-9WMY	6/11/2020	7/11/2020	-	32.58	-	-	-	32.58
Amazon Capital Services	1GM1-PXQJ-J4K7	6/12/2020	7/12/2020	-	19.29	-	-	-	19.29
Amazon Capital Services	1GM1-PXQJ-L3K1	6/12/2020	7/12/2020	-	107.17	-	-	-	107.17
Allagree Tutoring	3	6/12/2020	7/12/2020	-	400.00	-	-	-	400.00
Amazon Capital Services	1W1K-ML4J-NYTG	6/12/2020	7/12/2020	-	16.29	-	-	-	16.29
Amazon Capital Services	1YGY-NXFG-HFFC	6/12/2020	7/12/2020	-	38.05	-	-	-	38.05
Amazon Capital Services	1VMX-VL99-QDYJ	6/12/2020	7/12/2020	-	21.38	-	-	-	21.38
Amazon Capital Services	1MHH-P91J-RG19	6/12/2020	7/12/2020	-	25.33	-	-	-	25.33
Amazon Capital Services	1MHH-P91J-T3TV	6/12/2020	7/12/2020	-	10.18	-	-	-	10.18
Amazon Capital Services	1MHH-P91J-Y7MT	6/13/2020	7/13/2020	-	5.40	-	-	-	5.40
Amazon Capital Services	1MHH-P91J-YY36	6/13/2020	7/13/2020	-	21.31	-	-	-	21.31
Amazon Capital Services	1VMX-VL99-YHYV	6/13/2020	7/13/2020	-	60.43	-	-	-	60.43
Amazon Capital Services	1W1K-ML4J-XX76	6/13/2020	7/13/2020	-	6.82	-	-	-	6.82
Amazon Capital Services	11FJ-KCLW-4RPD	6/13/2020	7/13/2020	-	72.55	-	-	-	72.55
Amazon Capital Services	11FJ-KCLW-7YL7	6/13/2020	7/13/2020	-	38.60	-	-	-	38.60
Amazon Capital Services	1H66-4LVD-3Q7G	6/13/2020	7/13/2020	-	90.23	-	-	-	90.23
Amazon Capital Services	1H66-4LVD-4LNK	6/13/2020	7/13/2020	-	36.33	-	-	-	36.33
Amazon Capital Services	1H66-4LVD-6TJL	6/13/2020	7/13/2020	-	41.74	-	-	-	41.74
Amazon Capital Services	1H66-4LVD-6TYK	6/13/2020	7/13/2020	-	29.99	-	-	-	29.99
Amazon Capital Services	1H66-4LVD-CL3G	6/13/2020	7/13/2020	-	33.81	-	-	-	33.81
Amazon Capital Services	16XG-F194-7XFL	6/13/2020	7/13/2020	-	12.86	-	-	-	12.86
Amazon Capital Services	16XG-F194-D61R	6/13/2020	7/13/2020	-	117.78	-	-	-	117.78
Amazon Capital Services	16XG-F194-H4R1	6/14/2020	7/14/2020	-	78.78	-	-	-	78.78
Amazon Capital Services	1H66-4LVD-L1YH	6/14/2020	7/14/2020	-	19.28	-	-	-	19.28
Amazon Capital Services	1H66-4LVD-N9QL	6/14/2020	7/14/2020	-	53.97	-	-	-	53.97
Amazon Capital Services	1H66-4LVD-NGJX	6/14/2020	7/14/2020	-	163.29	-	-	-	163.29
Amazon Capital Services	1H66-4LVD-QWFK	6/14/2020	7/14/2020	-	107.17	-	-	-	107.17
Amazon Capital Services	11FJ-KCLW-H6LK	6/14/2020	7/14/2020	-	80.86	-	-	-	80.86
Amazon Capital Services	11FJ-KCLW-N1DQ	6/14/2020	7/14/2020	-	14.06	-	-	-	14.06
Amazon Capital Services	11FJ-KCLW-PCKX	6/14/2020	7/14/2020	-	73.81	-	-	-	73.81
Amazon Capital Services	197T-T61W-FMW1	6/14/2020	7/14/2020	-	58.94	-	-	-	58.94
Amazon Capital Services	197T-T61W-H1M1	6/14/2020	7/14/2020	-	8.97	-	-	-	8.97
Amazon Capital Services	1M91-KHH4-GLL9	6/14/2020	7/14/2020	-	44.92	-	-	-	44.92
Amazon Capital Services	1M91-KHH4-KT6L	6/14/2020	7/14/2020	-	17.19	-	-	-	17.19
Amazon Capital Services	1M91-KHH4-NVFV	6/14/2020	7/14/2020	-	18.22	-	-	-	18.22
Amazon Capital Services	1M91-KHH4-TG3L	6/14/2020	7/14/2020	-	5.36	-	-	-	5.36
Amazon Capital Services	1KDY-D4ML-3K1Y	6/15/2020	7/15/2020	-	18.26	-	-	-	18.26
Amazon Capital Services	1KDY-D4ML-4T6F	6/15/2020	7/15/2020	-	107.52	-	-	-	107.52
Amazon Capital Services	1PNV-R7RL-W14J	6/15/2020	7/15/2020	-	50.42	-	-	-	50.42
Amazon Capital Services	1NLL-1W4K-43DG	6/15/2020	7/15/2020	-	10.72	-	-	-	10.72
Amazon Capital Services	1XHV-DXFH-6RQG	6/15/2020	7/15/2020	-	30.50	-	-	-	30.50
Outschool, Inc.	19801	6/15/2020	7/15/2020	-	120.00	-	-	-	120.00
Outschool, Inc.	19802	6/15/2020	7/15/2020	-	18.00	-	-	-	18.00
Outschool, Inc.	19803	6/15/2020	7/15/2020	-	12.00	-	-	-	12.00
Provenance	3066	7/15/2020	7/15/2020	-	1,286.41	-	-	-	1,286.41
Amazon Capital Services	19YM-716K-DTCD	6/15/2020	7/15/2020	-	8.64	-	-	-	8.64
Amazon Capital Services	1C7D-PNJC-3CHT	6/15/2020	7/15/2020	-	28.34	-	-	-	28.34
Rainbow Resource Center	2971771	6/15/2020	7/15/2020	-	323.86	-	-	-	323.86

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Rainbow Resource Center	2972229	6/15/2020	7/15/2020	-	51.04	-	-	-	51.04
Shane Cammell	200532	6/15/2020	7/15/2020	-	246.00	-	-	-	246.00
Amazon Capital Services	17LM-6YDJ-1V7Q	6/15/2020	7/15/2020	-	20.20	-	-	-	20.20
Amazon Capital Services	1663-DFWK-JVPC	6/16/2020	7/16/2020	-	20.06	-	-	-	20.06
Amazon Capital Services	1663-DFWK-LP4H	6/16/2020	7/16/2020	-	21.72	-	-	-	21.72
Amazon Capital Services	1663-DFWK-LVHM	6/16/2020	7/16/2020	-	13.48	-	-	-	13.48
Amazon Capital Services	11LD-NHGX-L3WC	6/16/2020	7/16/2020	-	13.89	-	-	-	13.89
Amazon Capital Services	11LD-NHGX-VV6H	6/16/2020	7/16/2020	-	26.40	-	-	-	26.40
Amazon Capital Services	1C7D-PNJC-KXLW	6/16/2020	7/16/2020	-	25.05	-	-	-	25.05
KiwiCo, Inc	ST-IM4QZUBQ	6/16/2020	7/16/2020	-	118.53	-	-	-	118.53
Amazon Capital Services	1XHV-DXFH-H61W	6/16/2020	7/16/2020	-	11.76	-	-	-	11.76
Amazon Capital Services	1XHV-DXFH-KDMD	6/16/2020	7/16/2020	-	11.46	-	-	-	11.46
Amazon Capital Services	1XHV-DXFH-VDYW	6/16/2020	7/16/2020	-	6.48	-	-	-	6.48
Amazon Capital Services	1XHV-DXFH-Y3KT	6/16/2020	7/16/2020	-	37.88	-	-	-	37.88
History Unboxed LLC	wc-7680HU	6/16/2020	7/16/2020	-	281.13	-	-	-	281.13
Amazon Capital Services	1R7C-9C4Q-17G9	6/16/2020	7/16/2020	-	17.44	-	-	-	17.44
Amazon Capital Services	1R7C-9C4Q-46V6	6/17/2020	7/17/2020	-	26.92	-	-	-	26.92
Amazon Capital Services	1R7C-9C4Q-9TJ1	6/17/2020	7/17/2020	-	79.93	-	-	-	79.93
Amazon Capital Services	1P3V-FYC1-17FJ	6/17/2020	7/17/2020	-	73.56	-	-	-	73.56
Amazon Capital Services	1P3V-FYC1-GPV7	6/17/2020	7/17/2020	-	10.45	-	-	-	10.45
Amazon Capital Services	1P3V-FYC1-H6M6	6/17/2020	7/17/2020	-	9.37	-	-	-	9.37
Amazon Capital Services	1P3V-FYC1-L7MT	6/17/2020	7/17/2020	-	7.29	-	-	-	7.29
Amazon Capital Services	1P3V-FYC1-LPLG	6/17/2020	7/17/2020	-	61.70	-	-	-	61.70
Amazon Capital Services	1YY3-CL7K-1YCQ	6/17/2020	7/17/2020	-	143.89	-	-	-	143.89
Amazon Capital Services	1YY3-CL7K-7NDN	6/17/2020	7/17/2020	-	9.64	-	-	-	9.64
Amazon Capital Services	1YY3-CL7K-CP11	6/17/2020	7/17/2020	-	9.60	-	-	-	9.60
Amazon Capital Services	1CMD-XHHJ-CK9C	6/17/2020	7/17/2020	-	34.72	-	-	-	34.72
Amazon Capital Services	1CMD-XHHJ-LRXX	6/17/2020	7/17/2020	-	22.85	-	-	-	22.85
Amazon Capital Services	1CMD-XHHJ-MD7V	6/17/2020	7/17/2020	-	83.05	-	-	-	83.05
Amazon Capital Services	1D9D-LNQD-9LKK	6/17/2020	7/17/2020	-	40.36	-	-	-	40.36
Amazon Capital Services	1G4C-FFKL-CDMN	6/17/2020	7/17/2020	-	13.93	-	-	-	13.93
Amazon Capital Services	1DYM-4WRW-63LD	6/17/2020	7/17/2020	-	26.40	-	-	-	26.40
Amazon Capital Services	1DYM-4WRW-71HL	6/17/2020	7/17/2020	-	9.72	-	-	-	9.72
Rainbow Resource Center	2891608	6/17/2020	7/17/2020	-	69.05	-	-	-	69.05
Amazon Capital Services	11PX-V1LN-6GPC	6/17/2020	7/17/2020	-	53.55	-	-	-	53.55
Amazon Capital Services	11QF-3YMX-6TPN	6/17/2020	7/17/2020	-	27.73	-	-	-	27.73
Amazon Capital Services	1GTH-DH4F-C4YL	6/17/2020	7/17/2020	-	8.41	-	-	-	8.41
Amazon Capital Services	1GTH-DH4F-H69Q	6/17/2020	7/17/2020	-	3.51	-	-	-	3.51
Rainbow Resource Center	2974671	6/17/2020	7/17/2020	-	259.65	-	-	-	259.65
Timberdoodle.com	320170	6/17/2020	7/17/2020	-	962.03	-	-	-	962.03
Amazon Capital Services	17C9-KWLH-QJ3P	6/18/2020	7/18/2020	-	9.41	-	-	-	9.41
Amazon Capital Services	1D9D-LNQD-NWM6	6/18/2020	7/18/2020	-	21.34	-	-	-	21.34
Amazon Capital Services	17C9-KWLH-YFYH	6/18/2020	7/18/2020	-	8.91	-	-	-	8.91
Amazon Capital Services	1CMD-XHHJ-QWCV	6/18/2020	7/18/2020	-	34.27	-	-	-	34.27
Joshua Hegg	000777	6/20/2020	7/18/2020	-	75.00	-	-	-	75.00
KiwiCo, Inc	ST-IJRYKLNA	6/18/2020	7/18/2020	-	96.36	-	-	-	96.36
KiwiCo, Inc	ST-IKD7U7LQ	6/18/2020	7/18/2020	-	117.98	-	-	-	117.98
Middletown Art Center	LVC20205-6	6/18/2020	7/18/2020	-	257.50	-	-	-	257.50
MEL Science U.S., LLC	JB2020061908	6/19/2020	7/19/2020	-	314.10	-	-	-	314.10
Lotus Educational Services, Inc.	1580	6/4/2020	7/19/2020	-	180.00	-	-	-	180.00
KiwiCo, Inc	ST-IAJR2ZVA	6/19/2020	7/19/2020	-	117.98	-	-	-	117.98
KiwiCo, Inc	ST-IAPD3GQA	6/19/2020	7/19/2020	-	117.98	-	-	-	117.98
Amazon Capital Services	1XDR-WFDK-NJD9	6/19/2020	7/19/2020	-	13.93	-	-	-	13.93
Amazon Capital Services	1WDN-LC1V-Q4RN	6/19/2020	7/19/2020	-	13.88	-	-	-	13.88
Amazon Capital Services	1WDN-LC1V-WVGF	6/19/2020	7/19/2020	-	6.42	-	-	-	6.42
Amazon Capital Services	1KFH-QYQH-QLCN	6/19/2020	7/19/2020	-	90.91	-	-	-	90.91
Amazon Capital Services	1JCQ-L41D-LD91	6/19/2020	7/19/2020	-	40.30	-	-	-	40.30
Amazon Capital Services	1JCQ-L41D-MGRQ	6/19/2020	7/19/2020	-	43.29	-	-	-	43.29
Amazon Capital Services	1KVL-KX4Q-97W3	6/20/2020	7/20/2020	-	6.42	-	-	-	6.42
Amazon Capital Services	1JM6-RM3F-4C1C	6/20/2020	7/20/2020	-	18.25	-	-	-	18.25
Amazon Capital Services	1JM6-RM3F-DP67	6/20/2020	7/20/2020	-	26.54	-	-	-	26.54
Amazon Capital Services	1JM6-RM3F-GF7C	6/20/2020	7/20/2020	-	21.22	-	-	-	21.22
Amazon Capital Services	1PH1-YTMH-6XTF	6/20/2020	7/20/2020	-	66.87	-	-	-	66.87
Amazon Capital Services	1PH1-YTMH-9WG4	6/20/2020	7/20/2020	-	108.94	-	-	-	108.94
Amazon Capital Services	13CP-MDY4-3XYD	6/20/2020	7/20/2020	-	51.46	-	-	-	51.46
Amazon Capital Services	13CP-MDY4-6KDX	6/20/2020	7/20/2020	-	47.36	-	-	-	47.36
Amazon Capital Services	13CP-MDY4-99JQ	6/20/2020	7/20/2020	-	7.50	-	-	-	7.50

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Amazon Capital Services	13CP-MDY4-CJL7	6/20/2020	7/20/2020	-	47.60	-	-	-	47.60
Amazon Capital Services	13CP-MDY4-KVQX	6/21/2020	7/21/2020	-	28.46	-	-	-	28.46
Amazon Capital Services	13CP-MDY4-MVNX	6/21/2020	7/21/2020	-	34.68	-	-	-	34.68
Amazon Capital Services	13CP-MDY4-YR6D	6/21/2020	7/21/2020	-	61.06	-	-	-	61.06
Amazon Capital Services	14HD-VCPV-L369	6/21/2020	7/21/2020	-	27.18	-	-	-	27.18
Amazon Capital Services	1JM6-RM3F-TCV4	6/21/2020	7/21/2020	-	12.32	-	-	-	12.32
Amazon Capital Services	1JM6-RM3F-VYQL	6/21/2020	7/21/2020	-	41.58	-	-	-	41.58
Amazon Capital Services	1KVL-KX4Q-LNGX	6/21/2020	7/21/2020	-	85.02	-	-	-	85.02
Amazon Capital Services	1Y6C-7LRF-KMXD	6/21/2020	7/21/2020	-	33.73	-	-	-	33.73
Amazon Capital Services	1X67-JX4G-14YC	6/22/2020	7/22/2020	-	46.04	-	-	-	46.04
Amazon Capital Services	1X67-JX4G-3PP7	6/22/2020	7/22/2020	-	75.02	-	-	-	75.02
Amazon Capital Services	1X67-JX4G-9NPW	6/22/2020	7/22/2020	-	6.50	-	-	-	6.50
Amazon Capital Services	1X67-JX4G-9TPQ	6/22/2020	7/22/2020	-	7.50	-	-	-	7.50
KiwiCo, Inc	ST-IB4JXDTY	6/22/2020	7/22/2020	-	64.35	-	-	-	64.35
KiwiCo, Inc	ST-IB7UQ6QY	6/22/2020	7/22/2020	-	64.35	-	-	-	64.35
Outschool, Inc.	19976	6/22/2020	7/22/2020	-	25.00	-	-	-	25.00
Outschool, Inc.	19977	6/22/2020	7/22/2020	-	25.00	-	-	-	25.00
Outschool, Inc.	19978	6/22/2020	7/22/2020	-	20.00	-	-	-	20.00
Amazon Capital Services	1JLQ-XQQC-1DVH	6/22/2020	7/22/2020	-	21.00	-	-	-	21.00
Amazon Capital Services	1JLQ-XQQC-9GFY	6/22/2020	7/22/2020	-	6.96	-	-	-	6.96
Amazon Capital Services	1JLQ-XQQC-9GJQ	6/22/2020	7/22/2020	-	34.65	-	-	-	34.65
Amazon Capital Services	1JLQ-XQQC-9HGV	6/22/2020	7/22/2020	-	45.50	-	-	-	45.50
Amazon Capital Services	1N9Y-6W7V-3TF7	6/22/2020	7/22/2020	-	5.35	-	-	-	5.35
Amazon Capital Services	1P7J-GGHX-36CY	6/22/2020	7/22/2020	-	32.20	-	-	-	32.20
Amazon Capital Services	1P7J-GGHX-74JF	6/22/2020	7/22/2020	-	18.15	-	-	-	18.15
Amazon Capital Services	1P7J-GGHX-9F6P	6/22/2020	7/22/2020	-	48.24	-	-	-	48.24
Amazon Capital Services	1NQ1-RT4Y-7H4L	6/22/2020	7/22/2020	-	7.50	-	-	-	7.50
Amazon Capital Services	1HLX-1NH4-714K	6/22/2020	7/22/2020	-	10.31	-	-	-	10.31
Amazon Capital Services	1HLX-1NH4-CRJV	6/22/2020	7/22/2020	-	28.65	-	-	-	28.65
Amazon Capital Services	1HLX-1NH4-DD9Q	6/22/2020	7/22/2020	-	111.76	-	-	-	111.76
Amazon Capital Services	1HLX-1NH4-DDGG	6/22/2020	7/22/2020	-	29.52	-	-	-	29.52
Rainbow Resource Center	2977575	6/22/2020	7/22/2020	-	55.73	-	-	-	55.73
Rainbow Resource Center	2977584	6/22/2020	7/22/2020	-	32.81	-	-	-	32.81
Amazon Capital Services	194T-D1MD-3N13	6/22/2020	7/22/2020	-	12.19	-	-	-	12.19
Amazon Capital Services	194T-D1MD-4P4R	6/22/2020	7/22/2020	-	41.69	-	-	-	41.69
Amazon Capital Services	194T-D1MD-4VKQ	6/22/2020	7/22/2020	-	13.92	-	-	-	13.92
Amazon Capital Services	17JL-7HDH-3KCL	6/22/2020	7/22/2020	-	4.17	-	-	-	4.17
Amazon Capital Services	17JL-7HDH-3LX6	6/22/2020	7/22/2020	-	34.85	-	-	-	34.85
Amazon Capital Services	17JL-7HDH-41JL	6/22/2020	7/22/2020	-	63.47	-	-	-	63.47
Amazon Capital Services	17JL-7HDH-7W4C	6/22/2020	7/22/2020	-	87.90	-	-	-	87.90
Amazon Capital Services	17JL-7HDH-FCR7	6/23/2020	7/23/2020	-	32.73	-	-	-	32.73
Amazon Capital Services	17JL-7HDH-FMN4	6/23/2020	7/23/2020	-	16.11	-	-	-	16.11
Amazon Capital Services	17JL-7HDH-FTFK	6/23/2020	7/23/2020	-	78.67	-	-	-	78.67
Amazon Capital Services	17JL-7HDH-G7V1	6/23/2020	7/23/2020	-	42.85	-	-	-	42.85
Amazon Capital Services	17JL-7HDH-KNFD	6/23/2020	7/23/2020	-	21.42	-	-	-	21.42
Amazon Capital Services	17JL-7HDH-KRG4	6/23/2020	7/23/2020	-	91.11	-	-	-	91.11
Amazon Capital Services	17JL-7HDH-LJJ6	6/23/2020	7/23/2020	-	33.67	-	-	-	33.67
Amazon Capital Services	17JL-7HDH-MLQH	6/23/2020	7/23/2020	-	17.03	-	-	-	17.03
Amazon Capital Services	17JL-7HDH-P6TK	6/23/2020	7/23/2020	-	29.43	-	-	-	29.43
Amazon Capital Services	17JL-7HDH-P7CM	6/23/2020	7/23/2020	-	15.14	-	-	-	15.14
Amazon Capital Services	17JL-7HDH-Q6H9	6/23/2020	7/23/2020	-	52.43	-	-	-	52.43
Amazon Capital Services	17JL-7HDH-RJVX	6/23/2020	7/23/2020	-	126.30	-	-	-	126.30
Amazon Capital Services	17JL-7HDH-RK1M	6/23/2020	7/23/2020	-	28.37	-	-	-	28.37
Amazon Capital Services	17JL-7HDH-TLHN	6/23/2020	7/23/2020	-	115.24	-	-	-	115.24
Amazon Capital Services	17JL-7HDH-VFLJ	6/23/2020	7/23/2020	-	4.04	-	-	-	4.04
Amazon Capital Services	17JL-7HDH-WTFG	6/23/2020	7/23/2020	-	80.43	-	-	-	80.43
Rainbow Resource Center	2978856	6/23/2020	7/23/2020	-	325.06	-	-	-	325.06
Rainbow Resource Center	2979539	6/23/2020	7/23/2020	-	182.39	-	-	-	182.39
Amazon Capital Services	1HLX-1NH4-FM3P	6/23/2020	7/23/2020	-	20.36	-	-	-	20.36
Amazon Capital Services	1HLX-1NH4-GHRD	6/23/2020	7/23/2020	-	111.92	-	-	-	111.92
Amazon Capital Services	1HLX-1NH4-GNKM	6/23/2020	7/23/2020	-	47.02	-	-	-	47.02
Amazon Capital Services	1HLX-1NH4-GWWM	6/23/2020	7/23/2020	-	24.31	-	-	-	24.31
Amazon Capital Services	1HLX-1NH4-HQ3G	6/23/2020	7/23/2020	-	32.16	-	-	-	32.16
Tiffany Ridenour, Art	20	6/23/2020	7/23/2020	-	50.00	-	-	-	50.00
Amazon Capital Services	1NQ1-RT4Y-C4MP	6/23/2020	7/23/2020	-	16.23	-	-	-	16.23
Amazon Capital Services	1NQ1-RT4Y-DC6G	6/23/2020	7/23/2020	-	54.49	-	-	-	54.49
Amazon Capital Services	1NQ1-RT4Y-DF3J	6/23/2020	7/23/2020	-	48.69	-	-	-	48.69

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Amazon Capital Services	1NQ1-RT4Y-DLQW	6/23/2020	7/23/2020	-	30.76	-	-	-	30.76
Amazon Capital Services	1NQ1-RT4Y-FGKG	6/23/2020	7/23/2020	-	29.94	-	-	-	29.94
Amazon Capital Services	1NQ1-RT4Y-GFCW	6/23/2020	7/23/2020	-	70.27	-	-	-	70.27
Amazon Capital Services	1NQ1-RT4Y-GQH7	6/23/2020	7/23/2020	-	29.12	-	-	-	29.12
Amazon Capital Services	1NQ1-RT4Y-KK7M	6/23/2020	7/23/2020	-	19.47	-	-	-	19.47
Amazon Capital Services	1NQ1-RT4Y-MKG1	6/23/2020	7/23/2020	-	8.40	-	-	-	8.40
Amazon Capital Services	1NQ1-RT4Y-P9QH	6/23/2020	7/23/2020	-	13.72	-	-	-	13.72
Amazon Capital Services	1NQ1-RT4Y-Q1RJ	6/23/2020	7/23/2020	-	16.07	-	-	-	16.07
Amazon Capital Services	1NQ1-RT4Y-Q3G9	6/23/2020	7/23/2020	-	54.90	-	-	-	54.90
Amazon Capital Services	1NQ1-RT4Y-R4JX	6/23/2020	7/23/2020	-	31.21	-	-	-	31.21
Amazon Capital Services	1NQ1-RT4Y-WQ6Q	6/23/2020	7/23/2020	-	20.61	-	-	-	20.61
Amazon Capital Services	1P7J-GGHX-DHPD	6/23/2020	7/23/2020	-	7.96	-	-	-	7.96
Amazon Capital Services	1P7J-GGHX-DP74	6/23/2020	7/23/2020	-	8.62	-	-	-	8.62
Amazon Capital Services	1P7J-GGHX-DQ66	6/23/2020	7/23/2020	-	86.07	-	-	-	86.07
Amazon Capital Services	1P7J-GGHX-G79F	6/23/2020	7/23/2020	-	8.57	-	-	-	8.57
Amazon Capital Services	1P7J-GGHX-GTFJ	6/23/2020	7/23/2020	-	22.46	-	-	-	22.46
Amazon Capital Services	1P7J-GGHX-HHGP	6/23/2020	7/23/2020	-	13.89	-	-	-	13.89
Amazon Capital Services	1P7J-GGHX-HKL9	6/23/2020	7/23/2020	-	13.96	-	-	-	13.96
Amazon Capital Services	1P7J-GGHX-HTJ6	6/23/2020	7/23/2020	-	26.80	-	-	-	26.80
Amazon Capital Services	1P7J-GGHX-L476	6/23/2020	7/23/2020	-	43.95	-	-	-	43.95
Amazon Capital Services	1P7J-GGHX-PLR9	6/23/2020	7/23/2020	-	10.71	-	-	-	10.71
Amazon Capital Services	1P7J-GGHX-PW1H	6/23/2020	7/23/2020	-	52.50	-	-	-	52.50
Amazon Capital Services	1P7J-GGHX-PW3F	6/23/2020	7/23/2020	-	26.79	-	-	-	26.79
Amazon Capital Services	1P7J-GGHX-QM1N	6/23/2020	7/23/2020	-	32.00	-	-	-	32.00
Amazon Capital Services	1P7J-GGHX-T66P	6/23/2020	7/23/2020	-	48.79	-	-	-	48.79
Amazon Capital Services	1P7J-GGHX-T6V9	6/23/2020	7/23/2020	-	53.20	-	-	-	53.20
Amazon Capital Services	1P7J-GGHX-T7X1	6/23/2020	7/23/2020	-	4.58	-	-	-	4.58
Amazon Capital Services	1P7J-GGHX-WLVN	6/23/2020	7/23/2020	-	21.64	-	-	-	21.64
Amazon Capital Services	1P7J-GGHX-WLWL	6/23/2020	7/23/2020	-	8.57	-	-	-	8.57
Amazon Capital Services	1JLQ-XQQC-DNVK	6/23/2020	7/23/2020	-	39.88	-	-	-	39.88
Amazon Capital Services	1JLQ-XQQC-DNXF	6/23/2020	7/23/2020	-	87.29	-	-	-	87.29
Amazon Capital Services	1JLQ-XQQC-DRNT	6/23/2020	7/23/2020	-	72.33	-	-	-	72.33
Amazon Capital Services	1JLQ-XQQC-F9MF	6/23/2020	7/23/2020	-	5.38	-	-	-	5.38
Amazon Capital Services	1JLQ-XQQC-F9WR	6/23/2020	7/23/2020	-	26.80	-	-	-	26.80
Amazon Capital Services	1JLQ-XQQC-HPLT	6/23/2020	7/23/2020	-	40.06	-	-	-	40.06
Amazon Capital Services	1JLQ-XQQC-HXHV	6/23/2020	7/23/2020	-	7.90	-	-	-	7.90
Amazon Capital Services	1JLQ-XQQC-K6CR	6/23/2020	7/23/2020	-	9.64	-	-	-	9.64
Amazon Capital Services	1JLQ-XQQC-K9K6	6/23/2020	7/23/2020	-	24.51	-	-	-	24.51
Amazon Capital Services	1JLQ-XQQC-N7CJ	6/23/2020	7/23/2020	-	81.16	-	-	-	81.16
Amazon Capital Services	1JLQ-XQQC-PVCQ	6/23/2020	7/23/2020	-	48.87	-	-	-	48.87
Amazon Capital Services	1JLQ-XQQC-PXPR	6/23/2020	7/23/2020	-	81.89	-	-	-	81.89
Amazon Capital Services	1JLQ-XQQC-QQRQ	6/23/2020	7/23/2020	-	98.69	-	-	-	98.69
Amazon Capital Services	1JLQ-XQQC-QRCQ	6/23/2020	7/23/2020	-	17.06	-	-	-	17.06
Amazon Capital Services	1JLQ-XQQC-QRXF	6/23/2020	7/23/2020	-	206.98	-	-	-	206.98
Amazon Capital Services	1JLQ-XQQC-QT6X	6/23/2020	7/23/2020	-	50.37	-	-	-	50.37
Amazon Capital Services	1JLQ-XQQC-R4LP	6/23/2020	7/23/2020	-	13.93	-	-	-	13.93
Amazon Capital Services	1JLQ-XQQC-T3YT	6/23/2020	7/23/2020	-	12.49	-	-	-	12.49
Amazon Capital Services	1JLQ-XQQC-WVLP	6/23/2020	7/23/2020	-	83.68	-	-	-	83.68
Amazon Capital Services	1HLX-1NH4-J1DK	6/23/2020	7/23/2020	-	32.16	-	-	-	32.16
Amazon Capital Services	1HLX-1NH4-N3KN	6/23/2020	7/23/2020	-	28.65	-	-	-	28.65
Amazon Capital Services	1HLX-1NH4-N63K	6/23/2020	7/23/2020	-	18.22	-	-	-	18.22
Amazon Capital Services	1HLX-1NH4-RJH7	6/23/2020	7/23/2020	-	40.08	-	-	-	40.08
Amazon Capital Services	1HLX-1NH4-RMX1	6/23/2020	7/23/2020	-	17.51	-	-	-	17.51
Amazon Capital Services	1HLX-1NH4-RNDC	6/23/2020	7/23/2020	-	108.09	-	-	-	108.09
Amazon Capital Services	1HLX-1NH4-T7K7	6/23/2020	7/23/2020	-	24.28	-	-	-	24.28
Amazon Capital Services	1HLX-1NH4-TGJ4	6/23/2020	7/23/2020	-	22.62	-	-	-	22.62
Amazon Capital Services	1HLX-1NH4-V3TN	6/23/2020	7/23/2020	-	48.48	-	-	-	48.48
Amazon Capital Services	1HLX-1NH4-VK7J	6/23/2020	7/23/2020	-	32.50	-	-	-	32.50
Amazon Capital Services	1HLX-1NH4-VN1P	6/23/2020	7/23/2020	-	34.46	-	-	-	34.46
Amazon Capital Services	1HLX-1NH4-VN7F	6/23/2020	7/23/2020	-	22.92	-	-	-	22.92
Amazon Capital Services	1HLX-1NH4-VVP4	6/23/2020	7/23/2020	-	43.85	-	-	-	43.85
Amazon Capital Services	1HLX-1NH4-YCHY	6/23/2020	7/23/2020	-	19.29	-	-	-	19.29
Amazon Capital Services	1HLX-1NH4-YCT7	6/23/2020	7/23/2020	-	14.57	-	-	-	14.57
Amazon Capital Services	1HLX-1NH4-YVJD	6/23/2020	7/23/2020	-	17.15	-	-	-	17.15
KiwiCo, Inc	ST-INDOPI2I	6/23/2020	7/23/2020	-	54.02	-	-	-	54.02
KiwiCo, Inc	ST-INKV4TDY	6/23/2020	7/23/2020	-	64.95	-	-	-	64.95
Amazon Capital Services	1X67-JX4G-FDFP	6/23/2020	7/23/2020	-	45.32	-	-	-	45.32

Lake View Charter School

Accounts Payable Aging

July 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
Amazon Capital Services	1X67-JX4G-FDGM	6/23/2020	7/23/2020	-	21.42	-	-	-	21.42
Amazon Capital Services	1X67-JX4G-FDHK	6/23/2020	7/23/2020	-	23.51	-	-	-	23.51
Amazon Capital Services	1X67-JX4G-FDKD	6/23/2020	7/23/2020	-	66.03	-	-	-	66.03
Amazon Capital Services	1X67-JX4G-GC39	6/23/2020	7/23/2020	-	20.38	-	-	-	20.38
Amazon Capital Services	1X67-JX4G-HHMV	6/23/2020	7/23/2020	-	39.63	-	-	-	39.63
Amazon Capital Services	1X67-JX4G-HMNM	6/23/2020	7/23/2020	-	20.33	-	-	-	20.33
Amazon Capital Services	1X67-JX4G-J6CR	6/23/2020	7/23/2020	-	14.47	-	-	-	14.47
Amazon Capital Services	1X67-JX4G-JHQK	6/23/2020	7/23/2020	-	103.57	-	-	-	103.57
Amazon Capital Services	1X67-JX4G-JV6D	6/23/2020	7/23/2020	-	8.57	-	-	-	8.57
Amazon Capital Services	1X67-JX4G-KD4T	6/23/2020	7/23/2020	-	145.52	-	-	-	145.52
Amazon Capital Services	1X67-JX4G-LHJV	6/23/2020	7/23/2020	-	46.48	-	-	-	46.48
Amazon Capital Services	1X67-JX4G-NFYQ	6/23/2020	7/23/2020	-	25.67	-	-	-	25.67
Amazon Capital Services	1X67-JX4G-NH1M	6/23/2020	7/23/2020	-	6.42	-	-	-	6.42
Amazon Capital Services	1X67-JX4G-PQ19	6/23/2020	7/23/2020	-	8.60	-	-	-	8.60
Amazon Capital Services	1X67-JX4G-PVNT	6/23/2020	7/23/2020	-	11.12	-	-	-	11.12
Amazon Capital Services	1X67-JX4G-QQWF	6/23/2020	7/23/2020	-	13.93	-	-	-	13.93
Amazon Capital Services	1X67-JX4G-QVH7	6/23/2020	7/23/2020	-	67.07	-	-	-	67.07
Amazon Capital Services	1X67-JX4G-TH9V	6/23/2020	7/23/2020	-	15.71	-	-	-	15.71
Amazon Capital Services	1X67-JX4G-YR6F	6/24/2020	7/24/2020	-	44.89	-	-	-	44.89
Provenance	3083	7/24/2020	7/24/2020	-	1,000.00	-	-	-	1,000.00
Amazon Capital Services	1JLQ-XQQC-YJX6	6/24/2020	7/24/2020	-	36.68	-	-	-	36.68
Amazon Capital Services	1P7J-GGHX-Y17G	6/24/2020	7/24/2020	-	15.07	-	-	-	15.07
Amazon Capital Services	1P7J-GGHX-YDVQ	6/24/2020	7/24/2020	-	35.37	-	-	-	35.37
Amazon Capital Services	1P7J-GGHX-YM33	6/24/2020	7/24/2020	-	15.31	-	-	-	15.31
Amazon Capital Services	1NQ1-RT4Y-XL7Q	6/24/2020	7/24/2020	-	81.16	-	-	-	81.16
Rainbow Resource Center	2981023	6/24/2020	7/24/2020	-	239.81	-	-	-	239.81
Amazon Capital Services	17JL-7HDH-YR4R	6/24/2020	7/24/2020	-	50.35	-	-	-	50.35
Rainbow Resource Center	2922624	6/25/2020	7/25/2020	-	96.51	-	-	-	96.51
Rainbow Resource Center	2918184	6/25/2020	7/25/2020	-	246.99	-	-	-	246.99
Rainbow Resource Center	2918822	6/25/2020	7/25/2020	-	47.72	-	-	-	47.72
Rainbow Resource Center	2918907	6/25/2020	7/25/2020	-	326.85	-	-	-	326.85
Kitchen Kid, LLC	440073	6/25/2020	7/25/2020	-	78.84	-	-	-	78.84
Enid Music	1532	6/25/2020	7/25/2020	-	116.00	-	-	-	116.00
KiwiCo, Inc	ST-INLZPSTQ	6/26/2020	7/26/2020	-	117.98	-	-	-	117.98
KiwiCo, Inc	ST-INPEJNQQ	6/26/2020	7/26/2020	-	117.98	-	-	-	117.98
KiwiCo, Inc	ST-INGZI2IA	6/26/2020	7/26/2020	-	117.98	-	-	-	117.98
Rainbow Resource Center	2922776	6/26/2020	7/26/2020	-	66.44	-	-	-	66.44
Rainbow Resource Center	2922782	6/26/2020	7/26/2020	-	39.03	-	-	-	39.03
All About Learning Press, Inc.	902828	6/26/2020	7/26/2020	-	159.01	-	-	-	159.01
All About Learning Press, Inc.	902834	6/26/2020	7/26/2020	-	28.38	-	-	-	28.38
All About Learning Press, Inc.	902862	6/26/2020	7/26/2020	-	204.29	-	-	-	204.29
Rainbow Resource Center	2983040	6/26/2020	7/26/2020	-	45.04	-	-	-	45.04
Rainbow Resource Center	2983073	6/26/2020	7/26/2020	-	121.88	-	-	-	121.88
Rainbow Resource Center	2983075	6/26/2020	7/26/2020	-	67.91	-	-	-	67.91
Rainbow Resource Center	2983212	6/26/2020	7/26/2020	-	49.69	-	-	-	49.69
Rainbow Resource Center	2983487	6/26/2020	7/26/2020	-	75.73	-	-	-	75.73
Rainbow Resource Center	2983502	6/26/2020	7/26/2020	-	96.02	-	-	-	96.02
Rainbow Resource Center	2925978	6/26/2020	7/26/2020	-	152.37	-	-	-	152.37
Rainbow Resource Center	2926010	6/26/2020	7/26/2020	-	38.01	-	-	-	38.01
Rainbow Resource Center	2927696	6/26/2020	7/26/2020	-	397.73	-	-	-	397.73
Educational Development Corporation	DIR6454167	6/28/2020	7/28/2020	-	78.61	-	-	-	78.61
Educational Development Corporation	DIR6454168	6/28/2020	7/28/2020	-	103.85	-	-	-	103.85
Educational Development Corporation	DIR6454169	6/28/2020	7/28/2020	-	101.26	-	-	-	101.26
Global Teletherapy	3660	6/29/2020	7/29/2020	-	3,793.00	-	-	-	3,793.00
Amazon Capital Services	1YHC-D6PQ-6XY3	6/29/2020	7/29/2020	-	9.70	-	-	-	9.70
Amazon Capital Services	1YHC-D6PQ-96T1	6/29/2020	7/29/2020	-	46.67	-	-	-	46.67
Amazon Capital Services	1PNF-JRN3-4MY1	6/29/2020	7/29/2020	-	8.58	-	-	-	8.58
Amazon Capital Services	1PYR-MVFQ-D4VV	6/29/2020	7/29/2020	-	70.07	-	-	-	70.07
Ukiah Shorin Ryu Karate	3	6/29/2020	7/29/2020	-	150.00	-	-	-	150.00
Amazon Capital Services	1NTR-DV1T-LPMT	6/30/2020	7/30/2020	-	16.08	-	-	-	16.08
Amazon Capital Services	1KND-FVQX-MKHK	6/30/2020	7/30/2020	-	15.62	-	-	-	15.62
Amazon Capital Services	1HWT-VFWJ-7JLT	6/30/2020	7/30/2020	-	10.69	-	-	-	10.69
Amazon Capital Services	1YHC-D6PQ-KRTR	6/30/2020	7/30/2020	-	165.03	-	-	-	165.03
Discount School Supply	P39475380103	6/30/2020	7/30/2020	-	191.14	-	-	-	191.14
Apollo Academy of Music	20-3287	6/30/2020	7/30/2020	-	84.66	-	-	-	84.66
MEL Science U.S., LLC	PH2020063001	6/30/2020	7/30/2020	-	314.10	-	-	-	314.10

Lake View Charter School

Accounts Payable Aging

July 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
MEL Science U.S., LLC	DH2020063002	6/30/2020	7/30/2020	-	99.60	-	-	-	99.60
Math-U-See Inc.	0630860-IN	6/1/2020	7/31/2020	-	193.00	-	-	-	193.00
Math-U-See Inc.	0630878-IN	6/1/2020	7/31/2020	-	116.00	-	-	-	116.00
Apollo Academy of Music	20-3252	7/1/2020	7/31/2020	-	133.00	-	-	-	133.00
Singapore Math, Inc.	352641	7/1/2020	7/31/2020	-	63.89	-	-	-	63.89
Rainbow Resource Center	2986856	7/1/2020	7/31/2020	-	203.08	-	-	-	203.08
Rainbow Resource Center	2988748	7/2/2020	8/1/2020	-	134.71	-	-	-	134.71
Tiffany Ridenour, Art	21	7/3/2020	8/2/2020	-	635.00	-	-	-	635.00
Institute for Excellence in Writing	674944	7/2/2020	8/2/2020	-	37.10	-	-	-	37.10
Lotus Educational Services, Inc.	1593	6/18/2020	8/2/2020	-	90.00	-	-	-	90.00
Lizzie Stoxen	1020	7/3/2020	8/2/2020	-	100.00	-	-	-	100.00
Lizzie Stoxen	1030	7/3/2020	8/2/2020	-	100.00	-	-	-	100.00
Joshua Hegg	000803	7/20/2020	8/3/2020	-	225.00	-	-	-	225.00
Amazon Capital Services	17GR-FVX3-9QNK	7/5/2020	8/4/2020	-	13.17	-	-	-	13.17
Homeschool Buyers Co-op	1105023	7/6/2020	8/5/2020	-	54.00	-	-	-	54.00
Global Teletherapy	3713	7/6/2020	8/5/2020	-	461.00	-	-	-	461.00
Mary Lee Pickering	2020-101563	7/6/2020	8/5/2020	-	495.00	-	-	-	495.00
Oak Meadow Inc.	103106	7/6/2020	8/5/2020	-	95.00	-	-	-	95.00
Lakeshore	1761280720	7/6/2020	8/5/2020	-	165.96	-	-	-	165.96
Lakeshore	1764650720	7/6/2020	8/5/2020	-	150.04	-	-	-	150.04
PresenceLearning, Inc.	INV33618	7/6/2020	8/5/2020	-	132.84	-	-	-	132.84
Lakeshore	1768120720	7/7/2020	8/6/2020	-	1,005.56	-	-	-	1,005.56
Lakeshore	1784250720	7/7/2020	8/6/2020	-	92.50	-	-	-	92.50
Lakeshore	1783300720	7/8/2020	8/7/2020	-	192.58	-	-	-	192.58
Oak Meadow Inc.	103200	7/8/2020	8/7/2020	-	280.00	-	-	-	280.00
Oak Meadow Inc.	103201	7/8/2020	8/7/2020	-	456.00	-	-	-	456.00
Amazon Capital Services	1TG3-JK49-17XM	7/8/2020	8/7/2020	-	32.16	-	-	-	32.16
Rainbow Resource Center	2995176	7/8/2020	8/7/2020	-	260.59	-	-	-	260.59
Amazon Capital Services	1TM3-1CKG-CL44	7/10/2020	8/9/2020	-	33.30	-	-	-	33.30
Educational Development Corporation	DIR6579796	7/10/2020	8/9/2020	-	172.64	-	-	-	172.64
Juni Learning, Inc.	J-1021	7/10/2020	8/9/2020	-	220.00	-	-	-	220.00
Juni Learning, Inc.	J-1022	7/10/2020	8/9/2020	-	199.00	-	-	-	199.00
Juni Learning, Inc.	J-1023	7/10/2020	8/9/2020	-	100.00	-	-	-	100.00
Outschool, Inc.	20155	7/13/2020	8/12/2020	120.00	-	-	-	-	120.00
Outschool, Inc.	20156	7/13/2020	8/12/2020	29.00	-	-	-	-	29.00
Outschool, Inc.	20157	7/13/2020	8/12/2020	30.00	-	-	-	-	30.00
Teaching Textbooks	28276	7/13/2020	8/12/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	28277	7/13/2020	8/12/2020	43.08	-	-	-	-	43.08
Charter Impact, Inc.	9008	7/14/2020	8/13/2020	679.45	-	-	-	-	679.45
Outschool, Inc.	20196	7/20/2020	8/19/2020	14.00	-	-	-	-	14.00
Lakeshore	1768890720	7/20/2020	8/19/2020	494.57	-	-	-	-	494.57
History Unboxed LLC	wc-7865HU	7/22/2020	8/21/2020	279.70	-	-	-	-	279.70
Math-U-See Inc.	0631794-IN	7/1/2020	8/30/2020	226.00	-	-	-	-	226.00
Math-U-See Inc.	0632715-IN	7/6/2020	8/30/2020	68.00	-	-	-	-	68.00
Math-U-See Inc.	0632716-IN	7/6/2020	8/30/2020	218.00	-	-	-	-	218.00
			Total Outstanding Payables in July	$ 2,244.88	$ 31,723.59	$ 16,843.34	$ 49,518.18	$ 14,281.26	$ 114,611.25

Lake View Charter School

Due (To)/From All Inspire Charter School Locations

For the period ended July 31, 2020

	Account Balance
Due (to)/from Feather River Charter School	$ (185,933)
Due (to)/from Blue Ridge Academy	(30)
Due (to)/from Yosemite Valley Charter School	(27,781)
Due (to)/from Inspire Charter Services	264,221
Total Due (to)/from Balance	**$ 50,477**

CHARTER IMPACT

Lake View Charter School

The Education Protection Account

Background

- The EPA funding is a component of an LEA's total LCFF entitlement as calculated in the Principal Apportionment.
- A board approved expenditure plan is required so the expenditures can be appropriately applied.

2019-20 EPA Actuals

Expenditures through: June 30, 2020		
For Fund 62, Resource 1400 Education Protection Account		
Description	**Object Codes**	**Amount**
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	86,850.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		86,850.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)	**Function Codes**	
Instruction	1000-1999	86,850.00
Instruction-Related Services		
TOTAL EXPENDITURES AND OTHER FINANCING USES		86,850.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

CHARTER IMPACT

2020-21 EPA Budget

Expenditures through: June 30, 2021		
For Fund 62, Resource 1400 Education Protection Account		
Description	**Object Codes**	**Amount**
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	86,850.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		86,850.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)	**Function Codes**	
Instruction	1000-1999	86,850.00
Instruction-Related Services		
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		86,850.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

CHARTER IMPACT

LAKE VIEW CHARTER SCHOOL
Fiscal Policies and Procedures

Revised 8/12/20

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Lake View Charter School
Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

The Board of Lake View Charter School has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the School to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board approves financial policies and procedures, delegate's administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.
2. The Executive Director has responsibility for all operations and activities related to financial management. However, the Board and Executive Director can appoint or delegate someone else to perform the responsibilities.
3. Financial duties and responsibilities must be separated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
4. The School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
    a. expenditures are authorized by and in accord with amounts specified in the board-adopted budget,
    b. the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and
    c. all transactions are recorded and documented in an appropriate manner.

<u>Budget Development, Oversight Calendar and Responsibilities</u>

The School will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below.

January - April

Charter Impact works with Executive Director to review Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1 - June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact and the Executive Director develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. Then a five-year budget projection is developed in accordance with the schools' established strategic and growth plans.

Budget Development, Oversight Calendar and Responsibilities (*continued*)

May – June

Charter Impact and the Executive Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures, fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before June 15. A copy of the final budget is provided to the charter-granting agency.

July – August

Books for prior fiscal year are closed by Charter Impact, all transactions are posted, and records assembled for audit.

The budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

September – December

The independent auditor performs audit of the closed fiscal year and prepares audit report for submission to the Audit Committee.

At the end of the first full week of school, the Executive Director reviews the Charter School's actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the school's budget is revised to match likely revenues.

The Audit Committee of the Board reviews a copy of the audit. The Executive Director address any audit exceptions or adverse findings. Once the Board approves the audit report, it is submitted to charter-granting agency.

On a monthly basis, the Executive Director and Board reviews current year actual versus budgeted revenues and expenditures and other financial reports as presented by Charter Impact. The Board approves any needed changes to the annual budget.

Lake View Charter School
Fiscal Policies and Procedures

Budget Transfers

The Executive Director may transfer up to $100,000 from one unrestricted budget item to another without board approval but shall notify the Board of the transfer at the next regularly scheduled meeting.

Banking Arrangements

The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies. Charter Impact will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Charter Impact will retain electronic records at their site for a minimum of two years; after which, the remaining years will be the responsibility of the School.

Property Inventory

The Executive Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over $1,000. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board.

All non-consumable school property lent to students shall be returned to the school no later than 5 working days after end of the school year or after withdrawal of student.

Any excess or surplus property owned by the school may be sold or auctioned by the Executive Director provided the Executive Director engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value in excess of $1,000 shall be approved in advance by the Board. The Executive Director will immediately notify Charter Impact of all cases of theft, loss, damage or destruction of assets.

Attendance Accounting

The Executive Director shall establish a contract with a third-party vendor for attendance tracking. Responsibilities include maintaining an appropriate attendance accounting system and recording the number of days students are in attendance at the School and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance. Therefore:

1. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School.
2. The School's instructional calendar will include at least 175 days of instruction to avoid the fiscal penalty for providing fewer than 175 days of instruction as provided by the Administrative Code regulation. The calendar must also document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.
3. Independent study must be pre-arranged by the student's adult guardian and the School and that the adult guardian will be required to complete and submit documentation of engagement in instructional activity to the school on forms prepared by the school. As applicable, such study shall be in full compliance with law governing independent study.

Annual Financial Audit

The Board will annually appoint an audit committee by January 1 to oversee the independent auditors for that fiscal year. Any persons with expenditure authorization or recording responsibilities within the school may not serve on the committee. The committee shall annually contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the accuracy of school's financial statements, (2) an audit of the school's attendance accounting and revenue claims practices, and in conjunction with (1) and (2) above, review the school's internal controls over financial reporting. The audit shall be prepared in accordance with any relevant Office of

Management and Budget audit circulars if the School spends in excess of the amount which requires an audit.

The Audit shall be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Office of Education, the Office of the State Controller, and California Department of Education prior to December 15 of each year.

Required Budget and Other Fiscal Reports

The Executive Director, working in conjunction with Charter Impact, will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to, attendance reports, enrollment and other data reports required by the California Basic Education Date System, and other related data.

Property and Liability Insurance

The Executive Director shall ensure that the school retains appropriate property and liability insurance coverage. Property insurance shall be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the school's Property Inventory and consumables. Premises and Board errors and omissions liability insurance shall also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than $50,000 per occurrence and limit of no less than $5 million per occurrence. The school's Executive Director and other staff who manage funds shall be placed under a fidelity bond.

Board Compensation

Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. Expenses for travel necessary to attending board meetings and meetings of board committees need not be approved in advance by the board. All other expenses shall be approved in advance by the board. Travel expenses reimbursed shall not exceed levels that would be subject to federal or state income tax. All expenses reimbursed shall be documented by receipts and in no event may reimbursements exceed actual expenses.

Fundraising, Grant Solicitation, and Donation Recognition

Fundraising or grant solicitation activities over $100,000 on behalf of the school must be approved in advance by the Board. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall

approve the receipt of any grants, donations, or receipts of fundraising proceeds prior to their deposit in the school's accounts.

Contracts

Consideration will be made of in-house capabilities to accomplish services before contracting for them. Except as otherwise provided in these policies, the Executive Director may enter into contracts and agreements not to exceed $50,000 without Board approval, provided funds sufficient for the contract or agreement are authorized and available within the school's board-adopted budget. Contracts and agreements in excess of $50,000 must be submitted for board approval and may be executed by the Executive Director or other person specifically designated by the Board after the Board has duly approved the contract or agreement.

Staff designee will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over $25,000. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.

Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors). Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.

If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the School will obtain a W-9 from the contract service provider prior to submitting any requests for payments to Charter Impact.

The Executive Director will approve proposed contracts and modifications in writing. Contract service providers will be paid in accordance with approved contracts as work is performed. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled. Potential conflicts of interest will be disclosed upfront, and the Executive Director and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

PURCHASING AND VENDOR PAYMENT

Segregation of Duties

The School will develop and maintain a system to document the authorization of non-payroll expenditures. All proposed expenditures must be approved by the Executive Director and/or designated staff, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget. In the absence of a vendor invoice, the School will develop and maintain a check request form to document the approval of payment for specific items.

All transactions will be posted in an electronic general ledger maintained by Charter Impact. To ensure segregation of recording and authorization, the bookkeeper may not co-sign check requests for purchase orders.

General Purchasing Procedures

All purchases over $25,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. The Executive Director shall not approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three vendors were contacted and such documentation shall be maintained for three years. All purchases in excess of $25,000 must be bid by a board-approved process, except in the case of emergencies that necessitate the purchase of emergency response supplies, equipment, or services.

The Executive Director may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts and non-budgeted expenses over $50,000.

When approving purchases, the Executive Director must:

a. Determine if the expenditure is budgeted

b. Determine if funds are currently available for expenditures (i.e. cash flow)

c. Determine if the expenditure is allowable under the appropriate revenue source

d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations

e. Determine if the price is competitive and prudent.

Any individual making an authorized purchase on behalf of the school must provide Charter Impact with appropriate documentation of the purchase. Individuals other than those specified above are not authorized to make purchases without pre-approval.

Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

The Executive Director may authorize an individual to use a school credit card, if the school elects of use a credit card, to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Executive Director and/or Governing Board. The following provisions apply to credit card purchases:

1. The school card will be kept under locked supervision in the Executive Director's office, and authorized individuals must sign the credit card out and must return the credit card and related documentation of all purchases within 24 hours of the purchases, unless otherwise authorized by the Executive Director .
2. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
3. Cards will bear the names of both the Schools and the Executive Director.

Purchase Orders

All non-recurring purchases for which the vendor requires the use of a purchase order, which must be approved by the Executive Director.

1. The third-party contractor or staff designee will create a PO in Excel format and assign PO numbers in sequential order.
2. The numbered PO is then logged into an Excel sheet which lists all issued PO's.
3. The printed PO is then given to the Executive Director for approval and signature.
4. The PO is then scanned an emailed to the vendor or copied and mailed. The original (or copy if original was mailed) is then placed in the Open PO folder.

Payment Authorization

All original invoices will be forwarded to the Executive Director for approval.

1. The third-party contractor or staff designee will compile all invoices and supporting documentation to be reviewed by Executive Directors.
2. The Executive Director will carefully review each invoice, attach all supporting documentation (including a PO), and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were

not in the shipment. The packing list should be submitted to Charter Impact with the invoice.

3. Approval from the Executive Director or delegate will be indicated by a signature on an invoice, email, or other electronic documentation process. The invoice and supporting documentation will be sent to Charter Impact on at least a weekly basis (Executive Director should be aware of invoice due dates to avoid late payments). Charter Impact will then process the invoices with sufficient supporting documentation.
4. The Executive Director and/or designated staff may authorize Charter Impact to pay recurring expenses (e.g. utilities) without the Executive Director's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to Charter Impact in writing and updated on an annual basis.

Accounts Payable Checks

The Governing Board will approve, in advance, the list of authorized signers on the school account. The Executive Director and any other employee authorized by the Governing Board may sign bank checks within established limitations.

1. Checks exceeding $50,000 will require review and approval of second authorized signer.
2. Charter Impact does not use pre-printed check stock to avoid the risk of theft.
3. When there is a need to generate a check, the designated staff will send appropriate approved documentation to Charter Impact. This is usually an approved invoice or Check Request Form.
4. Once approved by the Executive Director, Charter Impact prepares the check based on the check authorization prior to obtaining the appropriate signature(s).
5. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.
7. Charter Impact will distribute the checks and vouchers as follows:
    a. Original – mailed or delivered to payee
    b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
    c. Cancelled Checks – maintained with the banking institution.
    d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Bank Reconciliations

Charter Impact will maintain view-only online access to School bank accounts. On a monthly basis, Charter Impact will download the monthly bank activity/statement directly from the bank. Once the statement is received:

1. Charter Impact will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
2. Charter Impact will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
3. Charter Impact will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any discrepancies to the Executive Director.

Lake View Charter School
Fiscal Policies and Procedures

CASH RECEIPT MANAGEMENT

General Procedures for Non-Governmental Cash Receipts

For all fundraising activities approved by the board, the School will establish internal controls to ensure the safeguarding of assets. The following are general procedures for recurring activities:

1. For each fundraising or other event in which cash or checks will be collected, a Volunteer Coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
    a. The Volunteer Coordinator will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
    b. The cash, checks, receipt book, and deposit summary must be given to the school Staff designee by the end of the next school day, who will immediately put the funds in a secure, locked location.
    c. Both the Volunteer Coordinator and the Staff delegate will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the school office will be placed directly into a lock box by the person dropping off the cash/checks.
    a. All funds are deposited into the lock box in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
    b. The Staff delegate and one other staff member will jointly open the lock box to verify the cash/check amounts and sign off on the amounts received.
    c. The lock box will be emptied at least two times per week, corresponding to days when deposits are made.
3. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only"
4. A deposit slip will be completed by the Staff delegate and initialed by the Executive Director for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
5. Deposits totaling greater than $2,000 will be deposited the next business day by the designated school employee. Deposits totaling less than $2,000 will be made at least monthly by the designated school employee. All cash will be immediately put into a lock box.
6. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to Charter Impact to be filed and recorded weekly.

Volunteer Expenses

All volunteers will submit a purchase requisition form to the Executive Director for all potential expenses. Only items with prior written authorization from the Executive Director will be paid/reimbursed.

Returned Check Policy

A returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by Charter Impact or the Executive Director, payment of the NSF check and processing fee must be made by money order or certified check.

In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or Governing Board. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Governing Board.

HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

Charter Impact prepares payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The Executive Director will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Executive Director will review payroll statements each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

Upon hiring of staff, the Executive Director will be responsible for the creation of a personnel file will with all appropriate payroll-related documentation and completing or providing all the items on the Employee Payroll Set-up/Change Form. Items include a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave.

Timesheets

All hourly employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime. Overtime only applies to classified employees and is defined as hours worked in excess of eight (8) hours within a day or forty (40) hours within a week. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director for further guidance.

Payroll Processing

For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Executive Director will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. For salaried employees, employees must sign into a log book to verify working days for accuracy. The Staff delegate will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

For substitute teachers, the Staff delegate will maintain a log of teacher absences and the respective substitutes that work for them. The Staff delegate will verify that the substitutes initial the log next to their names before they leave for the day and that teachers, upon returning back to work, initial next to their names. The Executive Director will notify Charter Impact of all authorizations for approved stipends.

Payroll is processed within 10 days after the period in which it is earned for hourly employees.

1. The signatory supervisor will submit a Payroll Summary Report of timesheets to Charter Impact for processing.
2. Charter Impact will prepare the payroll worksheet based on the summary report.
3. The payroll checks (if applicable) will be delivered to the school. The Executive Director will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Record Keeping

Charter Impact will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

Charter Impact will also prepare the state and federal quarterly and annual payroll tax forms for income tax withholdings, Social Security and Medicare and submit the forms to the respective agencies on behalf of the school. Charter Impact will prepare the quarterly state returns for unemployment and disability, review the forms with the Executive Director, and submit the forms to the state on behalf of the school.

The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.

1. The designated school employee will immediately notify the Executive Director if an employee exceeds the accrued sick leave or vacation pay or has any other unpaid absences.
2. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

Expense Reports

Employees will be reimbursed for expenditures within ten (10) business days of presentation of appropriate documentation. Receipts or other appropriate documentation will be required for all expenses over five dollars and all reports must be approved by the Executive Director. Expenses greater than two months old will not be reimbursed.

Executive Director expense reports must be approved by another staff member (one of the other three not receiving the reimbursement) and always be submitted to Charter Impact for processing and payment, petty cash may not be used.

Travel

Employees will be reimbursed for mileage when pre-approved by the Executive Director. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled. For incidental travel, mileage will only be reimbursed if the one-way mileage exceeds 10 miles.

The Executive Director must pre-approve all out of town travel. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.

Travel advances require written approval from the Executive Director and receipts for all advanced funds not returned. After the trip, the employee must enter all the appropriate information on a Travel Expense Report and submit it to the Executive Director for approval and then on to Charter Impact for processing. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will submit a monthly financial report including:

a. Statement of Financial Position
b. Budget vs. Actual Report
c. Monthly Forecast
d. Accounts Payable Aging
e. Monthly Check Register

The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.

Third Party Loans

The Executive Director and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.

Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.

Fund Balance Reserve

A fund balance reserve will be maintained in compliance with 5 CCR § 15450. Charter Impact will provide the Executive Director with a Statement of Financial Position monthly. It is the responsibility of the Executive Director and the Governing Board to understand the school's financial situation. It is the responsibility of the Executive Director to prioritize payments as needed. The Executive Director has responsibility for all operations and activities related to financial management.

Process to Access Additional Student Planning Amount

This year we and the students and families we serve, are facing increased financial restrictions among other obstacles and stressors. It is our goal to provide the most flexibility and also the most fiscally sound and situationally appropriate academic and related supports for all of our students. With the reduction of this year's Instructional Planning Amounts (funds), the discontinuance of sibling funds transfers, and the freezing of rollover funds, we recognize that some student accounts will not suffice to meet their needs for this school year. We are primarily concerned with bridging funding gaps to ensure that every student has access to the core curriculum, classes, and technology necessary to implement their individualized educational goals and plans. In order to facilitate this, we will use a simple, responsive approach that works within our already established processes and procedures. We have already been able to implement these strategies and will continue to develop our approach as needs arise.

General scenarios:

1. Curriculum and classes ordered in the EOS. Usually these require a relatively small amount of "advance" on December funds (under $150 for example).

   Solution - HST use notes. Order goes to SA approval

   When a family places an order that will put their account "in the red" the HST must add documentation to the "Notes" section of the order when approving. The more documentation and explanation, the better. The HST approves the order and it is flagged and sent to SA approval. All orders that put an account in the red are sent to SA approval for review and approval by the HSTs Regional Coordinator (RC). If it is determined that the rationale is sound and necessary, RC approves the order in the EOS, and the order is processed. The account will reconcile when the December funds drop. In this scenario, additional funds are not provided, simply and advance in access to second semester planning amounts. It is the responsibility of the HST to communicate to the family this process and effect on student planning amounts reflected in the EOS.

2. High School students whose chosen curriculum exceeds the total amount allowed - Orders in COS (Curriculum ordering System - Strong Mind for example).

   If a high school student's curriculum needs exceed the total amount allowed per semester or for the entire school year, for courses listed on the Master Agreement, then we may allow for additional funding. This request must be within the range of what the previous planning amount was for HS students ($2,800). So the request might be for up to an additional $300 for this academic year. If the order is in the EOS, HST will use "notes" as in the above scenario. If it is COS order, then the HST should order the classes and email their RC and Amy Frydenlund to request the extension of additional funds. Assistant Director, Amy Frydenlund, can send the email to ICS processors authorizing the order.

(Executive Directors, and other administrators authorized as Principal/Executive Director Designees can also approve these requests)

3. Families with extenuating circumstances –

   Students who may need access not only the December drops early, but also to the previous years' funding amount. We know that we have families who have been and may continue to be significantly impacted by recent fires, illness, or other extenuating hardship. Some victims of the Butte and recent fires, especially those who literally lost everything, for example, had additional funding amounts available in their student accounts in order to address their urgent and ongoing educational needs and resource deficits. We want to address this with extreme sensitivity while providing what is needed for students to thrive and the home teacher/learning coach to support their students well. In these circumstances the HST should reach out their RC and Amy Frydenlund to evaluate the extent of the need. The best practice here is to monitor these accounts closely, and to ensure the students are able to access all necessary curriculum and supports.

<u>In Process:</u>

We have another process that needs to be put in place and the goal is to have it ready by mid-September. Our plan is to survey our families to ascertain what their greatest needs and concerns are regarding funding. We will have a survey (internal only) for HST to complete on behalf of student(s) requiring access to additional planning amounts. In the meantime HSTs can contact their RC and Amy Frydenlund directly to assist with any urgent needs.

The bottom line is that the administrative team continues to maintain oversight and the ability to override our systems when warranted and if the school has available funds.

Immunization & Oral Health Assessment Policy

The Charter School is committed protecting the health and well-being of all Charter School students.

The purpose of Charter School Governing Board approving this Immunization and Oral Health Assessment Policy is to accomplish the following:

1. Outline Immunization Requirements During Enrollment
2. Establish Medical Exemptions from the
3. Establish the Oral Health Assessments as a Condition of Enrollment
4. Outline the Reporting Requirements to County Office of Education

1. Immunizations: To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board desires to cooperate with state and local health agencies to require immunization of all students against preventable diseases.

Valid immunization records are required during the Registration (REG-Online) process. Failure to submit a valid copy of the student's immunization record within the timeframe set by the school's board-approved Enrollment Policies will result in the forfeiture of the student's placement for the school year. Note, however, that Health & Safety Code section 120335 allows for independent study programs to allow non-immunized students to enroll if there is no classroom-based instruction. In that instance, the REG-Online process must indicate that the student is not immunized. Alternatively, a medical exemption must be submitted during REG-Online.

2. Medical Exemptions: Prior to January 1, 2021, a student will be exempted from the immunization requirements, to the extent indicated in the written statement, if his/her parent or guardian files with the School a written statement by a licensed physician or surgeon to the effect that the physical condition of the student is such, or medical circumstances relating to the student are such, that immunization is not considered safe. The statement should include the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician or surgeon does not recommend immunization.

Beginning January 1, 2020, a child who has a medical exemption issued before January 1, 2020 shall be allowed continued enrollment in the School until the child enrolls in the next grade span.

Beginning January 1, 2021, the form that is compliant with Health & Safety Code section 120372 shall be the only documentation of a medical exemption that the School may accept.

If California's Department of Health Services (the "Department") revokes a student's medical exemption, the student has 30 days to commence the immunization schedule required for attendance at the School. During this 30-day period, the student may continue in attendance at the School. Alternatively, the parent/guardian may appeal the revocation through the Department's appeal process. The student will continue in attendance during the pendency of the appeal and will not be required to otherwise comply with immunization requirements unless and until the revocation is upheld on appeal.

The School will file a written report on the immunization status of new entrants to the School with the Department of Health Services as required by law.

3. Oral Health Examination: By May 31 of each school year, students entering kindergarten or the first grade (who have not attended kindergarten) must present proof to the school of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional. The oral health assessment must have been performed no earlier than 12 months prior to the date of initial enrollment.

A student may be excused from this requirement if his/her parent or guardian indicates on the approved form provided by the school one or more of the following reasons apply:

- The oral health assessment poses an undue financial burden on the parent/guardian;
- The parent/guardian lacks access to a licensed dentist or other licensed or registered dental health professional; or
- The parent/guardian does not consent to the assessment.

Upon initial enrollment in kindergarten or first grade, the school will notify parent/guardians of the required oral health assessment on the California Department of Education approved form.

Upon initial enrollment in kindergarten or first grade, the school will notify parent/guardians of the required oral health assessment on the California Department of Education approved form.

4. Report to County Office of Education: By July 1 of each year, the school will submit a report to a system designated by the state dental director for the collection of those reports or the County Office of Education containing the following information:

- the total number of pupils in the school who are subject to the oral health assessment requirements of the statute;
- the total number of pupils who submitted proof of an assessment;
- the total number of pupils who could not complete the assessment due to financial burden;
- the total number of pupils who could not complete the assessment due to lack of access to a dentist;
- the total number of pupils who could not complete the assessment because their parents/guardians did not consent;
- the total number of pupils who are assessed and found to have had caries experience;
- the total number of pupils who are assessed and found to have untreated decay;
- the total number of pupils who did not return either the assessment form or the waiver request to the school

EMPLOYEE HANDBOOK
2020-2021

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SECTION 1 – WELCOME

Welcome to Lake View Charter School!

We are happy to have you join us at Lake View Charter School (LVCS or School). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of LVCS, its personnel policies and procedures, and your benefits as a LVCS employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No LVCS guideline, practice, manual or rule may alter the "at-will" status of your relationship with LVCS.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, LVCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever LVCS determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at LVCS.

SECTION 2 – GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at LVCS.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other LVCS document confers any contractual right, either express or implied, to remain in LVCS' employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by LVCS or you may resign for any reason at any time.

No supervisor or other representative of LVCS except the Executive Director or designee, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

LVCS exists to educate and inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish LVCS from other schools:

1. Mentoring – to inspire students to forge their paths in the world
2. Passionate – to strive for excellence
3. Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

1. Innovative
2. Dynamic
3. Results-oriented
4. Data-driven
5. Extraordinary
6. Confident
7. Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, LVCS will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

1. Academic achievement through relevant curricula, clear expectations, and shared accountability
2. Relationship building through mentorship and consistent communication

School-wide Learning Outcomes

All students at LVCS strive to achieve the School-wide Learning Objectives (SLOs). Each year, LVCS will assess student progress towards attainment of the SLOs and review and revise the SLOs, as necessary. LVCS students will be:

1. **Technologically proficient and will:**
   a. Develop media literacy to analyze different information outlets and their influences.
   b. Navigate various online platforms and participate in virtual discussion.
   c. Use the Internet to acquire, organize, manipulate, interpret, and communicate information.
   d. Adapt, integrate and utilize various emerging online resources in order to compete in the workplace and connect with their passion.

2. **Critical thinkers who will:**
   a. Produce original products through written and/or oral work, problem solutions, or artistic presentation and/or performances.
   b. Problem solve through questioning, making inferences, predicting, and hypothesizing.
   c. Apply learned skills to new situations or problems.
   d. Take ownership of their learning and modify their performance based on feedback and assessment to attain their goals.
   e. Focus on learning state-adopted standards and demonstrate mastery in core content areas as evaluated through standardized assessments (CAASPP, STAR 360).

3. **Effective communicators who will:**
   a. Listen, speak, read, and write proficiently using standard English according to commonly accepted rubrics.
   b. Articulate thoughts, rationale and logic with confidence in oral presentation.
   c. Present work using a variety of media, including drawing, writing, short speech, or digital media.
   d. Contribute effectively in collaborations during class, office hour discussions, and class discussion forums.

4. **Responsible and self-directed citizens who will:**
   a. Set attainable personal and academic goals through the Individual Learning Plan and the Individualized Graduation Plan.
   b. Demonstrate integrity and respect within the academic and personal setting.
   c. Become active members of the community through community service and volunteering.
   d. Be cognizant of local and global issues.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

LVCS is an equal opportunity employer. In accordance with applicable law, LVCS prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity (which includes~~, but is not limited to, traits~~ historically associated ~~with race~~traits, ~~including, but not limited to,~~ such as hair ~~texture~~ styles and protective ~~hairstyles),~~ hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, LVCS prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. LVCS will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, LVCS prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of LVCS.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, LVCS will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to LVCS. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation,

specifying what accommodation he or she needs to perform the job. LVCS will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of LVCS to ensure equal employment opportunity without discrimination or harassment on the basis of race (which includes~~, but is not limited to, traits~~ historically associated ~~with race~~traits, ~~including, but not limited to,~~ such as hair ~~texture~~ styles and protective ~~hairstyles),~~ hair styles, e.g., braids, locks, and twists), religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

LVCS prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to LVCS (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms "discrimination" and "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another's work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee's refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
    - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
    - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual;
    - Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

<u>What is abusive conduct/workplace bullying?</u>

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests.
    - Use of derogatory remarks, insults and/or epithets.
    - Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

<u>What is Retaliation?</u>

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation

should be reported immediately to Human Resources and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All LVCS employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

LVCS encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, LVCS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. LVCS recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. LVCS is serious about enforcing its policy against harassment; however, LVCS cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to LVCS' attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate.

Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

LVCS encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

LVCS' investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with LVCS' investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, LVCS will provide regular progress updates, as appropriate, to those directly involved. LVCS will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

LVCS may investigate conduct in the absence of a formal complaint if LVCS has reason to believe that an individual has engaged in conduct that violates LVCS policies or applicable law. Further, LVCS may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which LVCS believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as LVCS believes appropriate under the circumstances. Due to privacy protections, LVCS may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. LVCS will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Executive Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of LVCS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

Training Requirements

LVCS requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and LVCS will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, LVCS may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called "employment at will," and no one other than the Executive Director of LVCS with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict LVCS' right to terminate at-will.

OPEN COMMUNICATION POLICY

We want to hear from you. LVCS strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. LVCS is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. LVCS will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

LVCS provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. ~~The~~ For those employees that are working at a school site, the School will also make a reasonable effort to provide the employee with the use of a room or other private location in close proximity to the employee's work area for the employee to express milk in private. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy. The School will respond accordingly, generally within two business days.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do

not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at LVCS and will be handled in accordance with LVCS' policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of LVCS and its interest in our school will be formed in part, by LVCS employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, LVCS and our School's services.

Below are several things employees can do to help leave people with a good impression of LVCS.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees, families and students at all times.
- Follow up on requests and questions promptly, provide professional and personable replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.

WHISTLEBLOWER POLICY

LVCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of LVCS policy, specifically the policies contained in LVCS' Employee Handbook.

An employee who wishes to report a suspected violation of law or LVCS Policy may do so by contacting the Executive Director, Assistant Director or Human Resources.

LVCS expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of LVCS policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, Assistant Director or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of LVCS' administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each LVCS employee is either a "full-time," "part-time," or "temporary" employee and either an "exempt" or "non-exempt" employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 30 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a "Certificated employee" or "Classified employee." Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and doubletime pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators. Teachers are B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

Classified Employees include those employees hired by LVCS that do not primarily instruct students, nor require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

LVCS reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

WORKWEEK AND WORKDAY

Teachers are expected to complete their LVCS employment duties from 8:30 a.m. – 5:00 p.m. Monday- Friday excluding holidays.

VIRTUAL ACADEMY CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

1. Teachers selected for special assignment including High School Virtual Academy and Junior High Virtual Academy be assigned a "Virtual Class" or "Virtual Classes"

2. Teachers are provided, at LVCS' expense, a computer capable of maintaining a high speed internet connection for conducting virtual class and other duties.

3. Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. Monday - Friday by internet and/or phone.

4. Teachers **assigned to virtual classes will** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.

5. Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within two (2) hours by phone or four (4) hours by internet.

Comment [A1]: Use verbiage from contract.

Comment [A2]: The contract does not specifically state work hours except within the clause about Outside Professional Activities: "teachers are to complete their LVCS employment duties from 8:30 a.m. – 5:00 p.m.

Comment [A3]: Def ine JHVA and HSVA, who does this pertain to?

Comment [A4]: Spe cial ed?

6. Teachers will use the tracking and monitoring system integrated into the student's assigned course. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.

7. Teachers will be responsible for all virtual school required record keeping and reporting.

Training:

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard LVCS protocols and procedures.

Worksites:

Most classes will be held virtually. Teachers may work from home.

SPECIAL EDUCATION TEACHING EMPLOYMENT CONDITIONS

Special Education Teachers/ Case Managers

1. Special Education Teachers/ Case Managers teach specialized academic instruction (SAI) sessions as well as credit bearing courses virtually.
2. Teachers are provided, at LVCS' expense, a computer capable of maintaining a high speed internet connection for conducting virtual class and other duties.
3. Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. Monday - Friday by internet and/or phone.
4. Special Education Teachers are required to teach in virtual classrooms/ sessions **up to** four (4) hours per day.
5. Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within two (2) hours by phone or four (4) hours by internet.
6. Teachers will use the tracking and monitoring system in google classroom and/or curricular program as well as SEIS. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.
7. Teachers will be responsible for all special education required record keeping and reporting.

Training:

Teachers are required to attend training sessions hosted virtually. Special Education Teachers are required to attend two in-person Charter wide meetings/trainings per year. Mileage reimbursement will follow standard LVCS protocols and procedures.

State-wide Assessments:

Comment [A5]: ?

Comment [A6]: Specify which staff can submit mileage reimbursement? Classified? Admin? Certificated?

Comment [A7]: DB checking with Becky Harris

Comment [A8]: Define JHVA and HSVA, who does this pertain to?

Comment [A9]: Special ed?

Comment [A10]: ?

Comment [A11]: Specify which staff can submit mileage reimbursement? Classified? Admin? Certificated?

Comment [A12]: DB checking with Becky Harris

Comment [A13]: SPED teaching staff do not get mileage, HSTs do not either. I think we should take this out

Special Education Teachers are required to proctor 5 days (maximum) of state-wide assessments per year.

Worksites:

Special Education Teachers work remotely as all classes and sessions are taught virtually.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of tardiness by a non-exempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored trainings that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism or early departures may result in disciplinary action.

When an employee attends a school sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. For virtual attendance, zoom registration/chat or sighing in on a Google Doc will serve as attendance. For in-person meetings, either online document or paper documentation will be required for the purpose of record keeping. These records will serve as the official roster of attendance.

LVCS will pay hourly employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of LVCS' normal business hours with no additional pay.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and employee signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double-time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

LVCS prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, <u>you may not work at all</u>. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a "Second Meal Period Waiver" form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

Hours Worked	**Number of Rest Periods**
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to

Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by LVCS), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Employees are paid semi-monthly in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by LVCS for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

LVCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, LVCS must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions LVCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

LVCS employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with LVCS within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails re-certification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is LVCS' policy that all School employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

"Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that LVCS' employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without LVCS' assistance, he or she is required to notify LVCS of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with LVCS.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by LVCS. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment. Salary increases and promotions are solely within the discretion of LVCS and depend upon many factors in addition to performance.

Teachers:

At the start of each academic year, each Teacher will meet with their Supervisor to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by their Supervisor

The Supervisor will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the LVCS' charter, and standards for teaching performance developed by the Executive Director, the LVCS Board of Directors, and/or other LVCS staff.

In addition to these more formal performance evaluations, LVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

LVCS' provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit LVCS' right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and LVCS. Accordingly, either the employee or LVCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Classified Staff:

Formal evaluations are generally held once each year. You will be provided a copy of the evaluation tool and as part of the process you will do a self-evaluation. Your supervisor may schedule your evaluation time in advance so that you are prepared for the process.

In addition to these more formal performance evaluations, LVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT[1]

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;

2. The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition";

3. The "serious health condition" of the employee;

4. The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

5. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or

[1] Employees may qualify for FMLA/CFRA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave. You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

NEW PARENT LEAVE ACT[2]

Pursuant to the California New Parent Leave Act ("NPLA"), eligible employees may request a new parent leave of absence pursuant to this policy. Eligible employees are those who have been employed by the School for at least 12 months, have worked at least 1,250 hours during the 12 months immediately prior to the new parent leave of absence, and are employed at a worksite where there between 20 and 49 employees of the School within 75 miles.

If an employee is employed at a worksite where there are 50 or more employees of the School within 75 miles, and is otherwise eligible for leave pursuant to the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), the employee will be eligible for leave pursuant to FMLA and CFRA in lieu of being eligible for leave pursuant to NPLA. In other words, an employee cannot be eligible for leave under both NPLA and FMLA/CFRA. While the School is subject to compliance with FMLA and CFRA, it is the School's belief that none of its employees are currently eligible for FMLA/CFRA pursuant to the qualifying conditions set forth in applicable statutes/regulations. If an employee has questions about eligibility under NPLA, FMLA, or CFRA, please contact Human Resources.

An employee may request leave under this policy for the following baby-bonding reasons: the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child. This leave may be taken for up to 12 workweeks during the designated 12-month period, which will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much leave time has been taken and therefore determine the amount of leave that is available. This leave may be taken in addition to the Pregnancy Disability Leave set forth below, subject to those terms and conditions.

Notwithstanding the previous paragraph, if both of the child's parents work for the School, the parent-employees dually share the 12-week leave entitlement under NPLA. In other words, each parent-employee is not separately entitled to 12 weeks of leave. Each parent does not get 12 weeks of leave. The School may grant simultaneous leave to both parents.

Ordinarily, you must request a planned new parent leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

When an approved new parent leave ends, the employee will be reinstated to the same position or a comparable position, unless the job ceased to exist because of legitimate business reasons.

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[2] Employees may qualify for NPLA Leave only if the School has between 20 and 49 employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for NPLA leave.

An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if the employee had been continuously employed in this position during the new parent leave. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

New parent leave is unpaid. However, you may utilize any available PTO and PSL during your leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO/PSL. The use of such benefits does not extend the length of the leave.

Benefit accrual, such as PTO and holiday pay, if any, will be suspended during new parent leave and will resume upon return to active employment. Group health benefits will be maintained during the approved new parent leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

For more information on new parent leave, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability

leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

ADDITIONAL LEAVES

Some of the following leaves are designated with asterisks, which means that application and employee eligibility requirements of the leave (either in part or in whole) depends on whether the School employs the minimum number of employees indicated below. Policies without an asterisk apply regardless of the number of School employees.

*The School has 15 or more employees

**The School has 16 or more employees

***The School has 25 or more employees

Should you have any questions as to eligibility requirements of any leave policy, please contact Human Resources.

MILITARY SPOUSE LEAVE***

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

LVCS provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off. Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE***

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before

leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime.

An employee must give reasonable advanced notice to the School by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use available PSL or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE***

If you are a victim of domestic violence, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling, or safety planning related to domestic violence, sexual assault, or stalking.

You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;

- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality to the extent possible regarding any requests for accommodations under this policy.

The School will also, to the extent allowed by law, maintain the confidentiality to the extent possible of an employee requesting leave under this provision. The School will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault, and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

LVCS is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked LVCS for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence, the victim of sexual assault or stalking for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq., ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE***

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE*

~~If you donate an organ to another person you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.~~

~~You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.~~

Pursuant to California law, the School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

The School requires that bone marrow donors use up to five days of available accrued PSL or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued PSL or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the School with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the School will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the School as much notice as possible of the intended dates upon which the leave would begin and end.

This leave does not run concurrently with FMLA/CFRA.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive

paid time off and other benefits as if they had continued working. ~~The employee shall be required to pay any portion of their benefits they are currently paying.~~

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE***

LVCS will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts LVCS' right to discipline an employee, up to and including termination of employment, for violation of LVCS' Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

You are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer, or emergency rescue personnel. This is an unpaid leave, but the employee may use any earned sick, and/or PTO.

CIVIL AIR PATROL LEAVE**

LVCS provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with LVCS for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use available paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of PTO under this policy.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave

- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) - A BASIS ONLY

Full-time A-Basis (12 Months) school based employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1- June 30). Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Allotment

PSL days are allotted as set forth below to eligible employees:

- Full-time A-Basis, B-Basis, C-Basis, and D-Basis school based employees:

  On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PSL per school year (July 1 – June 30), which unused PSL days will carryover year to year subject to a cap of 18 days (144 hours). Employees hired after July 1 but before December 31 will receive ten days (80 hours) of PSL on his or her first day of employment. Employees hired after December 31 will receive five days (40 hours) of PSL on his or her first day of employment.

- All other eligible employees:

  All other eligible employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. PSL days are "use it or lose it" and, as such, do not carry over from year to year.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

PAID SICK LEAVE DONATION POLICY

Personal Hardship

Employees who have exhausted all paid sick leave (PSL) may request donations from co-workers through this policy. The PSL donation policy applies to employees suffering from a catastrophic illness or other medical emergency, which for the purposes of this policy, constitutes an employee's or a family member's medical condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PSL available.

Eligibility

Employees who are experiencing hardship due to a catastrophic illness or medical emergency are eligible to request and receive donations of PSL from other employees who have agreed to surrender leave to the School sponsored leave bank.

Requests for Donations

A written request for PSL donations that describes the specific medical emergency or medical condition must be submitted to Human Resources. Human Resources will verify the employee's eligibility, and make a written determination which will be given to the employee as soon as practical.

Donations of Paid Leave

Employees who have more than 24 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.

2. In any 12-month period, no employee may donate more than 40 hours.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance. Human Resources shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable "wages" to such eligible employee for the payroll period utilized. No employee shall receive payment for more than 40 hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by LVCS. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by LVCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources.

Full-time employees will also be covered under an insurance policy that includes Life, Short-term Disability and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under LVCS' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at LVCS group rates plus an administration fee. LVCS or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under LVCS' health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

LVCS withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to ~~six~~ eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under LVCS policy and applicable law.

LVCS will require you to take up to two weeks of unused PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using LVCS' computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of LVCS and have been provided for use in conducting LVCS business. All communications and information transmitted by, received from, created, or stored in its LVCS' Communication Systems are records and property of LVCS. The Communication Systems are to be used for School purposes only. Employees may, however, use LVCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with LVCS business, and does not violate any LVCS policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

<u>No Expectation of Privacy</u>

LVCS has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, LVCS may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of LVCS' Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from LVCS' Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish LVCS' right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed LVCS upon request for any reason that LVCS, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system.

All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though LVCS has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on LVCS letterhead.

Offensive and Inappropriate Material

LVCS' policy against discrimination and harassment, sexual or otherwise, applies fully to LVCS' Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in LVCS' computers. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director and Human Resources.

Comment [A14]: C an we add Human resources to some of these, I feel like some of these instances the person should go to Becky in human resources and not J&J…

LVCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by LVCS networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to LVCS' blocking software.

Solicitations

LVCS' Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of his/her Executive Director.

Games and Entertainment Software

Employees may not use a LVCS Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to LVCS' "Confidential Information" policy, contained herein, for a general description of what LVCS deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

LVCS' Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any LVCS approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of LVCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of LVCS."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to LVCS' network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to LVCS' network.

Files obtained from sources outside LVCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage LVCS' computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-LVCS sources, without first scanning the material with LVCS approved virus checking software. If you suspect that a virus has been introduced into LVCS network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

LVCS reserves the right to modify this policy at any time, with or without notice. LVCS may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA POLICY

LVCS has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Teachers are not to initiate "friendships" with students or parents. Employees must delete any students already on their "friends" list immediately.

With regard to social networking content, employees should not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any School-related business or policy, employee, student, or parent. Additionally, employees should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. LVCS encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Due to security risks, employees must be cautious when installing the external applications that work with the social networking site. At a minimum, it is recommended that all employees should have all privacy settings set to "Only Friends". The settings "Friends of Friends" and

"Networks and Friends" open your content to a large group of unknown people, including students.

Personal or Professional Blogs

If you are developing a website or writing a blog that will mention LVCS, you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of LVCS. Unless given permission by your Executive Director, you are not authorized to speak on behalf of LVCS or to represent that you do so. If you are developing a site or writing a blog that will mention LVCS, as a courtesy to the organization, please let your Executive Director know in advance of publication. Your Executive Director may choose to visit your blog or social networking site from time to time.

You may not share information that is confidential and proprietary with regard to LVCS. This includes, but is not limited to, information about curriculum, School dynamics, School programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what LVCS considers confidential and proprietary. If you have any questions about whether information has been released publicly or doubts of any kind, speak with your Executive Director and Human Resources.

Comment [A15]: Add and Human resources

When writing a blog or participating in any other social networking site, employees should speak respectfully about LVCS and our current and potential employees, students, parents, and competitors. Name-calling or behavior that will reflect negatively on the organization's reputation is discouraged. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by LVCS and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking may be legally liable for anything he/she writes or presents online. Employees can be disciplined, if appropriate, by LVCS for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

Failure to comply with LVCS' social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

LVCS attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will

protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
    - Immediately report the incident to his/her immediate supervisor and IT.
    - Obtain an official police report documenting the theft or loss; and
    - Provide a copy of the police report to his/her immediate supervisor, or Executive Director and IT.

Comment [A16]: IT Department & Chief Facilities Operator (Royce) who oversees our IT…

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is

subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Personal cell ~~phone use is not permitted~~ phones should not be used while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

If you are required to perform business on a cell phone for LVCS while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, LVCS has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by LVCS.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by LVCS employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by LVCS.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. LVCS must approve any postings prior to posting.

LVCS reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI -NEPOTISM POLICY

Policy Statement

It is the policy of LVCS 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 a LVCS 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 LVCS board members, employees, individual consultants hired or retained by LVCS, and School Services Providers hired or retained by LVCS.

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

(a) Family Members of LVCS 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 LVCS 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 LVCS 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 LVCS, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to LVCS.

Procedures

When a Family Member of a current LVCS 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 LVCS' best interests would be served otherwise.

When a Family Member of a current LVCS board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within LVCS, 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 LVCS, 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, LVCS 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 LVCS. If a mutual agreement is unattainable, the Board will determine, in LVCS' 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 LVCS' 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.

VIOLENCE IN THE WORKPLACE

LVCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect LVCS or which occur on LVCS property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on LVCS premises, regardless of the relationship between LVCS and the parties involved
- All threats or acts of violence occurring off LVCS premises involving someone who is acting in the capacity of a representative of LVCS

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy LVCS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

LVCS' prohibition against threats and acts of violence applies to all persons involved in LVCS' operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on LVCS property. Violations of this policy by any individual on LVCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors,to their Executive Director and Human Resources.

Comment [A17]: Human resources

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Your Executive Director or immediate supervisor will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity.

Consult your supervisor if you have any questions regarding appropriate attire.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres

- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

<u>Acceptable and Recommended Behaviors</u>

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries

- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor, Human resources or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive

to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor, Human Resources, or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. Human resources will open and investigation into the instance and document any findings. After the investigation has concluded the report and the findings will be filed with Human Resources. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director. A Report will be created and documentation will be filed with Human Resources.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name

- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software,

computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

LVCS expects employees to devote their best efforts to the interests of our school. LVCS recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at LVCS or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with LVCS whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on

this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to LVCS' Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at LVCS. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with LVCS' interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at LVCS.
- Involve organizations that are doing or seek to do business with LVCS including actual or potential vendors.
- Violate provisions of law or LVCS policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to LVCS must be given priority. Full time employees are hired and continue employment with the understanding that LVCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

Comment [A18]: Yes, in contract, agreement between named "employee" and named "school"

Comment [A19]: Does this match the wording in our contracts?

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of LVCS 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 LVCS. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

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 of employee of LVCS if any of the following apply:

1. It involves the use of LVCS time, facilities, equipment, supplies, or the officer's or employee's position or influence with LVCS, for private gain or advantage.

2. It involves receipt or acceptance by the officer of 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 LVCS.
3. It involves the performance of an act as part of the outside activity that involves services performed for LVCS.
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 LVCS' name, logo, supplies, equipment or other property in connection with any outside activities.

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 LVCS, 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.

EXPENSE REIMBURSEMENT POLICY

LVCS will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of LVCS business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of LVCS that LVCS 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. LVCS 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 LVCS in order to obtain funds or thing of value from LVCS. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with LVCS 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 LVCS, 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 LVCS, resulting in the individual's receipt of funds or thing of value from LVCS.

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.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of LVCS to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event:
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises:
- Refusing to submit to an inspection or testing when requested by administration:
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job

performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxilator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee of other employees was jeopardized. Periodic retesting

may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on LVCS property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

LVCS cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on LVCS' premises, including the parking area, or away from school property while on school business LVCS employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

LVCS is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

LVCS has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

LVCS has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

LVCS will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from LVCS; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to LVCS for three consecutive work days. LVCS requests that employees provide at least two weeks written notice of a voluntary termination. All LVCS property must be returned immediately upon terminating employment. LVCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of LVCS' Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, LVCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at LVCS may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at LVCS. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, LVCS will disclose only the dates of employment and the title of the last position held. LVCS will verify or disclose additional information about the employee only if the employee provides written authorization for LVCS to provide the information. However, LVCS will provide information about current or former employees as required by law or court order. LVCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Lake View Charter School's ("LVCS") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding LVCS' expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of LVCS' policies.

In particular, I have read and understand LVCS' Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with LVCS at any time, LVCS, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and LVCS for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of LVCS, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between LVCS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with LVCS, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

LVCS reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than LVCS Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Policy for Inspection of Public Records

I. PURPOSE

This Policy sets forth Lake View Charter School's ("School") policies and procedures regarding requests for inspection of the School's public records under the California Public Records Act ("PRA") (Government Code section 6250 et seq.). The School recognizes the public's right to access public records and intends to provide public members with reasonable access to public records consistent with the law. If any provision of this Policy conflicts with the law, the law shall take precedence.

II. HOW TO REQUEST RECORDS

Requests for the School's public records must be submitted to:

Principal
Lake View Charter School
~~1740 E Huntington Dr. #205~~
~~Duarte, CA 91010~~
4818 Golden Foothill Pkwy Unit 9
El Dorado Hills, Ca 95762
Phone: ~~(616) 525-1176~~ (916) 241-8653
Fax: ~~(616) 465-4544~~ (916) 664-3995
~~Email: pra@inspireschools.org~~ pra@lakeviewcharterschool.org

To ensure that requests can be responded to appropriately, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached as Appendix A. To the extent possible, the requestor should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

III. RIGHT TO INSPECT

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment only. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

IV. RECORDS EXEMPT FROM DISCLOSURE

There are numerous circumstances under which public records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. The School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws. The notification of denial or withholding of records must be in writing and shall provide the reason for the denial or withholding of records and shall set forth the names and titles or positions of each person responsible for the denial.

V. PROCEDURES FOR RESPONDING TO REQUESTS FOR INSPECTION OR COPIES OF RECORDS

The School will follow a two-step process when responding to a PRA request. First, within 10 calendar days of receiving any request to inspect or copy a public record, the School shall acknowledge receipt of the request and inform the requestor whether the School has disclosable public records in its possession that are responsive to the request and when it will make them available. If the School determines that it will not provide some records, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial. Second, if the School determines that it has disclosable documents, it shall make the documents available within a reasonable time.

In unusual circumstances, the School may extend the 10-day limit for up to 14 days by providing written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be made.

If the request is ambiguous or unfocused, the School shall make a reasonable effort to elicit additional clarifying information from the requestor that will identify public records responsive to the request. To the extent reasonable under the circumstances, the School shall do all of the following in assisting the requestor:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;

2. Describe the information technology and physical location in which the records exist; and

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication) for preparation of copies of identifiable public records. Deposit of applicable fees is required prior to preparation and delivery of any requested records.

Policy Approved by Board on August 26, 2020.

APPENDIX A

LAKE VIEW CHARTER SCHOOL

PUBLIC RECORDS REQUEST FORM

Fee Schedule	
Document Production	Paper and electronic records (black): $0.15 per page Paper and electronic records (color): $0.25 per page Records provided on CDs: $1.00 per disc Records provided on DVD: $2.00 per disc
Computer Programming	Direct costs associated with production
Mailing Documents	Envelope (letter sized) $0.05 per envelope Envelope (9x12 or 12x13) $0.10 per envelope Postage determined based on actual cost

Requestor's Information

Name: _____ Title: _____

Organization: _____

Address: _____

_____

Phone: _____ Fax: _____ Email: _____

Records Requested

I am requesting the following documents:

_____

_____

_____

_____

_____

_____

I am also seeking _____ copies of the documents listed above.

I understand that Lake View Charter School will respond to all public records requests in compliance with the timelines provided under state law and consistent with its policies.

I understand that in accordance with the School's Policy for Inspection of Public Records, the School may charge a fee for copies of public records as specified above. Payment is required in advance of delivery of any requested records. If more than 15 pages are requested, the School may require a deposit before making copies.

2020-2021 Compensation Policy

Dedication to Non-discrimination
It is the policy of Lake View Charter School not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

Important Information

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for 2020-2021 only. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. -An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

Compensation Philosophy

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer…

- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations

- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be effected

We recognize and reward…

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers…

Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:

- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

CERTIFICATED COMPENSATION

Teacher Definition:

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education

Salary Placement Guidelines:

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Creditable Years of Experience:

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 5 (five) ~~10 (ten)~~ years.
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
    - California and US public, charter, and private elementary and secondary schools
    - Accredited foreign public, charter, and private elementary and secondary schools
    - California, US, and foreign accredited universities and colleges
    - Non-public special education contract schools for special education teachers
    - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- A maximum of 2 years of substitute teaching experience in California and US public, charter, and private elementary or secondary schools may be accepted.
- Two years of teacher assistant experience in the above institutions will be equal to 1 YEAR in the salary schedule up to a maximum of 2 YEARS.

- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the pay scale as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the scale than the teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification:

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher salary table (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher table as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale Level and Group based on their creditable years of service and post-BA units, if applicable.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Pay Scale based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher is awarded a degree on August 15 and provides proof of the degree on October 15, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 15.

Advanced Degree/Certificate Stipends:

- Teachers who hold a Doctoral degree are entitled to additional compensation of $5000 stipend in addition to their current annual salary on the Salary Table.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a $2,500 stipend in addition to their current annual salary on the Salary.
- The stipends will be paid as set forth in the Stipend Chart below.

Signing Bonus:

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, to promote diversity, or to address specific concerns at the school.
- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- To qualify for a signing bonus, the teacher must:
    - be certified in the field they are hired to teach.
    - teach in that field of the bonus.

Supplemental Duty Stipends:

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Teachers who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the teacher by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as New Teacher Trainer, SPED Lead Teacher, etc. are assigned on a year by year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart, once the Supplemental duty has started.

Stipend Chart

Stipend Chart

DESCRIPTION	AMOUNT	ELIGIBILITY	ELIGIBILITY START	PERIOD PAID
Community Coordinator	*$5000-$10000	Paid to a hired Community Coordinator who facilitates regular events for the Community Connections program. Carry a caseload of 24 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Induction Coach Stipend	$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their teaching credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Student Support Coordinator	$ 15,000.00	Paid to certificated multi-subject teachers, preferrably with home school experience. Can carry 14 students on their roster, up to 19 with permission of director. Supervise 504 and SST meetings	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Intervention Support Coordinator	$ 15,000.00	Paid to certificated multi-subject teachers, preferrably with home school experience. Carries 14 students on their roster, up to 19 with permission of director. Provide students with tier 1,2 and 3 intervention	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Decathlon Coordinator Stipend	$ 2,500.00	Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathlon course requirements	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
New Teacher Trainer	$ 8,500.00	Assigned Position: paid to a designated HST who applied and received the position to help train new teachers. Carries caseload of 18 students, can carry additional with permission of director at $100/student/month.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
New Teacher Mentor Teachers	$500/teacher/semester	Assigned Position: paid to a designated HST who applied and received the position to help mentor new teachers.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
SPED Instuctional or Reading Specialist Coach	$1,000	Assigned Position- still carries SPED caseload	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
SPED Credential	$ 1,000.00	Provided for SPED teachers with SPED credential	Eligibility starts at the beginning of the school year.	Paid biweekly over 12 months; September - June. Will be prorated based on period of service during the school year.
Extended School Year (ESY)	$ 3,500.00	Paid to special education teachers who provide services from the end of the academic school year to approximately July 15th	Eligibility is earned after service has been completed from start date to end date.	Half paid during the each of the two pay periods of June 30th and July 15th
Specialized Academic Instruction (SAI)	$ 5,000.00	Offered to teachers who perform in-person services for special needs students	Eligibility is earned after the service has been provided.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
High School Lead Counselor	$ 2,000.00	Assigned Position: given to a counselor who shows leadership abilities and is experienced enough to handle escalated cases.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
CHYA Coach	$ 2,500.00	Assigned Position: given to HST who is committed to supporting the CHYA program and holding office hours for students.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Foster Youth Liaison	$ 5,000.00	Assigned Position: HST who works with county and school to identify and support foster youth students. Carry a caseload of 24 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Handbook Specialist	$1000- summer start up, $2000/year	Assigned Postion: HST who creates, organizes and keeps HST handbook up to date	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
JHVA Lead Teacher	$ 15,000.00	Paid to certificated teacher who oversees virtual teachers and teaches online junior high courses. Carries a casload of 14 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
JHVA Teacher	$ 10,000.00	Paid to certificated teachers who teach online junior high courses and carry a casload of 14 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
EL Designee	$5000-10,000	Assigned Position: HST who works with EL coordinator to provide EL support to families and staff. Carry a caseload of 18 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Extra Student Stipend	$100/month/student over required roster limit	Provided to HST's carrying over the full time caseload of 28.	Becomes eligible once their rosters surpass required roster limits	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
National Board Certification (NBC)	$2,500	Provided to teachers who have been awarded the National Board Certification	For current employees who obtain the certification before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees
National Board Certification (NBC)	$1,750	Provided to teachers who have been awarded the National Board Certification	For current employees who obtain the certification after January 1 of the current school year.	The two payments of equal installments (two in March) of the total stipend amount will only be paid to current employees
Doctoral Degree Stipend	$5,000	Provided to teachers who hold a doctor's degree	For those who obtain their degree before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees
Doctoral Degree Stipend	$2,500	Provided to teachers who hold a doctor's degree	For those who obtain their degree after January 1 of the current school year.	The two payments of equal installments (two in March) of the total stipend amount will only be paid to current employees

*Stipend based on current budget

Voluntary Transfer to Lower Role Placement or Teaching position

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale will be placed in the new salary placement or teacher salary schedule, and the salary will be calculated as it is in the new placement or schedule.

North Charters

July 1, 2020 HQT Teacher Salary Schedule

B- Basis -10 Month Calendar*

Pay Scale Group	Pay Scale Level									
Points	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 ponits)	$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

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

Pay Scale Group — Pay Scale Level

Points	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A (Minimum)	58240**	58240**	$58,240	$58,240	$58,240	$58,240	$58,240	$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	$59,696	$59,696	$59,696	$61,188	$61,188	$61,188
C (+28 points)	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$59,696	$61,188	$61,188	$61,188	$62,717	$62,717	$62,717
D (+42 points)	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$59,696	$61,188	$62,717	$64,598	$66,535	$66,535	$66,535	$66,535
E (+56 points)	$58,240	$58,240	$58,240	$58,240	$58,240	$58,240	$59,696	$61,486	$63,330	$65,863	$68,497	$71,236	$71,236	$71,236	$71,236
F (+70 ponits)	$58,240	$58,240	$58,240	$58,240	$58,240	$59,696	$61,486	$63,945	$66,502	$69,162	$71,928	$74,805	$77,797	$77,797	$77,797
G (+84 points)	$58,240	$58,240	$58,240	$58,240	$58,240	$59,696	$62,083	$64,566	$67,148	$69,833	$72,626	$75,531	$78,552	$78,552	$78,552
H (+98 points)	$58,240	$58,240	$58,240	$59,696	$62,083	$64,566	$67,148	$69,833	$72,626	$75,531	$78,552	$81,694	$84,961	$88,359	$88,359

Additional Pay Scale Levels

	H20	H25
H Cont. (+98 points)	$92,776	$97,414

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

****During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.

North Charters

July 1, 2020 Special Education Teacher Salary Schedule

D- Basis -10 Month Calendar*

Pay Scale Group	Pay Scale Level									
Points	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 ponits)	$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 Instuctional 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

North Charters
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+
Row 1	Program Specialist	$81,088		$84,088		$88,293		$92,709		$97,342		$102,209	
Row 2	School Psychologist	$81,088		$84,088		$88,293		$92,709		$97,342		$102,209	
Row 3	Speech Pathologist	$74,146		$78,049		$82,157		$86,481		$91,033		$95,585	
Row 4	Occupational Therapist	$70,688		$74,387		$78,302		$82,423		$86,761		$91,327	
Row 5	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 requirment 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

North Charters
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	$78,500	$80,500	$82,500	$84,500	$86,500	$88,500	$90,500	$92,500	$94,500	$96,500
Community Connections Coordinator	$78,500	$80,500	$82,500	$84,500	$86,500	$88,500	$90,500	$92,500	$94,500	$96,500
EL Coordinator	$78,500	$80,500	$82,500	$84,500	$86,500	$88,500	$90,500	$92,500	$94,500	$96,500
Testing Coordinator	$78,500	$80,500	$82,500	$84,500	$86,500	$88,500	$90,500	$92,500	$94,500	$96,500

Coordinator positions 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

North Charters
July 1, 2020 Director Salary Schedule
E- Basis -11 Month Calendar*

Pay Scale Group	Pay Scale Level									
	1	2	3	4	5	6	7	8	9	10
Special Education Director (MOU 5 schools)	145,000	147,000	149,000	151,000	153,000	155,000	157,000	159,000	161,000	163,000
Special Education Assistant Director (MOU 5 schools)	105,000	107,000	109,000	111,000	113,000	115,000	117,000	119,000	121,000	123,000

	1	2	3	4	5	6	7	8	9	10
Assistant Director/ Deputy Director	110,000	112,000	114,000	116,000	118,000	120,000	122,000	124,000	126,000	128,000
Director of Student Support (MOU Statewide)	140,000	142,500	144,500	146,500	148,000	150,000	152,000	154,000	156,000	158,000
Director of Operations (MOU 5 schools)	140,000	142,500	144,500	146,500	148,000	150,000	152,000	154,000	156,000	158,000

Stipends

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

Special Education Director is not required to carry a student caseload and is based on 225 work days.
Special Education Assistant Director is not required to carry a student caseload and is based on 220 work days.
Assistant Directors/Deputy Director must hold a minimum of 7 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 assistant directors/deputy directors is based on 220 work days. The 220 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar
** 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

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Additional Supplement Bonus ("Supplement"):
The Executive Director may recommend a Supplement for teachers as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed $35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than $1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
    - 1. The Executive Director must first agree with the teacher on the terms
    - 2. The supplemental work must be separate from the normal job responsibilities.
    - 3. The work must be completed or in the progress of being completed.

Part-time Teachers:
For all part-time teachers.

- Part-time/Full time Status: Compensation for part-time teachers will be $30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. This allotted time should be

sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than up to 17 hours of work per pay period in July and for up to 8.5 hours of training in August.

- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's employee handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.

  When a case load of 20 students is reached, employees may be rated in and placed on a salary table and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a case load of less than 28 students over a course of three (3) consecutive months may result in a return to part time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the salary schedule based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
    - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
    - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the Salary Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
    - The number of days worked in a year must be at least 180 days as a full-time employee
    - The percentage of days worked
    - Position held
    - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
    - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board

North Charters
July 1, 2020 Classified Salary Schedule
12 Month Calendar

		1	2	3	4	5	6	7	8	9	10
Office Tech 1	Hourly Annual	$15.024 $31,250	$15.385 $32,000	$15.745 $32,750	$16.226 $33,750	$16.707 $34,750	$17.308 $36,000	$17.788 $37,000	$18.269 $38,000	$19.471 $40,500	$20.072 $41,750
Office Tech 2	Hourly Annual	$18.029 $37,500	$18.510 $38,500	$19.111 $39,750	$19.591 $40,750	$20.072 $41,750	$20.673 $43,000	$21.274 $44,250	$21.875 $45,500	$22.476 $46,750	$23.077 $48,000
Office Tech 3	Hourly Annual	$19.231 $40,000	$19.832 $41,250	$20.433 $42,500	$21.034 $43,750	$21.635 $45,000	$22.296 $46,375	$22.957 $47,750	$23.678 $49,250	$24.399 $50,750	$25.120 $52,250
Office Tech 4	Hourly Annual	$24.038 $50,000	$24.760 $51,500	$25.481 $53,000	$26.322 $54,750	$27.043 $56,250	$27.885 $58,000	$28.726 $59,750	$29.567 $61,500	$30.409 $63,250	$31.250 $65,000
Coordinator	Annual	$65,500	$67,500	$69,500	$71,500	$73,500	$75,600	$77,500	$79,500	$81,500	$83,500
Manager	Annual	$81,000	$83,000	$85,000	$87,000	$89,000	$91,000	$93,000	$95,000	$97,000	$99,000

Role/Salary Placements

- All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Executive Director.

Advancements on Pay Scale

- An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

- A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Partial Assignments

- In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the salary schedule (or salary placement) with the higher salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or schedule
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale as follows:
    - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the salary scale.
    - All applicable work experience earned outside of Lake View Charter Schools, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Nonexempt Employees

- Each nonexempt employee will be placed on the salary schedule based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
    - The number of days worked in a year must be at least 180 days as a full time employee
    - The percentage of days worked
    - Position held
    - Type of the organization and accreditation

- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the schedule.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the pay scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus ("Supplement"):
The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed $35,000 or 50% of annual salary.
- All supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than $1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
    - 1. The Executive Director must first agree with the classified staff member on the terms
    - 3. The supplemental work must be separate from the normal job responsibilities.
    - 4. The work must be completed or in the progress of being completed.

~~PAYROLL ADVANCE POLICY~~

~~POLICY BRIEF AND PURPOSE~~

~~Our payroll advance policy describes our terms for advancing pay to our employees as an emergency short-term loan.~~

~~SCOPE~~

~~This policy applies to all employees, with the exception of the Executive Director and officers of Lake View Charter School. In addition, temporary employees with contracts that are less than one year will not be eligible for Payroll Advances.~~

~~POLICY ELEMENTS~~

~~"Payroll advance" refers to employees receiving a portion of their pay before their next normal payday. This does not include any money paid to the employee for work-related expenses.~~

~~The School is not obliged to pay employees in advance and may choose to do so if employees have qualifying reasons.~~

~~CONDITIONS FOR REQUESTING A PAYROLL ADVANCE~~

~~Employees can ask for a pay advance if they:~~

- ~~*Have been employed with the school for three consecutive months.*~~
- ~~*Have not taken any other company-sponsored loan.*~~
- ~~*Do not have any current negative evaluations or disciplinary actions.*~~

~~These conditions apply to all eligible employees without discrimination against protected characteristics.~~

~~Employees should have a legitimate reason to ask for advance pay, usually an unexpected or unavoidable occurrence. Examples of such reasons, although not conclusive, are for:~~

- ~~*Family or personal emergencies (e.g. being victims of a robbery or fire, having to pay funeral fees)*~~
- ~~*Hospital bills not covered by medical insurance*~~
- ~~*Car repairs not covered by insurance*~~
- ~~*To save a family home*~~

~~Examples of non-qualifying reasons, include but are not limited to:~~

- ~~Taking a planned vacation~~
- ~~Entertainment expenses~~
- ~~Gambling~~
- ~~Fines~~

~~PAYROLL ADVANCE TERMS~~

~~Subject to approval, the maximum advance pay may be up to $5,000. If employees find themselves in need of more frequent or larger pay advances than they are allowed, they should discuss the situation with their Executive Director. The Executive Director may decide to make exceptions on a case-by-case basis.~~

~~We will deduct the amount of the advance pay from an employee's future paychecks. This may mean:~~

- ~~Depending on the amount, deducting the full amount from their next paycheck.~~
- ~~Repaying the amount in small installments out of a number of future paychecks.~~

~~The repayment terms must be in writing and signed by employees and will comply with applicable laws.~~

~~We will not charge any administrative fees or interest.~~

~~If an employee resigns or is terminated before they repay their payroll advance, HR , subject to approval by the Executive Director, is responsible for reaching a new agreement with the employee. Any relevant legal requirements (whether federal, state or local) must be followed.~~

~~PAYROLL ADVANCE AGREEMENTS~~

~~Employees who want to request a payroll advance should request a Payroll Advance form from HR. They must:~~

- ~~Indicate their reasons for filing the form.~~
- ~~State the amount of money they want to receive in advance.~~
- ~~Sign to accept this policy's terms.~~

~~This procedure must be followed:~~

1. ~~Employees should submit the form to their Executive Director or their Supervisor, if the Executive Director is unavailable.~~
2. ~~The Executive Director should first review the form. If they approve, they must sign the form and submit it to HR.~~
3. ~~HR and the CFO or designee must also review the form and decide whether to grant the employee's request in consultation with the Executive Director. If they approve, HR must create an agreement form for the pay advance and repayment terms taking any applicable taxes into account. This agreement must be signed by HR, the CFO or designee and the employee and include relevant dates.~~
4. ~~HR must forward the signed agreement to the accounting department. The accounting department will generally give employees their advance pay through check or bank transfer within a week, if possible, after receiving the form.~~

~~If the request is denied, the Executive Director must inform the employee.~~

~~The advance must be paid back within one year of the initial payment to the employee, subject to applicable law. If there is a problem with meeting the requirement then the employee must sign an agreement that moves them toward quickly meeting that requirement.~~

~~NOTICE TO BOARD~~

~~The Board must be informed by the Executive Director if an employee resigns prior to repaying their payroll advance.~~

Residency Policy

California law requires that certain residency requirements are established in order for a student to be enrolled in an independent study charter school for which average daily attendance may be claimed. California law requires that a student be a California resident and requires that the student is a resident of the county in which the apportionment claim is reported or of a county immediately adjacent to the county in which the apportionment claim is reported. [EC §§ 47612(b), 5147.3]

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

1. Define Residency
2. Outline Residency for a Student on an Extended Vacation
3. Establish the Location Materials Will Be Mailed To
4. Outline the Procedures When a Student's Residency is in Question
5. Outline the Parent/Guardian/Education Rights Holder's Right Regarding Determination of Nonresidency
6. Outline the Procedures for Children of Military Families
7. Outline the Procedures for Homeless Youth

1. **Definition of Residency:** A student has residency in the state and county of the residence of the parent/guardian with whom that student maintains his or her place of abode. Residence denotes any factual place of abode of some permanency that is more than a mere temporary sojourn. Owning a home in California or in a particular county does not qualify a student to attend Lake View Charter School, unless it can be shown that the student is also living in the home at least three days per week during the school year.

2. **Residency for a Student on an Extended Vacation:** A student on an extended vacation lasting longer than four weeks, but less than six months, will not be deemed to have lost California residency.

3. **The Location Material Will Be Mailed To:** All materials will be mailed to, and any in person services will be held at, the address identified in the student's records in his/her proof of residence documentation, unless an alternative location is agreed upon by the teacher of record.

4. **Student's Residency is in Question**: If there is reason to believe that a student's residency is in question, Lake View Charter School may investigate in order to determine authenticity of the home address. When it is determined that a student lives outside of California and/or an authorized county, Lake View Charter School will provide written notice of the determination of nonresidency within five days of Lake View Charter School's intention to disenroll the student. Students that have not provided Proof of Residency or affidavit will have 5 school days to provide the Proof of Residency or affidavit. If the student has not provided the Proof of Residency or affidavit within 5 school days, the School will

provide written notice of the determination of nonresidency within five days of the School's intention to disenroll the student.

5. **Parent/Guardian/Education Rights Holder's Right Regarding Determination of nonresidency:** The notice shall contain an explanation of the parent/guardian/education rights holder's right to request a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses and at which the pupil has the right to bring legal counsel or an advocate to dispute the finding of nonresidency. If the parent/guardian/educational rights holder does not request a hearing within five days of receipt of the notice, the right to a hearing is waived and the student will be immediately disenrolled. If the student's parent, guardian or educational rights holder initiates the hearing, the student shall remain enrolled and shall not be disenrolled until Lake View Charter School issues a final decision.

6. **Children of Military Families:** Lake View Charter School will serve children of military families, as defined by Education Code section 49701, as follows:

   1) Allow the student to continue his or her education in Lake View Charter School, regardless of change of residence of the military family during that school year, for the duration of the student's status as a child of a military family; or
   2) For a student whose status changes due to the end of military service of his or her parent during a school year, comply with either of the following, as applicable:

      a. If the student is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the student to continue his or her education in Lake View Charter School through the duration of that academic school year;

      b. If the child is enrolled in high school, allow the student to continue his or her education in Lake View Charter School through graduation.

   Once Lake View Charter School is notified that a student is identified as a child of a military family, Lake View Charter School will require the parent/guardian submit the following documentation:

   - Written proof of the transfer, including the time period for the transfer and location of the transfer
   - A signed affidavit that states that the student is only enrolled in [School Name] and not in any other full-day educational program and that the student qualifies as a child of a military family as defined in Education Code section 49701.

   For high school students, the aforementioned documentation will need to be resubmitted on an annual basis. Lake View Charter School reserves the right to re-verify all of the above at any time throughout the school year.

7. **Homeless Youth:** Lake View Charter School will be considered to be a pupil's school of origin for a homeless youth when the child attended Lake View Charter School when permanently housed or was last enrolled in Lake View Charter School before becoming homeless. Lake View Charter School will serve homeless youth, as defined below, whose residency has changed as follows:

   1. Allow the student to continue his or her education in Lake View Charter School for the duration of homelessness.
   2. If the pupil is no longer homeless before the end of the academic year, either of the following apply:

a. If the homeless youth is in high school, the Lake View Charter School shall allow the formerly homeless child to continue his or her education in the Lake View Charter School through graduation.

b. If the homeless youth is in kindergarten or any of grades 1 to 8, inclusive, the Lake View Charter School shall allow the formerly homeless youth to continue his or her education in Lake View Charter School through the duration of the academic year.

The term "homeless youth" or "homeless pupil" shall mean individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 USC section 11302(a)(1)); and includes—

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 42 USC section 11302(a)(2)(C));

3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. migratory children (as such term is defined in 20 USC section 6399) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

8. **Foster Youth:** Lake View Charter School will be considered to be a pupil's school of origin for a foster youth when the child attended the Lake View Charter School at the initial detention or placement, or any subsequent change in placement of a foster child for the duration of the jurisdiction of the court. Lake View Charter School will serve former foster youth, as defined below, whose residency has changed as follows:

   1. If the jurisdiction of the court is terminated before the end of an academic year, the Lake View Charter School shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue his or her education in the school of origin through the duration of the academic school year.

   2. If the jurisdiction of the court is terminated while a foster child is in high school, Lake View Charter School shall allow the former foster child to continue his or her education in Lake View Charter School through graduation.

   The term "foster youth" means a child who has been removed from his or her home pursuant to Welfare and Institutions ("W&I") Code section 309, is the subject of a petition filed under W&I Code sections 300 or 602 or has been removed from his or her home and is the subject of a petition filed under W&I Code sections 300 or 602.

9. **Migratory Youth:** Lake View Charter School will be considered to be a pupil's school of origin for a migratory youth when the child attended the Lake View Charter School at the time the pupil's status changed to a pupil who is a migratory youth. Lake View Charter

School will serve migratory youth, as defined below, whose residency has changed as follows:

1. If the migratory youth is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the pupil to continue their education in Lake View Charter School through the duration of that academic school year.

2. If the migratory youth is enrolled in high school, allow the pupil to continue their education in Lake View Charter School through graduation.

The term "migratory youth" means a child who has moved with a parent, guardian or other person having custody, from one school to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Migratory youth" includes a child who, without the parent or guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

REVISED NONPROFIT CONFLICT OF INTEREST POLICY
OF
LAKE VIEW CHARTER SCHOOL

Article I
Purpose

Section 1.1. This Revised Nonprofit Conflict of Interest Policy (this "Policy") has been adopted and approved by the Board of Directors of Lake View Charter School (the "Corporation") for the purposes of (1) protecting the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Interested Person (as defined hereinafter) or might result in a possible excess benefit transaction; and (2) establishing policies and procedures to be adhered to and implemented by the Corporation whenever it is contemplating entering into such transactions or arrangements, and whenever determining appropriate levels of compensation, direct and indirect, including benefits and perquisites for any Interested Person. The Corporation and each director, officer, member of a committee with Board-delegated powers, and key employee intends to comply with this Policy in such a manner so as to avoid any "excess benefit transaction" that would be subject to intermediate sanctions and excise taxes under section 4958 of the Internal Revenue Code of 1986, as amended (the "Code"). This Policy also is intended to supplement, but not replace, any applicable federal or state laws governing conflicts of interest applicable to nonprofit and charitable corporations, and the Corporation shall comply with the requirements of each such federal or state law in addition to the requirements of this Policy.

Section 1.2. The Corporation is a nonprofit corporation duly organized and existing under the laws of the state of California, which shall apply for a determination by the Internal Revenue Service that the Corporation is exempt from income tax under section 501(c)(3) of the Code, and as such is organized and operated exclusively for charitable, educational, and scientific purposes, not for pecuniary profit, and no part of the net earnings of the Corporation shall inure to the benefit of any person or non-exempt entity.

Article II
Definitions

Section 2.1. <u>Interested Person</u>

Any director, officer, member of a committee with Board-delegated powers, or key employee, as defined below, who has a direct or indirect financial interest, as defined below, is an interested person ("Interested Person").

Section 2.2. <u>Financial Interest</u>

A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family, any of the following:

a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or

b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

"Compensation" includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial, benefits, perquisites, reimbursements for personal expenses, or entitlements relating to personal uses of property or service rights of the Corporation.

A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 2.3. Key Employee

A person is a "key employee" if he or she meets the three tests set forth for that term in the Glossary to the Instructions to Form 990 Return of Organization Exempt from Income Tax. Those tests generally provide that a key employee is an employee who has (i) reportable compensation from the Corporation and all related organizations, for the calendar year, in excess of $150,000; (ii) responsibilities similar to officers and directors or manages a discrete segment of the Corporation that represents at least 10% of its activities, assets, income, expenses, or capital budget; and (iii) is one of the 20 employees with the highest reportable compensation from the organization and related organizations for the calendar year.

Article III
Conflict Procedures

Section 3.1. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of his or her financial interest and all material facts to the Board of Directors of the Corporation (the "Board") or to any special committees with Board-delegated powers (e.g., conflicts or compensation committees) considering the proposed transaction or arrangement.

Section 3.2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the Interested Person, he/she shall excuse himself/herself from the Board or committee meeting while the determination of whether a conflict of interest exists is discussed and voted upon. The remaining Board or committee members shall determine whether a conflict of interest exists.

Section 3.3. Procedures for Addressing the Conflict of Interest

a. An Interested Person may make a presentation at the Board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the possible conflict of interest.

b. The Board or the committee shall undertake, or appoint a disinterested person or committee to undertake, an appropriate due diligence investigation, including an

analysis of all material facts related to the possible conflict of interest, collection of data on comparable arrangements or transactions, and the development and investigation of alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and charitable, educational, and scientific purposes and whether the transaction is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determinations.

e. Compliance with California Corporations Code section 5233 regarding self-dealing transactions in applicable circumstances shall constitute compliance with the requirements of this policy.

Section 3.4. <u>Violations of the Conflict of Interest Policy</u>

a. If the Board or committee has reasonable cause to believe that a director, officer, or key employee has failed to disclose an actual or possible conflict of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

b. After hearing the response of such person and making such further investigation as may be warranted under the circumstances, if the Board or committee determines that the director, officer, or key employee is an Interested Person and has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. Prompt corrective action must be required in order to avoid the second-tier penalty tax under section 4958 of the Code and other additional liability and must include full restitution to the Corporation.

Article IV
Records of Proceedings

Section 4.1. The minutes of the Board and any special committee with Board-delegated powers shall contain the following:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision of the Board or committee as to whether a conflict of interest exists.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V
Compensation Procedures

Section 5.1. No Interested Person shall vote on any matter relating to his or her compensation, irrespective of whether said compensation is received directly or indirectly from the Corporation. No Interested Person, however, is prohibited from providing information to the Board or a committee regarding compensation, including factual data on comparable compensation for comparable services or the reasonableness of the proposed compensation.

Section 5.2. The Corporation shall endeavor to ensure that all compensation arrangements affecting Interested Persons are objectively reasonable, based on the relevant market for persons of comparable skills, training, education and experience and performing similar duties for comparable organizations under similar conditions and circumstances. The Corporation shall consider and give due weight to studies published by third parties regarding rates of compensation whenever and, to the extent that, such studies are reliable, comparable and available.

Article VI
Annual Statements

Section 6.1. Each director, officer, member of a committee with Board-delegated powers, and key employee shall annually sign a statement which affirms that such person:

a. has received a copy of this Policy of the Corporation,

b. has read and understands this Policy,

c. has agreed to comply with this Policy, and

d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its stated charitable, educational, and scientific purposes and do not result in private inurement or unreasonable or excessive economic benefit to private individuals or entities.

Article VII
Periodic Reviews

Section 7.1. To ensure that the Corporation operates in a manner consistent with its charitable, educational, and scientific purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, the Corporation shall conduct periodic reviews of its compensation arrangements and any other transactions or arrangements that may provide a financial interest to any Interested Person. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements are reasonable, based on competent survey information, and the result of arms-length bargaining,

b. Whether transactions of the Corporation result in private inurement or impermissible private benefit,

c. Whether transactions and arrangements with third parties conform to written policies, including this Policy, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable, educational, and scientific purposes, and do not result in private inurement, impermissible private benefit or in an excess benefit transaction, and

d. Whether the Corporation's expense reimbursement procedures are adequate in terms of required documentation, whether persons seeking reimbursement are complying with these procedures, and whether such expenses relate to furthering the Corporation's charitable, educational, and scientific purposes and do not result in private inurement or impermissible private benefit.

Article VIII
Use of Outside Experts

Section 8.1. In determining whether a conflict of interest exists, determining compensation or conducting the periodic reviews required by this Policy, the Corporation may, but need not, use outside advisors and consultants. If outside experts are used, their use shall be documented, but shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted in accordance with this Policy.

Article IX
California Government Code section 1090

Section 9.1. To the extent required by law, the Corporation shall comply with Article 4 (commencing with section 1090) of Chapter 1 of Division 4 of Title 1 of the California Government Code as applicable and with regard to its charter school operations.

Article X

Section 10.1. This policy shall supersede the prior conflict of interest policy adopted by the Corporation, but shall supplement any Conflict of Interest Code adopted by the Corporation in compliance with the Political Reform Act of 1974 (Title 9 (commencing with section 81000) of the California Government Code).

Adopted by the Board of Directors of Lake View Charter School , on August 26, 2020, effective immediately.

AGREEMENT TO COMPLY
WITH
REVISED NONPROFIT CONFLICT OF INTEREST POLICY

I, a director, officer, member of a committee with Board-delegated powers, or key employee, hereby state that I have received a copy of the Revised Nonprofit Conflict of Interest Policy of Lake View Charter School , have read it and understand it, and hereby agree to comply with this Policy. I understand that I will engage only in activities to further the charitable, educational, and scientific purposes of this Corporation, which will not result in private inurement, unreasonable private benefit, or acts of self-dealing.

Signature: _____

Print name: _____

Date: _____

Board Training Plan Options

School	Date(s)	In-Person or Virtual	Brown Act (Option 1-4)	Planned Topics in Addition to the Brown Act
Lake View				

TRAINING

I. Required Training

Brown Act

Option 1 - Charter School Development Center (Asynchronous)

A series of short instructional videos that discuss in-depth the Ralph M. Brown Act. This online training opportunity is a self-paced instructional tutorial that can be done individually at home or viewed as part of a collective board training.

Option 2 - California Special Districts Association (Asynchronous)

We Should See You- Brown Act Compliance

On-Demand Webinar

Description: This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

Cost: $85

+

Board Training Plan Options

Brown Act Compliance During a Pandemic

On Demand Webinar

Description: Learn how to conduct an open and public meeting at a time when public health officials are recommending or requiring cancellation of public assemblies and social distancing. Find out how the Governor's Executive Order N-25-20 temporarily suspends certain Brown Act provisions to allow special districts to make meetings accessible electronically. In this webinar, Alexandra Barnhill, an experienced municipal lawyer and General Counsel for several special districts, will walk you through what an agency can and cannot do under the revised laws. She will discuss complex questions about maintaining attorney/client privilege in closed sessions and recommend best practices to achieve transparency in these uncertain times.

Cost: $85

Option 3 - HANSBERGER & KLEIN School Law (Asynchronous)

Online Course

This course covers the following topics:

1. Purpose and Scope of the Act
2. Definition of Meetings
3. Notice and Agenda Requirements for Meetings
4. Rights of the Public
5. Permissible Closed Sessions
6. Penalties and Remedies for Violations of the Act

Cost: $24.99 (must be completed in 30 days)

Option 4 - Private Legal Counsel/Consultant (Live Training)

Hire a legal expert like lawyer, Jennifer McQuarrie, to lead a Brown Act Training Session.

Cost: Hourly Rate

Board Training Plan Options

II. Optional + Recommended

1. Financial Training - Charter Impact
2. Legislative - Authorizer, Legal, Lobbyist, or School Team Member

III. Other Optional Topics

CSDC Asynchronous Trainings

Online, self-paced videos and quizzes that allow charter school board members to learn at their own pace

MODULE 1

On Being a Board Member

This module covers all the basics, from the best practices in board member on-boarding to a basic understanding of the "power" a governing board has in charter school leadership.

MODULE 2

Speaking the Language

The education community speaks its own language and often talks in acronyms. This module provides a basic translation for the most commonly used education vernacular.

MODULE 3

Laws, Lobbying, and the Legislature

Charter schools were created by the California Legislature and are subject to new laws and changes every year. In this module, board members will gain an understanding of the role of the Legislature in governing charter schools and of how charter leaders play a part in impacting the Legislature.

MODULE 4

Governing Board Roles and Responsibilities

A difficult part of governing a charter school can be understanding the difference between governance and management. This module walks board members through traditional divisions of duties and clarifies some best practices.

Board Training Plan Options

MODULE 5
Human Resources
The majority of a charter school's budget is spent on personnel costs – both salary and benefits. Governing board members need to have a basic understanding of issues like PERS, STRS, and labor negotiations in order to make educated decisions. This module provides a framework for those discussions.

MODULE 6
California Charter Basic
Have you ever wondered how California charter schools came to be? This module gives a basic understanding of the past 25 years of charter school history and asks some important questions about the future of chartered schools in California.

California Special Districts Association

What Every Board Member Should Know **On-Demand Webinar**
Being a Board member and representing the public is an obligation that most individuals never hold. It is clearly necessary that the multi-faceted responsibilities and expectations of a Board member be well understood. This class outlines the basic responsibilities of a Board member for the candidate, the newly elected, or the experienced sitting Board members.

Potential Board Member Candidates

The Committee sent out communication about vacancies on the Lake View Charter School Board and asked for interested candidates to submit a resume and cover letter.

After receiving the interested candidates resumes and cover letters, the committee met to discuss who they would like to interview. The following candidates are the committees recommended candidates.

Glad Donahue (Mendocino)	Glad is a very involved parent and an active community member in Mendocino County. She started a Lake and Mendocino County homeschooling Facebook page before joining our school and continues to be the admin of the page, supporting many homeschooling families in her area. Glad mentioned that she has served on at least one local school board before. I believe Glad would be a valuable addition to our Lake View Charter School Board.
Jessica Coombs (Red Bluff)	Jessica is completely committed to homeschooling! She is interested in supporting our school and being able to communicate important board information to the homeschool community. She shared with me that being able to know what is happening at the board level helps is important for parents so they can then understand the "Why" behind some of the changes and decisions being made.
Sara Rose Bonetti (Butte)	I am pleased to recommend Sara Rose Bonetti to the Lakeview Charter School Board. I have worked with Sara Rose as her HST for over a year and have been friends with her for 5 years. As her HST, we would officially meet once a month where we would discuss her homeschooling educational plans, she would turn in her work samples and share ideas for curriculum, lessons and enrichment classes. Sara Rose was consistently on time, turned in high quality samples and would be ready to engage in

	stimulating conversation about her homeschool plans. She stood out to me as a parent who truly cared about our school and would inquire more than most parents about how to make sure her lessons were linked to state standards and what she could do to help build community within our charter community. As a friend of 5 years, I have seen Sara Rose shine in her personal endeavors which include her administrative role at our local Women's Club, as a creative fashion designer in a local fashion collective, a fundraiser for local families affected by Camp Fire and as an entrepreneur with her husband. Sara Rose has a heart for homeschool, a strong desire to help cultivate community and a professionalism that I believe will be a great asset to our school board. Thank you so much for your serious consideration of her application.