



## Lake View Charter School

### Regular Scheduled Board Meeting

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#### Date and Time

Wednesday September 7, 2022 at 4:30 PM PDT

#### Location

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/4075258260>

Meeting ID: 407 525 8260

Passcode: 546272

#### One tap mobile

+14086380968,,4075258260# US (San Jose)

+16699006833,,4075258260# US (San Jose)

#### Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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Meeting ID: 407 525 8260

Find your local number: <https://sequoiagrove-org.zoom.us/j/4075258260>

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“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b> Record Attendance/Establish Quorum		Serra Wells	
<b>B.</b> Approval of Resolution Regarding AB 361 v4		Serra Wells	
<b>C.</b> Call the Meeting to Order		Serra Wells	
<b>D.</b> Approval of Consent Agenda		Serra Wells	
1. Approval of the Agenda			
2. Approval of Minutes from July 29, 2022 Regular Scheduled Meeting			
3. For information only: Coversheet for Consent Items			
4. Expense Reimbursement Policy			
5. FAFSA or CADAA Opt-Out Form			
6. Staff Calendars 22-23- adding Juneteenth			
7. Staff-Student Interaction Policy			
8. Foster Youth Policy			
9. SGCA Employee Handbook 22-23			
10. COVID-19 Testing Policy			
11. Residency Policy			
12. Admissions and Enrollment Policy			
13. COVID-19 Schoolwide Health Safety Policy			
14. Organizational Chart 2022-23			
15. Parent Student Handbook 2022-2023			
16. Stipend Chart			
17. Independent Study Policy			
18. English Learners Master Plan			
19. Application for Funding (ConApp)			
<b>E.</b> Public Comments on Non-Agenda Items		Serra Wells	3 m
<b>F.</b> Approval of Board Member Nomination: KM		Serra Wells	
<b>G.</b> Closed Session		Serra Wells	

	Purpose	Presenter	Time
	CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (d) of Section 54956.9 (one case)		
<b>H.</b>	Presentation of Executive Director's Report	Jenell Sherman	
<b>II.</b>	<b>Finances</b>		<b>4:33 PM</b>
<b>A.</b>	Approval of May and July 2022 Financials	James Surmeian	
<b>B.</b>	Approval of June 2022 Unaudited Actuals Report	James Surmeian	
<b>III.</b>	<b>Governance</b>		
<b>A.</b>	Approval and Discussion of Board Training Workshop	Darcy Belleza	
<b>B.</b>	CSO Board Adjustment Discussion	Darcy Belleza	
<b>IV.</b>	<b>Closing Items</b>		
<b>A.</b>	Board Requests for Future Agenda Items	Serra Wells	
<b>B.</b>	Announcement of Next Regular Scheduled Board Meeting	Serra Wells	
	The Next Regular Scheduled Board Meeting is December 7, 2022 at 4:30 PM.		
<b>C.</b>	Adjourn Meeting	Serra Wells	

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Public Comment Rules for Non-Agenda Items: Members of the public may address the Board on non-agenda items through the teleconference platform, Zoom, during the time allocation for public comment on nonagenda items. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board during this time or simply communicate orally your desire to address the Board when the Board asks for public comments on non-agenda items. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time. By law, the Board is allowed to take action only on items on the agenda. However, the Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

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Note: The 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 (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

# Coversheet

## Approval of Resolution Regarding AB 361 v4

**Section:** I. Opening Items  
**Item:** B. Approval of Resolution Regarding AB 361 v4  
**Purpose:**  
**Submitted by:**  
**Related Material:** Lake View Resolution re AB 361 v.4.pdf

### BACKGROUND:

AB 361 provides that if a state of emergency remains in place, a local agency must make the following findings by majority vote every 30 days, in order to continue using the bill's exemption to the Brown Act teleconferencing rules:

(A) The legislative body has reconsidered the circumstances of the emergency; and

(B) Either of the following circumstances exists:

1. the state of emergency continues to directly impact the ability of board members to meet safely in person, or
2. State or local officials continue to impose or recommend social distancing measures.

Charter school boards are required to vote every 30 days to make the required findings regarding the continuing emergency and vote to continue using the law's exemptions.

### RECOMMENDATION:

The School Board has met the finding that a state of emergency continues to directly impact the ability of the members to meet safely in person. Motion to continue the School Board meetings virtually pursuant to AB 361.

**LAKE VIEW CHARTER SCHOOL BOARD OF DIRECTORS  
RESOLUTION NO. 2022-13 AUTHORIZING USE OF REMOTE  
TELECONFERENCING PROVISIONS (AB 361)**

**WHEREAS**, the Governing Board of the Lake View Charter School (“Board”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

**WHEREAS**, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

**WHEREAS**, the Board recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

**WHEREAS**, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

**WHEREAS**, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code, section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances: (A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, in order for the Board to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Board to conduct teleconference meetings for a period of thirty (30) days; and

**WHEREAS**, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

**WHEREAS**, the County of Glenn continues to require certain social distancing requirements of people within Glenn County, as described in detail in the Order of the Health Officer of the County of Glenn, and

**[OR]**

**WHEREAS**, the Board is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment.

**NOW THEREFORE, BE IT RESOLVED**, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

**BE IT FURTHER RESOLVED**, that the Board is conducting meetings during a state of emergency and state or local officials have imposed or recommended measures to promote social distancing.

**BE IT FURTHER RESOLVED**, that the actions taken by the Board through this resolution apply to any and all District committees which are otherwise governed by the Brown Act.

**BE IT FURTHER RESOLVED**, the Board authorizes the Executive Director or their designee(s) to take all actions necessary to conduct Board meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution after which the Board will reconsider the circumstances of the state of emergency.

**PASSED AND ADOPTED** by the Lake View Charter School Board of Directors on this 7 day of September 2022, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

# Coversheet

## Approval of Consent Agenda

**Section:** I. Opening Items  
**Item:** D. Approval of Consent Agenda

**Purpose:**  
**Submitted by:**

**Related Material:**

2022\_07\_29\_board\_meeting\_minutes LV.pdf  
Coversheet\_Sept. 22 GB Meeting.pdf  
LVCS\_2022-2023\_Expense\_Reimbursement\_Policy\_v3 DRAFT.docx  
FAFSA or CADAA Opt-Out Form.pdf  
Calendars 22-23 - 22-23 Staff 190 Calendar.pdf  
Calendars 22-23 - 22-23 Staff 195 Calendar.pdf  
Calendars 22-23 - 22-23 SPED\_SS Calendar.pdf  
Calendars 22-23 - 22-23 Staff 200Calendar.pdf  
Calendars 22-23 - 22-23 Staff 210Calendar.pdf  
Calendars 22-23 - 22-23 Staff 220 Calendar.pdf  
Draft Staff Student Interaction Policy v2- Lake View.pdf  
Draft\_Foster\_Youth\_Policy\_v2-\_Lake View.docx  
SGCA\_Employee\_Handbook\_22-23\_v2 redline.docx  
COVID-19\_Testing\_Policy.LVCS v2 redline.docx  
Residency Policy - Lake View - v7 DRAFT.docx  
Admissions and Enrollment Policy v3- Lake View -DRAFT.docx  
Lake View\_COVID-19\_Schoolwide\_Health\_Safety\_Policy\_22-23\_v.5 redline.docx  
School Organizational Chart 2022-23.pdf  
SPED-SS Department Org Chart.pdf  
DRAFT LVCS Parent Student Handbook 22-23.docx  
Salary Schedule\_ALL\_22\_23 approved - 22\_23 Stipend Chart.pdf  
Lake View Charter School\_Independent\_Study\_Policy\_v5.docx  
Lake View v.4 Charter School EL Master Plan\_Updated Aug 2022.docx (1).pdf  
FY23 LVCS ConApp Application For Funding Draft.pdf

DRAFT



## Lake View Charter School

# Minutes

## Special Board Meeting

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### Date and Time

Friday July 29, 2022 at 12:00 PM

### Location

Join Zoom Meeting <https://sequoiagrove-org.zoom.us/j/4075258260>

Meeting ID: 407 525 8260

Passcode 546272

One tap mobile +14086380968,,4075258260# US (San Jose)  
+16699006833,,4075258260# US (San Jose) Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 407 525 8260 Find your local number: <https://sequoiagrove-org.zoom.us/u/kcv9bkellW>

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“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

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### Directors Present

Glad Donahue (remote), Sarah Stroup (remote), Serra Wells (remote)

### Directors Absent

None

### Guests Present

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Darcy Belleza (remote), Dr. Amanda Fernandez (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Katie Royer (remote), Kristie Nicosia (remote), Megan Nason (remote), Sara Greco (remote), Shannon Breckenridge (remote)

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## I. Opening Items

### A. Record Attendance/Establish Quorum

### B. Call the Meeting to Order

Serra Wells called a meeting of the board of directors of Lake View Charter School to order on Friday Jul 29, 2022 at 12:01 PM.

### C. Approval of Resolution Re: AB 361 v3

Glad Donahue made a motion to approve Resolution Re: AB 361 v3.  
Sarah Stroup seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### D. Approval of Consent Agenda

Glad Donahue made a motion to approve the Consent Agenda.  
Serra Wells seconded the motion.  
The Consent Agenda includes:

- This Meeting's Agenda
- Minutes from June 6, 2022 Meeting
- Minutes from June 8, 2022 Meeting
- Independent Study Policy
- School Calendar

The board **VOTED** unanimously to approve the motion.  
Glad Donahue made a motion to approve the minutes from Regular Scheduled Board Meeting on 06-06-22.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Glad Donahue made a motion to approve the minutes from Regular Scheduled Board Meeting on 06-08-22.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### E. Public Comments on Non-Agenda Items

No public comments.

## II. Finances

### A. Approval of Student Funding Amounts

Sarah Stroup made a motion to approve Student Funding Amounts.  
Glad Donahue seconded the motion.  
Jenell Sherman and Dr. Amanda Fernandez presented the Student Funding Amounts.  
The board **VOTED** unanimously to approve the motion.

### B.

### **Approval of Salary Schedule**

Glad Donahue made a motion to approve Salary Schedules.

Sarah Stroup seconded the motion.

Jenell Sherman and Dr. Amanda Fernandez presented the Salary Schedules.

The board **VOTED** unanimously to approve the motion.

### **III. Closing Items**

#### **A. Board Requests for Future Agenda Items**

No requests from the Governing Board.

#### **B. Announcement of Next Regular Scheduled Board Meeting**

Serra Wells announced the Next Regular Scheduled Board Meeting is September 7, 2022 at 4:30 PM.

#### **C. Adjourn Meeting**

Serra Wells made a motion to adjourn the Meeting.

Glad Donahue seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:32 PM.

Respectfully Submitted,

Serra Wells

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Prepared by:

Katie Royer

Noted by:

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#### **Board Secretary**

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(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

**Expense Reimbursement Policy:** adjusted Family Liaison stipend to \$500

**FAFSA or CADAA Opt-Out Form:** California Education Code (CEC) § 51225.7 requires a local educational agency to confirm each 12th grade pupil's completion and submission of a FAFSA or CADAA unless the pupil is determined to be exempt or an opt - out form is completed by a pupil who is a legally emancipated minor, a pupil who is 18 years or older, a legal guardian, or parent, or a local educational agency on a pupil's behalf

**Calendars:** added Juneteenth

**Staff Student Interaction Policy:** defined Corporal Punishment

**COVID 19 Testing Policy:** updated to match current guidance from CDPH, state, local, and federal agencies

**Residency Policy:**

- Defined location instructional materials will be mailed to
- Updated foster youth definition

**Admissions and Enrollment Policy:**

- Added language in regards to Master Agreement timeline for signing upon enrollment
- Communication attempts regarding new enrollees

**Schoolwide Health and Safety Policy:** updated language to local, state, federal guidelines

**SGCA Employee Handbook:**

- Updated language from HR
- Transgender and Gender Nonconforming student policy awareness
- Title IX Coordinator
- Added Juneteenth as school holiday
- General updates on internet, cell phones
- Bereavement definition
- Added Corporal Punishment language
- Adjusted Family Liaison stipend for personal vehicle

**Parent/Student Handbook:**

- Clarified POR due dates
- Added MA timeline language
- Added Communication attempts language for students at beginning of the year or during enrollment for signing of MA's
- Added TK age eligibility
- Updated definition of Foster Child/Student/Youth
- Included language on Transgender and Gender Nonconforming Student's policy

**Stipend Chart:**

- Added Parent Education Workshop, UPK Specialist

**Independent Study Policy:** updated to comply with Trailer Bill

**English Language Master Plan: yearly annual Master Plan**



# Expense Reimbursement Policy



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## EXPENSE REIMBURSEMENT POLICY

The School's policy is to reimburse its employees for reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties. School employees will receive a stipend to cover expenses as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date.

### TRAVEL: Mileage

#### CATEGORY 1:

##### HOMESCHOOL TEACHERS, INSTRUCTIONAL TEAM ADVISORS, ADMIN ASSISTANT

Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:

- Full-time employees: \$500 stipend each semester to cover costs related to the use of personal vehicles
- Part-time employees: \$250 each semester to cover costs related to the use of personal vehicles
  - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

#### CATEGORY 2:

##### SPECIAL EDUCATION AND STUDENT SUPPORT

##### NURSE

##### VIRTUAL/OUT OF SERVICE AREA EMPLOYEES

- Not eligible for travel stipend
- With prior approval, the employee may complete the mileage reimbursement process when attending local meetings and events once they are in area of school service

#### CATEGORY 3:

##### FAMILY LIAISONS

~~FULL-TIME:~~ \$500 stipend each semester to cover costs related to the use of personal vehicles

##### ~~PART-TIME FAMILY LIAISONS~~

- ~~● \$250-500 each semester to cover costs related to the use of personal vehicles~~
  - ~~○ The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities~~

### TRAVEL STIPEND

The stipend is intended to reimburse those employees for vehicle-related expenses, driving related expenses, including, but not limited to wear and tear, fuel and personal auto insurance for travel required in direct consequence of the discharge of their job duties. The School will not be responsible for traffic or parking violations or car repair/maintenance.

If an employee believes the stipend amount is insufficient to cover their employment related travel

expenses, the employee must provide the School with receipts and documentation showing that the employee has incurred expenses above their stipend amount within 30 days of incurring the mileage. Employees are responsible for maintaining an accounting of their mileage including locations traveled, reason(s) traveled and documentation of miles on a web-based map such as Google Maps. Employees who believe they will exceed the standard stipend should submit for pre-approval from the Executive Director or designee. The School may periodically request follow-up documentation to verify that the employee is incurring the expense.

The School will pay the per semester stipend in a prorated manner to be paid over 10 months or begin the monthly rate in relation to employment start date. If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

### **MILEAGE REIMBURSEMENT**

If the School requires any other employee not receiving a travel stipend to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees that are assigned to a worksite, the employee will receive a reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite.

Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within 30 days of incurring the mileage.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to their Executive Director or designee for review and approval then submit to the Accounting Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

## HOTELS, MEALS, AND GRATUITY

The Executive Director or designee must pre-approve all out-of-town travel which requires overnight stays.

### Hotels

Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the approved event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee. In the event travel cannot occur within the employees daily working hours, the employee may seek approval from the Executive Director or designee to request a hotel stay. For travel that requires overnight stays, the Charter will pay for the employee's hotel stay. The hotel stay must be approved through the Charter's Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be \$100 - \$150 per night.

- Staff may stay at the rate of up to two-times the federal per diem rate with the Executive Director or designee's pre-approval
- Lodging in excess of double the per diem rate (excluding room tax and mandatory additional charges) must have the Executive Director or designee's advance approval
- If any employee exceeds the lodging allowance without prior approval, the Charter will only reimburse up to double the federal per diem rate

### Meals

An employee can seek meal reimbursement based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day conference
  - a. Meal reimbursement is not for single day conferences or meetings
  - b. Meal reimbursement starts on the second day of the conference and is paid daily through the last day of the trip
2. Meal reimbursement cannot be claimed when the conference or airline provided a meal\*

### Meal Allowance

Meal reimbursements shall not exceed the allowed maximum rate listed in the reimbursement meal rates table listed herein. Meals for which there are no itemized receipts will not be reimbursed; there are no exceptions.

Items needed for Upload: Itemized receipts for meal reimbursements are required.

**Alcoholic beverages are not an allowable expense.**

Reimbursement Meal Rates Table:

<b>Maximum Meal Criteria</b> for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	\$12
Lunch*	\$16
Dinner*	\$22

**\*Note:** Full meals included in the airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date (this occurs, for example, when lunch is included in registration but employees choose to dine elsewhere). Continental breakfasts of rolls, coffee, and juice provided by hotels or conferences are not considered full meals. If the employee has special dietary needs due to medical conditions or food allergies, and meal accommodations are not provided by the hotel or conference, reimbursement may be submitted with an explanation.

### Gratuity

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Receive pre-approval from your Executive Director or designee
2. Please utilize the Reimbursement Request Form
3. Complete the employee information section
4. Mileage reimbursement
  - a. Date, student or activity, mileage
    - i. Only fill out mileage for which you are requesting reimbursement
  - b. Attach your mileage log
  - c. Attach Google or other web-based map(s) with the shortest distance
5. Expense reimbursement
  - a. Date, purchase type, description, cost
  - b. Attach your itemized receipts
  - c. Attach your pre-approval email
6. Confirm your submission
7. Sign your reimbursement
8. The Executive Director or designee will review your submission

- a. Once approved your reimbursement will move to Accounts Payable to be processed for payment.
- b. You will be reimbursed in the form of a check or direct deposit whichever method you have signed up for. If you receive paper checks your check will be mailed to you by Charter Impact

## **MONTHLY STIPEND FOR PHONE AND UTILITIES EXPENSES**

Employees who are required to use their personal cell phones and utilities to perform work on behalf of the School will be provided a stipend in the amount of \$250 for full-time employees and \$125 for part-time employees for the use of personal cell phones and utilities and an additional amount for taxes associated therewith. School employees will receive a stipend as categorized to be paid over 10 months or begin the monthly rate in relation to employment start date.

All employees will be provided with a school hot spot to be used for internet access to perform their job duties.

The School has established this monthly stipend based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expenses incurred in using their personal cell phones and utilities to perform work on behalf of the School. If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone or utilities expenses on behalf of the School, the employee must immediately report this expense issue to the Executive Director or designee for review and approval then submit to the Accounting Department.

Employees will be required to submit documentation to support any request for additional reimbursement in excess of the monthly stipend. Employees that are eligible for this monthly stipend are required to submit a Request for Monthly Stipend form affirming that the employee uses their personal cell phone and utilities to perform work on behalf of the School and that the employee will immediately notify the School if the employee no longer incurs an expense related to the personal use of their cell phone and/or utilities in the discharge of their duties. The School reserves the right to request supporting documentation from employees at any time to support the employees request for the monthly stipend. Failure to provide such documentation as requested may delay or cease further payments of the monthly stipend to the employee.

**\*\*Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as workload, part-time or full-time status of the employee and other relevant factors**

## **OTHER EXPENSES**

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment to perform their duties on behalf of the School including laptops. The School does not require employees to

purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the Executive Director or designee.

### **Office Supplies**

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/ mailing charges for School-related correspondence will have a \$250 stipend for full-time employees and \$125 for part-time employees. School employees will receive a stipend as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to the Executive Director or designee. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

### **REPORTING**

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform the Executive Director or designee. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary school business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary school business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all school business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.



## FAFSA or CADAA Opt-Out Form

*The Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) determines a pupil's eligibility for financial aid to assist with a pupil's attendance at a college or career school. California Education Code (CEC) § 51225.7 requires a local educational agency to confirm each 12th grade pupil's completion and submission of a FAFSA or CADAA unless the pupil is determined to be exempt or an opt - out form is completed by a pupil who is a legally emancipated minor, a pupil who is 18 years or older, a legal guardian, or parent, or a local educational agency on a pupil's behalf. This opt - out form permits a pupil to opt out of the completion of a FAFSA or CADAA form. To opt a pupil out of the Financial Aid Application requirement, please complete this form and return it to your local high school counselor by **March 31<sup>st</sup>** of the current school year.*

*Submitting a Financial Aid Application Opt - Out Form does not prohibit a pupil from completing and submitting a financial aid application at any time in the future.*

Student Information		
<b>First Name:</b>	<b>Middle Name:</b>	<b>Last Name:</b>
<b>Date of Birth:</b>	<b>Graduating Year:</b>	<b>Student State ID #:</b>

Opt - Out Options		
Option 1		
•	<b>Student Authorization (emancipated minor or age 18 or older)</b> – By signing this form, I have read the information about financial aid included in this form, understand what the FAFSA and CADAA are, and choose not to submit the completed financial aid application.	
<b>Student Signature</b>	<b>Student Printed Name</b>	<b>Date</b>

Option 2		
•	<b>Parent or Guardian Authorization</b> – The pupil named on this form is under the age of 18. I am a parent or legal guardian of the student, and by signing this form I have read the information about financial aid included in this form, understand what the FAFSA and CADAA are, and choose for my student not to submit the completed financial aid application.	
<b>Student Signature</b>	<b>Student Printed Name</b>	<b>Date</b>
Option 3		
•	<b>Counselor Authorization</b> – My signature below certifies that reasonable efforts have been made to ensure the student completed the FAFSA/ CADAA application, but I have determined the student is unable to complete requirements of Education Code Section 51225.7.	
<b>Student Signature</b>	<b>Student Printed Name</b>	<b>Date</b>

## Frequently Asked Questions about the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application (CADAA)

**“What is the FAFSA/CADAA?”** The Free Application for Federal Student Aid (FAFSA) is the online application that allows a pupil to apply simultaneously for federal student aid (including the Federal Pell Grant, work-study opportunities, and federal student loans) and state financial aid such as the Cal Grant program. Many colleges and universities use it for their aid programs, too. The California Dream Act Application (CADAA) is a similar application that provides a path for some pupil who do not qualify for federal aid to apply for state and University-funded assistance. Applying for the FAFSA/ CADAA could qualify you for free money through federal, state and university grants and scholarships that help cover the cost of your education.

**“Do I need to have citizenship or DACA to apply for financial aid?”** No, while you must be a citizen to apply for federal financial aid through the FAFSA, the CADAA is available to any California student that meets what is called “AB 540 criteria” that qualifies them for in-state tuition rates at a University of California or California State University campus, as well as state financial aid like the Cal Grant. Before deciding whether to apply, you can check <https://www.csac.ca.gov/undocumented-dreamer-students> to understand if you might be eligible for financial aid.

**“Isn’t the application too long and difficult to complete?”** Most applicants complete the FAFSA or CADAA in about 30 minutes. If you have questions, talk to your school counselor. If you need assistance with your application, sign up for a local “Cash for College Workshop” at: <https://www.cash4college.csac.ca.gov/>.

**“If I want to learn a trade, can the FAFSA/CADAA still be of assistance to me?”** The FAFSA/CADAA applications are not just for California associate’s or bachelor’s degree programs! FAFSA applicants can receive need -based Federal Pell grants, federal student loans, and other federal student aid for technical, trade, and vocational programs. CADAA applicants also have state financial aid opportunities at community colleges and at other schools and training programs. Pupils can check with the school they want to attend or use the federal government’s online College Navigator tool to find out which institutions participate in the programs: <https://nces.ed.gov/collegenavigator/>

**“Does my family make too much money to benefit from the FAFSA/CADAA?”** Financial aid is left on the table every year by pupils who didn’t apply because they erroneously thought they were ineligible. You really don’t know until you apply! Income and assets are factors in determining your eligibility, but so are things like the number of pupils in the family who are in school and the age of the parent(s). For pupils from families that do make too much to qualify for need -based grant aid, the FAFSA/CADAA can still be helpful, since it is used to determine eligibility for other federal and state financial aid such as the Middle Class Scholarship, work -study programs, federal student loans (usually at competitive rates and with more borrower protections than private loans, including options for income -based repayment and forgiveness programs for some careers) DREAM loans for CADAA applicants at UC and CSU campuses, and other types of aid. Your college may offer aid based on your FAFSA/CADAA info too, and your eligibility may be different depending on your school. Additionally, some scholarship programs use information from the FAFSA/CADAA as part of the application process. As most financial aid is awarded in date order based on FAFSA/CADAA filing date, it is a very good idea to complete the application as early as possible. This “place in line” can be used for opportunities that come up later, and also can be used if family financial circumstances suddenly change.

**“What if I don’t want a student loan?”** Filing the application doesn’t commit you to anything. You’ll just find out whether you might be eligible for aid!

**“How is the FAFSA/CADAA data protected”? “I don’t want my information sold, and I don’t want my school to have it.”** By law, your personally identifiable Information (PII) in the FAFSA can only be used in furtherance of administering financial aid, including research. Although your high school will know whether you completed the FAFSA, it will not have access to the information that you provide on your FAFSA. The California Student Aid Commission (CSAC) released a joint statement with the California Department of Education stating, “The information provided via the California Dream Act Application is used solely to determine eligibility for state financial aid and isn’t shared with the federal government or used for immigration enforcement purposes. The CSAC will protect this information to the fullest extent of the law.” To read the full statement, visit [https://www.csac.ca.gov/post/joint-message-california-department\[1\]education-and-california-student-aid-commission](https://www.csac.ca.gov/post/joint-message-california-department[1]education-and-california-student-aid-commission)

**“If I choose to file an application, how will I know that my application is complete?”** Once you submit the FAFSA or the CADAA, you will receive a confirmation of receipt at the email address you provided in the application. This will allow you to demonstrate that you’ve met the requirement of filing an application even if there are circumstances that will need to be addressed with the college/university’s financial aid office later.

## 2022-2023 190 Day Staff Calendar



July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### School Year Dates

Aug 1	Teachers Return to Work
Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due
Jun 2	Last Teacher Day

### Non-Instructional Days

Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

### Learning Period Dates

LP1	8/15-9/16	24 days
LP2	9/19-10/14	20 days
LP3	10/17-11/10	19 days
LP4	11/14-1/11	25 days
LP5	1/12-2/10	20 days
LP6	2/13-3/10	18 days
LP7	3/13-4/14	19 days
LP8	4/17-5/26	30 days

175 instructional days

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	No School 1.27 Staff PD			

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Events - Dates TBD

Community Opportunities
Field Trips

### School Accountability

Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

### Testing Windows

Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

<span style="background-color: #2e8b57; color: white; padding: 2px;"> </span>	School Closed
<span style="background-color: #90ee90; border: 1px solid black; padding: 2px;"> </span>	New Teacher Training (Stipend)
<span style="background-color: #d3d3d3; border: 1px solid black; padding: 2px;"> </span>	Teacher Work Days

<span style="background-color: #006400; color: white; padding: 2px;"> </span>	Last Day of Semester 1
<span style="border: 1px solid black; padding: 2px;"> </span>	Report Cards
<span style="border: 2px solid black; border-radius: 50%; padding: 2px;"> </span>	First & Last Day of School

<span style="background-color: #f08080; padding: 2px;"> </span>	LP Dates
<span style="background-color: #800080; padding: 2px;"> </span>	Staff Meetings

## 2022-2023 195 Day Staff Calendar

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### School Year Dates

Jul 25	First Work Day
Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due
Jun 2	Last Work Day

### Non-Instructional Days

Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

### Learning Period Dates

LP1	8/15-9/16	24 days
LP2	9/19-10/14	20 days
LP3	10/17-11/10	19 days
LP4	11/14-1/11	25 days
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LP6	2/13-3/10	18 days
LP7	3/13-4/14	19 days
LP8	4/17-5/26	30 days

175 instructional days

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	No School 1.27 Staff PD			

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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May 2023						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Events - Dates TBD

Community Opportunities
Field Trips

### School Accountability

Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

### Testing Windows

Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

<span style="background-color: #2e8b57; color: white; padding: 2px;"> </span>	School Closed
<span style="background-color: #90ee90; border: 1px solid black; padding: 2px;"> </span>	New Teacher Training
<span style="background-color: #d3d3d3; border: 1px solid black; padding: 2px;"> </span>	Staff Work Days

<span style="background-color: #2e8b57; color: white; padding: 2px;"> </span>	Last Day of Semester 1
<span style="border: 1px solid black; padding: 2px;"> </span>	Report Cards
<span style="border: 2px solid black; border-radius: 50%; padding: 2px;"> </span>	First & Last Day of School

<span style="background-color: #f08080; padding: 2px;"> </span>	LP Dates
<span style="background-color: #800080; padding: 2px;"> </span>	Staff Meetings

## 2022-2023 SPED/SS Staff Calendar



July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### School Year Dates

Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due

### Non-Instructional Days

Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

### Learning Period Dates

LP1	8/15-9/16	24 days
LP2	9/19-10/14	20 days
LP3	10/17-11/10	19 days
LP4	11/14-1/11	25 days
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LP6	2/13-3/10	18 days
LP7	3/13-4/14	19 days
LP8	4/17-5/26	30 days

175 instructional days

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	No School 1.27 Staff PD			

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Events - Dates TBD

Community Opportunities  
Field Trips

Coordinators- 207

Ed Specialist, Intervention- 190

Program Specialists & Psych- 200

SST, 504, Cnslr, Nurse, Speech- 195

### School Accountability

Every LP Attendance Logs  
Every LP Work Samples  
Every 20 school days Student Conference

- School Closed
- Report Cards
- First & Last Day of School

### Testing Windows

Feb-Mar PFT Testing for 5, 7, 9  
Mar-May SBAC Testing  
Fall, Win, Spr Assessments

Last Day of Semester 1

Staff Meetings

LP Dates

## 2022-2023 200 Day Staff Calendar



July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### School Year Dates

Jul 25	First Work Day
Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due
Jun 9	Last Work Day

### Non-Instructional Days

Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

### Learning Period Dates

LP1	8/15-9/16	24 days
LP2	9/19-10/14	20 days
LP3	10/17-11/10	19 days
LP4	11/14-1/11	25 days
LP5	1/12-2/10	20 days
LP6	2/13-3/10	18 days
LP7	3/13-4/14	19 days
LP8	4/17-5/26	30 days

175 instructional days

January 2023						
S	M	T	W	T	F	S
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29	30	31	No School 1.27 Staff PD			

February 2023						
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April 2023						
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### Events - Dates TBD

Community Opportunities
Field Trips

### School Accountability

Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

### Testing Windows

Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

- School Closed
- New Teacher Training
- Staff Work Days

- Last Day of Semester 1
- Report Cards
- First & Last Day of School

- LP Dates
- Staff Meetings

## 2022-2023 210 Day Staff Calendar

July 2022						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31



### School Year Dates

Jul 18	First Work Day*
Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due
Jun 9	Last Work Day*

\*5 additional work days to be selected

### Non-Instructional Days

Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

### Learning Period Dates

LP1	8/15-9/16	24 days
LP2	9/19-10/14	20 days
LP3	10/17-11/10	19 days
LP4	11/14-1/11	25 days
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LP6	2/13-3/10	18 days
LP7	3/13-4/14	19 days
LP8	4/17-5/26	30 days

175 instructional days

January 2023						
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29	30	31	No School 1.27 Staff PD			

February 2023						
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May 2023						
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25	26	27	28	29	30	

choose 5 more work days 7/1/22-6/30/23

### Events - Dates TBD

Community Opportunities  
Field Trips

### School Accountability

Every LP Attendance Logs  
Every LP Work Samples  
Every 20 school days Student Conference

### Testing Windows

Feb-Mar PFT Testing for 5, 7, 9  
Mar-May SBAC Testing  
Fall, Win, Spr Assessments

- School Closed
- New Teacher Training
- Staff Work Days

- Last Day of Semester 1
- Report Cards
- First & Last Day of School

- LP Dates
- Staff Meetings

## 2022-2023 220 Day Staff Calendar

July 2022						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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August 2022						
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September 2022						
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November 2022						
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December 2022						
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25	26	27	28	29	30	31

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Jan 11	End of Semester 1
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Jun 9	Last Work Day*

\*15 additional work days to be selected

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Nov 11	Veteran's Day
Nov 21-28	Thanksgiving Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
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Feb 20	Washington Day
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Jun 19	Juneteenth

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175 instructional days

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29	30	31	No School 1.27 Staff PD			

February 2023						
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March 2023						
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June 2023						
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25	26	27	28	29	30	

choose 15 more work days 7/1/22-6/30/23

### Events - Dates TBD

Community Opportunities  
Field Trips

### School Accountability

Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

### Testing Windows

Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

<span style="background-color: #2e8b57; color: white; padding: 2px;"> </span>	School Closed
<span style="background-color: #90ee90; color: black; padding: 2px;"> </span>	New Teacher Training
<span style="background-color: #d3d3d3; color: black; padding: 2px;"> </span>	Staff Work Days

<span style="background-color: #006400; color: white; padding: 2px;"> </span>	Last Day of Semester 1
<span style="border: 1px solid green; padding: 2px;"> </span>	Report Cards
<span style="border: 2px solid green; border-radius: 50%; padding: 2px;"> </span>	First & Last Day of School

<span style="background-color: #f08080; color: white; padding: 2px;"> </span>	LP Dates
<span style="background-color: #800080; color: white; padding: 2px;"> </span>	Staff Meetings



## Staff-Student Interaction Policy

The Governing Board of Lake View Charter School (the “Charter School”) desires to ensure that all school employees are responsible for creating, modeling and maintaining healthy, supportive and appropriate boundaries with students. Employees must be vigilantly aware of this responsibility in all aspects of their interactions with students, being mindful at all times of the importance of their visibility and presence as positive role models. Employees must strive at all times to model appropriate behavior to all members of the school community.

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide this section on employee interactions with pupils in its code of conduct and to parents and guardians of enrolled students on the School’s website. This policy is also included in the School’s Employee Handbook.

The purpose of the Lake View Charter School Governing Board approving this Staff-Student Interaction Policy is to accomplish the following:

1. Define Boundaries
2. Define Corporal Punishment
3. Define Acceptable and Unacceptable Behavior
4. Outline Reporting
5. Outline Investigating
6. Establish Consequences

### 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.

### Corporal Punishment Defined

Corporal Punishment Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain. punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

### **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

### **Acceptable and Recommended Behaviors**

- 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)
- 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.



## Foster Youth Policy

The Governing Board of Lake View Charter School (the “Charter School”) desires to ensure that foster children are provided equal access to the same free, appropriate public education provided to other children and youth. Foster students will be given access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Foster students will not be stigmatized or segregated in a separate school or program based on the student’s status as foster youth.

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

1. Define Foster Child/Student/Youth and School of Origin
2. Establish a Foster Child Liaison
3. Outline Admission Requirements for Foster Children
4. Outline the Rights of a Former Foster Children
5. Outline Course Work and Graduation Requirements for Foster Children
6. Establish Transportation Requirements for a Foster Children
7. Outline Who Has Access to Records for Foster Children

Commented [1]: adjust numbers

### 1. Definitions:

~~● Foster child/student/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 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.~~

Foster youth, foster child, or student in foster care means any of the following: (Education Code 42238.01, 48853.5)

- A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from the child’s home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361.
  - A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 602, has been removed from the child’s home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d).
  - A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.
  - A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court’s jurisdiction in accordance with the tribe’s law
  - A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400
- ~~● The Charter School is the **school of origin** when the student attended the Charter School when permanently housed or was last admitted at the initial detention or placement or subsequent change in placement of a foster child. If the school the foster child attended when permanently housed is different from the school in which the foster child was last admitted, or if there is some other school that the foster child attended with which the foster~~

child is connected and that the foster child attended within the immediately preceding 15 months, the foster child liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

2. Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.
3. Best interests of a foster youth means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC
4. School of origin means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the foster youth was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the foster youth is connected, the charter school district liaison for foster youth shall determine, in the best interests of the foster youth, which school shall be deemed the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth. (Education Code 48853.5)
2. **Foster Child Liaison:** The School's foster child liaison is: ~~Executive Director, Jenell Sherman, jenell.sherman@sequoiagrovesd.org.~~ liaisons are: Megan Motta, [megan.motta@sequoiagrovesd.org](mailto:megan.motta@sequoiagrovesd.org), and Kristina Nicosia, [kristina.nicosia@sequoiagrovesd.org](mailto:kristina.nicosia@sequoiagrovesd.org).
5. The School's foster child liaison is required to do all of the following:

1. Ensure and facilitate the proper educational placement, enrollment in school and checkout from school of students in foster care (Education Code 48853.5) of foster children.
2. ~~Assist foster children when transferring from one school to another school in ensuring~~ Ensure proper transfer of credits, records and grades when grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

- ~~2.~~
3. ~~Notify the foster child's attorney and the appropriate representative of the county child welfare agency of pending expulsion proceedings if the decision to recommend expulsion is a discretionary act, pending proceedings to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act, and, if the foster child is an individual with exceptional needs, pending manifestation determinations if the School has proposed a change in placement due to an act for which the decision to recommend expulsion is at the discretion of the principal. Notify a foster youth's attorney and the representative of the appropriate county child welfare agency, when required by law for a foster youth who is undergoing any expulsion or other disciplinary proceeding including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster youth's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)~~
4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973
5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and referral to health services in the area, and supplemental instruction.
6. Develop protocols and procedures for creating awareness for charter school staff, including administration, leadership and SGCA staff principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth
7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related services for the charter school's foster youth
- 3-8. Monitor the educational progress of foster youth and provide reports to the Executive Director or designee and the Governing Board based on indicators identified in the charter school's local control and accountability plan
- ~~The foster child liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, may recommend, in accordance with the foster child's best interests, that the foster child's right to attend the school of origin be waived and the foster child be enrolled in a public school that pupils living in the attendance area in which the foster child resides are eligible to attend.~~

- ~~Before making a recommendation to move a foster child from his or her school of origin, the foster liaison shall provide the foster child and the person holding the right to make educational decisions for the foster child with a written explanation stating the basis for the recommendation and how the recommendation serves the foster child's best interest.~~
- ~~If the foster child liaison, in consultation with the foster child and the person holding the right to make educational decisions for the foster child, agrees that the best interests of the foster child would best be served by his or her transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school.~~

## 6. Enrollment

A student placed in a licensed children's institution or foster family home within the charter school shall attend programs operated by the charter school unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interests of the student to be placed in another education program and submits a written statement to the charter school indicating that determination and an awareness of the following:

- a. The student has a right to attend a regular public school in the least restrictive environment.
- b. The alternate education program is a special education program, if applicable.
- c. The decision to unilaterally remove the student from the charter school and to place the student in an alternate education program may not be financed by the charter school.
- d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

3. At the initial placement or any subsequent change in placement, the student exercises the right to continue in the school of origin, as defined above. In any such circumstance, the following shall apply:

- a. The student may continue in the school of origin for the duration of the court's jurisdiction.
- b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in the school of origin for the remainder of the school year.
- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in the school of origin through graduation.
- d. If the student is transitioning between school grade levels, the student shall be allowed to continue in the charter school in the same attendance area to provide the student the benefit of matriculating with the student's peers in accordance with the established feeder patterns of school in the charter school. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and the foster youth be enrolled in any

school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from the school of origin, the liaison shall provide the foster youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the foster youth would be served by a transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth, regardless of whether the foster youth: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, an appeal may be filed with the charter school. The charter school shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the charter school's decision, the foster youth or the person holding the right to make educational decisions for the foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the foster youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

~~3. Admission: All foster students are required to follow the school's process for admitting students, including filling out and submitting the school's admission packet on time. As with all students, admission depends upon availability. In the event of an oversubscription in a grade, foster students will participate in the lottery as with any other student.~~

~~If the foster child seeking admission has outstanding fees, fines, textbooks or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for admission, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history, proof of residency, other documentation or school uniforms, this will not serve as a basis for non-admission. Within two days of admission of the foster child, the foster child liaison will contact the school last attended by the foster child to obtain all academic and other records.~~

~~If a dispute arises regarding the request of a foster child to remain in Lake View Charter School as the school of origin, the foster child has the right to remain in Lake View Charter School pending resolution of the dispute. The dispute shall be resolved in accordance with the Uniform Complaint Procedures adopted by the School.~~

~~Admission in Lake View Charter School as the school of origin will be allowed, unless a determination is made that it is not in the best interest of the foster child to attend Lake View~~

~~Charter School. Best interest factors include, but are not limited to, appropriateness of the current educational setting and proximity to the school in which the child is enrolled at the time of placement.~~

~~4.7. Former Foster Children:~~ 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 as the school of origin through the duration of the academic school year.

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 as the school of origin through graduation.

~~8. Transfer of Coursework and Credits: When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2) If the entire course was not completed at the previous school, the foster youth shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, the foster youth shall be enrolled in the same or equivalent course, if applicable, to enable the completion of the entire course. (Education Code 51225.2)~~

~~Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5. In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)~~

~~5. Course Work and Graduation Requirements: The Charter School will accept coursework satisfactorily completed by the foster child while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for coursework completed.~~

~~The credits accepted shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior school. The Charter School will not require the foster child to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school. If the pupil did not complete the entire course, the Charter School shall not require the pupil to retake the portion of the course the pupil completed unless the Charter School, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the foster youth shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course.~~

~~A foster youth shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California.~~

~~A foster student who transfers between schools any time after the completion of the student's second year of high school and is in the student's third or fourth year of high school, the School shall exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements specified in Education Code section 51225.3, unless the School makes a finding that the student is reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.~~

~~If the School determines that the foster student is reasonably able to complete the School's graduation requirements within the student's fifth year of high school, the School shall do all of the following: 1) Inform the student of the student's option to remain in school for a fifth year to complete the School's graduation requirements; 2) Inform the student, and the student's educational rights holder, about how remaining in the School for a fifth year to complete the School's graduation requirements will affect the student's ability to gain admission to a~~

postsecondary educational institution; 3) Provide information to the student about transfer opportunities available through the California Community Colleges; 4) Permit the student to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or if under 18 years of age, with the person holding the right to make educational decisions for the student.

To determine whether a foster student is in the third or fourth year of high school, either the number of credits the pupil has earned to the date of transfer or the length of the student's school admission may be used, whichever will qualify the student for the exemption.

Within 30 calendar days of the date that a foster student may qualify for the exemption from local graduation requirements transfers into a school, the School shall notify the student, the educational rights holder, and the School's liaison for foster children and youth of the availability of the exemption and whether the student qualifies for an exemption. If the School fails to provide timely notice, the student shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student is no longer in foster care, if the student otherwise qualifies for the exemption.

A foster student that has been exempted from local graduation requirements in accordance with Education Code section 51225.1 and completes the statewide coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the School shall not require or request that the pupil graduate before the end of the student's fourth year of high school.

If a foster student is exempted from local graduation requirements pursuant to Education Code section 51225.1, the School shall notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

If a foster student who is eligible for the exemption from local graduation requirements and would otherwise be entitled to remain in attendance at the School shall not be required to accept the exemption or be denied admission in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of high education, regardless of whether those courses are required for statewide graduation requirements.

If a foster student is not exempted from local graduation requirements or has previously declined the exemption, the School shall exempt the student at any time if an exemption is required by the student and the student qualifies for the exemption.

If a foster student is exempted from local graduation requirements, the School shall not revoke the exemption.

If a foster student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer a foster student while the student is admitted in

~~the School or if a foster student who is exempt from local graduation requirements transfers to the School from another school.~~

~~The School shall not require or request a foster student to transfer schools in order to qualify the student for an exemption.~~

~~A complaint for noncompliance with this section may be filed with the School under the School's Uniform Complaint Procedures.~~

**9. Transportation:** ~~If the foster student requires transportation to continue to attend the Charter School as the school of origin, the Charter School will ensure that the foster child receives transportation in a cost-effective manner.~~

~~The Executive Director or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in the school of origin, for the duration of the time spent in foster care, when it is in the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)~~

**10. Effect of Absences on Grades:** ~~The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)~~

- ~~1. A decision by a court or placement agency to change the student's placement, in which case the grades shall be calculated as of the date the student left school~~
- ~~2. A verified court appearance or related court-ordered activity~~

**Applicability of Graduation Requirements:** ~~To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.~~

~~However, when a foster youth who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the foster youth shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Executive Director or designee shall notify the foster youth, the person holding the right to make educational decisions for the foster youth, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Executive Director or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1)~~

~~To determine whether a foster youth is in the third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of school enrollment, whichever qualifies the foster youth for the exemption. (Education Code 51225.1)~~

~~The Executive Director or designee shall notify any foster youth who is granted an exemption and~~

**Commented [2]:** How does this apply to our model? @kristina.nicosia@sequoiagrove.org

**Commented [3R3]:** We meet monthly with EDCOE and their liaison Margaret Lewis. We haven't had to provide transportation for more than a handful of students, so we've been handling those on a case-by-case basis. EDCOE provides that assistance to us as needed.

the person holding the right to make educational decisions for the foster youth how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and shall not grant any request made by a foster youth or any person acting on behalf of a foster youth for a transfer solely to qualify the foster youth for an exemption. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while still enrolled in school or if the foster youth transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within the fifth year of high school, the Executive Director or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for the foster youth of the option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the foster youth's ability to gain admission to a postsecondary educational institution

2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges

3. Upon agreement with the foster youth or, if under 18 years of age, the person holding the right to make educational decisions for the foster youth, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

6.

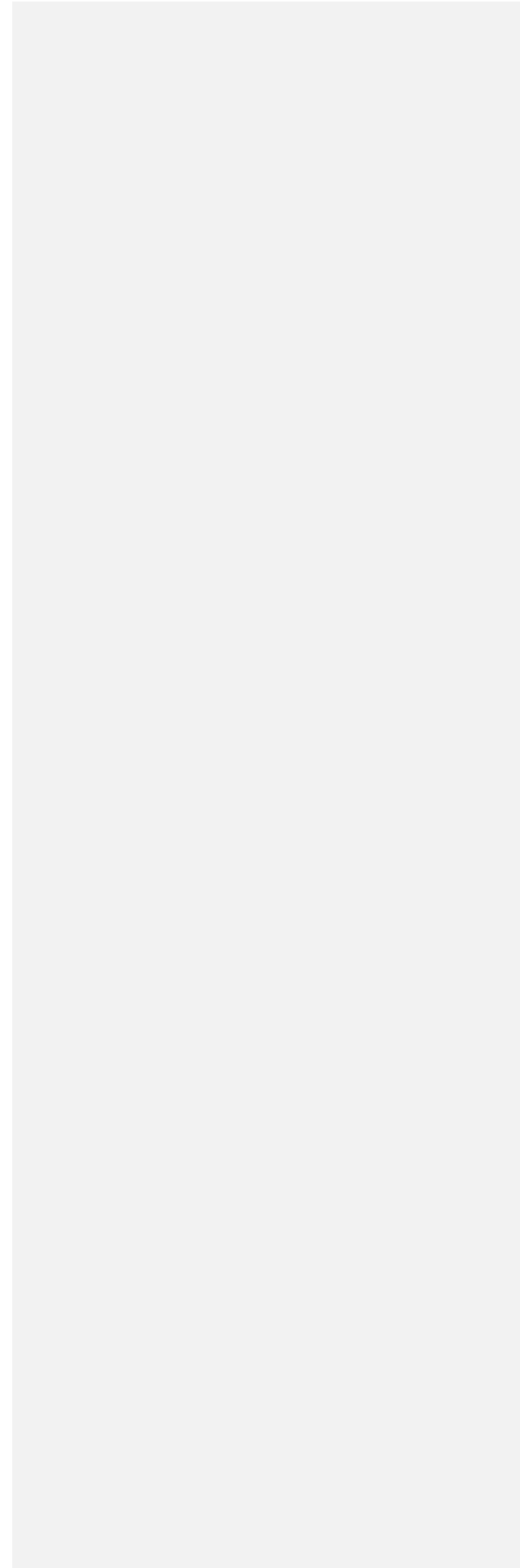
**7.10. Records:** A foster family agency with jurisdiction over a currently admitted or former pupil, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver who has direct responsibility for the for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family (as defined below), may access the current or most recent records of grades, transcripts, attendance, discipline and online communication on platforms established by schools for pupils and parents, and any individualized education programs (IEPs) that may have been developed, or any plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 of a currently admitted or former foster pupil.

A foster family agency, short-term residential treatment program, or caregiver may review and receive pupil records pursuant to subdivision (a) for purposes of monitoring the pupil's educational progress, updating and maintaining the pupil's education records as required by Section 16010 of the Welfare and Institutions Code, and ensuring the pupil has access to educational services, supports, and activities. These purposes include, but are not limited to, admitting the pupil in school, assisting the pupil with homework, class assignments, and college and scholarship applications, and admitting the pupil in extracurricular activities, tutoring, and other afterschool and summer enrichment programs.

A "resource family" means an individual or family that has successfully met both the home

environment assessment and the permanency assessment criteria necessary for providing care for a child placed by a public or private placement agency by court order, or voluntarily placed by a parent or guardian.

12. Notifications and Complaints: Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2) Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If CDE finds merit in an appeal, the charter schooldistrict shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)







### **Sequoia Grove Charter Alliance**

Welcome to Clarksville Charter School, Feather River Charter School and Lake View Charter School Members of the Sequoia Grove Charter Alliance! Herein below, "your School" is defined as the charter school in which you are contractually employed.

We are happy to have you join us. We believe our Schools are truly unique and 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 our Schools, its personnel policies and procedures, and your benefits as an employee.

This handbook is intended to explain in general terms 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 School guideline, practice, manual or rule may alter the "at-will" status of your relationship with your School.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, your School reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever your School 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 your School.

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## **Section 1 - General**

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at our School. 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 employees with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other School document confers any contractual right, either express or implied, to remain in your School of employment, 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 your School or you may resign for any reason at any time.

No supervisor or other representative of your School 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. Up to date policies are found on the Schools' governing board websites.

## **Section 2 - Philosophy**

### **CORE PURPOSE**

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

### **CORE VALUES**

The following core values are what distinguish your School from other schools:

- Building Relationships
- Respecting Staff
- Valuing Parents
- Mentoring Students
- Collaborative Environment
- Passion for Excellence
- Choice in Education
- The Homeschool Heart

### **PERMISSION-TO-PLAY VALUES**

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

- Innovative
- Dynamic
- Results-oriented
- Data-driven

- Extraordinary
- Confident
- Energetic

### **STRATEGIC ANCHORS**

To ensure success of our core purpose and core values, our School 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:

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

### **SCHOOLWIDE LEARNER OUTCOMES**

Our Schools have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture. They reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

## Sequoia Grove students are...

	<i>Navigators of the Digital World</i> Proficient in the use of technology, media, and online resources
	<i>Self-Directed and Motivated</i> Able to set attainable goals to achieve academic success
	<i>Personalized Learners</i> Thriving in the education style that best fits their individual needs
	<i>Independent Critical-Thinkers</i> Able to problem-solve, take ownership, and apply their knowledge
	<i>Responsible Citizens</i> Actively seeking knowledge of local and global issues
	<i>Effective Communicators</i> Articulating their thinking with confidence

### Section 3 - 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

Our School is an equal opportunity employer. In accordance with applicable law, our School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or

association with a person or a group with one or more of these actual or perceived characteristics. Our School will ensure that applicants and employees are treated equally 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, our School 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 your School.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, your School 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 your School. 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. Our School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request. If the employee believes they have been subjected to discrimination, please follow the complaint procedure outlined below.

#### **HARASSMENT**

It is the policy of your School to ensure equal employment opportunity without discrimination, harassment, intimidation, or bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Our School 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 for both curriculum and enrichment along with community partners 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 your School (e.g. an outside community partner, 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
- 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.

#### **What is abusive conduct/workplace bullying?**

- 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

#### **What is Retaliation?**

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

#### **Reporting**

School 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, our School 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. Our School 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 anonymity cannot be guaranteed. Our School is serious about enforcing its policy against harassment; however, your School cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to your School's attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all alleged 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.

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX,

this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies.

The School's Title IX Coordinators are stated on each school's websites under Title IX.

If an employee has a complaint about Title IX, contact the Title IX Coordinator listed in the Title IX Policy. The employee has 180 days of the date of the alleged discrimination, unless the time for filing is extended for good cause by the Title IX Coordinator. Although the employee is not required to utilize the School's internal grievance procedure, the employee may do so prior to filing a complaint with the Office of Civil Rights (OCR). If the employee uses the School's internal grievance process, the Title IX complaint must be filed with the Office of Civil Rights within 60 days after the last act of the School's grievance process. If using the School's grievance process, the School will investigate student Title IX claims of discrimination using the processes adopted through the Uniform Complaint Procedure. A copy of each School's Uniform Complaint Procedures is available on each School's website.

Questions, concerns or complaints regarding compliance with Title IX employee issues, please contact the Human Resources Director. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the [Title IX Coordinator, Deanna Moreno, deanna.moreno@sequoiagrove.org](mailto:deanna.moreno@sequoiagrove.org). ~~Equity Compliance Officer, Darcy Belleza, darcy.belleza@sequoiagrove.org.~~

[Transgender and Gender Nonconforming Students Policy: Your school is committed to fostering an educational environment that is safe, welcoming, and free from stigma and discrimination for all students, regardless of gender identity or expression; facilitating compliance with local, state and federal laws concerning bullying, harassment, privacy and discrimination; and ensuring that all students have the opportunity to express themselves and live authentically. To review the policy, please visit the school's board webpage.](#)

### **Universal Complaint Procedure**

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

Our School's 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 your School's 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.

Our School 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. Your School may investigate conduct in the absence of a formal complaint if our School has reason to believe that an individual has engaged in conduct that violates School policies or applicable law. Further, our School may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation. Any conduct which our School 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 our School believes appropriate under the circumstances. Due to privacy protections, our School may not be able to 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. The employee may view the Universal Complaint Procedure on our school's website.

#### **Conclusion**

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. Your School 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 your School 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 the employee believes they have experienced discrimination, harassment, or abusive conduct the employee may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC.

#### **Training Requirements**

Our School requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining as legally required, 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 the employee and the School will have the right to terminate employment and all related compensation and benefits at any time, with or without cause and

with or without notice. In addition, the School may eliminate or change any term or condition of employment (including but not limited to 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 your School with the approval of the Board of Directors, has the authority to alter the employee's 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 your School's right to terminate at-will.

### **PROFESSIONAL DEVELOPMENT FOR SALARY ADVANCEMENT**

Employees who wish to advance their salary beyond their initial placement may receive credit for upper-division and/or graduate level college/university courses up to 6 semester units or two classes per school year. These courses must be pre-approved first by the employee's direct supervisor, and then by a school Director prior to registering for courses. Courses that are commonly accepted are courses that:

- Are related to education
- Are related to the courses the teacher is currently teaching
- Enhance the teacher's teaching abilities

Note: Employees must receive passing grades on their transcripts (C- or higher, or Pass) for those units to qualify toward a salary increase.

Once pre-approved courses have been completed, employees will need to send all post-baccalaureate transcripts, including the newly completed course transcripts, to the Human Resources Department for the information to be added to their employee file. Transcripts must be submitted by June 1st of the current school year for salary schedule consideration for the following school year. No more than 6 units or two classes will be approved per school year for salary advancement purposes.\*

\*Special consideration may be given to employees who are seeking an advanced degree (such as a Masters or Doctorate) or are working toward completion of additional credentials or certifications. As with other coursework, these require pre-approval from the employee's direct supervisor and a school Director.

### **EMPLOYEE PLACEMENT ON SALARY SCHEDULE**

Salary placement for newly hired employees is contingent upon all documentation (i.e. transcripts, verification of experience, credential accreditation, etc) being received and verified. There are no retroactive salary placements. It is the employees' responsibility to furnish the Human Resources Department with verification of these items upon hire.

Initial salary schedule placement is determined by the number of post-baccalaureate units and the number of years of previous teaching experience.

In order for units to be considered for initial placement on the salary schedule, post-baccalaureate units must meet the following criteria:

- Earned after Bachelor's degree completion date
- Upper-division and/or graduate-level courses
- Relevant to the field of education

Previous teaching work experience may be accepted on a year-for-year basis for up to five years of credit if it meets the following criteria:

- Must have worked with the same employer for at least one year
- Worked in a full-time capacity
- Worked at least 75% of the school year

Note: Substitute teaching experience is not accepted

#### **OPEN COMMUNICATION POLICY**

We want to hear from our employees. Our School 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. Our School is interested in all of 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, Executive Director or Human Resources. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. Your School will attempt to keep the employee's concerns and complaints and any potential 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**

Your School provides a reasonable amount of break time to accommodate a lactating employee's need to express breast milk for the employee's infant child. For those employees who are working at a school location, 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:

- 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.
- 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 your School and will be handled in accordance with your School's 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](http://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 your School and its interest in our school will be formed in part, by School 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, our School and our School's services.

Below are several things employees can do to help leave people with a good impression of our School. 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 work week
- Take great pride in your work and enjoy doing your very best

## **WHISTLEBLOWER POLICY**

Your School 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 School policy, specifically the policies contained in your School's Employee Handbook. An employee who wishes to report a suspected violation of law or School Policy may do so by contacting the Executive Director or Human Resources.

Your School 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 School 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 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 anonymity cannot be guaranteed) and consistent with a full and fair investigation. School administration (and/ or an administrative designee) 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 4 - The Employment Process**

### **EMPLOYEE STATUS AND CLASSIFICATIONS**

Each School 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 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 the employee's designation.

#### **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 double-time 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

- Salary Schedule A: Homeschool teachers (HST);
- Salary Schedule B: Specialized Teachers including High School Teachers, Virtual Academy Teachers, and Education Specialists;
- Salary Schedule C: Leadership including Coordinators, Counselors, Speech Pathologists, Nurses, and Occupational Therapists;
- Salary Schedule D: Administrative Positions
- Salary Schedule F: Part-time Homeschool teachers

### **Classified Employee**

Classified Employees include those employees hired by the School that do not primarily instruct students, nor require state certification, such as maintenance, assistants and other operational employees.

- Salary Schedule E: Classified 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 the employee works during the academic year or on an annual basis. The Executive Director or direct supervisor will assign the employee an individual work schedule. In order to accommodate the needs of our school(s), it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be available by phone, email or in-person with scheduled meeting(s)/event(s). If the employee needs to modify their schedule, request the change with Human Resources or their supervisor. All schedule changes or modifications must be approved by the Executive Director or their supervisor.

Your School 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 the employee to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

#### **WORKWEEK AND WORKDAY**

Staff are expected to complete their School employment duties from 8:30 a.m. – 5:00 p.m., Monday- Friday, excluding holidays, Pacific Standard Time.

#### **VIRTUAL TEACHING EMPLOYMENT CONDITIONS**

##### **Position Responsibilities:**

- Teachers selected for special assignment including, but not limited to, High School Virtual Academy, Junior High Virtual Academy, Intervention, Adventure Academy, or other created programs deemed "Virtual" within the job description will be assigned a "Virtual Class" or "Virtual Classes"
- Teachers are provided, at the School's expense, a computer capable of maintaining a high speed internet connection for conducting virtual classes, including a computer, dual external monitors, external keyboard and mouse, and a headset. Other equipment provided when necessary for class upon request
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m., Monday - Friday by internet and/or phone Pacific Standard Time.
- Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within twenty-four (24) hours
- 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.
- Teachers will be responsible for all virtual school required record keeping and reporting
- Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard School 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:**

- Special Education Teachers/ Case Managers teach specialized academic instruction (SAI) and transition services virtually
- Teachers are provided, at the School's expense, a computer capable of maintaining a high speed internet connection for conducting virtual class and other duties
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. Monday - Friday by internet and/or phone Pacific Standard Time
- Special Education Teachers are required to teach in virtual classrooms/ sessions
- Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within twenty-four (24) hours
- Teachers will use the tracking and monitoring system in Google Drive and curricular programs as well as SEIS
- Teachers will provide continual monitoring of the student's progress at the scheduled progress reporting times
- Teachers are responsible for collecting data and student work samples for student IEP goals and special education taught courses
- Teachers will be responsible for all special education required record keeping and reporting. Training:
  - Teachers are required to attend training sessions hosted virtually or in-person

- Special Education Teachers are required to attend two in-person schoolwide meetings/trainings per year. Mileage reimbursement will follow standard School protocols and procedures

**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 the employee is unable to report for work on any particular day, the employee must call their supervisor at least one hour before the time scheduled to begin working for that day. If the employee calls in less than one hour before the scheduled time to begin work, the employee will be considered late for that day. Absent extenuating circumstances or a medical provider's order excusing the employee from work for a period of time, the employee must call in on any day the employee is 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 the supervisor personally at the earliest possible moment. In some circumstances, the employee may be required to provide verification of the reason or documentation for the absence.

If a non-exempt employee or instructional employee has more than three instances of being late during any twelve-month period, it will be considered excessive. Any unexcused absence is considered excessive. If the employee fails to report for work without any notification to the employee's supervisor and the absence continues for a period of three business days, the School will determine that the employee has abandoned their job and voluntarily terminated their employment.

**PROFESSIONAL DEVELOPMENT**

Employees are expected to attend and participate in all professional development sessions and other scheduled school sponsored trainings. 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, video registration/chat or signing in on a Google Doc/Survey 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. Your School 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 your School's 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 the employee's time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. Each employee must sign and submit his or her own time record.

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**

Your School 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 the meal periods and rest periods, employees may not work at all and are excused from all duties. Required meal or rest periods may not be combined in order to take a longer break. Employees may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that an employee believes they cannot take a meal or rest period, or is unable to take a full meal or rest period pursuant to School policy or must begin the meal period more than five hours after the work period began, they must notify Human Resources in advance whenever possible and 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 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 timesheet. Meal periods are unpaid time and employees are free to leave the premises, if working at a site. 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. The supervisor may schedule the 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 and 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	One 10-minute rest period
Over 6 hours to 10 hours	Two 10-minute rest periods
Over 10 hours to 14 hours	Three 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 your school), 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. Employees who do not have direct deposit will receive their checks via mail. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be mailed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of a paycheck to any other person other than the employee. If automatic deposit is used for the paycheck, the funds will be deposited to the financial institution requested by the employee by the end of business

on the scheduled payday. While an automatic deposit may actually credit to the employee's account before the actual "payday," the School is not responsible for automatic payments or withdraws dated prior to the actual payday and the employee should not depend on early deposits of pay. If a wage garnishment order is received by your School for an employee, the school is 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.

#### **DEFERRED PAY**

Starting in the 2023-2024 school year, the Sequoia Grove Schools are moving to a 10.5 month (21 pay period) for all Salary Schedule A & B staff and an 11 month (22 pay period) for all Salary Schedule C staff payroll year. This is to assist the Charters with better aligning employment contracts, pay schedules, and staff calendars.

The schools are offering an optional deferral (summer hold back program) starting in the 2022-2023 school year to assist staff with creating a paycheck for the remaining two (2) or three (3) pay periods in the 2023-2024 school year. This will not impact the total salary of an employee.

Employees will have the opportunity to opt-in or opt-out of the summer hold back program. Employees who choose to opt-in to the program, will be able to choose the deferred amount per paycheck to be withheld allowing flexibility on the amount that will be paid on the two (2) or three (3) "deferred" paychecks. Once the amount is selected and set by the Payroll Team, it cannot be changed for that school year.

#### **PAYROLL WITHHOLDINGS**

The School 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, the School 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 the School 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 or DE4 form and submitting it to Human Resources.

#### **Section 5 - Conditions of Employment**

##### **IMMIGRATION LAW COMPLIANCE**

The School 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 the School within the past three years or if the previous I-9 is no longer retained or valid.

#### **CREDENTIAL REQUIREMENTS**

All credentialed employees must provide copies of credentials, official transcripts, and/or test scores prior to the first day of work. Failure to provide these documents may delay an employee's ability to begin work. Employees 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 the 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 an employee fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, 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.

#### **TEACHER INDUCTION**

The school does not offer Teacher Induction. Please refer to the California Commission on Teacher Credentialing and board policy in relation to the schools' Teacher Induction Policy.

#### **RESIDENCY REQUIREMENTS**

All employees with in-person requirements as part of their job description are required to live and reside in California, in the region where students are served. All approved out of area employees will have this listed within their employment contract, i.e. 100% virtual contract.

#### **TEMPORARY RESIDENCY**

Temporary Residency for Certificated Employee: All certificated employees (with in-person requirements as part of their job description) who are seeking to relocate with a temporary residence are required to write a "Temporary Residency Request" to their supervisor and Executive Director or designee minimum of 5 days prior to departing primary residence.

Certificated employees must obtain written approval from their supervisor and Executive Director or designee for the Temporary Residency to be granted. Failure to do so, will result in a dock in pay for days absent. Temporary Residency may be approved for a maximum of two weeks and the Certificated employee is expected to continue and perform all job duties per their job description, communicate and execute all job duties with students, colleagues, and all work-related entities. All full time Certificated employees are expected to continue to be available between the scheduled hours of 8:30am-5:00pm Pacific Time. Though a temporary residency may not be the norm, employees are encouraged to review the other leave policies outlined in the Employee Handbook that may be deemed more appropriate for the circumstance. Temporary Residency is not to be construed as a vacation, as only employees working over 210 days have PTO in their contract. All Certificated staff: please refer to the Leave policies or Human Resources for more clarification.

#### **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 the employee's 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 employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is the School's policy that all 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. All employees will be mandated child abuse reporters and will participate in annual training, follow all applicable reporting laws and the same policies. The School's Child Abuse and Neglect Policy will contain detailed policies and procedure for the immediate reporting of suspected child abuse and neglect. All appropriate staff are required to certify knowledge of the policy annually, and employees shall receive mandated reporter training annually. The school will provide this training, as well as other trainings, mandated by law during the first month of the school year, or the first month of employment, should an employee start after the beginning of the school year.

It is extremely important that School 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 the School's assistance, he or she is required to notify the School 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 the School.

#### **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 the School. If the request includes a request for copies, the employee or former employee may be required to pay for the actual costs of copying. The 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 6 - Performance**

#### **PERFORMANCE EVALUATIONS**

The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by employees and to provide staff with important feedback to improve their practice and identify options for professional development and growth. Every staff member will be evaluated annually or biennially per administrator discretion. Evaluations will be conducted in the spring of each school year. The employee's supervisor may identify opportunities for professional growth. It is not a right of any employee to be provided a performance plan. A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

#### **Certificated Staff:**

At the start of each academic year, each certificated staff member will meet with their Supervisor or Instructional Team Advisor to establish and/or review Performance Objectives or SMART Goals for that school year. The certificated staff member will put these objectives in writing and complete a pre-evaluation template to be provided by their Supervisor or Instructional Team Advisor. The Immediate Supervisor will evaluate the Certificated staff member annually or biennially per administrator discretion. Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

The evaluation will be based on factors including the Certificated staff member's job description, accomplishment of the Performance Objectives, and standards for teaching performance. In addition to these more formal performance evaluations, the School encourages employees and their supervisor to discuss job performance on an ongoing basis.

The School's 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 the School's 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 the School. Accordingly, either the employee or the School 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. Employees will be provided a copy of the evaluation tool and as part of the process, will do a self-evaluation. The direct supervisor may schedule the evaluation time in advance so that the employee is prepared for the process. In addition to these more formal performance evaluations, the School encourages staff members and supervisors to discuss their job performance on an ongoing basis.

**Section 7 - Leaves**

**FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT<sup>1</sup>**

The School complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which require the School to permit each eligible employee to take up to 12 work weeks of leave in any 12-month period for the birth or adoption of a child, the employee's own serious health condition or for the serious health condition of the employee's child, parent, or spouse. CFRA further allows for 12 work weeks of leave to care for the serious health condition of the employee's grandchild, grandparent, parent-in-law, domestic partner, or sibling.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of domestic partner, or a person to whom the employee stands in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. For ease of reference in this policy, all leave taken under FMLA and CFRA will be referred to as "FMLA Leave," except to the extent that leave under FMLA and CFRA do not overlap. It is also the policy of the School that it will not interfere with, restrain, or deny any employee's rights provided by FMLA and CFRA. FMLA leave runs concurrently with Pregnancy Disability Leave, while CFRA leave does not.

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, for purposes of FMLA leave only, are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, the employee 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, the employee must request the leave as soon as possible. Please 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 care of a grandchild, grandparent, parent-in-law, domestic partner, or sibling with a serious health condition. Leave taken pursuant to this section is available only through CFRA and not FMLA. As such, FMLA does not run concurrently with leave taken for the employee's grandchild, grandparent, domestic partner, or sibling with a serious health condition.
  4. The "serious health condition" of the employee;
  5. 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 incurred in the line of duty on active duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty; or
  6. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, registered domestic partner, 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. Domestic partner leave under this section is only available through CFRA and not FMLA.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital or other medical care or residential health care facility or continuing treatment or supervision by a health care provider. Employees may take a leave under paragraphs (2) or (3) above only if due to a serious health condition, or a spouse, child, grandchild, grandparent, sibling, parent, or registered domestic partner requires care or assistance as certified in writing by the family member's health care provider. If seeking a leave under paragraph (4) above, the employee must provide the School with a medical certification from a health care provider establishing eligibility for the leave, and the employee must provide the School with a release to return to work from the health care provider before returning to work. The employee must provide the required medical certification, which can be obtained from Human Resources, to the School in a timely manner to avoid a delay or denial of leave.

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 the employee's state and federal family and medical leave entitlements to the fullest extent permitted by law. The employee will be required to use any available sick time during unpaid family and medical leave. The employee will also be required to use any available paid sick leave during unpaid family and medical leave that is due to the employee's 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 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 continuously employed. However, the employee must continue to pay his/her share of applicable premiums (for themselves and any dependents) during the leave.

If the employee out on leave chooses not to return from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond the employee's control or because of recurrence, continuation, or onset of a serious health condition.

If the employee does not return to work on the first workday following the expiration of an approved family and medical leave, the employee will be deemed to have resigned from his/her employment. Upon returning from such a leave, the employee will normally be reinstated to their original or an equivalent position and will receive pay and benefits equivalent to those 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.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider certifying the ability of the employee to resume work.

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

#### **2022 COVID-19 SUPPLEMENTAL PAID SICK LEAVE**

Covered employees in the public or private sectors who work for employers with 26 or more employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022 through September 30, 2022, immediately upon an oral or written request to their employer, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.

A full-time covered employee may take up to 40 hours of leave *if the employee is unable to work or telework for any of the following reasons:*

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member or cannot work or telework because they have vaccine-related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed \*
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health

officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis

- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises

\* A full-time covered employee may take up to an additional 40 hours of leave *if the employee is unable to work or telework for either of the following reasons:*

- The covered employee tests positive for COVID-19
- The covered employee is caring for a family member who tested positive for COVID-19.\*  
\*A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

Part-time covered Employees: Part-time covered employees may take as leave up to the amount of hours they work over two weeks, with half of those hours available only when they or a family member test positive for COVID-19.

For more information, please visit the 2022 COVID-19 Supplemental Leave Policy linked

#### **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 healthcare 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 an 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 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 continuously employed. However, the employee must continue to pay their share of applicable premiums (for themselves and any dependents) during the leave.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, or a non pregnancy-related medical condition requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan while out on 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 ceases 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 an employee has 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 an employee have any questions as to eligibility requirements of any leave policy, please contact Human Resources.

#### **MILITARY SPOUSE LEAVE**

An eligible employee-spouse or registered domestic partner 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 the employee has any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

#### **BEREAVEMENT LEAVE**

The School provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick, 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, grandchild, aunt, uncle, niece or nephew. . If a funeral is more than 500 miles from the employee's home, the employee may receive paid leave for five (5) days with prior approval from the 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 off 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. [Please contact your supervisor or Human Resources if you are called to serve as a witness within the scope of your employment.](#)

#### **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.

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 ballots from work.

### **SCHOOL ACTIVITIES LEAVE**

The School encourages employees to participate in the school activities of his/her child(ren). If the employee is the parent, legal guardian, stepparent, foster parent, grandparent, person standing *in loco parentis* of a child who is in school up to grade 12, or who attends a licensed daycare facility, employee 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 the employee's 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 childcare/day care facility.

### **SCHOOL APPEARANCE 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. The employee 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 for various reasons related to crime or abuse if:

- The employee is a victim of a crime;
- An immediate family member is a victim of a crime (immediate family member means: spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, a person to whom the employee stood *in loco parentis* when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employer is the equivalent of any of these family relationships);
- "Victim of crime" means a victim of stalking, domestic violence, or sexual assault, victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury or a person whose immediate family member is deceased as the direct result of crime;
- Leave may be taken for any of the following reasons:
- An employee may take leave to appear in court to comply with a subpoena or other court

order as a witness in any judicial proceeding;

- An employee victim may take time off to obtain or attempt to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- An employee victim to seek medical attention for injuries caused by crime or abuse;
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of crime or abuse;
- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse;
- An employee victim to participate in safety planning and to take other actions to increase safety from future crime or abuse, including temporary or permanent relocation;
- An employee is entitled to attend judicial proceedings relating to crimes listed below relating to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim: 1) A violent felony as defined in Penal Code section 667.5(c); 2) A serious felony as defined in Penal Code section 1192.7(c); or 3) A felony provision of law proscribing theft or embezzlement.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible. 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

When an unscheduled absence occurs, the School shall not take action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer.

Documentation may be from any of the following:

- A police report indicating that the employee was a victim
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.
- This leave is unpaid but the employee may choose to use available PSL or (PTO). The employee will not be discharged or discriminated against because of an absence protected by this law. The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision

#### **DOMESTIC VIOLENCE LEAVE**

If an employee is the victim of domestic violence, sexual assault, or stalking, the employee may

be entitled to a reasonable accommodation for their safety while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The School is not required to undertake an action that constitutes an undue hardship on its business operations. If an employee requires a reasonable accommodation in line with this policy, please contact the School's human resources manager.

Employees will not be discharged, discriminated against, or retaliated against because of a request for an accommodation under this policy.

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.

Individuals who are employed in California are entitled to up to 30 days of paid military leave for active duty (including active duty training). The paid military training does not cover leave for inactive duty training, such as drills. To supplement any lost income, the employee may elect to use PTO time or any other paid leave time available through the employer. The employer is not allowed to force the employee to use their accrued paid leave time.

#### **MILITARY SPOUSE LEAVE**

Under California's Military Spouse Leave Law, eligible employees who work 20 or more hours per week and the employer has 20 employees or more, can take military spouse leave. This provides for up to 10 days of unpaid leave while a military spouse is away on deployment.

#### **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, the employee may utilize available PTO if the employee wants compensation for this time off. If the employee does not have any PTO available, the employee will be permitted to take the time off without pay.

#### **Literacy Education Leave**

California provides for allowing employees to take unpaid leave to participate in an adult literacy

program. Employers must make reasonable accommodations to assist any employee with illiteracy problems who requests participation in an adult literacy program. Literacy education leave is time off work granted to an adult employee who reveals that he or she has a problem with illiteracy. Illiteracy is the condition of being unable to, or have great difficulty with, reading and writing. Time off from work as a result of illiteracy is granted by the Employee Literacy Assistance Act.

The employee may take time off to learn to read if the below three conditions apply:

- The employee works for a private employer;
- The private employer regularly employs 25 or more employees;
- The employee is illiterate and discloses that illiteracy to his or her employer.

#### **Employer Expectations**

An employer is expected to:

- Make reasonable accommodations for any employee, who reveals a problem of illiteracy, and requests assistance in enrolling in an adult literacy education program.
- Assistance includes but is not limited to: helping the employee locate literacy education programs, enrolling in literacy education programs, or arranging for a tutor or other provider of literacy education services to visit the employee's place of work

#### **ORGAN DONOR / BONE MARROW DONOR LEAVE**

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 leave, including unpaid leave, during the course of the leave. Organ donors must use up to ten days of available accrued PSL or leave, including unpaid leave 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 the employee's 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. Employees 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. 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**

Your School 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. The employee may use allotted and unused sick leave. All reasonable measures to safeguard their privacy will be maintained.

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

### **VOLUNTEER CIVIL SERVICE LEAVE**

The employee is 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**

The School 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 the School 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 8 - Benefits**

### **SCHOOL HOLIDAYS**

The School observes 13<sup>2</sup> paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- 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 the employee receives 8 hours of holiday pay on Monday and works 40 hours Tuesday-Saturday (8 hours/day), the employee 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) - SCHEDULE D-ADMINISTRATION & SCHEDULE E-CLASSIFIED**

Full-time Administrative (Schedule D) and Full-Time Classified (Schedule E) school employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, and 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 the supervisor, except in the case of an illness or emergency. In the case of illness or emergency the employee is required to contact their immediate supervisor at least one (1) hour before their 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. Supervisors use their 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.

#### 22/23 school year

All full-time Salary Schedule D (Administration) and E (Classified) will have the ability to carry (roll-over) up to 40 hours (5 days) of unused PTO from the 21/22 school year to the 22/23 school year. These employees will be allotted a new 40 hours (5 days) of PTO on July 1, 2022, for the 22/23 school year for a max of 80 hours (10 days) including the new PTO hours and any carry over that was left.

#### Updates for the 23/24 school year

After the 22-23 school year, the Sequoia Grove Schools will no longer carry over unused PTO to subsequent school years. All full-time Salary Schedule D (Administration) and E (Classified) will continue to receive 40 hours (5 days) of PTO on July 1st of each school year.

22/23	23/24
<ul style="list-style-type: none"> <li>● Carry over a max of 40 unused PTO hrs from 21/22</li> <li>● Received 40 PTO hrs</li> <li>● Max 80 PTO hrs</li> </ul>	<ul style="list-style-type: none"> <li>● No PTO carry over</li> <li>● Received 40 PTO hrs</li> </ul>

Employees hired after July 1 will receive a prorated amount based off of months worked in the school year. This time will be accrued monthly at 3.33 hours per month. 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, leave, including unpaid leave, 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 employees:
  - Each year, eligible employees will begin accruing PSL at 6.66 hours per month, up to ten days (80 hours) of PSL per school year (July 1 – June 30).
  - Unused PSL days will carry over year to year subject to a cap of 18 days (144 hours).
  - Employees hired after July 1 will receive a prorated amount based off of months worked in the school year. This time will be accrued monthly at 6.66 hours per month.
- All eligible PT employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on the 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.

**Changes for PSL Accrual for 23/24 School Year**

With the 23/24 payroll deferral (moving from a 12-month to an 11-month payroll) the accruing of paid sick leave will also change to align with the work year and payroll.

What does this mean?

This means that you accrue PSL at a different rate per month starting in the 23/24 school year.

22/23	23/24
6.66 hrs per month across 12 months	7.27 hrs per month across 11 months

**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. If the employee is out using sick time for more than 3 consecutive days a doctor's note is required to return to work. If a doctor's note is not supplied it will be unapproved unpaid time off unless previously arranged with the employee's Director.

**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 employees 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 the School. 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 the School. 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 the employee has any benefit related questions while on a leave of absence, they should contact Human Resources.

Full-time employees will also be covered under an insurance policy that includes Life Insurance 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 the School's 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 the School group rates plus an administration fee. The School or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the School's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **SOCIAL SECURITY/MEDICARE**

If the employee is a full time contributor to a The State Teacher's Retirement system STRS, the employee's earnings from this job are not covered under Social Security. When the employee retires, or if the employee becomes disabled, the employee may receive a pension based on earnings from this job. If the employee does, they are also entitled to a benefit from Social Security based on either their own work or the work of their spouse, or former spouse, their pension may affect the amount of the Social Security benefit the employee receives. The employee's Medicare benefits, however, will not be affected.

The School 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 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 the School policy and applicable law.

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

**WORKERS' 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 9 - Employee Communications Policy**

**COMMUNICATIONS POLICY**

Every employee is responsible for using the School's 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 the School and have been provided for use in conducting School business. All communications and information transmitted by, received from, created, or stored in its School Communication Systems are records and property of the School. The Communication Systems are to be used for School purposes only. Employees may, however, use the School 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 School business, and does not violate any School 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

### **No Expectation of Privacy**

The School 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, the School may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of your school's 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 the School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish the School's 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 to the School upon request for any reason that the School, 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 the School 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 the School letterhead.

### **Offensive and Inappropriate Material**

The School's policy against discrimination and harassment, sexual or otherwise, applies fully to

the School's 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 the School's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director and Human Resources.

The School may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by the School 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 the School's blocking software.

#### **Solicitations**

The School's 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 or designee 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 or designee.

#### **Games and Entertainment Software**

Employees may not use a School 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 the School's "Confidential Information" policy, contained herein, for a general description of what the School 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**

The School's 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 or designee. 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 School 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 the School, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the School."

### **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 the School's network must do so through an approved Internet firewall. ~~Accessing the Internet directly by modem is strictly prohibited unless the computer the employee is using is not connected to the School's network. Files obtained from sources outside the School including devices 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 the School's computer network.~~ Employees should be cautious when never downloading files from the Internet, accepting email attachments from outsiders, or using devices ~~sinks~~ from non-School sources, ~~without first scanning the material with the School approved virus checking software.~~ If the employee suspects that a virus has been introduced into the School 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**

The School reserves the right to modify this policy at any time, with or without notice. The School 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**

The School 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 the employee wishes to use networking protocols or set up a social media site as a part of the educational process, please work with the 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. The School 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 the employee is developing a website or writing a blog that will mention the School, the employee must identify that they are an employee of the organization and that the views expressed on the blog or web site are theirs alone and do not represent the views of the School. Unless given permission by the Executive Director or designee, the employee is not authorized to speak on behalf of the School or to represent that the employee do so. If the employee is developing a site or writing a blog that will mention the School, as a courtesy to the organization, please let the Executive Director or designee know in advance of publication. The Executive Director or designee may choose to visit your blog or social networking site from time to time.

The employee may not share information that is confidential and proprietary with regard to the School. 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 the School considers confidential and proprietary. If the employee has any questions about whether information has been released publicly or doubts of any kind, speak with the Executive Director or designee and Human Resources.

When writing a blog or participating in any other social networking site, employees should speak respectfully about the School 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 the School and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking may be legally liable for anything written or presented online. Employees can be disciplined, if appropriate, by the School 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 or designee. Failure to comply with the School's social media policy will result in disciplinary action, up to, and including, immediate termination.

### **EQUIPMENT POLICY**

The School 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, staff uniforms 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 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, or designee and 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 phones should not be used while the employee is working, if assigned to a location. ~~Cell phones should be turned off and stored with other personal belongings while working.~~ If the employee is required to perform business on a cell phone for the School while driving, they must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on a cell phone while driving a vehicle or own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email. If 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, the School 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 the School. Any written materials shall not be posted on school social media platforms. 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 the School 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 the School. 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. The School must approve any postings prior to posting.

The School 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

**Commented [1]:** Do we provide work numbers like Ring Central to all employees? If yes, we need to revisit this section

**Commented [2R2]:** I will share our expense policy with you.

**Commented [3R2]:** We do provide Ring Central but not a lot of people use it

**Commented [4R2]:** We also provide Zoom to all. Not sure if that needs to be in here

**Commented [5R2]:** @deanna.moreno@sequoiagrove.org, please advise on wording with Jenell's comments, please.

**Commented [6R2]:** Since we do not have all staff using our numbers we do not need to alter this section more than what we already have removed.

**Commented [7R2]:** Great. We will keep as is.

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 the employee has a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. Please ask questions and 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 employees 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.

### **Policy Statement**

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

Relationships between School Board Members, Employees, Consultants, or School Services Providers are permissible under the following circumstances:

Family Members of the School board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.

- (a) 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, at the discretion of the School Board of Directors
- (b) 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 at 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, at the discretion of the School Board of Directors

### **Definitions**

"Family Members" include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law. For Bereavement only the definition includes niece, nephew, aunt, and uncle.

"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 the School, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to the School.

### **Procedures**

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

When a Family Member of a current School Board Member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within the School, 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 the School, but such information may not be used as a basis for an employment decision except as stated herein. When a relationship that creates a conflict with this policy occurs during employment, the School will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and the School. If a mutual agreement is unattainable, the Board will determine, in the School's best interest, which employee is to be transferred or separated.

### **Responsibilities**

The Executive Director or designee shall coordinate with the current employee's direct

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

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

**VIOLENCE IN THE WORKPLACE**

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

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 the School property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

The School's prohibition against threats and acts of violence applies to all persons involved in the School's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on the School property or at school sponsored events. Violations of this policy by any individual on the School property or at school sponsored events 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 or designee and 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, employees must report the incident. 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 10 - Standards of Conduct**

### **PERSONAL STANDARDS**

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The Executive Director, designee or immediate supervisor will inform employees 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 there are any questions regarding appropriate attire. Staff are expected to wear their Sequoia Grove or charter school branded staff uniforms at school events unless otherwise informed. If employees wear other attire, the clothing should not include references that are political, religious, or anything (logos, images, and text) that may be viewed as offensive to others.

### **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.

#### Corporal Punishment Defined

Corporal Punishment Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

#### A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

**B. Examples of PROHIBITED actions (corporal punishment)**

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain. punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

**Acceptable and Unacceptable Behavior**

It is the responsibility of staff members to keep interactions with students professional at all times. 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 at a Resource Center or other location
- Allowing students in the employee's 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

#### **Acceptable and Recommended Behaviors**

- 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
- Ensuring all online platform interactions with students have another adult present
- Keeping reasonable and appropriate space between the employee and the student
- Stopping and correcting students if they cross the employee's 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 the employee finds themselves in a difficult situation related to boundaries
- Involving the employee's 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 the employee's 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 the employee must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any 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 or designee 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, the employee should immediately notify their supervisor, Human Resources, the Executive Director or designee. 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 an 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 the employee witnesses conduct in violation of this policy, the employee should immediately bring it to the attention of their supervisor, Executive Director or designee. 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 one's own 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 the employee's 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 the employee's meal and break periods)

- Failure to timely notify your supervisor when the employee is 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 and/or participant 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 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 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 employment with the School, employees will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. The employee must not disclose to the School any confidential or proprietary information or material belonging to former employers or others. Any violation 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 or designee so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

The School expects employees to devote their best efforts to the interests of our school. The School 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 the School 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 the School whether as a regular employee or as a consultant.

If the employee has any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director or designee 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 the School's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

#### **Outside Employment**

All full time employees are expected to devote full professional effort to the position at the School. If the employee wishes to participate in outside work activities, the employee is required to obtain written approval from the Executive Director or designee prior to starting those activities. Approval will be granted unless the activity conflicts with the School's interests. In general, outside work activities are not allowed when they:

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

The employee's obligations to the School must be given priority. Full time employees are hired and continue employment with the understanding that the School 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.

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

##### **Policy Statement**

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

1. It involves the use of the School time, facilities, equipment, supplies, or the officer's or employee's position or influence with the School, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with the School.
3. It involves the performance of an act as part of the outside activity that involves services performed for the School.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raises any ethical or conflict of interest concerns, or creates any conditions that impact the officer's or employee's job performance.
5. Officers and employees may not use the School's 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 the School, the officer or employee shall obtain a written determination of the Executive Director or designee that the outside activity is not in violation of this policy before engaging in such activity.

#### **EXPENSE REIMBURSEMENT POLICY**

The School's policy is to reimburse its employees for reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties. School employees will receive a stipend to cover expenses as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date.

#### **TRAVEL: Mileage**

##### **CATEGORY 1:**

##### **HOMESCHOOL TEACHERS, INSTRUCTIONAL TEAM ADVISORS, ADMIN ASSISTANT**

Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:

- Full-time employees: \$500 stipend each semester to cover costs related to the use of personal vehicles
- Part-time employees: \$250 each semester to cover costs related to the use of personal vehicles
  - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

##### **CATEGORY 2:**

##### **SPECIAL EDUCATION AND STUDENT SUPPORT**

## NURSE

### VIRTUAL/OUT OF SERVICE AREA EMPLOYEES

- Not eligible for travel stipend
- With prior approval, the employee may complete the mileage reimbursement process when attending local meetings and events once they are in area of school service

### CATEGORY 3:

#### FAMILY LIAISONS

- ~~All Family Liaisons~~~~Full-time employee~~: \$500 stipend each semester to cover costs related to the use of personal vehicles

#### ~~PART-TIME FAMILY LIAISONS~~

- ~~\$250 each semester to cover costs related to the use of personal vehicles~~
  - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

## TRAVEL

All teachers are expected to serve students in-person, that are assigned or requested on their roster and are required to drive up to 60 miles and/or one hour to meet with their students as part of their normal commute\*.

\*Commuting miles are the miles the employee drives between the employee's home and regular workplace.

If and when the School requires employees to drive their personal vehicle to perform duties on behalf of the School (in the course and scope of employment) beyond their normal commute, the School will reimburse employees for the reasonable and necessary expense of using their personal vehicle on behalf of the School.

Employees will receive a monthly reimbursement payment from the School for mileage expenses incurred beyond the employees' normal daily commute of up to 60 miles and/or a distance of one hour from their home. Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service, at the time the miles are driven on behalf of the School.

### **Employees are required to submit:**

- a monthly written report of all miles driven
- with a printed map showing the locations driven, on behalf of the School during that month.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees may be required to submit additional documentation to support any request for additional mileage reimbursement.

## **HOTELS, MEALS, AND GRATUITY**

The Executive Director or designee must pre-approve all out-of-town travel which requires overnight stays.

**Hotels**

Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the approved event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee. In the event travel cannot occur within the employees daily working hours, the employee may seek approval from the Executive Director or designee to request a hotel stay. For travel that requires overnight stays, the Charter will pay for the employee's hotel stay. The hotel stay must be approved through the Charter's Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be \$100 - \$150 per night.

- Staff may stay at the rate of up to two-times the federal per diem rate with the Executive Director or designee's pre-approval
- Lodging in excess of double the per diem rate (excluding room tax and mandatory additional charges) must have the Executive Director or designee's advance approval
- If any employee exceeds the lodging allowance without prior approval, the Charter will only reimburse up to double the federal per diem rate

**Meals**

An employee can seek meal reimbursement based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day conference
  - a. Meal reimbursement is not for single day conferences or meetings
  - b. Meal reimbursement starts on the second day of the conference and is paid daily through the last day of the trip
2. Meal reimbursement cannot be claimed when the conference or airline provided a meal\*

**Meal Allowance**

Meal reimbursements shall not exceed the allowed maximum rate listed in the reimbursement meal rates table listed herein. Meals for which there are no itemized receipts will not be reimbursed; there are no exceptions.

Items needed for Upload: Itemized receipts for meal reimbursements are required. Alcoholic beverages are not an allowable expense.

**Reimbursement Meal Rates Table:**

Maximum Meal Criteria for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	\$12

Lunch*	\$16
Dinner*	\$22

\*Note: Full meals included in the airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date (this occurs, for example, when lunch is included in registration but employees choose to dine elsewhere). Continental breakfasts of rolls, coffee, and juice provided by hotels or conferences are not considered full meals. If the employee has special dietary needs due to medical conditions or food allergies, and meal accommodations are not provided by the hotel or conference, reimbursement may be submitted with an explanation.

**Gratuity**

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Receive pre-approval from the Executive Director or designee
2. Please utilize the Reimbursement Request Form
3. Complete the employee information section
4. Mileage reimbursement
  - a. Date, student or activity, mileage
    - i. Only fill out mileage for which you are requesting reimbursement
  - b. Attach mileage log
  - c. Attach Google or other web-based map(s) with the shortest distance
5. Expense reimbursement
  - a. Date, purchase type, description, cost
  - b. Attach itemized receipts
  - c. Attach pre-approval email
6. Confirm submission
7. Sign the reimbursement
8. The Executive Director or designee will review the submission
  - a. Once approved, the reimbursement will move to Accounts Payable to be processed for payment.
  - b. The employee will be reimbursed in the form of a check or direct deposit whichever method signed up for. Paper checks will be mailed by Charter Impact

**Personal Cell Phones**

Employees are not required to use their personal cell phones to perform work on behalf of the School. The School has provided employees with a web-based account or similar service for any calls related to School work. If an employee elects to use his or her personal cell phone, such use is a voluntary choice and is not reasonable or necessary to the performance of the

employee's duties.

### **Monthly Stipend for Phone and Utilities**

Employees who are required to use some of their personal utilities (e.g. electricity) while performing remote work on behalf of the School may receive a stipend for reimbursement of the employee's use of their personal utilities. The School has reviewed objective data regarding the range of costs for utilities and established a stipend in the amount of \$250 for full-time employees and \$125 for part-time employees for the use of personal cell phones and utilities and an additional amount for taxes associated therewith. School employees will receive a stipend as categorized to be paid over 10 months or begin the monthly rate in relation to employment start date. All employees will be provided with a school hot spot to be used for internet access to perform their job duties. If an employee elects to use their personal Internet access, such use is a voluntary choice and is not reasonable or necessary to the performance of an employee's duties.

The School has established this monthly stipend based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expenses incurred in using their personal cell phones and utilities to perform work on behalf of the School. If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone or utilities expenses on behalf of the School, the employee must immediately report this expense issue to the Executive Director or designee for review and approval then submit to the Accounting Department.

Employees will be required to submit documentation to support any request for additional reimbursement in excess of the monthly stipend. Employees that are eligible for this monthly stipend are required to submit a Request for Monthly Stipend form affirming that the employee uses their personal cell phone and utilities to perform work on behalf of the School and that the employee will immediately notify the School if the employee no longer incurs an expense related to the personal use of their cell phone and/or utilities in the discharge of their duties. The School reserves the right to request supporting documentation from employees at any time to support the employees request for the monthly stipend. Failure to provide such documentation as requested may delay or cease further payments of the monthly stipend to the employee.

**\*\*Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as workload, part-time or full-time status of the employee and other relevant factors**

### **Other Expenses**

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment to perform their duties on behalf of the School including laptops. The School does not require employees to purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the Executive Director or designee.

### **Office Supplies**

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/ mailing charges for School-related correspondence will have a \$250 stipend for full-time employees and \$125 for part-time employees. School employees will receive a stipend as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date. This stipend is in lieu of staff ordering in the ordering system.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that they have been required to incur any unexpected necessary and reasonable expense in order to perform duties on behalf of the School, the employee should immediately report that expense to the School's Executive Director or designee. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

### **Reporting**

If any employee believes that they have not been fully reimbursed for all reasonable and necessary expenses that have been required to incur while working for the School, the employee should immediately inform the Executive Director or designee. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable and necessary business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.

### **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 the School that the School shall not provide any funds or items 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. The School does not and shall not provide, for example, "sign up bonuses" to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent

or guardian with the School in order to obtain funds or items of value from the School. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with the School for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in the School, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student's education at the School, resulting in the individual's receipt of funds or thing of value from the School.

**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 item 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 have any funds or item 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, item of value or incentive must be provided to the Executive Director or designee.

**Section 11 - Safety**

**SUBSTANCE AND ALCOHOL POLICY**

It is the intent of the School 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 the employee is required to take any kind of prescription or nonprescription medication that will affect the ability to perform the job, the employee is required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place the employee on another assignment or take other action as appropriate to protect the employee's 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 breathalyzer, 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 or 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 School property. Be cautious: keep school property and/or personal possessions out of sight and always keep the car locked. Ensuring that the parked vehicle and personal property are against loss and damage is recommended for the protection of the employee.

#### **PERSONAL AUTOMOBILE**

Employees who use their own automobiles for travel on authorized school business will utilize the Expense Reimbursement Policy under Mileage Reimbursement. Employees 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**

The School 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 the School's premises, including the parking area, or away from school property. While on school business, employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director or designee.

#### **SAFETY POLICY**

The School 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, Executive Director or designee 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, Executive Director or designee immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director or designee regarding the problem. All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources. The School has in place a written Injury and Illness Prevention Program as required by law.

#### **ERGONOMICS**

The School 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 or designee.

#### **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 there are any questions or concerns about possible chemical exposure in a work area, contact the Executive Director or designee.

### **COVID-19**

Although the school is a non-classroom-based program, the school recognizes that there are circumstances when staff, students, and parents/guardians may interact in-person as part of the educational program. This can include but is not limited to in-person instruction between staff and students, parent teacher meetings, field trips, park days, and individualized services ("in-person activities"). The COVID-19 Policy is based on guidance provided by the U.S. Centers for Disease Control and Prevention ("CDC"), the California Division of Occupational Safety and Health Administration ("Cal/OSHA"), the California Department of Education ("CDE"), and the California Department of Public Health ("CDPH"). Charter School will, as necessary, consult with the respective county health officer, or designated staff, to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health guidelines.

The Charter School will fully cooperate with county public health officials regarding the screening, monitoring, and documentation that will be required to permit careful scrutiny of health outcomes associated with conducting in-person activities. To the extent any mandatory public health guidance is revised to materially conflict with this Policy, Charter School will follow such guidance and not this Policy. As COVID-19 Guidance is continually evolving, please refer to CDPH for the latest guidance.

### **Section 12 - Termination**

#### **VOLUNTARY TERMINATION**

The School 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 the School; (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 the School for three consecutive work days. The School requests that employees provide at least two weeks written notice of a voluntary termination. All School property must be returned immediately upon terminating employment. The School 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 the School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, the School 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 the School may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at the School. 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, the School will disclose only the dates of employment and the title of the last position held. The School will verify or disclose additional information about the employee only if the employee provides written authorization for the School to provide the information. However, the School will provide information about current or former employees as required by law or court order. The School will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

### **Section 13 - Employee Handbook Acknowledgement**

By my signature below, I acknowledge that I have received a copy of the School 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 the School's 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 the School's policies.

In particular, I have read and understand the School's Equipment/Laptop Computer Policy, 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 the School at any time, the School, 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 the School 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 or designee of the School, with the approval of the Board of Directors, has the authority to alter the employment at-will status of employees, 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 or designee. This is the entire agreement between the School and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with the School, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

The School 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 the School

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

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## COVID-19 Testing Policy

The Lake View Charter School (“Charter School”) adopts this COVID-19 Testing Policy (“Policy”) in accordance with the California Department of Public Health Order “Vaccine Verification for Workers in Schools” issued on August 11, 2021 (“Order”). The Order **requires** all schools to:

- Verify vaccine status of all workers; and
- Conduct diagnostic screening testing for workers who are not fully vaccinated starting October 15, 2021.

Consistent with the Order, and for purposes of this Policy, “workers” are paid or unpaid adults who physically interact with Charter School students or staff in furtherance of Charter School functions (e.g., teachers who meet with students, staff interacting in administrative offices, etc.). Fully vaccinated workers do not have to undergo COVID-19 diagnostic screening testing.

### **Vaccination Status Survey:**

- Charter School will survey all workers asking if they are fully vaccinated.
- An individual is considered “fully vaccinated” two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

### **Access to COVID-19 Vaccine:**

- Charter School is not requiring workers to become vaccinated. If you are interested in more information about the COVID-19 vaccine, locations of walk-in clinics, and opportunities to book an appointment for the COVID-19 vaccine, please visit <https://myturn.ca.gov/> website.

### **Acceptable Evidence of Full Vaccination:**

- A worker must provide acceptable evidence of vaccination to Charter School in order to be considered fully vaccinated. Per the Order, Charter School can accept one of the following as acceptable evidence of full vaccination:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card)

- which includes name of person vaccinated, type of vaccine provided and date last dose administered; OR
  - a photo of a Vaccination Record Card as a separate document; OR
  - a photo of the individual's Vaccination Record Card stored on a phone or electronic device; OR
  - documentation of COVID-19 vaccination from a health care provider; OR
  - digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
  - documentation of vaccination from other contracted employers who follow CDPH vaccination records guidelines and standards.
- Workers can submit evidence of full vaccination through the secure jot form survey.
  - When providing proof of vaccination, workers must not provide any other medical or genetic information to Charter School, including but not limited to underlying conditions or a diagnosis of a medical condition.

**COVID-19 Diagnostic Screening Testing for Workers Who Are Not Fully Vaccinated :**

- Consistent with the Order, and for purposes of this Policy, workers who are not fully vaccinated must undergo diagnostic screening testing for the weeks they physically interact with Charter School students or staff. For workers who physically interact with Charter School students or staff less frequently than once per week, they must undergo diagnostic screening testing no greater than one week in advance to obtain a test result before the interaction (preferably within 72 hours) or during the week of the interaction.
- This testing will be provided at no cost using a PCR or antigen test that is approved or has Emergency Use Authorization by the U.S. Food and Drug Administration or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Charter School will share information with workers regarding the specifics of testing administration.
- Fully remote employees or volunteers are not required to undergo diagnostic screening testing.
- Unvaccinated employees are not exempted from the testing requirement even if they have a medical contraindication to vaccination.
- Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, does not waive this requirement.
- Consistent with the Order, if you have a confirmed diagnosis of COVID-19 within the last 90 days and recovered, Charter School may not require you to conduct diagnostic screening testing for the 90-day period after the diagnosis. Please contact the Human

Resources Department if you are interested in seeking this limited exemption.

- Charter School will not discriminate, harass, or retaliate against any employee for receiving the COVID- 19 vaccine or for electing not to receive the COVID-19 vaccine.
- Charter School will establish a method for tracking weekly diagnostic testing results and will report any positive results to local public health departments.
- Employees with any questions regarding the Charter School’s Testing Policy may contact the Human Resources Department.

**Enforcement:**

- Workers who do not comply with this Policy or who are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law and this Policy may, depending on their position, be placed on unpaid/inactive status until compliance.
- If a worker believes they may be entitled to an accommodation consistent with applicable law and this Policy, they can contact the HR department [dceana.moreno@sequoiagroves.org](mailto:dceana.moreno@sequoiagroves.org) ([shellininke@sequoiagroves.org](mailto:shellininke@sequoiagroves.org)). If requested, Charter School will engage in an interactive process with that individual, and work to identify any possible accommodations as appropriate (e.g., unpaid leave of absence). Charter School may not provide an accommodation should it result in a direct threat to health and safety of others or to the individual, and/or if the accommodation will cause an undue hardship for Charter School.
- Charter School may modify enforcement options based on the specific circumstances.

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**Future Revisions:**

- The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission (“EEOC”), Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and local health authorities.
- As public health and legal guidance regarding COVID-19 testing at schools evolves, Charter School administrative staff may revise this Policy accordingly. Upon any revision to this Policy, Charter School will provide notice in writing to workers. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law.



## 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), 51747.3]

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. Establish Process of Proof of Residency if Document or Affidavit Not Provided at Beginning of the School Year
6. Outline the Parent/Guardian/Education Rights Holder's Right Regarding Determination of Non Residency
7. Outline the Procedures for Military, Homeless, Foster Youth, and Migratory students.

- 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 who maintains residence in a county served by Lake View Charter, but is on an extended vacation not lasting longer than 20 school days, will not be deemed to have lost California residency. During this travel, the student will meet virtually with the teacher and complete assigned work. The family is responsible for notifying their HST (if applicable, Education Specialist and any other staff who participate in the education of the student) for the first and last day of the Extended Vacation. If a student has the need for an extension of the 20 school days, approval of the school's Executive Director or designee is required in a written communication.
- 3. The Location Material(s) Will Be Mailed To:** The Location Instructional Material(s) Will Be Mailed To: All **instructional** materials will be mailed to the address identified in the student's records in his/her **approved** proof of residence documentation, or a **P.O. Box within the same county as the physical address, the address provided per military order, the property address listed on Mc Kinney-Vento affidavit, the Homeschool Teacher's address, special circumstances, at the physical residence provided in POR, an alternate address must be within the same county as the POR or a contiguous county served by the charter (only with Executive Director or designee's approval).**

**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 the 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 Feather River Charter School's intention to disenroll the student.

**5. Proof of Residency Document/Affidavit Not Provided by Beginning of School Year:** A student that has not provided an updated Proof of Residency or affidavit by the start of his or her enrollment for each school year, will have 5 school days to provide the Proof of Residency or affidavit. If the student has still not provided the Proof of Residency or affidavit by the fifth day of enrollment, the School will provide written notice of the School's intention to disenroll the student effective five school days later.

**6. 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 5 school days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine 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.

**7. 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 TK through 8th grade, 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 to submit the following documentation:

1. Written proof of the transfer, including the time period for the transfer and location of the transfer.
2. A signed affidavit that states that the student is only enrolled in Lake View Charter School 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.

**8. 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 TK through 8th grade, 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).

**9. Foster Youth:** Lake View Charter School will be considered to be a pupil's school of origin for a foster ~~youth, fosteryouth~~ foster child or student in foster care or "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 TK through 8th grade, 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, Feather River Charter School shall allow the former foster child to continue his or her education in

Feather River Charter School through graduation.

3. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361.

4. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 602, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d).

5. A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.

6. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law

7. A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400

~~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.~~

**10. 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 TK through 8th grade, 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.



## Admissions & Enrollment Policy

Lake View Charter School (“School”) is committed to providing quality education to all students who wish to attend in accordance with applicable law. Based on available resources, it may be necessary to limit admissions, and in that event a Public Random Drawing/Lottery will be held to determine admission.

The School will implement this policy in compliance with Education Code section 220. In addition, admission preferences will not limit enrollment access for pupils with disabilities, academically low achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.

The purpose of the Lake View Charter School Governing Board approving the Admissions and Enrollment Policy is to accomplish the following:

1. Establish the procedures for admissions and enrollment in Lake View Charter School (“School”) in accordance with School’s charter petition and applicable law.
2. Establish the procedures under which Lake View Charter School (“School”) will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.

**Application and Enrollment:** The School is a nonclassroom-based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of Sutter County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them in accordance with Education Code section 47605(e).

1. Determining Capacity: The School’s Board or Executive Director will annually determine the maximum enrollment by “grade level” (by specific grade level or encompassing all grade levels served) for each school year based on, among other factors, the annual budget, staffing, applicable legal requirements, and available resources prior to the start of the Open Enrollment Period. The Executive Director may update the School’s capacity throughout the year as needed to meet the needs of the School.
2. Open Enrollment Period and Application Deadline: The Board or Executive Director will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment for the following school year.

**Current Families Required to Confirm Intent to Return:** Families with currently enrolled students must submit a form/application to confirm their intent to return to the school next year and/or continue with their current teacher by the end of the Open Enrollment Period to remain enrolled in the School for the following school year. If an enrolled student fails to provide this form/application, they will not have guaranteed admission for the following school year as a currently enrolled student. This means the student loses their spot and will have to submit another application if they are interested in enrolling in the School for the following school year.

3. Determine if Lottery is Needed: Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment lottery each year, applications shall be counted to determine whether the School has received more applications than capacity.

- If there are more spots available than applicants, the School will not conduct a lottery. The School will enroll all applicants and inform them they are enrolled.
- If the School received more applications than spaces available, the School will hold a public random drawing conducted in accordance with the procedures set forth in this Policy, the School's charter and applicable law to determine admission for the impacted grade level or levels, with the exception of existing students,<sup>1,2</sup> who are guaranteed admission in the following school year.

**Lottery Procedures:** If a Lottery is necessary, the School will conduct a Lottery during the spring semester before the academic year for which enrollment is sought.

1. Enrolling Current Students: Students currently enrolled in the school at the close of the Open Enrollment period<sup>1</sup> and who have completed the Intent to Return Form are exempt from the lottery and guaranteed admission.

Admission preferences in the case of a public random drawing shall be given to students in the following order:

1. Siblings of students admitted to or attending the School <sup>2</sup>;
2. Students who are the children of teachers and staff of the School; and
3. Students who reside within the Winship-Robbins Elementary School District boundaries.

## 2. Notice about Lottery

Public notice of the Open Enrollment Period and public random drawing rules, deadlines, dates and times will be communicated in the enrollment applications and on the School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The School will inform parents/guardians of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date. This information will also be included in application forms. The School will provide sufficient notice to applicants if the School finds it necessary to change the Lottery date.

## 3. Lottery Preferences

There is no weighted priority assigned to most preference categories; rather, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above. Students who reside in the District will be grouped with students who reside outside the District, and the former will be given a weighted priority in that drawing.

## 4. Lottery Procedures

*Randomly Drawing Applicants:* Admission spaces are pulled by the designated lottery official (appointed by the Executive Director). Unique identifiers will be assigned to each applicant. The conduct of the

Lottery will be open to the public and families are encouraged, but not required, to attend.

*Creation of Lottery Waitlist:* Once the enrollment cap has been reached, all students who were not granted admission due to capacity shall be given the option to put their name on a waitlist according to their draw in the lottery. This waitlist will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

*Supporting Siblings:* The Board recognizes that schools that serve families are more effective because of the enhanced ability for parents and children to align around a single, unified set of learning and behavioral objectives. If multiple children from the same family apply, the family will be assigned one number total, to ensure equity with other applicants. If the family number is pulled, all siblings will be admitted in furtherance of the School's mission to effectively serve families.

#### 5. Notifying Applicants After Lottery

The School will notify applicants who were successfully drawn from the Lottery to offer admission. Following the Lottery, students who are offered admission at the School at the time of the Lottery will have 10 calendar days, or another deadline as may be set by the Executive Director, to complete the registration process. If the Executive Director establishes a different deadline, this deadline will be communicated to families when admission is offered after the Lottery. If a student fails to timely complete the registration process, the spot will be filled from the waitlists and student will be presumed to no longer have interest in enrolling with the School.

If a student is extended an offer of admission due to one of the preferences noted in this Policy and the School's charter, the School may request supporting documentation as part of the enrollment process. The School will conduct a verification of such documentation before finalizing the student's enrollment and may disqualify an applicant who submitted materially false information. After the Lottery process, and once an offer has been accepted by the family, additional information may be requested as part of the registration process in accordance with applicable law. The School shall not request a pupil's academic records or require the family to submit pupil's academic records before enrollment in accordance with Education Code section 47605(e).

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must generally complete required independent study agreements within seven (7) days of the beginning of the school year, unless otherwise advised by the School.

**Waitlist Management:** If a spot becomes available because an accepted student declines enrollment or fails to timely complete the enrollment process, a student leaves the School after the start of the academic year, or as spots become available, the School may notify families on the waitlist in the order they appear on the waitlist.

Students drawn from a waitlist will have 10 calendar days, or another deadline as may be set by the Executive Director, to complete the registration process. Applicants must complete the registration process by the deadline given by the School to confirm enrollment. If a student is offered a spot in writing twice and does not respond or does not complete the application in full, the student shall be removed from the waitlist.

Students who are not offered a spot for the academic school year for which the Lottery was held may remain on the waitlist for that academic year unless the parent or guardian requests that the student be

removed from the waitlist earlier.

If there is no waitlist and there is capacity during the school year, School shall admit applicants in accordance with the School's charter petition and applicable law. If School did not conduct a Lottery because spots were available but gets oversubscribed during the school year, School should create a waitlist and add students to the waitlist on a first come, first served basis.

School waitlists shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

*This Policy serves as a technical amendment to Element 8 of the School's charter petition effective for the 2020-21 school year.*

6. Master Agreement and Communication:

- a. From the original date the Master Agreement was emailed, the parent/guardian/caregiver and student have five school days to sign and complete the document. If after the fifth school day, the Master Agreement is not signed by both parent/guardian/caregiver and the student, the student will be disenrolled by the school.
- b. If after three communication attempts (phone & email) over a period of five school days, the HST has not received communication returned from the parent/guardian/caregiver, the HST will disenroll the student from the school.



### **Introduction**

It is the policy of Lake View Charter School (“Charter School”) to take all reasonable measures necessary to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff in school-sponsored activities. In accordance with this COVID-19 Schoolwide Health & Safety Policy (“Policy”), the Charter School is implementing health and safety measures to mitigate the spread of COVID-19 at school-sponsored and staffed in-person activities consistent with federal, state, and local guidance.

Although Charter School is a non-classroom-based program, the school recognizes that there are circumstances when staff, students, and parents/guardians may interact in-person as part of the educational program. This can include in-person instruction between staff and students, parent teacher meetings, field trips, park days, and individualized services (“in-person activities”).

This Policy recognizes that these safety measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing alternative measures can provide backup layers of safety. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the U.S. Centers for Disease Control and Prevention (“CDC”), the California Division of Occupational Safety and Health Administration (“Cal/OSHA”), the California Department of Education (“CDE”), and the California Department of Public Health (“CDPH”). Charter School will, as necessary, consult with the respective county health officer, or designated staff, to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health guidelines.

Charter School will fully cooperate with county public health officials regarding the screening, monitoring, and documentation that will be required to permit careful scrutiny of health outcomes associated with conducting in-person activities. To the extent any mandatory public health guidance is revised to materially conflict with this Policy, Charter School will follow such guidance and not this Policy.

As COVID-19 Guidance is continually evolving, please refer to [CDPH- CDPH K-12 Guidance](#) for the latest guidance.

### **COVID-19 Compliance Officer**

State and local public health orders require that schools designate a liaison to be responsible for receiving and sharing information on COVID-19 policies, positive cases, and exposures.

The following individual is designated as the Charter School’s COVID-19 Compliance Officer:

Name: Deanna Moreno ~~Darey—Belleza~~—Email: [deanna.moreno@sequoiagroves.org](mailto:deanna.moreno@sequoiagroves.org)

[darcy.belleza@sequoiagrove.org](mailto:darcy.belleza@sequoiagrove.org)

The COVID-19 Compliance Officer acts as a liaison between the local county public health department and the Charter School. The COVID-19 Compliance Officer shall be the point of contact responsible for sharing information on positive cases and exposures to relevant state and local health departments. If you have any questions about this Policy, please use the contact information above.

### **COVID-19 Testing**

Pursuant to the CDPH Order mandating that all public and private schools serving students in transitional kindergarten through grade 12 verify the vaccination status of school workers and establish diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit COVID-19 while on school facilities (“CDPH Order”), Charter School has adopted the COVID-19 employee testing policy (“Testing Policy”) which is included as **Appendix A**. Per the Charter School’s COVID-19 Testing policy, Charter School will provide diagnostic screening testing to workers who are not fully vaccinated.

Per Cal/OSHA Emergency Temporary Standards, the Charter School will also provide testing at no cost to employees during paid time. [As testing requirements are adjusted, please refer to COVID-19 Emergency Temporary Standards for the most updated requirements.](#) ~~for:~~

- ~~• Symptomatic unvaccinated employees, regardless of whether there is a known exposure~~
- ~~• Unvaccinated employees after an exposure~~
- ~~• Vaccinated employees after an exposure if they develop symptoms~~
- ~~• Unvaccinated employees in an outbreak (three or more employee cases)~~
- All employees in a major outbreak (20 or more employee cases)

### **Requests for Accommodations**

Employees who are unable to comply with the testing requirement under the Testing Policy due to a qualifying disability or sincerely held religious belief must contact the HR Department ([deanna.moreno@sequoiagrove.org](mailto:deanna.moreno@sequoiagrove.org)) to request a reasonable accommodation in writing. If requested, Charter School will engage in an interactive process with that individual, and work to identify any possible accommodations as appropriate (e.g., unpaid leave of absence). Charter School cannot guarantee the availability of either remote work as an accommodation and will process all requests for accommodation consistent with its policies and applicable law. Charter School may not provide an accommodation should it result in a direct threat to health and safety of others or to the individual, and/or if the accommodation will cause an undue hardship for the Charter School.

### **General Rules of Attendance for In-Person Activities**

Charter School recognizes that participation in in-person activities provides various benefits, including engagement in the educational program.

When engaging in in-person activities, the Charter School wants to promote the health and safety of its students, staff, and accompanying family members. ~~Please refer to the Decision Forest on the CDPH website for updated guidance.~~

Reporting symptoms, close contact status, COVID-19 positive tests, and similar information is critical to promote health and safety and reduce risk of COVID-19 transmission. Guidance about family and staff reporting is provided below.

Charter School encourages families and staff to contact their healthcare provider if they have health care questions regarding COVID-19 or otherwise.

### **COVID-19 Symptom Screening**

All staff, students, and/or accompanying family members who will be participating in in-person activities must conduct a symptom self-screening for COVID-19 before participating in any in person activity (e.g., conduct temperature check). An individual must not attend any in-person activity if they are experiencing any of the following symptoms within 10 days of the in-person activity: If a student has a medical condition or alternate diagnosis or chronic illness that would exhibit COVID-19 like symptoms, please refer to the Medical Letter **(Appendix A)** for medical conditions for alternate diagnosis/chronic illness. Once completed, please submit the letter to the COVID-19 Compliance Officer.

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This list does not include all possible symptoms. CDC regularly updates this list, so please visit the following website to confirm whether your symptoms may be symptoms of COVID-19:

- Fever over 100 degrees or Chills
- Persistent cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **CDPH COVID-19 Home**

<https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-testing/symptoms.html>.

Staff, students, or accompanying family members who exhibit COVID-19 symptoms must refer to the CDPH ~~Decision Forest~~ for guidance on attending an in-person activity. Charter School encourages individuals to get tested for COVID-19 when they exhibit symptoms consistent with COVID-19. COVID-19 testing is available for free at multiple locations throughout California. Please contact your healthcare provider, local county public health department, or the Charter School for more information.

### **Reporting COVID-19 Symptoms**

- If a student or accompanying family member cannot attend an in-person activity due to experiencing the symptoms described above within 10 days of the in-person activity, please notify your Homeschool Teacher. Staff members who are scheduled to participate in an in-person activity, but have symptoms on the day of the activity or within 10 days of the activity must contact their direct supervisor, complete the COVID Exposure Report, and then await further instruction.

### **Exposure to COVID-19 (Close Contacts)**

An individual who is a “close contact” of an individual who tested positive for COVID-19, regardless of whether the individual has COVID-19 symptoms or not, generally must not attend any in-person activity until at least 14 days have passed since the last contact with the positive COVID-19 case and

~~the individual is fever free and symptom free. There are some exemptions to this rule, described below.~~

A person is considered a “close contact” if he/she was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over a 24-hour period.

#### Reporting COVID-19 Case to Charter School

- Students/family members who received a positive test for COVID-19 and were considered infectious when participating in a Charter School activity must contact their Homeschool Teacher so the Charter School can appropriately notify close contacts and local public health departments for support.
- Refer to CDPH ~~Decision Forest~~ for guidance
- Staff who interact with staff and/or students at any point during the school year must report COVID-19 positive tests to their direct supervisor and COVID-19 Officer, complete the COVID Exposure Report, and then await further instruction.

#### Reporting COVID-19 Cases to Public Health Department

Upon learning that an individual (employee, student, or accompanying family member) has tested positive for COVID-19 and that individual was participating in Charter School-related in person activities while infectious (see definition above), ~~the Charter School will~~ follow the County guidelines where the individual resides. dependent on current reporting guidelines. notify the local public health department about the positive case no later than 24 hours after learning of the positive case.

Commented [2]: How about that?

The notification to the local public health department will include (as may be required by local public health department):

1. The full name, address, telephone number, and date of birth of the individual who tested positive;
2. The date the individual tested positive, the location/event/facility at which the individual was present when participating in in-person activity, and the date the individual was last present at any relevant school activity; and
3. The full name, address, and telephone number of the person making the report.

Charter School’s COVID-19 Compliance Officer will work with the local public health department to ensure appropriate contact tracing, investigation, and notifications to the community.

To the extent required by local public health guidelines, the Charter School will notify staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

Charter School will provide information to employees regarding paid and unpaid time off, including sick leave and extended family and medical leave pursuant to federal and state laws to see if an employee may need to take time off due to COVID-19 related illness or exposure.

#### Use of Face Coverings

Individuals can help minimize the exposure and transmission of COVID-19 when cloth face coverings (“face coverings” or “masks”) are worn properly (covering both nose and mouth). Charter School will follow CDPH, CDE, and CDC guidance and applicable public health orders regarding the use of face coverings. All staff and family members are encouraged to review the [CDPH guidance](#) on face coverings. Face coverings must be used in accordance with CDPH guidance and this Policy unless a person qualifies for an exemption.

~~Proper use of face coverings will be strictly enforced. Individuals who refuse to wear a proper face covering may be excluded from participating in in-person activities.~~ As public health guidelines change, the Charter School will follow the public health guidelines.

All individuals must comply with the applicable face covering and other health and safety requirements of the venue (e.g., museum, park, etc.). Staff will have extra face coverings if a student or accompanying family member forgets to bring a face covering.

Charter School will evaluate any student or employee’s request for accommodation from the Charter School’s face covering requirement consistent with applicable law.

Employees requesting an accommodation from the face covering policy/requirement must provide appropriate documentation and contact the HR department, ([deanna.moreno@sequoiagrove.org](mailto:deanna.moreno@sequoiagrove.org)).

~~The following individuals are exempt from wearing a face covering:~~

- ~~● Children under the age of two.~~
- ~~● Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.~~
- ~~● Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.~~
- ~~● Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.~~

~~Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.~~

~~In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape (per CDPH guidelines) can be used instead of a face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering once the activity has ceased.~~

#### Accommodations for Students

~~If a student cannot wear a mask due to a medical condition, mental health condition, or disability, the student should wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.~~

~~Parents/guardians who believe their child may need an accommodation or is otherwise exempt from~~

~~the Charter School's face covering policy and requirement should contact their Homeschool Teacher. Upon receipt of appropriate documentation, the Charter School will evaluate requests for accommodation and determine what, if any accommodations the Charter School can provide. For students with an individualized education program ("IEP") or Section 504 Plans, the Charter School will ensure that determinations are made by an IEP/504 Team as appropriate and as may be necessary or required by law.~~

~~Students exempted from wearing a mask or face shield are strongly encouraged to be vaccinated against COVID-19. If a student is exempt from wearing any type of face covering, the Charter School will implement appropriate health and safety mitigation strategies, including appropriate physical distancing, use of personal protective equipment, and other health and safety measures to the greatest degree feasible, to mitigate the risk of exposure to COVID-19.~~

### **Physical Distancing**

~~Recent evidence indicates that instruction/in-person interaction can occur safely without six feet of physical distancing when other mitigation strategies (e.g., masking) are implemented. *As such, students and staff are not required to maintain physical distancing if interacting individuals are fully vaccinated.*~~

~~If interacting individuals are not fully vaccinated, then three (3) feet of physical distancing should be maintained at all times to the extent possible and both individuals must wear a mask indoors and are recommended to wear a mask outdoors. If three (3) feet of physical distancing is not possible, individuals should try to keep as far apart as possible and continue to wear masks as discussed above.~~

### **Healthy Hygiene and Personal Protective Equipment**

To help minimize the transmission of COVID-19, staff, students, and accompanying family members who are participating in in-person activities should implement the following hygiene and cleaning practices:

- ~~Frequently wash hands (at least 20 seconds) throughout the day, especially before and after eating, after using the restroom, after handling garbage, or after removing gloves.~~
- ~~Avoid contacting with one's eyes, nose, and mouth.~~
- ~~Cover coughs and sneezes.~~
- ~~Limit sharing of supplies. Staff and students should have their own supplies to the extent possible.~~
- ~~Charter School appropriately and routinely disinfects and cleans administrative office(s) and similar spaces.~~
- ~~Staff will endeavor to clean surfaces with sanitizing wipes if such surfaces (e.g., tables, chairs, desks, computers) will be used when participating in in-person activities.~~

~~The Charter School will evaluate the need for personal protective equipment ("PPE"), including, but not limited to, gloves, eye protection, and respiratory protection as required by Cal/OSHA standards. PPE may be used by a staff member when working with sick children or providing instruction to any students. *with a face covering exemption.*~~

### **Communications to the Charter School Community**

Charter School will provide staff and parents/guardians with a copy of this Policy (e.g., distributing by email, posting on website, etc.). In addition, the Charter School will provide training to staff on the Policy to ensure appropriate and consistent implementation. Charter School will frequently

communicate with parents/guardians regarding the Charter School's COVID-19 health and safety guidelines and provide supports and resources, as appropriate and necessary.

#### **Amendments to this Policy**

The Executive Director or designee is authorized to revise this Policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities ("Agencies"), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this Policy, and to ensure compliance with the Charter School's charter petition. The Executive Director or designee will provide the Charter School's Governing Board with updates as to actions taken pursuant to this section.

The Feather River Charter School ("Charter School") adopts this COVID-19 Testing Policy ("Policy") in accordance with the California Department of Public Health Order "Vaccine Verification for Workers in Schools" issued on August 11, 2021 ("Order"). The Order **requires** all schools to:

- Verify vaccine status of all workers; and
- Conduct diagnostic screening testing for workers who are not fully vaccinated starting October 15, 2021.

Consistent with the Order, and for purposes of this Policy, "workers" are paid or unpaid adults who physically interact with Charter School students or staff in furtherance of Charter School functions (e.g., teachers who meet with students, staff interacting in administrative offices, etc.). Fully vaccinated workers do not have to undergo COVID-19 diagnostic screening testing.

#### **Vaccination Status Survey:**

- Charter School will survey all workers asking if they are fully vaccinated.
- An individual is considered "fully vaccinated" two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

#### **Access to COVID-19 Vaccine:**

- Charter School is not requiring workers to become vaccinated. If you are interested in more information about the COVID-19 vaccine, locations of walk-in clinics, and opportunities to book an appointment for the COVID-19 vaccine, please visit <https://myturn.ca.gov/> website.

#### **Acceptable Evidence of Full Vaccination:**

- A worker must provide acceptable evidence of vaccination to Charter School in order to be considered fully vaccinated. Per the Order, Charter School can accept one of the following as acceptable evidence of full vaccination:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card)
    - which includes name of person vaccinated, type of vaccine provided and date last dose administered; OR
    - a photo of a Vaccination Record Card as a separate document; OR

- a photo of the individual's Vaccination Record Card stored on a phone or electronic device; OR
  - documentation of COVID-19 vaccination from a health care provider; OR
  - digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR documentation of vaccination from other contracted employers who follow CDPH vaccination records guidelines and standards.
- Workers can submit evidence of full vaccination through the secure jot form survey.
  - When providing proof of vaccination, workers must not provide any other medical or genetic information to Charter School, including but not limited to underlying conditions or a diagnosis of a medical condition.

**COVID-19 Diagnostic Screening Testing for Workers Who Are Not Fully Vaccinated :**

- Consistent with the Order, and for purposes of this Policy, workers who are not fully vaccinated must undergo diagnostic screening testing for the weeks they physically interact with Charter School students or staff. For workers who physically interact with Charter School students or staff less frequently than once per week, they must undergo diagnostic screening testing no greater than one week in advance to obtain a test result before the interaction (preferably within 72 hours) or during the week of the interaction.
- Antigen tests are acceptable to determine both the presence or absence of active infection with SARS-CoV-2 in individuals with or without symptoms. Currently, all at-home COVID-19 antigen tests are FDA-authorized for repeat, or serial use. This means people should use multiple tests over a certain time period, such as 2-3 days, especially when the people using the tests don't have COVID-19 symptoms. Repeat antigen testing and/or confirmatory molecular testing should be considered in individuals who receive a negative result with an antigen test but have symptoms specific for COVID-19 (such as loss of taste and smell). November 9, 2021
- ~~This testing will be provided at no cost using a PCR or antigen test that has Emergency Use Authorization by the U.S. Food and Drug Administration or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.~~ Charter School will share information with workers regarding the specifics of testing administration.
- Fully remote employees or volunteers are not required to undergo diagnostic screening testing.
- Unvaccinated employees are not exempted from the testing requirement even if they have a medical contraindication to vaccination.
- Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, does not waive this requirement.

Consistent with the Order, if you have a confirmed diagnosis of COVID-19 within the last 90 days and recovered, Charter School may not require you to conduct diagnostic screening testing for the 90-day period after the diagnosis. Please contact the Human Resources Department if you are interested in seeking this limited exemption.

- Charter School will not discriminate, harass, or retaliate against any employee for receiving the COVID- 19 vaccine or for electing not to receive the COVID-19 vaccine.
- Charter School will establish a method for tracking weekly diagnostic testing results and will report any positive results to local public health departments [according to latest reporting guidance](#).
- Employees with any questions regarding the Charter School’s Testing Policy may contact the Human Resources Department.

**Enforcement:**

- Workers who do not comply with this Policy or who are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law and this Policy may, depending on their position, be placed on unpaid/inactive status until compliance.
- If a worker believes they may be entitled to an accommodation consistent with applicable law and this Policy, they can contact the HR department, ([deanna.moreno@sequoiagrove.org](mailto:deanna.moreno@sequoiagrove.org)). If requested, Charter School will engage in an interactive process with that individual, and work to identify any possible accommodations as appropriate (e.g., unpaid leave of absence). Charter School may not provide an accommodation should it result in a direct threat to health and safety of others or to the individual, and/or if the accommodation will cause an undue hardship for Charter School.
- Charter School may modify enforcement options based on the specific circumstances.

**Future Revisions:**

- The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission (“EEOC”), Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and local health authorities.
- As public health and legal guidance regarding COVID-19 testing at schools evolves, Charter School administrative staff may revise this Policy accordingly. Upon any revision to this Policy, Charter School will provide notice in writing to workers. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law.

APPENDIX A: Medical Letter for Alternative Diagnosis or Chronic Condition



**Medical Letter for Alternative Diagnosis or Chronic Condition**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Section 1: Health Care Provider**

To Whom It May Concern:

The named student received medical professional services on [date] \_\_\_\_\_. My clinical impression for the symptom(s) that he/she presented is due to [alternative diagnosis/chronic condition]

The symptom(s) associated with this condition that he/she typically presents with include the following:

[List symptom(s) student experiences due to alternative diagnosis/chronic condition]

Any other symptom(s) beyond what is listed above is not consistent with my clinical impression, and therefore, COVID-19 Public Health-guided school policy for on-campus/in-person learning exclusion should be implemented.

_____	_____	_____
Medical Provider (Printed Name)	Signature	License#
_____	_____	_____
Name & Address of Clinic/Medical Office	Phone	Date

[STAMP of medical provider and/or clinic is also acceptable]

**Section 2: Authorization by Parent/Guardian**

I authorize the medical provider to conduct medical evaluation for my child in compliance with my child's school district COVID-19 protocols for safe return to school/on-campus/in-person learning. // Autorizo al proveedor médico a realizar una evaluación médica de mi hijo/a de acuerdo con los protocolos de COVID-19 del distrito escolar de mi hijo/a para el regreso seguro a la escuela/en el campus/aprendizaje en persona.

\_\_\_\_\_  
Name of Parent/Guardian (Nombre del padre/tutor)

\_\_\_\_\_  
Parent/Guardian Signature (Firma de padre/tutor) Date (Fecha)

NOTE TO PARENT/GUARDIAN: This letter will be filed in the student's health folder and school site Med Binder. It will serve as a guide to navigate the decision tree provided by the California Department of Public Health (CDPH) on whether to exclude a student presenting/complaining of COVID-related symptom(s). You may email a copy to [cynthiar@sutter.k12.ca.us](mailto:cynthiar@sutter.k12.ca.us) or bring it to the student's school site. NOTA PARA LOS PADRES / TUTORES: Esta carta se archivará en la carpeta de salud del estudiante y en la Carpeta Médica de la escuela. Servirá como una guía para navegar por el árbol de decisiones proporcionado por el Departamento de Salud Pública de California (CDPH) sobre si excluir a un estudiante que presenta / se queja de síntomas relacionados con COVID. Puede enviar una copia por correo electrónico a [cynthiar@sutter.k12.ca.us](mailto:cynthiar@sutter.k12.ca.us) o traerla a la escuela del estudiante

September 1, 2022



**Medical Letter for Alternative Diagnosis or Chronic Condition**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Section 1: Health Care Provider**

To Whom It May Concern:

The named student received medical professional services on [date] \_\_\_\_\_. My clinical impression for the symptom(s) that he/she presented is due to [alternative diagnosis/chronic condition] \_\_\_\_\_

The symptom(s) associated with this condition that he/she typically presents with include the following:

**[List symptom(s) student experiences due to alternative diagnosis/chronic condition]**

\_\_\_\_\_

Any other symptom(s) beyond what is listed above is not consistent with my clinical impression, and therefore, COVID-19 Public Health-guided school policy for on-campus/in-person learning exclusion should be implemented.

Medical Provider (Printed Name) _____	Signature _____	License# _____
Name & Address of Clinic/Medical Office _____	Phone _____	Date _____

[STAMP of medical provider and/or clinic is also acceptable]

**Section 2: Authorization by Parent/Guardian**

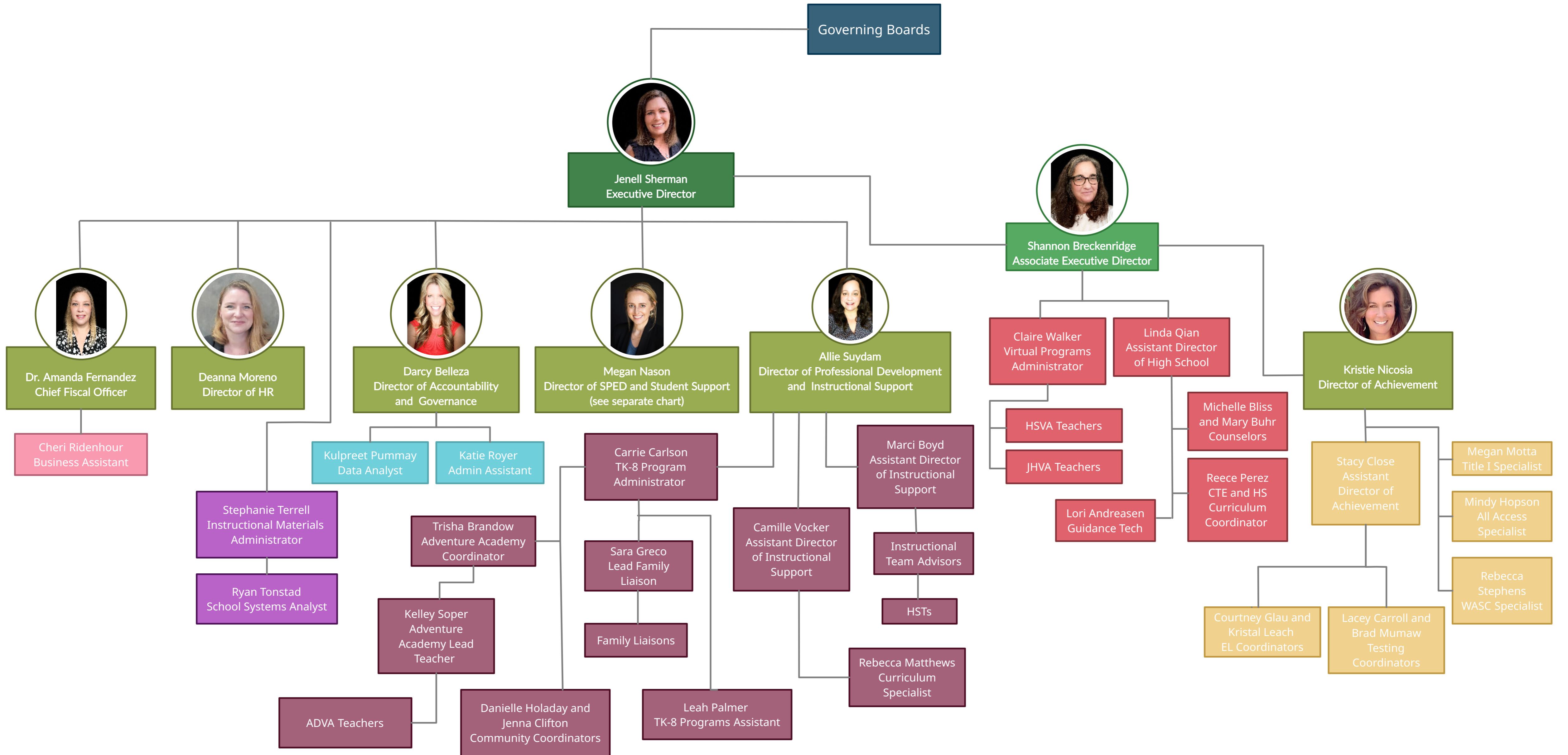
I authorize the medical provider to conduct medical evaluation for my child in compliance with my child's school district COVID-19 protocols for safe return to school/on-campus/in-person learning. // Autorizo al proveedor médico a realizar una evaluación médica de mi hijo/a de acuerdo con los protocolos de COVID-19 del distrito escolar de mi hijo/a para el regreso seguro a la escuela/en el campus/aprendizaje en persona.

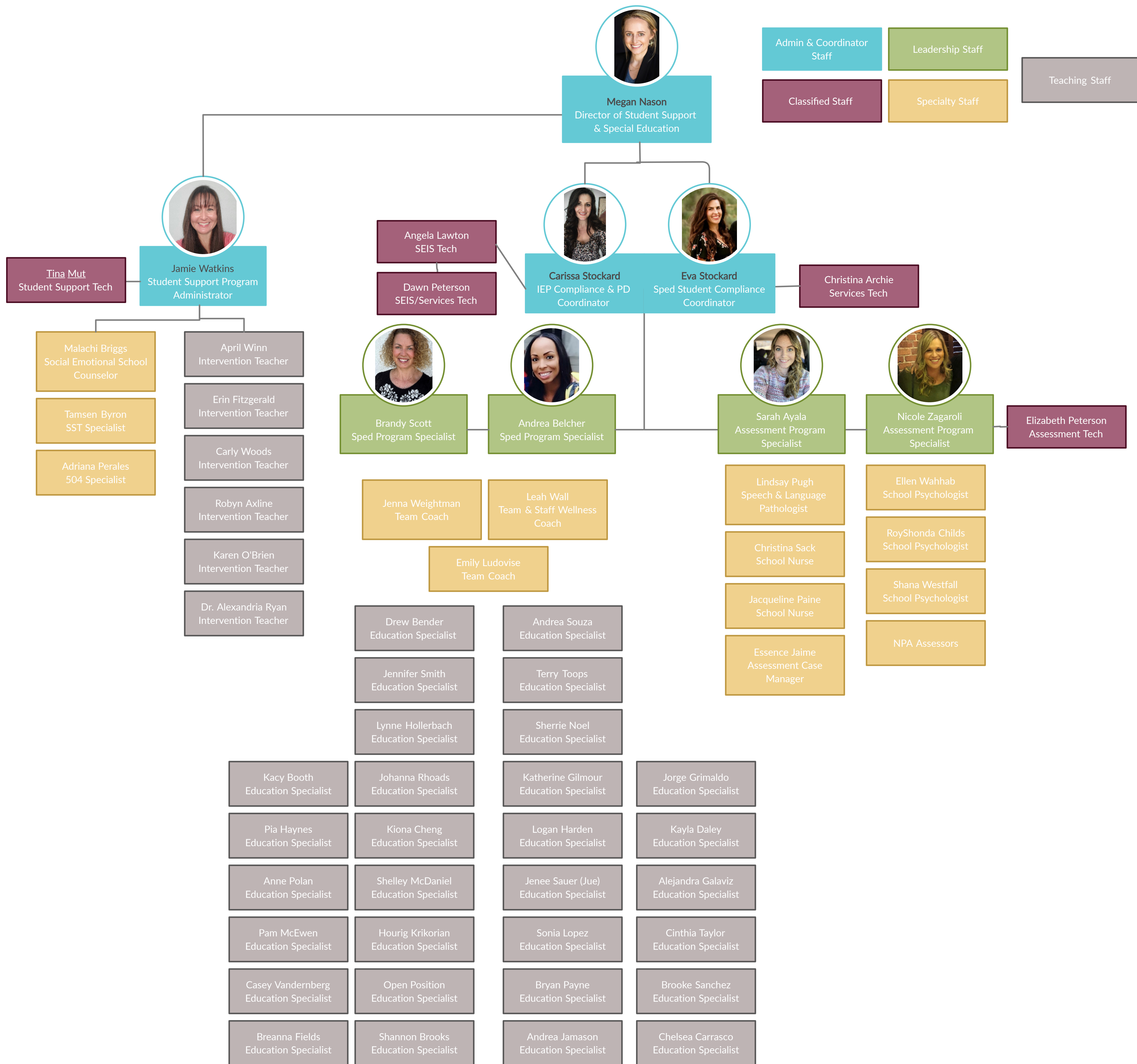
\_\_\_\_\_  
Name of Parent/Guardian (Nombre del padre/tutor)

\_\_\_\_\_  
Parent/Guardian Signature (Firma de padre/tutor) Date (Fecha)

NOTE TO PARENT/GUARDIAN: This letter will be filed in the student's health folder and school site Med Binder. It will serve as a guide to navigate the decision tree provided by the California Department of Public Health (CDPH) on whether to exclude a student presenting/complaining of COVID-related symptom(s). You may email a copy to cynthiar@sutter.k12.ca.us or bring it to the student's school site. NOTA PARA LOS PADRES / TUTORES: Esta carta se archivará en la carpeta de salud del estudiante y en la Carpeta Médica de la escuela. Servirá como una guía para navegar por el árbol de decisiones proporcionado por el Departamento de Salud Pública de California (CDPH) sobre si excluir a un estudiante que presenta / se queja de síntomas relacionados con COVID. Puede enviar una copia por correo electrónico a cynthiar@sutter.k12.ca.us o traerla a la escuela del estudiante.

September 1, 2021

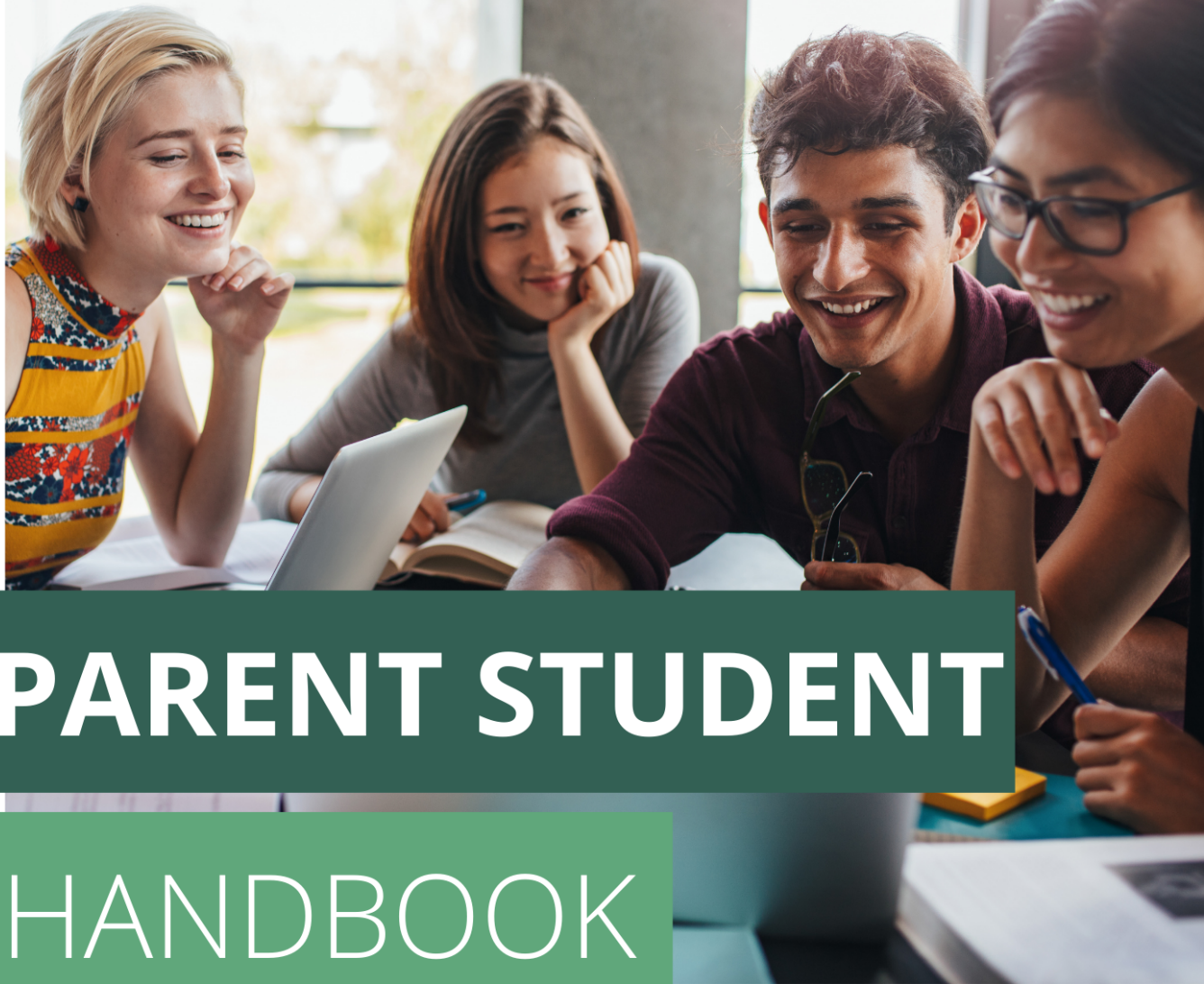




Admin & Coordinator Staff	Leadership Staff	Teaching Staff
Classified Staff	Specialty Staff	



SEQUOIA GROVE  
CHARTER ALLIANCE



# PARENT STUDENT

# HANDBOOK



CLARKSVILLE  
CHARTER SCHOOL

2022-23

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## **SCHOOL MISSION AND VISION STATEMENT**

### **Mission Statement**

Lake View Charter School is a tuition-free, public charter school serving Transitional Kindergarten through 12th grade students in Glenn, Butte, Colusa, Lake, Mendocino, and Tehama Counties. We take great pride in being able to offer our students flexible personalized learning experiences through our many unique and dynamic programs.

### **Vision Statement**

Lake View Charter School develops the individual gifts of students to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life success in the 21st century.

## **DESCRIPTION OF THE PROGRAM**

LVCS remains a model program that places a large emphasis on family and community engagement, meaningful relationships, and social emotional literacy as a basis for academic growth and life-long learning.

Our collective beliefs as listed below drive every decision and action we take for our students and our school:

- It takes a village - students, parents, staff, and the wider community - to educate a child. We work together with respect, love and compassion.
- Children need to be inspired to express, explore, and create in order to become lifelong learners, critical thinkers, and productive citizens in the global society.
- We recognize and value diversity in order to prepare our students to collaborate and solve real-world problems that create a sustainable environment.
- We do whatever it takes to assure success for all students.
- We believe that everyone - students and adults - can learn at high levels and we therefore hold high expectations for ourselves and the students we serve.

We believe that all students are capable of learning and should be respectful of others in the learning process. In addition, LVCS accepts that every person has something to contribute to society as a whole. Therefore, respect and collaboration are at the center of our educational philosophy. All students are expected to do their best to learn all they can to improve themselves while also supporting and adding value to others by working collaboratively and with mutual respect.

### **Core Strategies Include:**

- **High Quality, Standards-Based Instruction:** We will ensure the highest level of academic achievement for all students through the use of a guaranteed, viable curriculum and instructional strategies.
- **Build a Culture of Trust, Collaboration, and Success:** We will create a safe learning environment for all stakeholders-students, parents, staff, Board, and surrounding community.
- **Expand Student Learning Opportunities:** We will maximize resources, understand our diversity, accelerate and enrich student learning.
- **Fiscal Development and Sustainability:** We will increase community involvement in effectively and efficiently utilizing all funding to fulfill our mission.

### **SCHOOLWIDE LEARNER OUTCOMES (SLOS)**

Schoolwide Learner Outcomes, represent what students engage in and strive to achieve when they work through our program. The SLOs are an ingrained part of our school culture, and reflect our school vision. We believe that educating the whole child is most important and we value our homeschool community. Teachers, students, and parents partner together throughout the year to review and reflect on student progress of the SLOs. SLOs are also an essential part of the WASC process as it demonstrates our school's commitment to support student learning.

## Schoolwide Learner Outcomes



### Sequoia Grove students are...

	<b><i>Navigators of the Digital World</i></b> Proficient in the use of technology, media, and online resources
	<b><i>Self-Directed and Motivated</i></b> Able to set attainable goals to achieve academic success
	<b><i>Personalized Learners</i></b> Thriving in the education style that best fits their individual needs
	<b><i>Independent Critical-Thinkers</i></b> Able to problem-solve, take ownership, and apply their knowledge
	<b><i>Responsible Citizens</i></b> Actively seeking knowledge of local and global issues
	<b><i>Effective Communicators</i></b> Articulating their thinking with confidence

## SEQUOIA GROVE CHARTER ALLIANCE (SGCA)

Our school is in the second year of operation with our own Charter Services Organization (CSO) called Sequoia Grove Charter Alliance. This provides our schools the ability to drive the programs and services we provide our students which support our mission and vision statements. The Governing Board of Sequoia Grove Charter Alliance is composed of members that are appointed by Lake View, Feather River and Lake View Charter Schools. This allows for autonomy and confidence that our students' interests will be front and center with the homeschool heart

## ADMISSIONS, REGISTRATION, & INTAKE

Charter Schools may not solicit any documentation before enrollment. At the time of enrollment, documents required to complete admission include: enrollment application, proof of age, immunization record or waiver, proof of residence, and signed Master Agreement. The student must reside within Glenn, Butte, Colusa, Lake, Mendocino, or Tehama County. Proof of residency documentation and verification must be provided every August.

If, while attending our school, a family moves, they must submit a new proof of residence

within **ten days (10)** to [por@sequoiagrove.org](mailto:por@sequoiagrove.org)

If a family moves **outside of the authorizing or adjacent authorizing county** for the school, the student will need to dis-enroll. There are accommodations for Homeless/Foster/Migratory Youth and students of active military families.

### **Proof of Residency (POR):**

**All students** must provide Proof of Residency: **(bill/statement date, NOT due date).**

- Must be dated on or after July 1, 2022 , or within 60 days of enrollment.
  - After annual collection of POR, POR must be dated within 60 days
- For students enrolling in the spring or summer, a new POR dated on or after July 1, 2022, will be required by the fifth day of school.

**Service address:** If providing a utility bill, please make sure that your document has the "Service Address" specifically listed in addition to your name, the date, and the utility name. Just having the document addressed to you will not be enough, it must include the "Service Address" on the utility bill. You can also use your most current property tax bill, vote-by-mail ballot, mortgage statement, or lease agreement. Please make sure that the name, date and address are visible on the document you provide. This document will have to be updated and resubmitted to the school annually every August.

- Document type: The document submitted MUST be a **FULL** copy of one of the following.
  - Utility bill (e.g. Gas, Electric, Home Phone or Cable)
  - Property tax receipt from the current year
  - Current mortgage/rental agreement (*Agreements must have the signature page.*)
  - Current home or rental insurance agreement dated after July 1. Contracts must have the signature page. Contracts older than 90 days, must be accompanied by the landlord stating the agreement is still in effect. If there are any challenges with the landlord, please contact Darcy Belleza, [darcy.belleza@sequoiagrove.org](mailto:darcy.belleza@sequoiagrove.org)
  - Correspondence from a government agency ie: CalWORKS, Social Security, Medi-Cal
  - Pay stub

Note: If your residency situation does not allow you to produce one of the POR documents listed above, (e.g., living with a friend/relative or in transition) you may complete our Affidavit to Verify Residency Form to fulfill the POR requirement. [Affidavit to Verify Residency Form - Sequoia Grove Schools.pdf](#)

### **Additional High School Registration Requirements:**

High School transcripts are necessary for determining proper class placement and for creating Individualized Graduation Plans (IGP). Transcripts should be submitted during

the registration process and can be submitted by hand, faxed, or emailed to our enrollment or records team.

All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application may be considered as not meeting the requirements of the school and may result in the revocation or halting of registration until accurate information is provided.

Enrollment in our school is contingent upon the student, parent, and teacher signing an Independent Study Master Agreement Form (Master Agreement) prior to the commencement of instruction and services. From the original date the Master Agreement was emailed, the parent/guardian/caregiver and student have five school days to sign and complete the document. If after the fifth school day, the Master Agreement is not signed by both parent/guardian/caregiver and the student, the student will be disenrolled by the school. If after three communication attempts (phone & email) over a period of five school days, the HST has not received communication returned from the parent/guardian/caregiver, the HST will disenroll the student from the school. Parents and students will not have access to curriculum or Instructional Amounts until the Master Agreement is signed and returned.

All students will be placed in their age-appropriate grade level, unless a previous school has officially approved a retention or promotion.

Our school is a full-time, general education, non-classroom based/independent study program; not a supplemental program or a part-time program. A student may not be dual enrolled in any other private or public school.

## Kindergarten And Transitional Kindergarten Policy

Enrollment in Kindergarten:

- A child is eligible for kindergarten if the child will have their fifth birthday by September 1.

Enrollment in Kindergarten for Transitional Kindergarten Eligible Students:

- A child having attained the age of five years at any time during the school year with the approval of the parent or guardian, may be admitted to kindergarten subject to the following conditions:
  - The governing board determines that the admittance is in the best interests of the child. Determination will be based on standard criteria set by school administration and is based on standardized guidelines for academic and developmental readiness for kindergarten. Staff determination of grade level placement will be made based on multiple measures including grade level appropriate formal assessments and student observations.
  - The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

#### Enrollment in Transitional Kindergarten:

- Transitional Kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. For the 2022-23 school year, students must turn five years old between September 2nd, 2022, and February 2nd, 2023, to qualify for transitional kindergarten. For the 2023-24 school year, TK students are eligible if they turn 5 between September 2 and April 2. For the 2024-25, TK students are eligible if they turn 5 between September 2 and June 2. In 2025-26, LEAs are required to make TK available to all children who will have their fourth birthday by September 1 of the school year.

## THE PARENT/GUARDIAN'S ROLE

As the learning coach you are the primary educator for your student(s). This is a crucial role you fulfill within our non-classroom based/independent study environment. As a Parent Educator you have agreed to provide regular academic instruction for your student. This can include instructional and enrichment classes through approved vendors, however you are responsible for providing regular and consistent access to education. Below are some of the expectations that will ensure success for you and your student.

- Regularly support your student in daily learning during the school day, following the educational plan you and your Homeschool Teacher agree to.
- Treat all Homeschool Teachers and school staff with respect and professionalism.
- Work in collaboration with your Homeschool Teacher, ensuring your student actively participates fully in their homeschool learning journey.
- Provide evidence of your student's academic progress by sharing a body of work during your Learning Records meetings.
- Submit quality work samples to your Homeschool Teacher when requested.
- Ensure your student participates in online or other recommended intervention support if needed and assigned by your Homeschool Teacher.
- Complete and submit the monthly Student Learning Log (attendance log).
- Complete the online benchmark and interim assessments when requested by Homeschool Teacher
- Support student(s) with state-mandated testing (SBAC, CAST, ELPAC (if needed) and Physical Fitness Test).
- Practice consistent communication to enhance collaboration by reading and responding to emails and phone calls daily
- Attend regularly scheduled Learning Records meetings, as well as any other necessary meetings (on the phone, via web conference, or in-person), with school staff and student(s).

## Attendance

Parents are responsible for ensuring that their child is actively engaged in learning each school day. At the end of each learning period (LP) parents will log into the parent portal to sign and submit attendance for each student in their household. Please note that attendance requirements are subject to change and are dependent upon the requirements put in place by the state legislature.

### What can parents do in their Parent Portal?

- Log and Submit Attendance
- View Report Cards
- View State Test Results
- View their child's Class Schedule
- View the Parent/Student Handbook
- View the I Can Statements
- Request a Work Permit
- Submit their Household Data Collection Form
- Complete ELD log

## Learning Record Meetings

HSTs are required to meet with their students once every 20 school days or more as needed. These meetings are a time for students to share the work and progress they've made during the last learning period (LP). During this time, parents and teachers work together to develop a monthly learning plan to help students work towards their academic and enrichment goals.

## Review of Student Work

Families share all of the learning that has occurred during Learning Records meetings with their teacher(s). Teachers work with the family to review and reflect on student learning. Teachers will use the shared information to determine mastery of standards and match these to the I Can Statements.

## TK-8th Grade Work Samples

While we still review a body of work at each of our Learning Records Meetings, we only collect one sample per LP. We have eight LPs a year, so by the end of the school year, we will have collected two samples from each of the four main subject areas: one for each subject, each semester.

## High School Work Samples

High school students must provide a packet of work each LP that includes a sample from each class they are enrolled in on the Master Agreement.

## STUDENT BEHAVIORAL EXPECTATIONS

Learning takes place in a variety of settings. These may include, but are not limited to:

- Online classroom and virtual class sessions
- Public libraries, coffee shops, parks, community locations
- School-sponsored field trips, workshops, and community events

At our school, the primary focus is on student learning. Any behaviors that prevent all students from this focus will be reviewed and discussed with all parties involved. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following student behavioral expectations have been established.

1. When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
2. Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
3. No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
4. No offensive comments, language, or gestures are part of the learning environment.
5. Impersonating another person on an online platform is prohibited.
6. Use only your own username and password for online platforms and do not share these with others.
7. Do not post personal information in online environments (Phone number, social media usernames, physical address, email address, passwords, etc.)

Infraction of these expectations that is deemed to be disruptive of the learning environment, is cause for removal of a student from an activity and may result in disciplinary action.

### Consequences

Staff shall enforce disciplinary rules and procedures fairly and consistently. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, and the use of behavior plans, alternative educational environments, suspension, and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. Please see the Board approved policy for more detailed information.

## CURRICULUM CHOICES & LEARNING PATHS

Our academic program is designed to be flexible and customizable. Working together, credentialed teachers and parents design a learning plan that can incorporate: A variety of curriculum options and platforms

- Academic support including interventions
- A child's optimal learning modalities
- A wide variety of enrichment resources, materials, and experiences
- School-sponsored learning, enrichment, field trips, and student activities
- A blend of virtual and in-person support

If you are looking for an engaging and easy-to-follow learning platform, explore the school adopted options with your Homeschool Teacher. Other curriculum options such as Timberdoodle, Bookshark, Moving Beyond the Page, BYU Independent Study, UC Scout, and many more can be ordered through our online ordering system.

Our school curricula include learning paths and platforms designed to address the needs of all students including:

- Active Military
- English Language Learners
- Gifted & Talented
- Homeless/Foster Youth
- Socioeconomically Disadvantaged Youth
- Students **with Disabilities in Special Education**
- Students with 504 Plans

### Objectionable Materials

If your family finds certain lessons or materials in a particular unit of study to be objectionable for various personal reasons, please contact your Homeschool Teacher they will work with you to identify alternative lessons to meet the lesson objectives.

### Curriculum: Transitional Kindergarten - 8<sup>th</sup> Grade

Transitional Kindergarten through 8th grade students have many options including various online curriculum with built-in pacing, bundled textbook programs or choose from one of our 150 plus curriculum vendors of homeschool curriculum for a personalized learning path. A discussion with your credentialed Homeschool Teacher will help pinpoint how to select, order and gain the most from your curriculum. Please refer to our parent resource website for curriculum options as offerings may change due to availability. Special offerings include:

- Adventure Virtual Academy - An academic enrichment program that supports and supplements core content instruction for students in TK-8th Grades. Classes are offered one or two days per week in four or eight week sessions, with a mix of in person, virtual, and hybrid options.
- Junior High Virtual Academy - Synchronous two day a week courses taught by our teachers.

### Curriculum: High School

Our school offers an Individualized Graduation Plan (IGP) for all high school students. Upon enrollment, students will discuss and create an IGP with their Homeschool Teacher or a High School Counselor, based on the student's short and long-term academic goals. We provide high school students with various homeschool curricula and vendor options, including college prep, "a-g," and AP courses. Please check with your HST as offerings may change due to availability. Students have the freedom to choose courses in:

- [High School Virtual Academy](#)- HSVA offers three unique pathways:
  1. **HSVA-Live!** Synchronous, classes two days each week
  2. **HSVA-Edmentum** - Guided by one of our skilled virtual teachers, who assign and assess work on a regular basis
  3. **HSVA-Hybrid**- Asynchronous online course with the added benefit of one day each week of specialized tutoring and support by our teachers.
- Other Curriculum - Can be ordered through our online ordering system.. Any curriculum can be adapted to A-G standards using the course outline and guidance from the Homeschool Teacher.

AP courses are also offered through BYU, K12, UC Scout, APEX, and other curricula options that offer College Board adoptable AP courses with an AP instructor attached. Please refer to your school's website for ordering information.

## GRADUATION REQUIREMENTS

High School graduation requirements and college entrance requirements are not the same. Course selection should be based on academic, career, and personal interest. Student interests and goals should guide the path through high school.

College admission requirements will vary from school to school, it is recommended that students check admission requirements before applying to their college of choice. Students can always reach out to their high school counselor if they have questions about graduation requirements or the college admission process.

Subject Area	Graduation Requirements	Total Credits
Social Studies	6 semester courses <i>(Must include 1 year of US History, 1 year World History, 1 semester of Government, and 1 semester of Economics)</i>	30
English	6 semester courses	30

Math	4 semester courses <i>(Algebra 1 must be completed)</i>	20
Science	4 semester courses <i>(Must include 1 year of Physical Science and 1 year of Biological Science)</i>	20
Visual & Performing Arts	2 semester courses	10
World Language		
Electives	18 semester courses	90
<b>Total =</b>		<b>200 Credits</b>

\* Please note that once a subject area graduation requirement has been fulfilled, all excess credits will be rolled over to the Electives category.

<b>Suggested Course Sequence</b>			
<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
<ul style="list-style-type: none"> <li>• English 9</li> <li>• Pre-Algebra or other math</li> <li>• Physical Science or Earth Science</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> </ul>	<ul style="list-style-type: none"> <li>• English 10</li> <li>• World History</li> <li>• Algebra</li> <li>• Biology</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> </ul>	<ul style="list-style-type: none"> <li>• US History</li> <li>• English 11</li> <li>• World Language or Visual &amp; Performing Arts</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> </ul>	<ul style="list-style-type: none"> <li>• Economics and Government</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> <li>• Elective/ Elective</li> </ul>

### 4-Year College Entrance Requirements

Students who plan to apply to a 4-year college right after high school graduation should plan to meet “a-g” requirements. These requirements are mandatory for students who apply to the CSU or UC systems, and recommended for students who plan to apply to private and out-of-state colleges and universities. Students who plan to attend a community college would also be better prepared for college rigor with an “a-g” foundation. The “a-g” requirements are summarized below:

<b>A-G</b>	<b>Subject Area</b>	<b>Subject Requirement</b>
a	History   Social Science	2 years <i>(1 year of World History and 1 year of US History, or ½ year of US History and ½ year of Government)</i>
b	English	4 years
c	Mathematics	3 years <i>(Algebra or higher)</i>
d	Laboratory Science	2 years <i>(At least 2 of the 3 disciplines of Biology, Chemistry, and Physics)</i>
e	Language Other Than English	2 years <i>(Must be 2 years of the same language)</i>
f	Visual & Performing Arts	1 year
g	College-Preparatory Elective	1 year

Students who plan to apply to the UC or CSU systems will need to take courses that are “a-g” approved. All “a-g” courses must be completed with a grade of C or better. There are alternative ways to meet “a-g” requirements through testing and community college courses. Students can check the progress of their “a-g” requirements by consulting with their high school counselor and using the [californiacolleges.org](https://californiacolleges.org) planning tool.

Subject requirements will vary for private and out-of-state colleges and universities. However, most students who are eligible for UC admission and fulfill the “a-g” requirements will also likely meet the admission requirements for most of the private and out-of-state colleges and universities.

Students should also plan to take the SAT or ACT. SAT Subject Tests are usually optional; however, students who are applying to specific departments or highly selective schools will want to check with the admissions office of the college or university of interest to verify requirements.

### **A-G Suggested Course Sequence**

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
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<ul style="list-style-type: none"> <li>• English 9</li> <li>• Algebra 1</li> <li>• Physical Science or Earth Science</li> <li>• Visual &amp; Performing Arts</li> <li>• Elective/ Elective</li> </ul>	<ul style="list-style-type: none"> <li>• English 10</li> <li>• World History</li> <li>• Geometry</li> <li>• Lab Biology</li> <li>• World Language I</li> <li>• Elective/ Elective</li> </ul>	<ul style="list-style-type: none"> <li>• US History</li> <li>• English 11</li> <li>• World Language II</li> <li>• Algebra II</li> <li>• Lab Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>• Economics and Government</li> <li>• English 12</li> <li>• World Language III</li> <li>• Lab Physics</li> <li>• AG Elective</li> <li>• Elective/ Elective</li> </ul>
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For more information, please visit the sites below:

- ["A-G" Requirements](#)
- [Lake View's "a-g" Course List](#)
- [SAT Information](#)
- [ACT Information](#)

## WASC ACCREDITATION

The WASC process is designed to allow us to go through an in-depth self-study of our school, focusing specifically on organization, curriculum, instruction, assessment, and school culture. We take a close look specifically at our high school students and their success. In addition, we identify and reflect on our progress towards our school-wide learning outcomes (SLOs). The WASC cycle includes targeting our areas of strength and areas of growth and the creation of an action plan to address those areas to increase student achievement.

When a school becomes accredited, it:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school's program and student transcripts.
- Fosters improvement of the school's program and operations to support student learning.
- Assures the school community that the school's short and long term goals are appropriate and being accomplished through a viable educational program.
- WASC accreditation is important because many school districts and universities will only accept credits from WASC accredited schools.
- The military often requires applicants to be from accredited schools
- Allows high school students' courses, grades, and units to be accepted at more colleges and universities after graduation.

## CCGI - COLLEGE AND CAREER GUIDANCE INITIATIVE (CALIFORNIACOLLEGES.EDU)

Students have the opportunity to explore plans for their future using this helpful website. CCGI offers several quizzes/apptitude tests to help discover a great career fit. They also

have a research database to help you find the training you'll need to get there-- whether that means college or vocational training. CCGI helps you track the high school courses you're taking, volunteer service you've performed and resumes you've developed and will transfer all of this information, making college applications and financial aid a breeze. Our counselors will be offering courses that will assist you in using this valuable tool.

### **Concurrent Enrollment & Dual Enrollment with Yuba College**

Community College courses are a great way for college-bound students to start accruing units, and for career-minded students to get practical job training. As a homeschooler, you could earn an AA degree while still in high school and enter a four year institution as a transfer. You are also able to open doors to direct career training that does not require a college degree. From automotive repair, EMT training, construction skills, law enforcement and cosmetology to business, child development and culinary, your local community college is one of the best places to gain skills.

As usual, your students are able to take concurrent enrollment courses at any community college. They would apply at the school and get the concurrent enrollment form signed by their high school counselor before registering for courses. Our students have a wide variety of courses and settings to choose from and are enrolled in courses alongside college students.

In addition to concurrent enrollment, we also offer Dual Enrollment courses through Yuba College. These are virtual courses that are only open to homeschooling high school students, so the class will be filled with students from our family of schools only. Yuba College professors sensitive to the needs of high schoolers will teach these courses with college-level curriculum. Course grades and credits will be recorded on both the high school and college transcripts.

### **Career Technical Education: CTE**

We have a variety of wonderful offerings for students interested in CTE! CTE is a vital component to prepare our students to be college and career ready. Today's Career Tech Education (CTE) is a program of study integrating core academic knowledge with technical and occupational knowledge. Upon completion of a CTE pathway, students could have the knowledge base required to sit for and pass the exam leading to industry certification, if required, giving them the opportunity to apply for a career-ready job. While CTE is career-focused education preparing students for the world of work, completion of a pathway prepares students for college as well and is a valuable addition to one's application, giving students a boost when applying to a particular program of study.

### **Three ways to complete a CTE Pathway:**

**Option 1** - Strong Workforce Virtual Career Pathways (SWVCP) Currently we're offering virtual CTE Pathways in Culinary Arts, Computer Science Principles, Entrepreneurship, Fire Technology, and Sports Medicine. See the [counseling page](#) to sign up for these opportunities.

**Option 2** – While not technically a CTE Pathway, Community Colleges are often the

best place for real-world job training. . There are great opportunities for everything from child development to auto repair. Use this [CHART](#) to find outstanding hands-on job training near your student.

**Option 3** - Use eDynamic's software with a credentialed teacher attached (ordered as a product) for the most enriched experience. Catalog [HERE](#)

Look for exciting information about a new partnership with Earn and Learn that will help bring industry internships and job-readiness skills to our students

## ACADEMIC EXPECTATIONS

### TK-8th Grade

Families choose to enroll at our school for a variety of reasons, but at the cornerstone of each decision is a supportive partnership between the family and their credentialed Homeschool Teacher. Our school provides the tools and guidance for students to experience a high-quality education by providing access to personalized curriculum and instruction. Parent Educators must ensure that students are engaged in learning each school day. Families and credentialed Homeschool Teachers work together to provide support for students who need additional academic and social-emotional support. Per Independent Study law, families are required to meet with their Homeschool Teacher, at minimum, once every 20 school days or as needed.

### High School Elective Credit for 7th & 8th Graders

Our school will grant high school elective credit for high school math, world language, and CTE pathway courses taken by 7th and 8th grade students. As a parent-choice school, we allow 7th and 8th graders to take high school courses, but it is important to consider how taking courses in middle school will affect high school and college before choosing this option for your student. Please contact your Homeschool Teacher to discuss starting high school courses early prior to enrolling in high school level courses.

### High School

All high school students enrolled at our school will discuss and create an Individualized Graduation Plan (IGP) with their Homeschool Teacher. Short and long term goals will be created based on the needs of each student. A guidance counselor is also assigned to each student and will review the IGP. Our ultimate goal is to help students meet graduation requirements. It is incredibly important for students to pass courses so that graduation is attainable within 4 years of high school.

The minimum number of credits that should be earned at the end of each semester is listed below:

	Grade 9	Grade 10	Grade 11	Grade 12
Semester 1	25 credits	75 credits	125 credits	175 credits
Semester 2	50 credits	100 credits	150 credits	200 credits

Students and parents should work with their Homeschool Teacher and guidance counselor if they wish to graduate high school early. Students who have surpassed the minimum number of credits that should be earned at the end of each semester must still be enrolled in a minimum of four courses (20 credits) each semester. Students must complete a minimum of 5 courses each semester (25 credits) to remain on track for graduation. Students who fail a course will earn 0 credits for the course and could potentially no longer be “on track” for graduation. Students who become credit deficient should work with their teacher and guidance counselor to adjust the Individualized Graduation Plan. Students are expected to meet with their Homeschool Teacher(s) regularly to ensure adequate progress is made toward completing courses.

### I Can Statements

I Can Statements are family-friendly guides that can be used to help your family and ensure your students are on track for their grade level. All learning objectives for Math, Language Arts, Science and Social Studies are provided, written in family-friendly language. I Can Statements help make grade level learning targets clear for families and they address the standards students of the same grade learn in all public schools.

The school is committed to empowering each student to reach their full potential. Our students are engaged learners capable of deep understanding, creative thinking, and innovative approaches to problem solving. Using the I Can Statements (State Standards), the student interests, talents and learning styles profile as their guide, as well as hands-on experiential learning, field trips, park days, and activities in the local community, credentialed teachers partner with parents to develop unique Personalized Learning Plans for each student. in your planners and school website. I Can Statements will be discussed and be a pivotal part of each Learning Period to guide planning.

### Assignment & Work Records (AWR)

Assignment & Work Records are a digital checklist created for each student and work parallel to the I Can Statements/Standards. AWR's are personalized for each student and are a strategic plan that helps ensure appropriate progress through the standards is achieved.

### Testing

The table below lists the assessments that our schools participate in over the course of a school year. For more detailed information about testing and its importance to our schools, please see page 35.

<b>Testing At a Glance</b>	
<b>STAR</b>	STAR local benchmark assessment for language arts and math taken online by grades TK-11
<b>Interim</b>	<del>Interim Assessments – taken mid-year by grades 3-8 &amp; 11</del>
<b>PFT</b>	Physical Fitness Test - State assessment taken by grades 5, 7, and 9 once a year in the winter/early spring.
<b>CAASPP</b>	CA Assessment of Student Performance and Progress - Also referred to as the SBAC. State assessment given once a year in the spring to students in grades 3-8 & 11.
<b>ELPAC</b>	English Language Proficiency Test - State assessment taken once in the fall for newly designated EL Students (Initial ELPAC) and once in the spring for all EL Students (Summative ELPAC).
<b>CAST</b>	<p>CA Science Test - State assessment taken by grades 5, 8, and once in High School in the spring during CAASPP Testing.</p> <ul style="list-style-type: none"> <li>High School students take this test during their last year enrolled in a science course or in 11th grade.</li> </ul>

### Academic Integrity

Our school urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has completed. By definition, Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in academic work.

#### The following behaviors may be considered a violation of our Academic Integrity Policy:

- Plagiarism
- Talking during a proctored exam
- Copying another student's test/assignment
- Allowing others to copy your work
- Exchanging assignments with other students (either handwritten or computer-generated)
- Using a computer or other means to translate an assignment/part of a World Language assignment to another language
- Using summaries or commentaries (Cliff Notes, Spark Notes) in lieu of reading the assigned materials
- Submitting purchased papers
- Altering a grade (on a computer, on a report card, on an assignment)

- Taking an exam for someone else
- Using bribery/blackmail/threats

**Any student known to have acted without academic integrity will be subject to disciplinary action in the following manner:**

- **First offense:** A grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week and parent/guardian notification
- **Second offense:** A grade of F and/or 0% on the assignment/exam with no resubmit and conference with parent/guardian
- **Third offense:** A grade of F in the class, in-person conference, and placement on Academic Probation for 1 year
- **Fourth offense:** Disciplinary hearing; possible expulsion from the school

**Students placed on Academic Probation may be subject to the following consequences:**

- Copy of cheating referral placed in permanent cumulative file
- Proctored unit tests and finals by a school staff member
- Restricted from participating in school activities (field trips, prom, graduation)
- Ineligible to receive letters of recommendation from school staff

## REPORT CARDS

Students, parents, and teachers work in partnership to design personalized learning plans and goals. The credentialed Homeschool Teacher affirms the learning plan is guided by the I Can Statements or appropriate state standards.

### TK-7th

At this grade level, report cards are optional. If the family wishes to have a report card for their child, the parent and HST will work together to evaluate student progress and determine appropriate grades based on student progress towards mastery of the I Can Statements (grade level standards). HSTs can use a variety of methods to support their claim of student achievement including test results, discussions held during LP meetings, and review of student work.

### 8th-12th

At this grade level, report cards are required and should be based on proficiency of the standards for all enrolled courses on their Master Agreement. The percentage targets translate into the letter grades shown below. Parents must keep track of grades for their student(s) if they are not enrolled in a class where the instructor grades the coursework. Some parents may need assistance in coming up with a plan to track and calculate grades. In addition to report cards, high school students will also receive mid-semester progress reports to indicate the grades the student is on-track to receive by the end of the semester.

Grading Scale	
TK-5th	6th-12th
EE = Exceeds Expectations	A = 90-100%
ME = Meets Expectations	B = 80-89%
BE = Below Expectations	C = 70-79%
AR = At Risk	D = 60-69%
NG = No Grade Earned	F = 59% and below

## ATTENDANCE

- Parents/Guardians are responsible for ensuring that their child is actively engaged in learning each school day.
- Monthly Student Learning Logs (Attendance Logs) must be signed and submitted to your Homeschool Teacher at the end of each Learning Period. The Homeschool Teacher will communicate with individual families/students on the collection process of this document.
- The following are acceptable reasons for not logging attendance: Illness and hospitalization not to exceed 10 percent or more of the school days, exclusive of Saturdays and Sundays, in the school year, bereavement, family emergency, and natural disaster. In such cases, the absences would be considered excused. Some instances may require verification, such as a doctor's note, to be provided to your teacher.
- Homeschool Teachers will be knowledgeable of student progress, learning, and engagement in school. This can occur at regularly scheduled meetings, calls, emails, and or other methods.
- If the Homeschool Teacher is unable to obtain knowledge of the progress, learning, and engagement in school, this will be documented and a non-compliance letter may be sent.
- After multiple failed attempts to contact a family, the school may deem that enrollment in the school is not in the best interest of the student and he/she may be subject to withdrawal. Refer to Non-Compliance Policy on school's website.
- This policy is subject to change when new requirements are put in place by the state legislature.

## WITHDRAWING YOUR STUDENT

**To withdraw your student, please provide your Homeschool Teacher with the following information:**

- Last date of attendance in our school

- Name of school or school district your student will be enrolling in
- Reason for withdrawal
- Submit your last attendance log and work sample
- Complete the Family Withdrawal Survey and exit interview with your HST

Once this information is received your Homeschool Teacher will assist you with the materials return process. All school property must be returned upon withdrawal, with the exception of assistive technology devices required by a student's Individual Education Plan (IEP). In that instance, such materials must be returned to the School when alternative arrangements are made or until two months have elapsed from the date of withdrawal. Families may be billed for any items not returned and student transcripts may be held until all materials are returned.

**Please Note:** Last day of documented attendance is the last day of enrollment.

Vouchers for services beyond the student's withdrawal date will be canceled and any services attended/continued, again after the student's withdrawal date, will be at the family's expense.

### **Educational Materials & Restitution Policy**

This policy supports the School's efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

**Overview:** Students attending School may receive access to certain School property during the course of the school year, including educational technology and textbooks, and parents are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$10,000.

The School shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damages any property, or loses or fails to return property, borrowed or personal belonging to the School. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting software or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

The School, after affording the student due process rights, may withhold the grades, diploma, and official transcripts of a student until the student or parent/guardian pays for the lost or damaged school property (e.g., educational technology, textbooks, etc.). The School may also withhold full privileges of participation in school activities.

### **Withholding Grades, Diploma and Transcripts and Transferring Students:**

The authority to withhold grades, diplomas, or official transcripts applies only to situations where the student, parent or guardian has requested a copy of the student's records. When a student transfers to another K-12 school, the student's permanent

record must be sent to the requesting K-12 school. The permanent record, or copy, must be sent even though there may be charges or fees owed by the student, parent, or guardian. In such cases, upon sending the permanent student record to the new (receiving) school, the new school shall be notified of the restitution debt. Please review the school's website with Board policy.

## HOMELESS & FOSTER YOUTH

The law states it is the responsibility of schools to ensure that students considered homeless can receive a free, appropriate public education and to remove barriers to homeless students' school access, attendance, and success (see definition of homelessness below).

Homeless and Foster students in Lake View Charter School will be closely monitored by their Homeschool Teacher and School Staff. Students who have Performance Indicators below grade level will be encouraged to enroll in intervention programs and an intervention plan will be developed and closely monitored by the Homeschool Teacher and appropriate staff members. Monitoring of achievement and course correction, as well as increasing and decreasing the time of the task and direct instruction as needed for students who need intervention will occur each month during the learning period meetings. Please view the school's website for more information on policies and information to support Homeless and Foster Youth Students.

The term "homeless children and youth"—

- A. means individuals who lack a fixed, regular, and adequate nighttime residence...; and
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...
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 who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

As defined by McKinney-Vento Homeless Assistance Act – Title IX, Part A of the Every **Student Succeeds Act**.

### **Foster Child/Student/Youth:**

**1. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361.**

**2. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code**

**602, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d).**

**3. A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.**

**4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law**

**5. A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400**

## **MULTILINGUAL LEARNERS**

Families with designated English Learners will be responsible to provide opportunities daily for English language development. The school offers Live ELD classes, and specialized curriculum supports (online and paper) to facilitate daily English language development. At the end of each learning period, the family is responsible to submit an ELD Log in the parent portal.

## **SPECIAL EDUCATION**

School personnel are committed to identifying and serving students who have exceptional needs and are eligible to receive Special Education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

In cooperation with Los Angeles County Charter Special Education Local Plan Area (SELPA), our school will work to ensure that a Free and Appropriate Public Education (FAPE) is provided to all eligible students with exceptional needs in the student's Least Restrictive Environment (LRE). Specifically, our school will comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and any other civil rights enforced by the U.S. Department of Education Office of Civil Rights (OCR), and applicable Special Education policies and practices of the SELPA.

### **Common Questions**

Following are the most common questions that the Special Education department receives from families regarding Special Education at our school. Please review and contact the Special Education Team if you would like to discuss these topics further.

### **What is Special Education?**

Special Education is specially designed instruction, supports, and services to meet the unique educational needs of individuals with disabilities, which cannot be met in the general education program. It is an integral part of the total public education system, and Special Education services are provided:

- In a way that promotes interaction between students with and without exceptional needs;
- At no cost to families; and
- Include a full range of program options to meet the educational and service needs in the least restrictive environment (LRE). --California Education Code Section 56031

### **Who should you contact when you believe your child may need additional academic support?**

Your assigned Homeschool Teacher is the best person to initially discuss any academic questions or concerns. Your Homeschool Teacher will most likely recommend interventions and/or accommodations for you to use with your child if appropriate.

In the event that you and your Homeschool Teacher need additional guidance in supporting your child, you may request for a Student Study Team (SST) meeting be held. This meeting will document the concerns of school staff and families, identify interventions attempted, and possibly recommend additional interventions. Interventions should be attempted for six to eight weeks and a second SST meeting should be held to document the student's response to intervention. Depending on the successful implementation of the intervention, the SST will contact the Assessment Team for additional support or recommendations.

### **How is it determined that a student is eligible to receive Special Education?**

Assessments are the basis for Special Education eligibility, placement, and service decisions. The assessments will be done by professionals who have had specialized training and required certification/licensure. General Education, Homeschool Teachers, and parents, who know the students well, play a critical role in understanding a student's academic strengths and struggles and are essential in the process of documenting/identifying areas of needs.

When the school receives a referral for Special Education, the child's legal guardian will be sent a response to the request within 15 business days. If an initial assessment for special education is started the child will receive a "full and individual initial evaluation" to determine if the child has a disability and determine the child's educational needs. A full evaluation means that the child shall be assessed in all areas of suspected disability within 60 calendar days of parental consent received by the school via signature on an assessment plan (timelines adjusted for student breaks over five consecutive days).

### **What is an Individual Education Program (IEP)?**

An IEP is a contractual, legal obligation, on the part of the school stating how the school plans to assist a student once they have been determined eligible for Special Education supports and services. The IEP document is written following the determination of a student's need and eligibility for Special Education.

The Individual with Disabilities Education Act (IDEA) requires that an IEP include a "statement of measurable annual goals" which allow the child to be involved in and make progress in the general education curriculum and meet each of the child's other educational needs that result from the child's disability." The IEP team develops the IEP document annually and identifies the child's needs, annual goals, objectives, adaptations, services and placement.

### **What is the role of the parent in an IEP meeting?**

Parents are encouraged to participate in the IEP meeting by providing information on which supplementary aids and services, program accommodations, and support for the parent's role as learning coach are needed to help the child progress toward attaining progress in general education curriculum and on their IEP goals. Please speak with your Special Education teacher further regarding the structure of IEP meetings and if you have any questions or concerns.

### **How are Special Education services provided at our independent study school?**

Students with IEPs are required to participate in Special Education services as indicated in their IEP documents.

- Specialized Academic Instruction (SAI) is usually delivered virtually and is taught by experienced and credentialed Special Education Teachers. The format of these sessions are determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech and language therapy, etc. may be provided by qualified School staff or via non-public agencies (NPA) contracted with the school. NPAs have a certification with the California Department of Education to work with school-aged students and they are carefully selected by the school.

### **Should Special Education Teachers be included in the development of a student's education plan, designed by the Homeschool Teacher?**

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's education plan, which is designed by the learning coach and Homeschool Teacher. While it is not a requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get a different perspective on how to help support a student's needs, challenges, and strengths.

### **Shall your Homeschool Teacher collect work samples for students with an IEP?**

The school Work Sample policy is the same for all students.

### **Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities:**

Lake View Charter School recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the School's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and Charter wide assessments. The IEP team shall also determine the appropriate graduation track for each student with a disability based on the student's ability to complete the Charter School's prescribed course of study to earn a high school diploma. No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or co curricular activities.

### **High School Diploma and Certificate of Educational Achievement /Completion:**

Instead of a high school diploma, a student with exceptional needs may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (a) The student has satisfactorily completed a prescribed alternative course of study (b) The student has satisfactorily achieved his or her IEP goals and objectives during high school as determined by the IEP team; or (c) The student has satisfactorily attended high school, participated in the instruction specified in his or her IEP, and has met the objectives of the statement of transition services.

A student with disabilities who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. In addition, the Executive Director or designee shall ensure that the student will continue to have access to special education related supports and services until the student meets Charter School's criteria to receive a high school diploma or until age 22. Whether a student receives a certificate of completion or a diploma is confidential. The Charter School does not inform other students whether their peers are receiving a certificate or a diploma, and all students will participate equally in graduation ceremonies and activities.

## **PROGRAM DESCRIPTION WITHIN PERSONALIZED LEARNING**

LVCS focuses on personalized learning, a philosophy that truly puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. As a non-classroom based charter, our students have the opportunity to utilize state public funds to provide educational products and opportunities for learning. In order to allow families flexibility on their personalized learning path, we allocate instructional amounts every year. This amount should be used to carefully select educational products to support academic learning. HST's will partner with each family

to support the I Can Statements within the student's learning style. HST's are to also ensure that students are equipped with curriculum, texts, books, etc. that support academics prior to approving enrichment based opportunities.

Instructional amounts can be utilized to support curriculum, school approved technology, supplemental enrichment materials, field trip opportunities, enrichment services, lessons, and classes that fit each student's academic goals and align with the student's Master Agreement. All orders must be nonsectarian and approved by your HST. As a California funded public school, we are obligated to be fiscally responsible with the use of state funds.

### **Product:**

- Curriculum
- Technology Items\*
- Enrichment Materials
- Educational Field Trips

Here are some examples of acceptable and prohibited items. This is not an exhaustive list and you should reach out to your HST if you have any questions regarding enrichment materials.

### **Acceptable Items**

- Curriculum materials (secular only)
- Educational Quality materials only
- Educational materials that support a student's learning plan
- Basic school supplies adequate for the length of one project, one semester, or one year
- Basic equipment for documented learning needs
- Student admission for educational field trips

### **Prohibited Items**

- Items that must be permanently affixed in a home
- Items that are too large to be transported by car
- Furniture, storage containers, or organizational items
- Accessories or parts for non-school-owned items
- Amusement or water park tickets
- Items or activities that may be deemed dangerous (zip lines, go karts, etc)
- Religious materials of any kind
- Toys
- Clothing or wearable items
- Registration & uniform fees
- Household tools or items
- Any materials used to generate revenue

### **Service through Community Partners:**

- Academic Enrichment Classes
- Tutoring Services
- STEM Classes
- Fine Art Lessons & Classes
- Performing Arts Lessons & Classes
- Physical Education Classes

Services include, but are not limited to, fine arts classes, academic extension courses, physical education classes, tutoring, driver's education, dance lessons, music lessons, or any other service that requires an instructor-to-student interaction in either a virtual or in-person setting. All service providers must become approved community partners and submit to fingerprinting and a background check for the safety of our students. Again, for high school students only, HSTs must make sure that a student's enrichment activities align with a course on their Master Agreement.

*\*The Technology Acceptable Use Acknowledgement must be signed in order to receive the technology equipment. All families receive this form through email at the beginning of the year.*

All materials ordered through the school with state public funding are the property of the school. Materials are loaned to enrolled students for educational purposes only. Non-consumable materials must be returned to the school upon withdrawal. Families may be billed for any items not returned and student transcripts may be held until all materials are returned. For additional information about student returns and liability please see the school's website to review the Educational Materials and Restitution Policy.

All services requested through the school with state public funding will only be provided with a voucher with an approved community partner during the student's enrollment period ending on the last day of school. Any services provided without a voucher and/or beyond the student's enrollment dates will be the financial responsibility of the family. Upon withdrawal, families shall be responsible for notifying their community partner (s) they are no longer enrolled with the school.

### **Online/limited contact Community Partners/Vendors**

Learning coaches/Parents/Guardians understand that an online/limited contact community partner/vendor may not have completed a California Department of Justice background check on its employees that are in contact with their students and agree that it will be their responsibility to supervise any student interactions with respect to online and limited contact community Partner/vendors.

### **How to Request Services/Products**

1. Visit our online ordering system, VISTA, to request services and products.
2. Services may only be requested through approved service vendors (Community Partners).

- Community Partner services cannot exceed more than 10-12 hours per week, per community partner
- 3. The first time a family uses a community partner for service, they will need to sign and submit a waiver form.
- 4. If families are requesting a service, a Voucher will be created and sent via email to the parent, HST, and community partner. Parents can also access a viewable copy of the voucher in VISTA. Vouchers must be requested and approved prior to our schools agreeing to pay for services. Please allow for processing time during which time students are not able to start services until the voucher is approved and processed. Community partners should have received the voucher prior to student starting services. Students are not able to start services without a voucher. Backdated services requests will not be approved or paid.
- 5. Each community partner will invoice the charter school for the services approved on the voucher.
- 6. The school pays community partner or product vendor directly. Parents should not pay community partners or vendors for student services as we cannot provide payment/reimbursement to families.
- 7. Technology devices: Please refer to your school's website for ordering information
- 8. Field Trips & Events: Please refer to your school's website for ordering information

We believe in inspiring our community and learning through educational experiences through school-organized field trips and events.

### **Student Supervision**

Students are required to be accompanied by a parent and/or designated guardian for all school-organized field trips. Parents and/or guardians are responsible for ensuring the safety and behavior of their students.

### **Liability**

All families will be required to sign a liability waiver releasing the school from any and all liability or costs associated with or arising from their participation in each field trip.

### **How to Request School-Organized Field Trips & Events**

Please refer to our school's website for school-organized field trips and events.

### **Technology Team**

Choosing technology can be overwhelming. Please visit our school's website to view a curated list of qualified devices, items, and software. All items offered meet internal standards of quality, performance, value, availability, and support. These items can be obtained as part of a student's instructional Amounts as it aligns with your student's learning plan.

Some technology items (e.g. computers, laptops, tablets and printers) require specific configurations, must meet certain standards or be purchased through select suppliers, channels, or agreements.

## Tech Costs

Most devices offered are business-class devices and are not found in local retail stores, so be certain you are comparing the exact same models and specs with approved vendors. Remember, all taxes (e.g. sales tax) and fees (e.g. shipping, CA e-waste disposal) are also included in the price you see. Unfortunately, we are not able to price match.

Pricing also includes software and device licenses, school compliance features, management services, enhanced warranties and damage protection, solid state drives (SSD), protective cases, asset tagging and inventory, packaging materials, shipping both ways, and lifetime support for the device is standard. These items are factored into the instructional Planning Amount cost of Tech Items.

The following limits have been placed for tech devices assigned to students and families:

- 1 computer/laptop per student
- 1 tablet per student
- 1 printer per student

## How to Order

Tech devices are available through our online ordering system, VISTA, and can be ordered in the same fashion as other enrichment items. For a read-only catalog of current offerings, you may visit your school's website.

## Tech Center Returns

All Tech items are the property of the school and returns should be submitted to the Tech Team. Please contact us for detailed directions on how to return items. The school is unable to sell any enrichment/technology items to families.

### Contact Information:

Sequoia Grove Charter Alliance Information Technology Department

Email: [helpdesk@sequoiagrove.org](mailto:helpdesk@sequoiagrove.org)

## Parent-Student Information Technology Acceptable Use Policy

It is the school's mission to empower students with access to technology, information, and digital resources while fostering safe, responsible, and ethical learning environments.

We are committed to upholding important security, privacy, and safety regulations, protocols, and standards. Users of school devices, networks, accounts, and other resources must adhere to school policies. Users are expected to fully comply with local, state, and federal regulations. Failure to adhere to these policies or regulations may result in discipline, legal action, or other remedies determined to be within the rights of the school. Relevant laws and regulations include (but are not limited to):

- The Family Educational Rights and Privacy Act (FERPA)

- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPAA)

### Definitions:

1. School, Organization, and or We – Lake View Charter School and its subsidiaries, programs, and divisions
2. Sequoia Grove Charter Alliance- SGCA
3. You, Your, and or I - The parent/guardian, student, and signer of this Acceptable Use of Technology Policy
4. Resources - Devices, systems, services or networks owned, operated or issued by the school
5. User - Any person(s) accessing or utilizing school resources that is not a resource operator
6. Acceptable Use Policy (AUP) - Parent/Student Information Technology Acceptable Use Policy

### User Responsibilities:

Access to school technology, resources, and support is a privilege that offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this Acceptable Use Policy (AUP) document.

1. You agree to learn about and comply with all the information outlined in this AUP document.
2. Persons to whom items are assigned are expected to exercise reasonable care to protect those items against damage, loss and theft. "Reasonable care" is defined as:
  - a. Never leaving items unattended
  - b. Never lending, giving or releasing items to a person other than an authorized school employee, such as a Tech Team member
  - c. Never removing protective accessories or features (e.g. cases, bumpers)
  - d. Keeping items away from dangerous conditions (e.g. liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear
  - e. Maintaining student supervision by parent/guardian during access and usage
3. You must immediately report damaged, lost or stolen items/resources. Items reported stolen or missing will require a police report.
4. Parents/guardians are expected to provide supervision and monitor device/Internet access and usage.
5. You are expected to make a reasonable effort to protect your passwords, information and data.
6. You must safeguard internal safety and security policies, such as authentication methods and password conventions.
7. You are obligated to notify ITD of continued access to resources beyond student

departure (e.g. withdrawal, graduation, expulsion) in the event ITD has not contacted you to do so.

8. Items, devices and resources issued by the school are school property and must be returned or relinquished to the school upon request.

#### **Acceptable Use of School Resources by Users:**

1. All school-issued accounts are intended solely for use by the person authorized to use the account.
2. When sharing or exposing personal information or data online, extreme caution should be exercised.
3. Any information or communication accessible via any school network should be assumed as private property.
4. The school reserves the right to verify whether specific uses of school technology or networks are consistent with this acceptable use policy.
5. The school is bound by certain licensing agreements. Users are expected to comply with those agreements.
6. Educational and instructional use as related to the school only.

#### **Unacceptable Use(s) of School Resources:**

1. All commercial or for-profit usage is prohibited.
2. The access, use or transmission of objectionable material (e.g. materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
3. Violation of any local, state or federal laws as well as School, board or administrative policies are prohibited. Example: Federal copyright laws ([Title 17, USC](#))
4. Any attempt to circumvent LVCS security measures, content filters or access restricted resources is prohibited.
5. All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of *California's unauthorized computer access law, Penal Code 502(c) PC*.
6. The intentional collection, mining or uncovering of personal information, files, passwords belonging to a user other than yourself is prohibited.
7. Publicly advertising internal authentication methods and/or password conventions.
8. Impersonation of any user other than yourself is prohibited.
9. Unauthorized falsification or modification of any school records is prohibited.
10. The collection or transmission of personal information (e.g. home address, phone number, personal email) which may be useful to identify an individual without written consent is prohibited.
11. Political lobbying or advertising is prohibited.
12. Unauthorized maintenance, service, repairs, or upgrades are prohibited. school-owned or operated resources must be maintained by SGCA or authorized third parties.

### **Expectation of Privacy:**

For email, networks, systems and other resources owned or operated by the school, users should have no expectation of privacy. The school reserves the right to manage and monitor all aspects of its own resources. The following are examples of actions which may be performed for reasons deemed legitimate by the school:

1. Obtain emails, messages and their attachments transmitted to or through school-owned or operated email systems
2. Monitor an individual's use of school-owned resources
3. Locate or track the location of a school-owned resource
4. Confiscate, search, disable or wipe any school-owned device, item or their contents/data

Personal devices are private. SGCA does not and will not access personal devices.

### **Cyberbullying:**

Cyberbullying is the use of technology resources to willfully harm either a person or persons through electronic systems (e.g. texts, photos, videos, messages, and social media). Examples of this behavior include but are not limited to:

1. Transmitting false, cruel, hateful or embarrassing information or media targeting others
2. Creating posts or websites that have stories, cartoons, pictures, or jokes ridiculing others
3. Unauthorized access to any resource (e.g. social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
4. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and transmitting that information or media to others
5. Posting a student picture without their permission.
6. The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical, or mental health.

### **Student Departure:**

1. Upon student departure (e.g. withdrawal, graduation, or expulsion) from the school, all issued items must be returned within 30 days. Contact SGCA Tech for a schedule of mobile return locations or request prepaid return labels.
2. For information regarding technology returns, please review tech policy on our school's website.

### **Non-Compliance Policy**

Homeschool Teachers partner with families to educate students enrolled in our school. The partnership is effective if students and parents/guardians are actively participating in our program and meeting enrollment requirements. However, from time to time, a family or student may fail to meet some of these requirements and become non-

compliant.

Non-Compliance is defined as meeting one or more of the following criteria:

- Missing 2 or more assignments during a learning period
- Missing 1 or more attendance logs
- Missing a scheduled meeting after 2 attempts have been made to reschedule
- No communication after 3 attempts have been made
- Not submitting work samples when requested

In these instances, the school will initiate the non-compliance process:

**Step 1:** The HST will call & email the family when a concern or issue arises. The HST will clearly state why the family or student is in non-compliance and provide a 5-day plan for them to come back into compliance.

**Step 2:** If, after 5 school days, the family or student is still in non-compliance, the HST's Instructional Team Advisor will call & email the family and offer another 2 school days for them to come back into compliance.

**Step 3:** If, after 2 school days, the family or student is still in non-compliance, a letter will be emailed and sent via certified mail notifying the family they have an additional 5 school days to come into compliance.

**Step 4:** If, after 5 school days, the family or student is still in non-compliance, a second letter will be emailed and sent via certified mail notifying the family that an Administrative Conference Call has been scheduled to determine next steps.

**Step 5:** During the Administrative Conference Call the best course of action will be determined. This may include an Administrative Withdrawal of the family or student in non-compliance.

If at any point in time a family or student becomes compliant, the non-compliance process stops. However, if there is relapse in non-compliance, the process will pick back up at the point at which it was left off.

### **Work Samples**

To meet California Independent Study Guidelines, work samples are required and will be collected each Learning Period by your Homeschool Teacher. Students are required to submit work samples, as requested, to demonstrate and document their learning. Failure to provide work samples may jeopardize your child's enrollment status at the school.

### **Acceptable Work Sample Criteria:**

- Must be an original piece of work by the student demonstrating a good reflection of their learning and abilities
- Must be neat and legible
- Scanned samples are acceptable if they are clear and easy to read
- Must include the student's first and last name and full date at the top

- Must be completed and dated within the designated Learning Period
- Must be non-sectarian (non-religious)
- Photographs must include a summary of the learning from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them.

#### **Non-Compliant Work Samples Include:**

- Missing student's first and last name or the full date
- Name and date not matching the sample type (handwritten samples must have a handwritten name/date, type samples must have a typed name/date)
- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated outside of the Learning Period
- Worksheets from a sectarian publisher
- A photograph which does not include the student's summary of the project/concept
- Incomplete work or a list of answers without the accompanying questions

## **TESTING & ASSESSMENT**

Assessment data is critical to our school. Assessments are one indicator of student learning. Assessment data shows the effectiveness of our academic programs and also serves as a required part of the WASC accreditation and the charter renewal process.

WASC accreditation shows that a school has met and is maintaining a high level of standards. Furthermore, having WASC accreditation validates the integrity of the school's program for High School transfer students and transcripts for university acceptance. Many of our families put great value on WASC accreditation. In order to receive WASC accreditation, a school must go through a rigorous process of describing, demonstrating, and evaluating its instructional program through a school-wide action plan.

It is a wonderful accomplishment for a school to be accredited, but the work is never finished. Maintaining accreditation is an ongoing cycle of inquiry and improvement through regular assessment, planning, implementing, monitoring and reassessing changes made by the school.

Assessment data is also a critical piece in our charter renewal process. All charter schools are authorized by a sponsoring school district. The authorizer is granting permission to the petitioning organization to make their own independent decisions and operate their own school. In return, the charter school needs to demonstrate compliance with the essential terms of the charter, which include Ed Code, student achievement,

governance, reporting requirements, etc. Our school must remain in good standing with each authorizer. Without authorization, we have no charter! Authorizers gauge compliance and achievement with assessment data. Scores at the individual student level are never shared, and privacy of student names is maintained according to federal laws that protect students.

It is essential for the health of our school that all students participate in school-wide and state-mandated testing. We do our very best to listen to the needs of parents and students.

**State Standardized Tests – California Assessment of Student Performance and Progress (CAASPP)**

As students of a public charter school, our students participate in the following state standardized tests:

<b>Testing At a Glance</b>	
<b>PFT</b>	Physical Fitness Test - State assessment taken by grades 5, 7, and 9 once a year in the winter/early spring.
<b>CAASPP</b>	CA Assessment of Student Performance and Progress - Also referred to as the SBAC. State assessment given once a year in the spring to students in grades 3-8 & 11.
<b>ELPAC</b>	English Language Proficiency Test - State assessment taken once in the fall for newly designated EL Students (Initial ELPAC) and once in the spring for all EL Students (Summative ELPAC).
<b>CAST</b>	CA Science Test - State assessment taken by grades 5, 8, and once in High School in the spring during CAASPP Testing. <ul style="list-style-type: none"> <li>• High School students take this test during their last year enrolled in a science course or in 11th grade.</li> </ul>

Participation rates are critical to the success of our school. A public school is required to achieve a participation rate of 95% on all state testing. If a school has less than 95% of its students participate in any assessment, the school receives an academic performance penalty by the state of California.

School staff administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing are available

to parents that would like a copy through the Parent Portal.

Often our families have questions or concerns about the SBAC/CAST assessments. We want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We have created a Parent Testing site for this purpose. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

**ELPAC: Testing for English Language Learners**

California state law requires that the English Language Proficiency Assessments for California (ELPAC) be given each year to English Learners. The ELPAC is a test that measures how well a student can listen, speak, read, and write in English. The purpose of ELPAC is to ensure all students receive adequate support to become English language proficient in their grade level.

New students that have another language indicated besides English on their home language survey must be assessed. This includes TK students. Students that have been previously designated as English Learners at another public school (even if it was years ago) must be tested by law every year until they reach a level of proficiency and are reclassified as English proficient . At that point, they will no longer need to take the test.

**Internal Diagnostic: Star Assessments & Interim CAASPP Assessments**

Our school believes that ongoing assessments will help to inform and guide instructional practices. The Star Assessment is not designed to find flaws, but rather to build strength and skills necessary to become successful in the student's educational career.

We chose the Star Assessments because of its adaptive and non-adaptive nature. The Standards Mastery and the Diagnostic reports pinpoint students' needs down to the sub-skill level. The Star Assessment provides data-driven insights and support for successful implementation of standards. The homeschool teacher will provide the parents with the results of the Star Assessment, so the parent and teacher can collaborate to create a personalized learning plan for each student. These assessments will occur twice a year, once in the fall and spring of each year.

**RECORDS DEPARTMENT**

The Records Department supports families by maintaining student records and will process requests for various documents such as work permits, enrollment verification, report cards, and transcripts. Contact information: [records@sequoiagrove.org](mailto:records@sequoiagrove.org)

Document Requested	Expected Time of Processing
Work Permit	<ul style="list-style-type: none"> <li>● 2-3 Business Days</li> </ul>
Enrollment Verification	<ul style="list-style-type: none"> <li>● 2-3 Business Days</li> </ul>

Copies of Grades & Official/Unofficial Transcripts	<ul style="list-style-type: none"> <li>● 3-5 Business Days</li> </ul>
Copies of Cumulative File (Student Records)	<ul style="list-style-type: none"> <li>● 3-5 Business Days</li> </ul>

**Entertainment Work Permits:**

Families download the Application for Permission to Work in Entertainment Industry form DLSE 277 from the [CA Department of Industrial Relations Website](#)

Once the family fills out the top portion of the form they email the form to: [records@sequoiagrove.org](mailto:records@sequoiagrove.org)

The Records Department will receive this form and process within 2-3 business days. They will verify the student is active and currently working in compliance with the school's policies. After verification, the Records Department will sign, stamp, and provide the family with two copies. One will be sent via email, the other through regular US mail.

The family then has three options when submitting the completed application back to the CA Department of Industrial Relations.

- Online
- By Mail
- In-Person

**Non-Entertainment Work Permits:**

Families download a Statement of Intent to Employ a Minor and Request for Work Permit form CDE B1-1 from the CA Department of Industrial Relations Website. They may also obtain this form from their potential employer. Once the family fills out the top section of the B1-1 form they email it to [records@sequoiagrove.org](mailto:records@sequoiagrove.org)

The Records Department will receive this form and process within 2-3 business days. They will verify the student is active and currently working in compliance with the school's policies. After verification, the Records Department will fill out and sign the bottom portion of the B1-1 form and complete form B1-4, which is the actual permit. Both forms will then be mailed to the family.

**Concurrent, College Enrollment**

For all concurrent, college enrollment requests, please send applications and inquiries to your Guidance Counselor. There is a minimum five (5) business day turnaround for these applications, so please plan accordingly.

**HARASSMENT**

It is school policy to prohibit harassment by any means, including but not limited to:

sexual, physical, verbal, written, electronic, mental, emotional and visual harassment, intimidation, bullying, and cyberbullying. Whether direct or indirect, such intentional acts substantially harm and interfere with a student's education, threaten the overall educational environment, and disrupt the operation of school.

Harassment for any reason including, but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is a violation of both state and federal law. Verified harassers may face loss of computer or other special privileges, suspension, or expulsion. Any disciplinary action will be determined by the school administrators and board of directors. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials. Harassers may also be subject to civil and criminal liability for any such unlawful behavior.

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. For these types of complaints, the School will follow the [Title IX Policy](#) processes and procedures, which may be found in the [School's Title IX Sexual Harassment Policy and Grievance Procedures](#).

The school will take measures against harassment. This includes any act that takes place on or immediately adjacent to the location of any school event, at any school-sponsored activity, on school-provided transportation, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interfere with the rights of students to be secure.

In situations in which electronic or cyberbullying originates from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be so severely disruptive of the educational process that it markedly interrupts or severely impedes the student learning.

It is important to understand that jokes, stories, cartoons, nicknames, the sending or posting of inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and comments that violate school, state, and federal law may be offensive to others and will not be tolerated.

If you feel you have been a victim of harassment or are being bullied, inform your Homeschool Teacher or school administrator immediately. Keeping quiet or ignoring the problem will not make it go away. The teacher or school administrator will document the events, contact the appropriate parties, and appropriate steps will be taken.

Lake View Charter School is committed to fostering an educational environment that is safe, welcoming, and free from stigma and discrimination for all students, regardless of gender identity or expression; facilitating compliance with local, state and federal laws concerning bullying, harassment, privacy and discrimination; and ensuring that all students have the opportunity to express themselves and live authentically.

Lake View Charter School Governing Board approved a Transgender and Gender Nonconforming Students Policy. To review the policy, please visit the school's board webpage.

## **EXPULSION & SUSPENSION**

This Pupil Suspension and Expulsion Policy and Procedures have been established in order to promote learning and protect the safety and well-being of all students at LVCS. In creating this policy, LVCS has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* LVCS is committed to an annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

Please see LVCS's website for the board approved policy.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [Note: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31

of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

### **Disclaimer and Acknowledgments:**

1. The school reserves the right to modify its policies at any time.
2. All items, devices, and resources issued by the school are school property. School property must be returned or relinquished to the school upon request or departure from the school.
3. The school reserves the right to issue penalties (e.g. denial of access to resources, withholding of transcripts) or seek legal remedies in response to non-compliance.
4. Access to school technology, resources and support is a privilege, not a right. These privileges are offered at the discretion of the school.
5. The school will not be held liable for the information or data retrieved, stored, or transmitted by means of the school-owned or operated resources, devices, networks, or systems.
6. Users should not have an expectation of privacy in the use of school resources, email, systems, or networks.
7. Illegal activities performed using school devices, networks, and systems may be reported to the proper authorities when discovered.
8. The school will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries.
9. School issued property reported as lost, missing or stolen may be remotely tracked, located and/or disabled at the discretion of the school.
10. The school may confiscate and search any school technology in the event of policy
11. The school is not in any way an Internet Service Provider.

## **ACRONYM GUIDE**

504 - A customized education plan for students with physical or mental impairments that legally ensures they will be treated fairly at school.

A-G - Refers to the college entrance requirements set forth by the University of California (UC) and California State University (CSU) systems.

CAASPP - California Assessment of Student Performance and Progress

CAST - California Science Test

CELDT - California English Language Development Test

ELA - English Language Arts

ELD - English Language Development

ELPAC - English Language Proficiency Assessment of CA

GenEd - General Education (as opposed to Special Education)

HDC - Household Data Collection

HS - High School

HQT - Highly Qualified Teacher

HST - Homeschool Teacher

IGP - Individualized Graduation Plan

ITA - Instructional Team Advisor

LC - Learning Coach

LP - Learning Period

MA - Master Agreement

MTSS - Multi-Tiered System of Supports

PFT - Physical Fitness Test

POR - Proof of Residence

RTI - Response to Intervention

SAI - Specialized Academic Instruction (provided by SPED)

SLP - Speech-Language Pathologist

SPED - Special Education

SSID - Statewide Student Identifier

SST - Student Success Team

VAPA - Visual and Performing Arts

WASC - Western Association of Schools and Colleges

WS - Work Sample

## **SCHOOL CALENDAR**

As a public charter school, we offer families full-time, continued enrollment throughout the entire school year.

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events - Dates TBD						
Community Opportunities						
Field Trips						



School Year Dates	
Aug 1	Teachers Return to Work
Aug 15	First Day of School
Jan 11	End of Semester 1
Jan 18	Report Cards Due
May 26	Last Day of School
Jun 1	Report Cards Due
Jun 2	Last Teacher Day

Non-Instructional Days	
Sep 5	Labor Day
Nov 11	Veteran's Day
Nov 21-28	Fall Break
Dec 22-Jan 6	Winter Break
Jan 16	Martin Luther King, Jr. Day
Jan 27	Staff In-Service
Feb 17	Lincoln Day
Feb 20	Washington Day
Apr 3-10	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

Learning Period Dates	
LP1	8/15-9/16
LP2	9/19-10/14
LP3	10/17-11/10
LP4	11/14-1/11
LP5	1/12-2/10
LP6	2/13-3/10
LP7	3/13-4/14
LP8	4/17-5/26

School Accountability	
Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Testing Windows						
Feb-Mar						PFT Testing for 5, 7, 9
Mar-May						SBAC Testing
Fall, Win, Spr						Assessments

  School Closed

  Last Day of Semester 1

  Report Cards

  First & Last Day of School



## SIGNING OF RECEIPT & ACKNOWLEDGEMENT

By signing, you are agreeing to the policies and procedures of the Parent Student Handbook including, but not limited to:

- Registration Requirements

- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage
- Testing & Assessments
- Behavioral Expectations
- Instructional Amounts & Learning Plans
- Academic Integrity
- Field Trip Guidelines

**User Agreement:**

I have read, understand, and will abide by the above **PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY** while using any school technology and other electronic resources issued, owned or operated by the school. I also give permission to collect verifiable personal information from my child (under 13 years of age) to be in compliance with the Children's Online Privacy Protection Act (COPPA). I further understand that any violation of the policies above are considered unethical and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement, I understand my access to any school resource may be limited or revoked, and disciplinary and or legal action may be taken.

**BY SIGNING** THE PARENT/STUDENT HANDBOOK SIGNATURE OF RECEIPT AND ACKNOWLEDGEMENT SECTION, **PARENT(S)/GUARDIAN(S) & STUDENT AGREE THEY HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS WITHIN THIS PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

Date

\_\_\_\_\_

<b>Stipend Chart</b>	
<i>Stipends are a fixed sum of money paid as an allowance in addition to regular pay for performing additional duties above and beyond the job description. In order to offer the stipend pay, the additional duties must be defined and outside of the job description scope of work.</i>	
Stipend Position	Amount per Year/Semester
Elective Class (min 15 students) 1 day/week	\$1500/semester
Elective Class (min 15 students) 2 days/week	\$2500/semester
Adventure Academy Class 1 day/week, 4 weeks	\$300
Adventure Academy Class 1 day/week, 8 weeks	\$600
Parent Education Class Series, 1 hour class/week, 4 weeks	\$300
Parent Education Workshop, one 75 minute presentation, offered 3 times	\$300
Substitute Teacher, One 45-60 minute class	\$40
California Healthy Youth Act Coach	\$2500/semester
Military Science CACC Teacher	\$5000/semester
Staff Wellness Coach	\$1500/semester
Universal Pre-Kindergarten Specialist	\$3,500
New Teacher Training (July)	\$750
NJHS & NHS Advisor	\$2,500
Academic Decathlon Stipend	\$5,000
New Teacher Mentor Teachers	\$500/teacher/semester
Extended School Year (ESY)	\$3,500
Diversity and Inclusion Advisor	\$3,500
Curriculum Specialist	\$3,500
Testing	\$100-\$1000
Special Projects	\$100-\$3,500

\* Stipends are subject to budget and Charter need



## **Independent Study Board Policy**

Lake View Charter School (hereinafter “Charter School”) may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully in accordance with applicable law.

The purpose of the Charter School Governing Board approving this Independent Study Policy is to accomplish the following:

1. Establish the Time in Which an Assignment Must Be Completed
2. Establish the Procedure for Placement Determination
3. Outline What Must Be Included in a Current Written Agreement
4. Outline How Average Daily Attendance Will Be Calculated
5. Establish Compliance with the Education Code
6. Establish the Implementation of the Independent Study Policy

The Executive Director or designee retains discretion to approve independent study written agreements for students. The Charter School will provide appropriate services, supports, technology and resources to enable students to complete their independent study program successfully. ~~These~~ The following independent study policies have been established by Charter School in alignment with Education Code “EC” § ~~51745- 51744~~ et seq., ~~updated to meet the requirements of Assembly Bill 130 (2021) and Assembly Bill 167 (2021)~~, and adopted pursuant to ~~Education Code~~ (“EC”) § 51747 and 5 C.C.R. § 11701. The following policies are effective as of the start of Charter School’s ~~2021-22~~ 2022-23 school year:

- 1) For each student in independent study, Charter School will assign a certificated employee to coordinate, evaluate, and provide general supervision of the student’s independent study instruction. (EC § 51747.5(a).)
- 2) For students in independent study in any grade level, the maximum length of time that may lapse between the time an independent study assignment is made and the date by which the student must complete the assigned work is twenty (20) schooldays. (EC § 51747(a).)
- 3) When any student fails to complete two (2) assignments during any period of twenty (20)

school days or fails to make satisfactory educational progress, the Charter School (e.g., Director of Academic Program) will conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study, or whether the student should return to or otherwise be placed in a regular in-person school program. For purposes of conducting the evaluation in Section 3, a student is deemed to be making satisfactory educational progress if the student is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their individualized education program (“IEP”). The Executive Director or designee is responsible for making this determination of satisfactory educational progress based on all of the following indicators:

- a. The student’s achievement and engagement in the independent study program, as indicated by the student’s performance on student-level measures of student achievement and student engagement set forth in EC § 52060(d)(4)-(5) (as described below):
- o Pupil achievement and engagement, as measured by all of the following, as applicable:
  - Statewide assessments that are part of the California Assessment of Student Performance and Progress (a.k.a., “CAASPP”, or any other subsequent assessment as certified by the state board of education).
  - The percentage of pupils that have successfully completed courses that satisfy the requirements for entrance to the University of California and California State University;
  - The percentage of pupils who have successfully completed courses that satisfy the requirements for career technical education sequences or programs that align with state board-approved career technical education standards and frameworks;
  - The percentage of pupils who have successfully completed both the university entrance and career technical courses specified above;
  - The percentage of English learner pupils who make progress toward English proficiency as measured by the English Language Proficiency Assessments for California (“ELPAC” or subsequent assessments of English proficiency certified by the state board).
  - The English learner reclassification rate.
  - The percentage of pupils who have passed an advanced placement exam with a score of “3” or higher; and
  - The percentage of pupils who demonstrate college preparedness pursuant to the Early Assessment Program (or any subsequent assessment of college preparedness).
- o Pupil engagement, as measured by all of the following, as applicable:
  - ☞ School attendance rates.
  - ☞ Chronic absenteeism rates.

☞ Middle school dropout rates.

~~e~~ High school dropout rates; and

~~e~~ High school graduation rates.

b. The completion of assignments, assessments, or other indicators that show the student is working on assignments.

c. Learning required concepts, as determined by the supervising teacher.

d. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher. (EC § 51747(b)(2).)

A written record of the findings of any evaluation will be maintained in the student's permanent record. This record will be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record will be forwarded to that school. § 51747(b.)

4. Charter School will provide content to students aligned to grade level standards that is ~~provided at a level of quality and intellectual challenge~~ substantially equivalent to in person instruction. For high schools, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (EC § 51747(c).)

5. The Charter School has adopted Tiered Reengagement Strategies for the following pupils:

~~a. If a~~ All students who are not ~~generating attendance for is non-participatory in "synchronous instruction" for more than 50 percent of the scheduled times per school month, as applicable, or 20-10 percent of required~~ minimum instructional time over four continuous weeks of ~~a local educational agency's~~ the Charter School's ~~the school's~~ approved instructional calendar;

~~b. s~~ Students found not participatory in ~~synchro~~ non ~~syn~~ chronous instructional offerings pursuant to EC § 51747.5, for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or ~~for~~

c. students who are in violation of their independent study written agreement pursuant to EC § 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following: ~~Charter School shall:~~

- o Verify the student's current contact information.
- o Notify the student's parent or guardian of the student's lack of participation within one school day of the recording of a non-attendance day or lack of participation (e.g., via email, message, text, telephone, letter, etc.);
- o Reach out to the student directly and/or parent(s) or guardian(s), as well as health and social services as necessary, to determine the student's needs for reengagement; ~~and~~
- o If the student has failed to complete two (2) assignments during any period of twenty (20) schooldays or is failing to make satisfactory educational progress as defined in Section 3

herein, the Charter School will schedule a pupil-parent-educator conference (a meeting involving all individuals who signed the student’s written agreement) to review the student’s written agreement and reconsider the independent study program’s impact on the student’s achievement and well-being. ~~(EC § 51747(d))~~ and implement any Charter School programs intended to address chronic absenteeism, as applicable. (EC § 51747(d)).

~~5.6.~~ Based on each student’s grade level, Charter School will schedule and offer opportunities for synchronous instruction and daily live interaction at least as frequently as set forth in subsections a-c below. (EC § 51747(e).)

“Live interaction” means interaction between the student and Charter School staff, and may include peers, to maintain school connectedness. Examples of live interaction include check-ins, progress monitoring, provision of services, and instruction, and live interaction can be in-person or in the form of internet or telephonic communication.

“Synchronous instruction” means classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by, a teacher or teachers of record employed by the local educational agency and involving live two-way communication. (EC § 51745.5.)

- For students in grades TK-3, inclusive, the Charter School will offer opportunities for daily synchronous instruction
- For students in grades 4-8, inclusive, the Charter School will offer opportunities for weekly synchronous instruction and for daily live interaction.
- For students in grades 9-12, inclusive, the Charter School will offer opportunities for weekly synchronous instruction.

Charter School will document each student’s participation in live interaction and synchronous instruction pursuant to EC § 51747 on each school-day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction on a school day shall be documented as non-participatory for that school day for purposes of pupil participation reporting and tiered reengagement pursuant to EC § 51747. (EC § 51747.5(c).)

~~2.7.~~ A student’s parent or guardian may request their student return to in-person instruction from independent study by making a written request to the Executive Director or their assigned teacher of record. If there is such a request, Charter School will offer to help the student enroll in the in-person program offered by their district of residence within five (5) schooldays. (EC § 51747(f).)

~~6.8.~~ A current written independent study agreement for each independent study student will be maintained on file. Each written agreement will contain the following:

- a. The manner, time, frequency, and place for submitting a student’s assignments, for reporting the student’s academic progress, and for communicating with a student’s parent or guardian regarding a student’s academic progress.

- b. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
- c. The specific resources, including materials and personnel, which will be made available to the student. These resources will include confirming or providing access to all students to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement will be valid for any period longer than one school year.
- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the student's IEP or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), students in foster care or experiencing homelessness, and students requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to EC § 48915 or 48917, the agreement also will include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction. (EC § 51747(g).)
- i. Charter School will comply with the signature requirements for independent study written agreements set forth in EC § 51747(g)(9), including:

~~I. For the 2021-22 School Year Only: Charter School will obtain a signed written agreement for an independent study program of any length of time from the student, or the student's parent or legal guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student no later than 30 days after the first day of instruction in an independent study program or October 15, whichever date comes later.~~

~~Beginning in 2022-23 School Year and Thereafter (Must Obtain Signatures Before~~

~~Independent Study Instruction):~~ Each independent study agreement will be signed, prior to the commencement of independent study, by the student, the student’s parent, legal guardian, or care giver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having personal responsibility for the special education programming of the student, as applicable~~all persons who have direct responsibility for providing assistance to the student.~~ For purposes of this paragraph, “care giver” means a person who has met the requirements of Part 1.5 (commencing with Section 6550) Division 11 of the Family Code.

~~Upon the request of the parent or guardian of a student,~~ Before signing a written agreement, the parent or guardian of student may request that pursuant to EC § 51747, the Charter School will conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options for learning. (EC § 51747(h)(2).)

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

~~b.~~

Additional Independent Study Requirements:

- a. Charter School will not provide any funds or other thing of value to the student or his or her parent or guardian that a school district could not legally provide to a similarly situated student of the school district, or to his or her parent or guardian. (EC § 51747.3(a).)
- b. An individual with exceptional needs, as defined in Section 56026, may participate in independent study, if the pupil's individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation. If a parent or guardian of an individual with exceptional needs requests independent study pursuant to paragraph (5) of subdivision (a), the pupil's individualized education program team shall make an individualized determination as to whether the pupil can receive a free appropriate public education in an independent study placement. A pupil's inability to work independently, the pupil's need for adult support, or the pupil's need for special education or related services shall not preclude the individualized education program team from determining that the pupil can receive a free appropriate education in an independent study placement. No student with exceptional needs, as defined in EC § 56026, may participate in independent study unless the student's IEP specifically provides for that participation. (EC § 51745(c).)
- c. A local educational agency may claim apportionment credit for independent study only to the extent of the time value of pupil work products, as personally judged in each instance by a certificated teacher employed by the local educational agency, or the combined time value of pupil work product and pupil participation in synchronous instruction Charter School may claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher as set forth in EC § 51747.5(b).
- d. Charter School will maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades. (EC § 51747.5(d).)
- e. Records of the independent study program will be maintained for audit purposes and shall include the following:
  - i. A copy of the independent study board policies.
  - ii. A separate listing of the students, by grade level who have participated in independent study identifying units of the curriculum attempted (also known as the "course of study") and units of the curriculum completed by students, as specified in their written agreements.
  - ~~iii.~~ iii. A file of all written agreements, with representative samples of each student's work products ~~and a signed acknowledgement by the supervising teacher indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.~~
  - ~~iii-iv.~~ iii-iv. A daily attendance register, as appropriate to the program in which the students are enrolled, separate from classroom attendance

**Commented [LC1]:** This language is technically still in the regulations, but the Education Code has been updated to remove the requirement for signature or initials on the work products.

records, and maintained on a current basis as time values of student work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different individuals.

~~iv.v.~~ Any other documents charter schools are required to maintain as required by ~~law~~. (5 C.C.R. § 11703.)

Charter School will comply with all applicable law regarding independent study, including ADA-to-certificated teacher ratio requirements. (EC § ~~51745.6~~ ~~51745~~ ~~\_et seq.~~; 5 C.C.R. § ~~11700-11704~~ ~~et seq.~~)

1. Average Daily Attendance: It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:

- a. Students will initial “Monthly Independent Study Log” on the school days where they have completed school work Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: “By signing this log, I verify that my student completed school work on these days.”

**Commented [LC2]:** You do not have to include these in the policy, but you will also need 1) contemporaneous records of daily engagement of student on educational activities required by the school on days that school is actually taught in the charter school; 2) participation/non-participation records for synchronous instruction and live interaction



# ~~2022-2023-2021-2022~~ ENGLISH LEARNER MASTER PLAN

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## Master Plan for Services to English Learners ~~2021-2022~~ 2022-2023

Lake View Charter School aims for outstanding programs for all our students. English Learners have enormous challenges but also have the opportunity to develop the asset of bilingualism within a global community. They face the double task of learning the challenging state standards and mastering a new language.

To make sure we reach optimal results for English Learners we developed this Master Plan to ensure that they ~~have access to all the supports necessary to gain~~ ~~learn~~ English language proficiency, ~~have full access to a challenging academic curriculum, and that they build the multicultural proficiency that is necessary in today's complex and challenging world.~~ This plan is a practical guide for all staff to ensure that we provide consistent, coherent services to each and every English Learner in our school. We are all expected to follow the plan, and it provides specific ways for us to hold ourselves accountable for obtaining optimal results.

This plan describes how we identify, serve and support students who initially enroll in our school with limited proficiency in the English language. The plan sets forth six goals for this work:

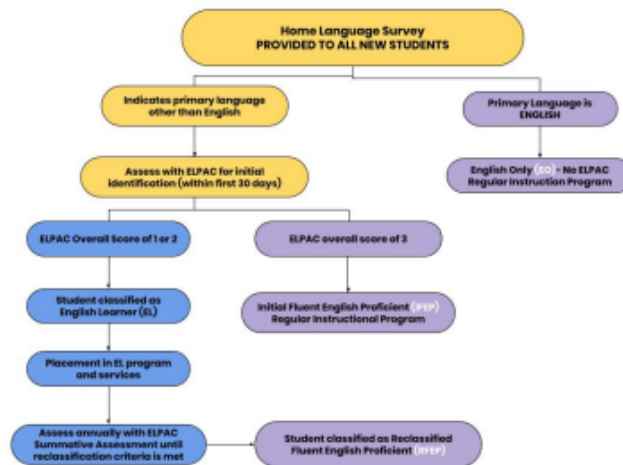
1. English Learner (EL) programs will be fully implemented.
2. Parents of English Learners and Reclassified Fluent English Proficient Students (RFEPs) will participate meaningfully in their children's education.
3. English Learners will master the English language as efficiently and effectively as possible.
4. English Learners will achieve academic success comparable to English Only (EO) students.
5. English Learners and Reclassified Fluent English Proficient Students will be at no greater risk for school failure than English Only Students.
6. Form an English Learners Advisory Committee to foster a better involvement of EL parents, thereby increasing academic achievement of the EL population, advise the School Board, principal, and EL Coordinator, on issues pertaining to English Learners (ELs), assist in the development of the school's needs assessment and Language Census Report, and provide input on formal school plans, such as WASC self study and LCAP.

### Identification Tools:

- ~~Home Language Survey upon enrollment, CALPADS and cumulative folder.~~

## Initial Identification:

### Step 1: Registration, including Completion of the Home Language Survey



Upon enrollment, parents complete a Home Language Survey or HLS as required by state law. This survey is completed the first time the parent enrolls the child in Lake View Charter School and the results are maintained thereafter in the charter school’s student information system and the English Learner folder in the child’s cumulative record.

If the answers to Items 1, 2, 3 on the HLS are “English”, the child is classified as English Only or EO. The parent is notified of the result and is given an explanation of the placement options open to the student. The default option is Mainstream English.

If Item 1, 2, or 3 on the Home Language Survey is answered with a language other than English, the child is tested for English proficiency. (Continue to Step 2)

However, if the parent’s response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student’s home language. If there is evidence of significant non-English exposure, then the pupil must be administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

**NOTE:** When reasonable doubt is established, the school must annotate the HLS to document the reasons for ELPAC administration. The school administrator/designee must sign and date the annotations provided.

The parent has the right to amend the HLS at any time. However, if the student has already been administered the initial ELPAC, any changes to the HLS will not affect the student’s official language classification. If the parent amends the HLS prior to initial ELPAC administration, the school must honor the changes made while continuing to take reasonable doubt into consideration, given the probable impact of the change relative to the parent’s or student’s observed linguistic behavior.

Parents who enroll their child in Pre-Kindergarten must complete the HLS as part of the

enrollment process. The first HLS (e.g., Pre-K) on file for a student supersedes all HLS forms completed at later times. Therefore, the answers provided on the **initial** HLS are documented permanently in CALPADS.

<b>Assessment</b>	
Initial ELPAC	Within 30 days of enrollment: July 1-June 30
Initial ELPAC score report and Notification Letter will be mailed, after testing. See Appendix 1	
Summative ELPAC	Given to current EL students Feb 1- May 31

## Step 2: English Language Proficiency Assessment

State regulations require that if the student’s Home Language Survey indicates that a language other than English is used at home in Item 1, 2, or 3, the student’s English language proficiency level must be assessed and given the results (pending an extension from the state) within 30 calendar days of initial enrollment.

The ELPAC is a standardized language proficiency test designed to measure the English proficiency of non-native speakers in four areas: Listening, Speaking, Reading and Writing. The child receives a score for each part of the test that is taken (Listening, Speaking, Reading, and Writing) as well as an overall score. The score types include scale scores and proficiency levels.

School staff calculate a preliminary score for the purpose of determining the default program and placement options. These results, including proficiency level results for each subtest, are communicated to the parent on the Parent Notification of English Language Testing Form. The assessment is also forwarded by the EI Coordinator for official scoring. These official results override the informal scoring if the scores differ. The official results are sent to the parent within 30 days of receipt by the school. ELPAC results are maintained in the student’s English Learner folder inside the cumulative folder, and in the school’s student information system for future use in the monitoring of student progress and in the program evaluation.

If an Individual Education Plan (IEP) team has determined that a student is unable to take all or part of the ELPAC, the student will be given a California Department of Education (CDE) approved alternative assessment.

The School will annually assess the ELP and academic progress of each English learner. The School shall administer the ELPAC summative assessment during the annual summative assessment window.

When administering an initial or summative ELPAC assessment to a pupil with a disability, the School shall provide designated supports or accommodations, in accordance with the student’s individualized education plan (IEP) or Section 504 plan. When a student’s IEP or Section 504 plan specifies that the student has a disability that precludes assessment such that there are no appropriate accommodations for assessment in one or more of the listening, speaking, reading, and writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student.

When a student’s IEP team determines that the student has a significant cognitive disability such that the student is unable to participate in the initial or summative assessment, or a Section of either test, even with resources, the student shall be assessed as specified in the student’s IEP.

On the basis of the English language assessment, students are classified as either English Learner (EL) or Initially Fluent English Proficient (IFEP).

<p><b>IFEP: Initial Fluent English Proficient</b></p>	<p>Students at this level have <b>well developed</b> oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Bridging” proficiency level as described in the 2012 <i>California English Language Development Standards, Kindergarten Through Grade Twelve (2012 ELD Standards)</i>.</p>
<p><b>Intermediate English Learner</b></p>	<p>Students at this level have <b>somewhat developed to moderately developed</b> oral (listening and speaking) and written (reading and writing) skills. This level captures a broad range of English <u>learners, from those who can use English only to meet immediate communication needs to those who can, at times, use English to learn and communicate in meaningful ways in a range of topics and content areas.</u> They may need some degree of linguistic support to engage in familiar social and academic contexts (depending on the student, the level of support needed may be moderate, light, or minimal); they may need substantial-to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the entire “Expanding” proficiency level and to the lower range of the “Bridging” proficiency level as described in the 2012 <i>ELD Standards</i>.</p>
<p><b>Novice English Learner</b></p>	<p>Students at this level have <b>minimally developed</b> oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate</p>

	linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level as described in <u>the 2012 ELD Standards</u> .
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**NOTE:** Students classified as IFEP are not eligible to receive EL services and will receive grade-level instruction in an instructional program designed for Native-English and Fluent-English speakers.

IFEP Students - The parents of IFEP students are informed of the results and given the same program options as those given English only students- the default program is Mainstream English. Placement is made on the same basis as for EOs.

*English Learners* proceed to primary language assessment. Parents of ELs will be notified each year of their child’s current language classification along with the annual assessment results. A student will remain an EL until he or she has met the criteria for reclassification.

### Step 3: Parent Notification of Results

#### Parent Notification of Initial Assessment Results and Program Placement

Parents of students (ELs and IFEPs) who are administered the **initial** ELPAC will receive official notification informing them of their child’s:

- Initial English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

In addition to the above, parents must also receive information regarding the:

- Various instructional program options, educational strategies, and educational materials to be used in each program
- Reclassification, or program exit, criteria
- Instructional program for ELs with a disability (with an IEP) and how such a program will meet the objectives of the IEP
- Expected rate of graduation for ELs

#### Program Placement/Instructional

- **English Language Mainstream (ELM)**—A classroom setting for English learners who have acquired reasonable fluency in English, as defined by the school district. In addition to ELD instruction, English learners continue to receive additional and appropriate educational services in order to recoup any academic deficits that may have been incurred in other areas of the core curriculum as a result of language barriers.

- **Core Instruction in English**
- **Daily Leveled ELD** for 30 – 60 minutes based on the student need and level independently at home one or more of the foundational offerings with teacher monitoring progress.
- **SDAIE** strategies/vocabulary development will be embedded in curriculum and enhanced with teacher support in person or during online sessions. (SDAIE Strategies for English Learner Intervention is attached).
- Monitor student progress and evaluate programs regularly.
- Designated ELD Direct Instruction Classes—via a virtual online platform.
- ~~Reading Eggs provides a comprehensive range of research-based online reading lessons, activities and books that teach children aged 2–13 the literacy skills needed for a lifetime of reading success. The comprehensive reading program is grounded in solid educational research and covers the five pillars of reading—phonics, phonemic awareness, vocabulary, comprehension, and fluency. Provided with a minimal cost. All Access online curriculum to provide supports in listening, speaking, reading, and writing.~~
- In addition, any other school-provided foundational offerings.

#### Step 4: Program Placement

The following process is used to identify the most appropriate program for the English Learner. ELPAC results indicate whether the student is *reasonably fluent in English* or not.

The criteria for reasonable fluency in English are the same as the criteria for “Probably English Proficient” in the ELPAC Scoring Guide. They include:

1. Student’s *overall* proficiency level is Early Advanced or higher, *and*
2. Proficiency in *each* skill area is Intermediate or higher. The skill areas are Listening, Speaking, Reading, and Writing (Kindergarten through 12th grade).

If the child is *reasonably fluent in English* by these criteria, then the default placement is the *mainstream English program*. Additional support services may be recommended, as appropriate. The child will normally continue in this placement until reclassified. Support services in the mainstream program must include English Language Development and may include one or more of the following:

- Content instruction using SDAIE strategies
- Specialized instruction by an English Learner Development teacher
- Participation in Benchmark, Strategic, or Intensive interventions in variety of setting based on student need

#### AT RISK EL STUDENTS & LTEL’s (Long Term English Learners)

Lake View will annually run a list of the at risk ELs ( 4-5 years as an EL) and our LTELs (6+ years as EL) and work with HSTs to strongly encourage the following supports:

\* Automatic access to ~~All-Access curriculum Moby Max or Language Live.~~ Intervention classes offered to support reading comprehension and fluency.

~~\*Virtual Reading Comprehension virtual classes offered by qualified instructors \*Reading Horizons option~~

\*ELD Support Class option

\*School's EL designee will collaborate with HSTs and parents to determine best practices to encourage and support each student to show English fluency and be able to reclassify

## **STAFFING**

Per state and federal law all teachers of our EL students hold a valid CA teaching credential with authorization to instruct English Learners. This CLAD or English Learner authorization is met through coursework completion, passing scores on the 3 CTEL examinations. EL students are not assigned to teachers who have not yet earned this authorization, or, as in the case of a new teacher, with a preliminary credential, who is still working to clear their credential. Lake View will:

- Ensure appropriate assignments of teachers for English Learners
- Recruit qualified EL certified teachers through position postings
- Assure that teachers hold proper California Teacher Credentialing (CTC) authorizations
- Provide opportunities for teachers who do not hold appropriate certification to enroll in training

## **PROFESSIONAL DEVELOPMENT FOR STAFF AND ADMINISTRATORS ON INITIAL IDENTIFICATION, PLACEMENT, AND RELATED PARENTAL RIGHTS/INFORMED CONSENT**

Lake View Charter School is committed to providing ongoing annual professional development for administrators and staff, including special education teachers and staff, on legal requirements and school procedures relating to the implementation of the identification and placement requirements of this *English Learner Master Plan*, including but not limited to:

- Initial identification
- Placement options and procedures
- Communicating assessment results to families effectively
- Parental rights and informed consent regarding initial identification and placement, including the parental exception waiver process.

Those who must participate in the training include but are not limited to: administrators, teaching staff, counselors, Enrichment Center staff, staff members who work with ELs' student records, office staff members responsible for registration, special education teachers, paraprofessionals and specialists, and other support staff as necessary. The training places special emphasis on sensitivity to parents, including how to make parents feel welcome, and how to ensure that they are truly informed and able to take an active role in the process of determining the appropriate instructional program for their child.

The professional development offered will be designed to improve the instruction and assessment of ELs; designed to enhance the ability of teachers, principals and other school leaders to understand and implement curricula, assessment practices and measures and instructional strategies for ELs; effective in increasing the student's English language proficiency or substantially increasing the teacher's subject matter knowledge, teaching knowledge and teaching skills as demonstrated through classroom observation.

## **INITIAL ELPAC-ELAS CORRECTION POLICY AND PROCESS**

Local Educational Agencies are allowed to make one correction per student per lifetime to an English Language status. This process can be used if a parent/guardian or certificated employee of the LEA requests a review of the student's classification on the basis of the results of the Initial ELPAC. Typically, the process will be used if a parent/guardian or certificated employee can provide evidence that a student who was classified as English Learner (EL) after taking the Initial ELPAC should be classified as Initially Fluent English Proficient (IFEP). This process must occur before the first administration of the Summative ELPAC starting in February.

If a student was tested with the initial ELPAC and was designated EL but, based on evidence and observation, you feel that they are proficient in English, the HST can request a status correction to IFEP (Initially Fluent English Proficient).

1. HST submits the Google Survey--ELAS Correction
2. If the request is approved for further review, HST will receive an Evidence Form.
3. HST and family review the examples of possible evidence for a student's grade span.
4. HST and family gather appropriate, grade-level evidence in all domains to illustrate student's English Language Proficiency
5. Complete the Evidence Form, signed by HST and Parent, then email, along with evidence, the EL Coordinator.

## **RECLASSIFICATION**

Lake View Charter School reclassifies EL students to Reclassified English Fluent Proficient (RFEP) at the point when specialized language and academic support services are deemed no longer needed for ELs to be successful in their educational program at a level commensurate to non-ELs. This decision is made using criteria that include assessment of English language proficiency using the ELPAC, Star 360 reading assessment, Smarter Balanced Assessment Consortium (SBAC) or California Alternative Assessment (CAA) scores in English-Language Arts, teacher evaluation, and parent consultation.

Once ELs are reclassified, they retain RFEP status for the rest of their educational careers. However, the academic progress of RFEP students must be monitored for a minimum of four years, as required by state and federal guidelines, and if their continued linguistic and academic performance declines or stalls, interventions are provided to ensure that these students reach and maintain grade level academic proficiency. A full description of the reclassification process is detailed below.

ELPAC proficiency level, in addition, common, grade-level standards-based assessments and English language development (ELD) assessments are examined to determine if the student is able to function at a level commensurate with his or her English-speaking peers.

### **Reclassification Policy, Criteria, and Process:**

Lake View Charter School's Director of ELD, in conjunction with teacher input, will specifically

evaluate students who are potentially qualified for reclassification. This will occur upon release of ELPAC scores by the state.

Per California Department of Education recommendations and requirements, EL Reclassification will be based on the following four criteria:

- 1) ELPAC Score - Student must have an Overall Performance Level score of 4 (the statewide standardized ELP criterion), ~~with no more than one subscore of 2.~~
- 2) Teacher Evaluation - Student progress as observed by the teacher, as well as student's grades/progress indicators in English. The grade must be a C or higher. Progress in standards must be Meeting or Exceeding Expectations.
- 3) Parent Opinion and Consultation - Parents will be invited to and are strongly encouraged to participate in a phone conference, as noted in the Parent Notification Letter of Reclassification.
- 4) English Language Proficiency - EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the STAR ~~360~~ Assessment (Standard Nearly Met) or ELA SBAC scores (Standard Nearly Met) . ~~The cut score requirements/criteria are indicated in the chart below:~~

	CAASPP or Star Reading Assessment
Level 1	Standard Not Met
Level 2	Standard Nearly Met
Level 3	Standard Met
Level 4	Standard Exceeded

Updated 3/25/2021 Criterion 4 for EL Master Plans				
Grade	SBA (ELA) Performance Level		Star-Reading (Star-Enterprise Scale Score)	Star-Early Literacy (Star-Enterprise Scale Score)
TK/K	n/a		78	or 634
1	n/a		166	or 776
2	n/a		338	N/A
3	Standard nearly met	o f	445	N/A

4	Standard nearly met	o f	531	N/A
5	Standard nearly met	o f	600	N/A
6	Standard nearly met	o f	692	N/A
7	Standard nearly met	o f	773	N/A
8	Standard	o	858	N/A
9	nearly met n/a	f  o f	919	N/A
10	n/a		958	N/A
11	Standard nearly met	o f	993	N/A
12	n/a		1080	N/A

**Process**

1. The ELD coordinator will complete the Reclassification Form for students who meet the first criteria. (Appendix 2).
2. Form will then be sent to the teacher for further input and completion of grades, test scores, etc.
3. If a student meets criteria 1, 2, and 4, a Parent Notification Letter of Reclassification will be sent to the parents, inviting them to a phone conference where they can consult with the Director of ELD and/or teacher, and their child. See Appendix 3
4. At this point, if everyone is in agreement, the student is then redesignated RFEP. 5. If a student has not met criteria 1, 2, or 4, they will remain EL and will be reevaluated the next school year.

**RECLASSIFYING ENGLISH LEARNERS WITH DISABILITIES**

The reclassification criteria and process are the same for Special Education students being considered for reclassification, except in those cases where the IEP team feels that the student’s disability, more so than a language barrier, is the reason why the student is not qualifying for reclassification. In such cases, it is the responsibility of the IEP team, case carrier, or teacher to initiate contact with the Director of ELD to consider the alternative reclassification criteria and form. The IEP team, to include parents and the Director of ELD, will discuss and complete the form. If the student is found to meet these criteria, he/she will then be reclassified to RFEP and four-year monitoring will commence, as with all other RFEP

students. See Appendix 4

### **RFEP Monitoring**

Per the California Department of Education requirements, once a student is reclassified as RFEP, they are no longer required to take the summative ELPAC, but there is a requirement for four years of continued monitoring of that student.

Lake View Charter School will monitor RFEP's curriculum, interventions and assessments quarterly. RFEPs will also have a formal yearly monitoring check each year over the four years, using the Reclassification Monitoring form.

If at any point the student is scoring below grade level, intervention measures will be put in place, so as to ensure that the student is receiving as much support as possible, toward maintaining English language proficiency and academic growth. See Appendix 5

## INITIAL ELPAC NOTIFICATION LETTER

To the parent(s)/guardian(s) of: <Last\_Name>, <First\_Name> Date: <Date\_Testing\_Completed>

SSID: <SSID> Date of Birth: <Date\_of\_Birth> Grade: <Tested\_Grade>

**Dear Parent(s) or Guardian(s):** When your child enrolled in our school, a language other than English was noted on your child’s Home Language Survey. The law requires us to assess your child and notify you of your child’s proficiency level in English. In California, the name of the test is the Initial English Language Proficiency Assessments for California (ELPAC). This letter also explains the criteria for a student to exit, or reclassify out of, the English learner program. (20 United States Code Section 6312[e][3][A][i],[v],[vi])

### Language Assessment Results

See enclosed Student Score Report

**Based on the results of the English language proficiency assessment, your child has been identified as an <Calculated\_ELAS> student.**

### Program Placement

If your student was identified as **IFEP**, he/she is assigned to a regular academic program, will not need to participate in an English language instructional support program, will not be designated as an English Learner (EL student), nor will he/she need to take the ELPAC exam again. Please note, that this does not change your student’s homeschool teacher.

If your student was identified as an **English Learner (EL)**, he/she has been assigned to an appropriate English language instructional support program based on the results. The goal of this program is to help your child become proficient in English and succeed in the school’s academic curriculum. Instructional support is added by your child’s teacher as needed, according to the ELPAC results. Please note, that this does not change your student’s homeschool teacher.

### Exit (Reclassification) Criteria

The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet state academic achievement measures. This district’s exit (reclassification) criteria are listed below.

(20 U.S.C. Section 6312[e][3][A][vi])

Required Criteria (California Education Code [EC] Section 313[f])	LEA Criteria <b>Lake View Charter School EL Master Plan</b>
English Language Proficiency Assessment	Overall Performance Level score of 4 (the statewide standardized ELP criterion) with no more than one subscore of 2 in the domains of

	reading, writing, listening and speaking.
Teacher Evaluation	Student progress as observed by the teacher, as well as student's grade/progress indicators in English. Grade must be a C or higher. Progress in standards must be Meeting or Exceeding Expectations.
Parental Opinion and Consultation	Parents will be invited to and are strongly encouraged to participate in a phone conference, as noted in the Parent Notification Letter of Reclassification.

Comparison of Performance in Basic Skills EL student's English language proficiency scores will be compared with that of an English Proficient Student. This will take the form of the STAR 360 Assessment and SBAC

### Intervention and Support Options

In addition to the instructional support provided by your homeschool teacher, Lake View Charter School offers MTSS and other programs to help your student with their English fluency and academic achievement goals through a multi-tiered system of supports (MTSS).

#### Response to Instruction and Intervention through the Multi-Tiered System of Supports (MTSS)

The school will provide intervention for all students TK-12. The following descriptors provide an overview of specific interventions to support ELs. Intervention for Long Term ELs is the responsibility of the Home School Teachers as well as the entire intervention team.

**Tier 1 intervention:** Provided until proficiency goal is reached

- The general education teacher begins and/or provides Tier 1 level supports on a class/roster-wide basis. Additionally, the teacher ensures that the students are working in an evidence-based curriculum. To complement the evidence-based curriculum.

**Tier 2 Intervention:** Provided for students who have not yet reached proficiency through Tier 1 interventions

- Tier 1 plus online Interventions, as well as direct instruction offered through Tier 2.
- Long Term ELs will continue to receive intensive intervention during direct virtual English Language Development instruction.
- Students receive direct virtual instruction.

**Tier 3 Interventions:** Provided for students who have not reached proficiency through Tier 2 strategies

- Tiers 1 and 2 Interventions, plus
- Direct Individual virtual instruction and intervention program
- Long Term ELs receive additional small group direct virtual or one-on-one assistance during the virtual intervention instruction.
- Long Term ELs receive additional intervention through an online program

**Tier 4 Intervention:** Provided for students who have not reached proficiency through previously administered intervention strategies

- Students who do not show progress after a designated time will be recommended to a Student Study Team with possible recommendation for Special Education testing.

### Initial ELPAC Correction: Correcting ELAS from EL to IFEP

HST Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

SSID: \_\_\_\_\_ Scope: \_\_\_\_\_

**List of evidence attached:**

<p>Reading Writing</p>  <p>Listening Speaking</p>
---

**Additional teacher comments and observations:**

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Parent**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Outcome:** Student ELAS will be corrected to IFEP: Yes No **EL**

**Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Complete all information below and email along with evidence documentation to the EL Coordinator.

### English Language Learner Reclassification Form

<b>Student Name:</b>	<b>Grade:</b>
<b>Teacher Name:</b>	<b>Date:</b>

ELPAC Overall Score		Comparison Data	Language Arts
Reading		Grades/Progress Indicators	
Writing		SBAC Scores	
Listening		STAR360 Scores	
Speaking		Other	

**Teacher Opinion:** \_\_\_\_\_  
\_\_\_\_\_

**Parent Opinion** \_\_\_\_\_  
\_\_\_\_\_

**Final Outcome:** Student will be reclassified:      Yes                  No

Home School Teacher \_\_\_\_\_

Print

Sign

Date

EL Coordinator \_\_\_\_\_

Print

Sign

Date

Parent \_\_\_\_\_

Print

Sign

Date

-----  
Official RFEP Date \_\_\_\_\_

## Parent Notification Letter of Reclassification

Date:

Dear Parent/Guardian of \_\_\_\_\_

State and federal laws require all school districts in California to give a state assessment of English proficiency each year to every student who is identified as an English Learner. The assessment is called "English Language Proficiency Assessments for California (ELPAC)." The results of the ELPAC help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child has been given the ELPAC for this year. Scores are in and based on your child's performance on this test, your child may be Reclassified as Fluent English Proficient (RFEP). In addition to the ELPAC scores, criteria used to make this decision include: ● an evaluation of your child's academic performance by the teacher,

- your child's English proficiency as measured by Smarter Balance Assessment (SBAC), Star 360.
- your opinion as the parent/guardian regarding your child's proficiency in English and readiness to be reclassified.

You are invited to contact me on the number below for a phone conference, so that we may discuss and decide on your child's readiness and overall qualification for reclassification. Questions regarding the ELPAC or your child's results may be directed to me as well.

We urge you to make this contact and hold this conference as soon as possible. Together we can make decisions that are in the best interest of your child.

Sincerely,

Kristal Leach  
English Learner Coordinator  
Lake View Charter School  
[kristal.leach@sequoiagrove.org](mailto:kristal.leach@sequoiagrove.org)

## Reclassification Form For English Learners with Disabilities

Student Name:	Grade:
Teacher Name:	Today's Date:
Primary Disability:	Date of last IEP:
Secondary Disability	

1. Indicate which assessment the student took: ELPAC \_\_\_\_\_ Alternate Version \_\_\_\_\_

**2. ELPAC Scores**

**3. English Language Proficiency/ Academic Performance**

Overall Score			Comparison Data	English	Mathematics
Subscores: Reading			Grades/Progress Indicators		
Writing			SBAC Scores		
Listening			STAR360 Scores		
Speaking			Other		

4. Has student met language proficiency criteria as assessment by ELPAC? Yes\_\_\_ No\_\_\_

5. Does the IEP/reclassification team believe the student's disability impedes the student's ability to demonstrate English proficiency on the ELPAC? Yes\_\_\_ No\_\_\_

6. If so, in which domains? Reading\_\_\_\_\_ Writing\_\_\_\_\_ Listening\_\_\_\_\_ Speaking\_\_\_\_\_

**Provide an explanation below by using the following criteria to help determine if factors other than English Language Proficiency are responsible for limited achievement on the ELPAC and/or ELA:**

\_\_\_\_\_ Student's performance is commensurate with the student's ability, due to the student's learning disability.

\_\_\_\_\_ Student's performance is commensurate with that of peers who have a similar learning disability and are NOT English Learners.

\_\_\_\_\_ Student's errors are indicative of the student's disability versus a language barrier.

\_\_\_\_\_ Other/also:

**7. Was an English proficiency goal written into the student's IEP?**

Yes \_\_\_\_ No \_\_\_\_

**8. Did the student meet the English proficiency goal?**

Yes \_\_\_\_ No \_\_\_\_

**9. Is it the belief of the IEP/reclassification team that the student has reached an appropriate level of English proficiency and should be reclassified?**

Yes \_\_\_\_ No \_\_\_\_

**10. Teacher Evaluation**

--

**11. Parent Opinion**

--

**Final Outcome:** Student will be reclassified: Yes \_\_\_\_ No \_\_\_\_

<b>Teacher Signature:</b>	<b>EL Coordinator</b>
<b>Parent Signature:</b>	<b>Official RFEP Date:</b>

<b>Case Carrier:</b>	<b>IEP Team Member:</b>
<b>IEP Team Member:</b>	<b>IEP Team Member:</b>

## 2022–23 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

### District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

### Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title II, Part A funds used through the Alternative Fund Use Authority (AFUA)</b> Section 5211 of ESEA	No
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	No
<b>Title V, Part B Subpart 1 Small, Rural School Achievement Grant</b>	No

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2022–23 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

ESSA Sec. 5211 SACS 5810	
<b>Title V, Part B Subpart 2 Rural and Low-Income Grant</b>	No
ESSA Sec. 5221 SACS 4126	

**\*\*\*Warning\*\*\***

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# Coversheet

## Presentation of Executive Director's Report

**Section:** I. Opening Items  
**Item:** H. Presentation of Executive Director's Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** LV\_September 2022 ED Report.pptx

# Joy in the Journey

~Executive Director Report~  
September 2022



# Agenda



Back to School & August PD

Enrollment

Communication

Department & Program Updates

Score Reports

# Welcome to the 2022-2023 School Year!

August 1 - All Staff Returned

August 2 - All Staff Meeting

August 9 - All Staff Professional Development  
Meeting the Needs of Diverse

Learners

August 8-12 Team Meetings

August 15 - First Day of School

# Enrollment Goal Met



## Enrollment Update from Principal Lake View Charter School

Current Enrollment County by County/Gradelevel as of 08/29/22

Grade	Butte	Colusa	Glenn	Lake	Mendocino	Tehama	Totals
TK	11	0	1	3	7	3	25
KN	40	2	4	10	19	4	79
1	34	2	3	4	18	9	70
2	38	0	2	5	29	7	81
3	35	1	3	6	20	11	76
4	37	1	3	4	19	3	67
5	32	1	3	3	23	12	74
6	35	1	2	1	14	2	55
7	28	0	1	3	8	5	45
8	27	0	3	5	10	4	49
9	17	0	1	5	7	4	34
10	12	0	0	4	0	2	18
11	17	0	0	5	3	3	28
12	5	2	0	0	2	1	10
<b>Curent Total</b>	<b>368</b>	<b>10</b>	<b>26</b>	<b>58</b>	<b>179</b>	<b>70</b>	<b>711</b>

# Improving Communication



Staying up to date....

Staff Communication

Departments contribute content and then our Assistant Director of Instruction does an amazing job of preparing the weekly bulletin that is emailed out to all staff every Monday at 10am!

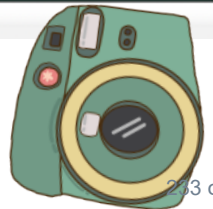


We look forward to seeing everyone at our [September Staff Meeting](#) this Friday from 10am-12pm. This week's **bulletin** will be clipped. Please remember to click the link at the bottom to view the entire email.

### All Staff Tasks

- Unvaccinated/Decline to State Staff: Complete the weekly [COVID-19 Test Results Survey](#).
- You can now find ALL the COVID surveys in the 📁 **COVID Folder** in HST Bookmarks under Human Resources.

### HST Tasks



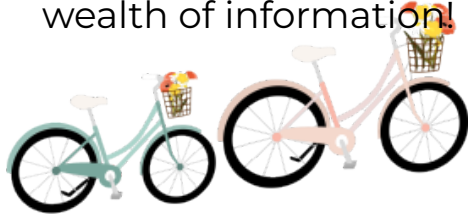


A place where staff feedback is received and used for improvement!

Spreading the News.....

Communication to Families

Written by our family liaisons, this weekly newsletter goes out to all families and teachers. Offers advice for homeschool families, lists upcoming events, important dates, resources, instructions, updates, etc... It is a wealth of information!



### Preparing for Your Year

*This is the first article in a series written by [Rebecca LaSavio](#). We invite you to visit our Blog on the [Homeschool Helper](#) and watch the videos and read the other articles to support you on the homeschool journey. Happy Reading!*



Homeschooling is a big job. Choosing curriculum and programs for our students can be exciting but can also become overwhelming very quickly. Add to that the learning curve required to understand all the ins and outs of the workings of a charter school and suddenly getting started on your year can be daunting indeed. It is our sincere desire to help you, the Learning Coach (parent/guardian), feel confident in this worthwhile journey.

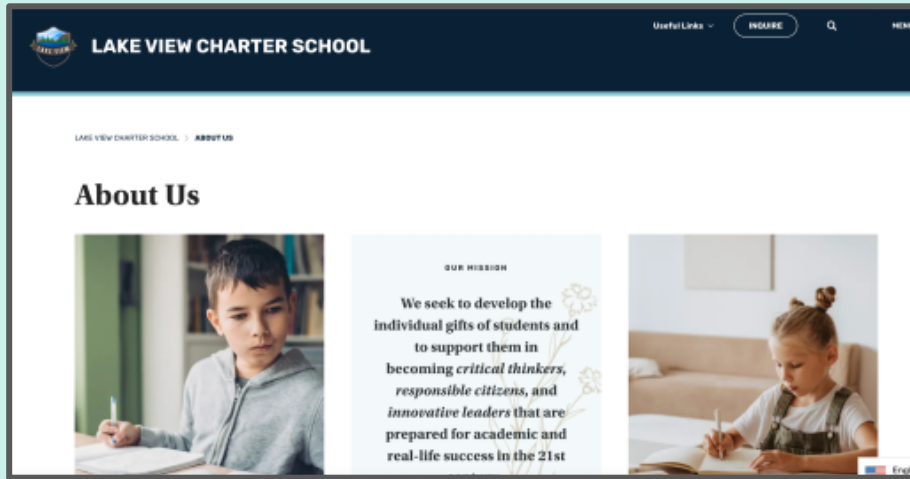
# Our Own Podcast

“RUN to listen!!!! I enjoyed every single episode! I have a 7th and 8yth grader and grandbabies in early elementary. The Learning to Read was SPOT on and wish I would have had the info in my beginning days”

-Annette, Parent



# Website Updates



- Going through page by page and helping to create more of an experience
- Phase 1 & 2
- Provide information and resources



# Department & Program Updates



## Family Liaisons

A great team!

# Here to Help!

- Orientation Meetings
- Homeschool Helper
- Social Media

A group photo of six women standing and kneeling in a library. The photo is framed by a decorative border with a bee, a snowflake, and a camera. The text "MEET OUR TEAM!" is written in a white arc at the top left of the photo. Below the photo, there's a white box with the text "FAMILY LIAISONS" and a green box with the email address "familyliaisons@sequoiagrove.org".

MEET OUR TEAM!

FAMILY LIAISONS

familyliaisons@sequoiagrove.org



# Instructional Materials

## Orders

- ★ The teams have processed close to **8500** so far this year
- ★ **Products** are about 12 business days out!
- ★ **Services** are being processed for September start dates!
- ★ **1200** chromebooks that have been distributed!



# Special Education & Student Support

## SPED Department Updates:

- 9 new case managers
- 2 Compliance Coordinators
- 2 Assessment Program Specialists
- 2 Teacher Program Specialists
- 1 additional School Nurse
- 456 Current Special Education Students
- HST sped/student support website has been updated with all new department information and more still coming : )

## Student Support Department Updates:

- Live Virtual Academic and Social-Emotional Tiered Interventions
- 83 students in the first cycle
- SST's & 504's
- Student's in Crisis Team
- Acceleration and Retention Requests
- New Intervention Teacher



# 2022-2023 Offerings

- ★ Staff Wellness Program
- ★ All Access Curriculum
- ★ New Curriculum Specialist
- ★ EL Classes
- ★ Dual Enrollment Program



53 total class offerings  
Total Session 1 registrations:  
472  
Clarksville Registrations: 145  
Feather River Registrations:  
243  
Lake View Registrations: 84

- Staff Book Club
- Sync Up Lessons
- Resources on  
Homeschool Helper
- Coffee & Conversations

Session 1 starts  
September 12!

586 students  
enrolled in classes!

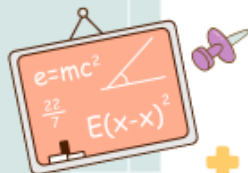




# FAMILY MATH FESTIVAL

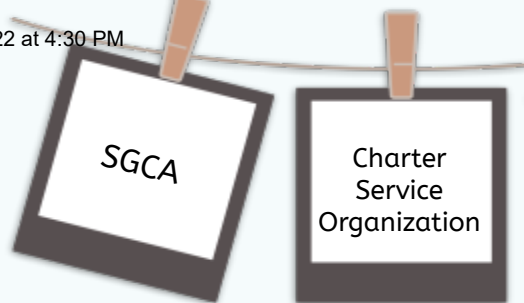
**10/24 - ROSEVILLE**  
**10/25 - CHICO**  
**10/26 - FOLSOM**  
**10/26 - ELK GROVE**

- + Designed for students TK-8
- Geometry focused activities
- ✖ Hands-on activity stations
- Interactive projects
- ✓ Challenges for ALL ability levels





# SEQUOIA GROVE CHARTER ALLIANCE



## Services Provided by Sequoia Grove

Community Partners (Vendors)

Ordering

Curriculum Services

Library Services

Enrollment

Records

Compliance

Student Information Services

Business Services

Payroll

Medical Benefits

**CEO- Royce Gough**

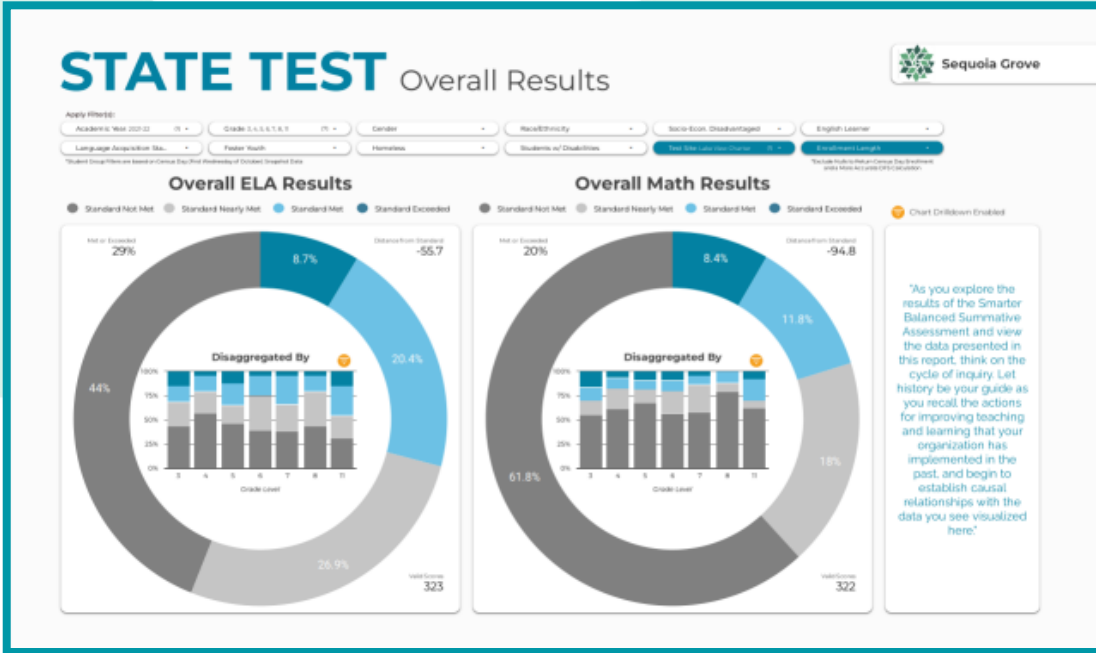
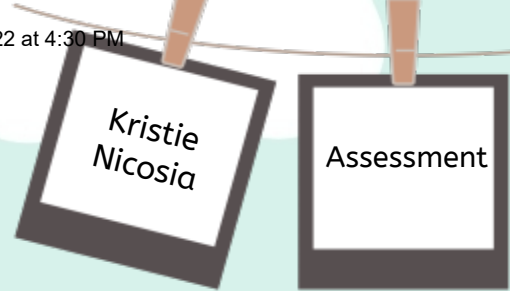
Board composition & reporting

Powered by BoardOnTrack

# Achievement



# State Test Results - Lake View



## Lake View

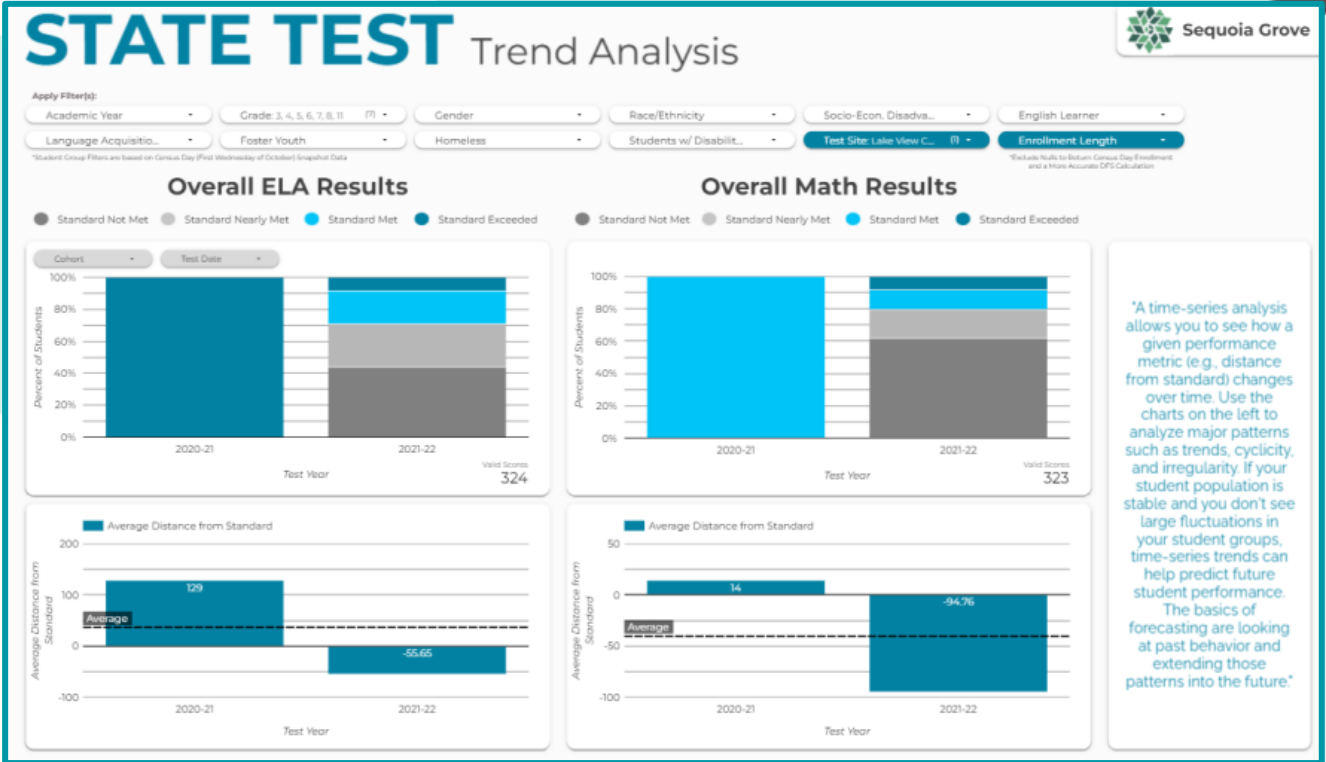
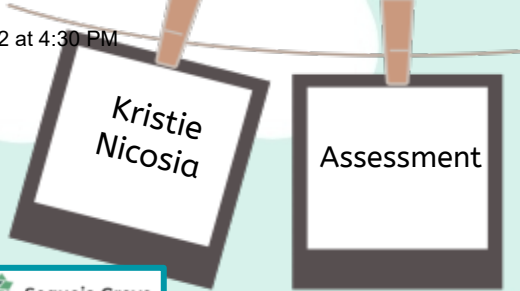
### ELA

- Standard Met or Exceeded - **29%**
- Standard Nearly or Not Met - **71%**

### Math

- Standard Met or Exceeded - **20%**
- Standard Nearly or Not Met - **80%**

# Distance From Standard - Lake View



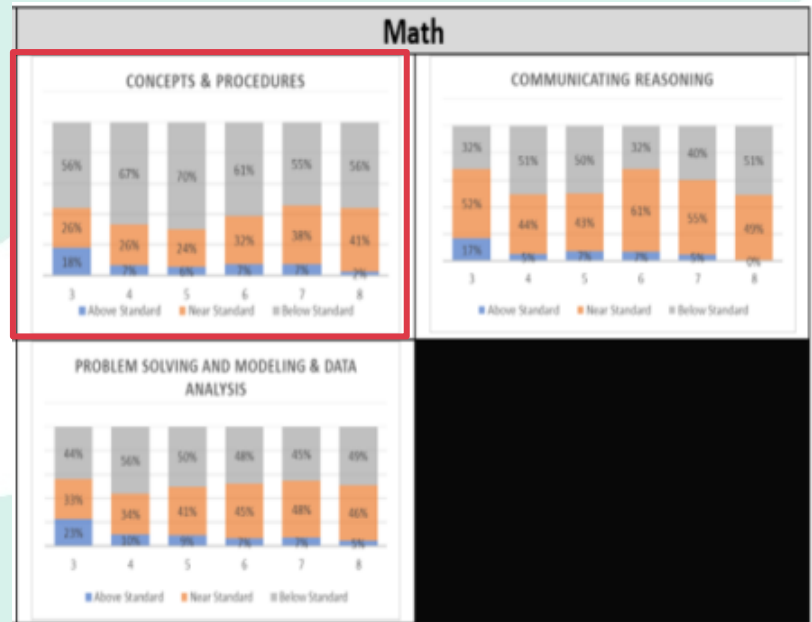


# Opportunities for Growth - Lake View

## ELA



## Math



# Thank You

We appreciate your service to our school. We are looking forward to a great year together!



# Coversheet

## Approval of May and July 2022 Financials

**Section:** II. Finances  
**Item:** A. Approval of May and July 2022 Financials  
**Purpose:**  
**Submitted by:**  
**Related Material:** 22.05 LVCS Board Package R2.pdf  
22.07\_LVCS\_Board Package R3.pdf

# **Lake View Board Package**

## **May 2022**

**Lake View Charter School**

Monthly Cash Flow/Forecast FY21-22

Revised 6/21/2022

ADA = 610.33



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>ADA = 615.00</b>																
<b>Revenues</b>																
<b>State Aid - Revenue Limit</b>																
LCFF - New Grade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LCFF - Continuing Charters	-	197,854	197,854	356,136	356,136	356,136	356,136	356,136	695,319	695,319	695,319	695,319	747,956	5,705,620	5,617,433	88,187
8011 LCFF State Aid	-	197,854	197,854	356,136	356,136	356,136	356,136	356,136	695,319	695,319	695,319	695,319	747,956	5,705,620	5,617,433	88,187
8012 Education Protection Account	-	-	-	21,713	-	-	21,712	-	-	48,064	-	-	31,981	123,470	123,000	470
8019 State Aid - Prior Year	-	-	-	-	699	-	-	-	345	345	345	345	-	2,079	-	2,079
8096 In Lieu of Property Taxes	-	9,135	18,269	12,180	12,180	12,180	12,180	12,180	27,053	13,527	13,527	13,527	26,221	182,159	203,068	(20,909)
	-	206,989	216,123	390,029	369,015	368,316	390,028	368,316	722,717	757,255	709,191	709,191	806,158	6,013,328	5,943,501	69,827
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	60,857	-	-	-	-	15,437	76,294	74,415	1,879
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	-	-	-	94,183	94,183	71,043	23,140
8291 Title II, Part A - Teacher Quality	-	-	-	-	3,708	-	4,847	-	-	-	-	-	6,275	14,830	11,997	2,833
8296 Other Federal Revenue	-	-	-	48,442	-	32,718	-	-	-	52,225	-	-	-	133,385	228,969	(95,584)
8299 Prior Year Federal Revenue	-	4,432	46,868	(47,842)	8,998	294	2,347	2,080	1,254	7,038	(669)	-	-	24,801	-	24,801
	-	4,432	46,868	600	12,706	33,013	7,194	68,016	1,254	59,263	(669)	-	115,895	348,572	386,424	(37,852)
<b>Other State Revenue</b>																
8311 State Special Education	-	14,625	14,625	26,326	26,326	26,326	26,326	26,326	53,306	53,306	53,306	53,762	70,147	444,707	378,225	66,482
8550 Mandated Cost	-	-	-	-	-	8,409	-	-	-	-	-	-	-	8,409	7,910	499
8560 State Lottery	-	-	-	-	-	-	32,045	-	-	28,230	-	-	-	61,185	122,385	(925)
8598 Prior Year Revenue	-	7,785	60,107	(70,574)	-	-	4,027	-	-	-	-	-	-	1,345	-	1,345
8599 Other State Revenue	-	-	-	72,322	49,984	(3,504)	3,115	5,586	32,706	3,757	11,410	-	-	175,375	281,198	(105,823)
	-	22,410	74,732	28,074	76,310	31,231	65,513	31,912	86,012	85,293	64,716	53,762	131,332	751,296	789,718	(38,422)
<b>Total Revenue</b>	-	<b>233,831</b>	<b>337,723</b>	<b>418,703</b>	<b>458,031</b>	<b>432,559</b>	<b>462,735</b>	<b>468,244</b>	<b>809,983</b>	<b>901,811</b>	<b>773,238</b>	<b>762,953</b>	<b>1,053,385</b>	<b>7,113,196</b>	<b>7,119,643</b>	<b>(6,447)</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	144,841	167,574	154,513	159,545	162,084	157,625	164,824	164,377	173,708	169,411	173,426	175,116	-	1,967,045	2,086,717	119,672
1175 Teachers' Extra Duty/Stipends	3,555	8,901	16,744	16,737	16,454	15,464	16,187	15,943	19,702	15,836	16,236	15,035	-	176,794	110,350	(66,444)
1200 Pupil Support Salaries	14,030	14,206	14,383	14,383	14,383	14,683	14,633	14,483	7,068	7,068	7,068	7,015	-	143,400	168,000	24,600
1300 Administrators' Salaries	26,797	27,223	27,649	27,649	27,649	27,649	27,649	27,649	27,649	29,626	40,438	27,649	-	345,278	300,000	(45,278)
1900 Other Certificated Salaries	6,750	-	13,500	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,168	-	84,759	81,000	(3,759)
	195,973	217,905	226,789	225,481	227,737	222,589	230,460	229,620	235,295	229,108	244,335	231,983	-	2,717,275	2,746,067	28,792
<b>Classified Salaries</b>																
2100 Instructional Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Support Salaries	-	-	227	86	871	712	368	933	571	368	350	1,177	-	5,662	-	(5,662)
2300 Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2400 Clerical and Office Staff Salaries	4,065	4,065	4,065	4,065	3,896	4,233	3,896	4,065	3,896	3,896	4,065	4,065	-	48,270	43,730	(4,540)
2900 Other Classified Salaries	861	1,229	1,166	1,613	1,309	752	1,106	2,813	2,458	1,840	2,716	2,933	-	20,797	65,186	44,389
	4,926	5,294	5,457	5,763	6,077	5,697	5,371	7,811	6,925	6,105	7,131	8,174	-	74,729	108,916	34,187
<b>Benefits</b>																
3101 STRS	32,318	36,021	37,430	37,301	37,683	36,813	38,141	38,001	38,437	37,912	38,325	38,459	-	446,843	437,174	(9,669)
3301 OASDI	305	328	338	357	411	353	333	484	429	379	442	665	-	4,826	6,753	1,926
3311 Medicare	2,811	3,134	3,266	3,251	3,288	3,211	3,324	3,347	3,415	3,313	3,549	3,507	-	39,416	41,397	1,981
3401 Health and Welfare	23,786	38,509	57,335	38,490	15,983	27,937	31,700	15,513	40,245	51,888	15,308	21,250	-	377,945	255,000	(122,945)
3501 State Unemployment	2,446	1,080	304	252	228	4,059	5,428	852	(117)	350	117	1,243	-	16,240	26,019	9,779
3601 Workers' Compensation	2,061	(7,315)	2,061	3,180	2,061	960	2,061	2,061	2,061	2,062	2,061	3,386	-	16,701	39,970	23,269
3901 Other Benefits	687	984	984	984	981	987	981	984	869	938	941	992	-	11,311	142,749	131,438
	64,415	72,741	101,719	83,815	60,635	74,321	81,968	61,242	85,339	96,841	60,743	69,502	-	913,282	949,062	35,780
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	-	8,451	1,319	1,079	-	-	-	2,593	-	4,526	(34)	-	-	17,935	76,577	58,642
4200 Books and Reference Materials	-	5,861	-	-	-	-	-	-	-	1,259	-	-	-	7,120	22,900	15,780
4302 School Supplies	21,888	51,507	96,515	90,543	70,234	70,432	49,889	66,404	121,685	73,470	61,671	30,471	-	804,707	1,122,152	317,445
4305 Software	6,793	21,570	31,990	7,001	16,593	6,968	6,787	7,030	5,310	15,354	6,919	17,497	-	149,812	86,940	(62,872)
4310 Office Expense	-	29	13	32	-	1,542	-	110	-	-	-	-	-	1,727	2,700	973
4400 Noncapitalized Equipment	43,984	8,300	106	1,319	1,872	4,099	945	3,915	4,982	6,958	7,443	78,151	-	162,074	189,534	27,460
	72,664	95,719	129,944	99,974	88,699	83,041	57,621	80,052	131,977	101,566	75,998	126,119	-	1,143,375	1,500,803	357,428

**Lake View Charter School**

**Monthly Cash Flow/Forecast FY21-22**

Revised 6/21/2022

ADA = 610.33



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Subagreement Services</b>																
5102 Special Education	3,870	16,806	10,211	21,503	32,140	38,467	17,603	15,082	42,649	33,281	24,288	29,164	-	285,064	229,700	(55,364)
5106 Other Educational Consultants	4,589	6,296	7,357	22,921	44,998	10,300	16,699	9,559	44,659	4,764	67,972	4,372	-	244,487	247,441	2,953
5107 Instructional Services	22,243	22,243	22,243	22,243	22,243	22,243	101,470	33,365	33,365	33,365	33,365	39,391	-	407,780	267,458	(140,322)
	30,702	45,345	39,812	66,667	99,381	71,011	135,771	58,006	120,673	71,410	125,626	72,928	-	937,331	744,598	(192,732)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	304	43	-	-	136	-	-	525	36	78	-	-	1,122	-	(1,122)
5300 Dues & Memberships	-	6,768	255	-	810	107	730	-	-	255	-	-	-	8,925	9,400	475
5400 Insurance	5,661	7,025	7,025	9,895	7,024	4,119	7,007	7,006	7,006	7,006	7,024	7,007	-	82,806	106,300	23,494
5900 Communications	500	668	780	500	433	-	840	840	4,735	645	1,486	1,500	-	12,927	19,600	6,673
5901 Postage and Shipping	121	233	898	9	-	-	193	3	1,716	45	41	283	-	3,543	3,600	57
	6,282	14,998	9,001	10,404	8,267	4,362	8,770	7,849	13,982	7,986	8,630	8,790	-	109,323	138,900	29,577
<b>Facilities, Repairs and Other Leases</b>																
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
<b>Professional/Consulting Services</b>																
5802 Audit & Taxes	-	-	-	4,176	-	-	-	-	-	-	5,086	-	-	9,262	12,000	2,738
5803 Legal	-	934	880	996	788	522	1,676	2,152	104	20,127	1,460	5,592	-	35,230	59,500	24,270
5804 Professional Development	-	50	1,047	54	-	1,917	-	703	-	-	511	(1,318)	-	2,964	21,997	19,033
5805 General Consulting	-	600	1,800	1,500	825	-	2,400	-	1,350	-	900	833	-	10,208	10,000	(208)
5806 Special Activities/Field Trips	263	1,317	2,689	2,517	-	863	8,891	1,236	5,717	6,925	3,465	353	-	34,237	19,793	(14,444)
5807 Bank Charges	607	468	619	743	794	738	694	684	802	894	1,114	925	-	9,084	11,300	2,216
5809 Other taxes and fees	35	30	126	-	241	-	-	224	3,168	-	-	408	-	4,232	2,900	(1,332)
5810 Payroll Service Fee	405	884	647	615	672	628	910	515	742	510	235	-	-	6,762	-	(6,762)
5811 Management Fee	32,608	32,708	32,693	32,608	32,252	32,232	(45,639)	23,379	21,352	21,427	21,352	21,648	-	258,620	392,051	133,431
5812 District Oversight Fee	-	4,140	4,322	7,801	7,366	7,366	7,801	7,366	14,447	15,138	14,177	14,184	16,158	120,267	118,870	(1,397)
5815 Public Relations/Recruitment	255	-	-	-	-	-	-	-	-	-	-	-	-	255	-	(255)
	34,173	41,131	44,824	51,010	42,939	44,267	(23,267)	37,711	47,682	65,022	48,299	42,626	14,706	491,122	648,411	157,290
<b>Depreciation</b>																
6900 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Interest</b>																
7438 Interest Expense	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	6,883	-	7,300	-	73,675	178,008	104,333
	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	6,883	-	7,300	-	73,675	178,008	104,333
<b>Total Expenses</b>	<b>413,994</b>	<b>503,644</b>	<b>569,554</b>	<b>555,172</b>	<b>546,558</b>	<b>505,287</b>	<b>496,693</b>	<b>489,523</b>	<b>641,873</b>	<b>584,922</b>	<b>570,762</b>	<b>567,422</b>	<b>14,706</b>	<b>6,460,111</b>	<b>7,015,465</b>	<b>555,354</b>
<b>Monthly Surplus (Deficit)</b>	<b>(413,994)</b>	<b>(269,812)</b>	<b>(231,832)</b>	<b>(136,469)</b>	<b>(88,527)</b>	<b>(72,728)</b>	<b>(33,958)</b>	<b>(21,279)</b>	<b>168,110</b>	<b>316,889</b>	<b>202,475</b>	<b>195,530</b>	<b>1,038,679</b>	<b>653,084</b>	<b>104,178</b>	<b>548,907</b>

**Lake View Charter School**

**Monthly Cash Flow/Forecast FY21-22**

Revised 6/21/2022

ADA = 610.33



**Cash Flow Adjustments**

Monthly Surplus (Deficit)  
 Cash flows from operating activities  
     Depreciation/Amortization  
     Public Funding Receivables  
     Grants and Contributions Rec.  
     Due To/From Related Parties  
     Prepaid Expenses  
     Other Assets  
     Accounts Payable  
     Accrued Expenses  
     Other Liabilities  
     Deferred Revenue  
 Cash flows from investing activities  
     Purchases of Prop. And Equip.  
     Notes Receivable  
 Cash flows from financing activities  
     Proceeds from Factoring  
     Payments on Factoring  
     Proceeds(Payments) on Debt  
  
 Total Change in Cash  
  
 Cash, Beginning of Month  
  
 Cash, End of Month

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast
														10.1%
Monthly Surplus (Deficit)	(413,994)	(269,812)	(231,832)	(136,469)	(88,527)	(72,728)	(33,958)	(21,279)	168,110	316,889	202,475	195,530	1,038,679	653,084
Cash flows from operating activities														
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Receivables	83,271	1,016,190	301,373	3,805	49,117	(78,852)	44,827	(71,585)	19,254	(113,816)	39,233	-	(1,053,385)	239,432
Grants and Contributions Rec.	7,985	6,796	-	-	-	-	-	18,460	(519)	519	-	117,309	-	150,549
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	35,953	11,068	397	(51,087)	11,495	(13,455)	7,211	6,898	(3,298)	9,022	6,917	-	-	21,121
Other Assets	-	-	-	75,000	-	-	-	-	-	-	-	-	-	75,000
Accounts Payable	15,232	(4,535)	80,296	(3,270)	(88,219)	37,237	(36,951)	33,264	17,663	(45,433)	(34,677)	-	14,706	(14,685)
Accrued Expenses	78,812	(51,531)	(2,082)	19,907	(1,366)	(16,299)	7,549	9,704	33,362	13,299	(19,655)	-	-	71,700
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	(257,514)	28,770	(106,975)	(5,030)	(11,992)	28,755	49,711	10,423	69,699	(7,878)	(7,824)	-	-	(209,855)
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities														
Proceeds from Factoring	590,300	544,600	544,600	521,700	543,200			536,800		591,300		584,417	-	4,456,917
Payments on Factoring	(8,700)	(1,109,844)	(245,600)	(469,082)	(272,300)	(272,300)	(272,300)	(272,300)	(521,700)	(543,200)	(536,800)	(584,417)	-	(5,108,543)
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash	131,345	171,702	340,178	(44,526)	141,408	(387,642)	(233,911)	250,385	(217,429)	220,703	(350,329)	312,839		
Cash, Beginning of Month	202,203	333,548	505,249	845,428	800,901	942,309	554,667	320,756	571,141	353,711	574,414	224,085		
Cash, End of Month	333,548	505,249	845,428	800,901	942,309	554,667	320,756	571,141	353,711	574,414	224,085	536,924		

Original Budget Total	Favorable / (Unfav.)
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Cert.	Instr.
48.4%	80.6%
598,118	45,423

Pupil:Teacher Ratio
20.34

Lake View Charter School - Regular Scheduled Board Meeting - Agenda - Wednesday September 7, 2022 at 4:30 PM

Lake View Charter School

Budget vs Actual

For the period ended May 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 695,319	\$ 703,383	\$ (8,064)	\$ 4,262,345	\$ 4,210,669	\$ 51,676	\$ 5,617,433
Education Protection Account	-	-	-	91,489	92,250	(761)	123,000
State Aid - Prior Year	345	-	345	1,734	-	1,734	-
In Lieu of Property Taxes	13,527	20,499	(6,972)	142,411	162,070	(19,659)	203,068
<b>Total State Aid - Revenue Limit</b>	<b>709,191</b>	<b>723,882</b>	<b>(14,691)</b>	<b>4,497,979</b>	<b>4,464,989</b>	<b>32,990</b>	<b>5,943,501</b>
Federal Revenue							
Special Education - Entitlement	-	9,318	(9,318)	60,857	55,779	5,078	74,415
Special Education - Discretionary	-	-	-	5,079	-	5,079	-
Title I, Part A - Basic Low Income	-	-	-	-	71,043	(71,043)	71,043
Title II, Part A - Teacher Quality	-	-	-	8,555	11,997	(3,442)	11,997
Other Federal Revenue	-	-	-	133,385	228,969	(95,584)	228,969
Prior Year Federal Revenue	(669)	-	(669)	24,801	-	24,801	-
<b>Total Federal Revenue</b>	<b>(669)</b>	<b>9,318</b>	<b>(9,987)</b>	<b>232,677</b>	<b>367,788</b>	<b>(135,112)</b>	<b>386,424</b>
Other State Revenue							
State Special Education	53,306	47,359	5,947	320,798	283,507	37,291	378,225
Mandated Cost	-	-	-	8,409	7,910	499	7,910
State Lottery	-	-	-	60,275	41,603	18,672	122,385
Prior Year Revenue	-	-	-	1,345	-	1,345	-
Other State Revenue	11,410	-	11,410	175,375	281,198	(105,823)	281,198
<b>Total Other State Revenue</b>	<b>64,716</b>	<b>47,359</b>	<b>17,356</b>	<b>566,202</b>	<b>614,217</b>	<b>(48,015)</b>	<b>789,718</b>
<b>Total Revenues</b>	<b>\$ 773,238</b>	<b>\$ 780,559</b>	<b>\$ (7,322)</b>	<b>\$ 5,296,858</b>	<b>\$ 5,446,995</b>	<b>\$ (150,137)</b>	<b>\$ 7,119,643</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 173,426	\$ 174,427	\$ 1,000	\$ 1,791,929	\$ 1,912,290	\$ 120,362	\$ 2,086,717
Teachers' Extra Duty/Stipends	16,236	11,035	(5,201)	161,759	99,315	(62,444)	110,350
Pupil Support Salaries	7,068	14,000	6,932	136,385	154,000	17,615	168,000
Administrators' Salaries	40,438	25,000	(15,438)	317,628	275,000	(42,628)	300,000
Other Certificated Salaries	7,168	6,750	(418)	77,591	74,250	(3,341)	81,000
<b>Total Certificated Salaries</b>	<b>244,335</b>	<b>231,212</b>	<b>(13,124)</b>	<b>2,485,292</b>	<b>2,514,855</b>	<b>29,563</b>	<b>2,746,067</b>
Classified Salaries							
Support Salaries	350	-	(350)	4,486	-	(4,486)	-
Clerical and Office Staff Salaries	4,065	3,644	(420)	44,205	40,086	(4,119)	43,730
Other Classified Salaries	2,716	5,432	2,716	17,864	59,754	41,890	65,186
<b>Total Classified Salaries</b>	<b>7,131</b>	<b>9,076</b>	<b>1,945</b>	<b>66,555</b>	<b>99,840</b>	<b>33,285</b>	<b>108,916</b>
Benefits							
State Teachers' Retirement System, certificated positions	38,325	36,809	(1,516)	408,383	400,365	(8,018)	437,174
OASDI/Medicare/Alternative, certificated positions	442	563	121	4,161	6,190	2,029	6,753
Medicare/Alternative, certificated positions	3,549	3,484	(65)	35,909	37,913	2,004	41,397
Health and Welfare Benefits, certificated positions	15,308	21,250	5,942	356,695	233,750	(122,945)	255,000
State Unemployment Insurance, certificated positions	117	1,301	1,184	14,997	24,718	9,721	26,019
Workers' Compensation Insurance, certificated positions	2,061	3,364	1,303	13,315	36,606	23,291	39,970
Other Benefits, certificated positions	941	12,014	11,073	10,319	130,735	120,415	142,749
<b>Total Benefits</b>	<b>60,743</b>	<b>78,785</b>	<b>18,042</b>	<b>843,779</b>	<b>870,277</b>	<b>26,497</b>	<b>949,062</b>
Books & Supplies							
Textbooks and Core Materials	(34)	6,381	6,415	17,935	70,196	52,261	76,577
Books and Reference Materials	-	1,908	1,908	7,120	20,992	13,872	22,900
School Supplies	61,671	93,513	31,842	774,236	1,028,639	254,403	1,122,152
Software	6,919	7,245	326	132,315	79,695	(52,620)	86,940
Office Expense	-	225	225	1,727	2,475	748	2,700
Noncapitalized Equipment	7,443	15,794	8,352	83,923	173,739	89,816	189,534
<b>Total Books &amp; Supplies</b>	<b>75,998</b>	<b>125,067</b>	<b>49,069</b>	<b>1,017,256</b>	<b>1,375,736</b>	<b>358,479</b>	<b>1,500,803</b>
Subagreement Services							
Special Education	24,288	19,142	(5,147)	255,899	210,558	(45,341)	229,700
Other Educational Consultants	67,972	20,620	(47,352)	240,115	226,821	(13,294)	247,441
Instructional Services	33,365	22,288	(11,077)	368,389	245,169	(123,219)	267,458
<b>Total Subagreement Services</b>	<b>125,625</b>	<b>62,050</b>	<b>(63,576)</b>	<b>864,403</b>	<b>682,548</b>	<b>(181,855)</b>	<b>744,598</b>
Operations & Housekeeping							
Auto and Travel	78	-	(78)	1,122	-	(1,122)	-
Dues & Memberships	-	783	783	8,925	8,617	(308)	9,400
Insurance	7,024	8,858	1,834	75,799	97,442	21,643	106,300
Communications	1,486	1,633	147	11,427	17,967	6,539	19,600
Postage and Shipping	41	300	259	3,260	3,300	40	3,600
<b>Total Operations &amp; Housekeeping</b>	<b>8,630</b>	<b>11,575</b>	<b>2,945</b>	<b>100,532</b>	<b>127,325</b>	<b>26,793</b>	<b>138,900</b>
Facilities, Repairs & Other Leases							
Repairs and Maintenance	-	58	58	-	642	642	700
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>-</b>	<b>58</b>	<b>58</b>	<b>-</b>	<b>642</b>	<b>642</b>	<b>700</b>
Professional/Consulting Services							
Audit & Taxes	5,086	-	(5,086)	9,262	12,000	2,738	12,000
Legal	1,460	4,958	3,498	29,638	54,542	24,903	59,500
Professional Development	511	1,833	1,323	4,282	20,164	15,882	21,997
General Consulting	900	833	(67)	9,375	9,167	(208)	10,000
Special Activities/Field Trips	3,465	1,649	(1,816)	33,884	18,144	(15,740)	19,793
Bank Charges	1,114	942	(172)	8,159	10,358	2,200	11,300
Other Taxes and Fees	-	242	242	3,824	2,658	(1,166)	2,900
Payroll Service Fee	235	-	(235)	6,762	-	(6,762)	-
Management Fee	21,352	32,671	11,319	236,972	359,380	122,408	392,051
District Oversight Fee	14,177	14,478	301	89,925	89,300	(625)	118,870
SPED Encroachment	-	-	-	1,452	-	(1,452)	-
Public Relations/Recruitment	-	-	-	255	-	(255)	-
<b>Total Professional/Consulting Services</b>	<b>48,299</b>	<b>57,606</b>	<b>9,307</b>	<b>433,790</b>	<b>575,713</b>	<b>141,923</b>	<b>648,411</b>
Interest							
Interest Expense	-	-	-	66,375	178,008	111,633	178,008
<b>Total Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66,375</b>	<b>178,008</b>	<b>111,633</b>	<b>178,008</b>
<b>Total Expenses</b>	<b>\$ 570,762</b>	<b>\$ 575,429</b>	<b>\$ 4,667</b>	<b>\$ 5,877,983</b>	<b>\$ 6,424,943</b>	<b>\$ 546,960</b>	<b>\$ 7,015,465</b>
<b>Change in Net Assets</b>	<b>202,475</b>	<b>205,130</b>	<b>(2,655)</b>	<b>(581,125)</b>	<b>(977,948)</b>	<b>396,822</b>	<b>104,178</b>
Net Assets, Beginning of Period	(851,185)			(67,585)			
<b>Net Assets, End of Period</b>	<b>\$ (648,710)</b>			<b>\$ (648,710)</b>			

## Lake View Charter School

### Statement of Cash Flows

For the period ended May 31, 2022

	Month Ended 05/31/22	YTD Ended 05/31/22
<b>Cash Flows from Operating Activities</b>		
Changes in Net Assets	\$ 202,475	\$ (581,125)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	39,233	1,292,817
Grants, Contributions & Pledges Receivable	(536,800)	(618,386)
Prepaid Expenses	6,917	21,121
Other Assets	-	75,000
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(34,677)	(29,391)
Accrued Expenses	(19,655)	71,700
Deferred Revenue	(7,824)	(209,855)
<b>Total Cash Flows from Operating Activities</b>	<b>(350,329)</b>	<b>21,882</b>
Change in Cash & Cash Equivalents	(350,329)	21,882
Cash & Cash Equivalents, Beginning of Period	574,414	202,203
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 224,085</b>	<b>\$ 224,085</b>

## Lake View Charter School

### Statement of Financial Position

May 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ (5,160)	\$ 202,203	\$ (207,362)	
Restricted Cash	229,244	-	229,244	
Total Cash & Cash Equivalents	224,085	202,203	21,882	11%
Accounts Receivable	-	33,240	(33,240)	-100%
Public Funding Receivable	227,801	1,520,618	(1,292,817)	-85%
Factored Receivable	(591,300)	(1,242,926)	651,626	-52%
Prepaid Expenses	84,646	105,768	(21,121)	-20%
<b>Total Current Assets</b>	<b>(54,768)</b>	<b>618,903</b>	<b>(673,671)</b>	<b>-109%</b>
<b>Long-Term Assets</b>				
Deposits	-	75,000	(75,000)	-100%
<b>Total Long Term Assets</b>	<b>-</b>	<b>75,000</b>	<b>(75,000)</b>	<b>-100%</b>
<b>Total Assets</b>	<b>\$ (54,768)</b>	<b>\$ 693,903</b>	<b>\$ (748,671)</b>	<b>-108%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 63,779	\$ 93,170	\$ (29,391)	-32%
Accrued Liabilities	300,918	229,218	71,700	31%
Deferred Revenue	229,244	439,099	(209,855)	-48%
<b>Total Current Liabilities</b>	<b>593,942</b>	<b>761,487</b>	<b>(167,545)</b>	<b>-22%</b>
<b>Total Liabilities</b>	<b>593,942</b>	<b>761,487</b>	<b>(167,545)</b>	<b>-22%</b>
<b>Net Assets</b>	<b>(648,710)</b>	<b>(67,585)</b>	<b>(581,125)</b>	<b>860%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ (54,768)</b>	<b>\$ 693,903</b>	<b>\$ (748,671)</b>	<b>-108%</b>

## Lake View Charter School

## Check Register

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
12355	A Brighter Child, Inc	5/5/2022	\$ 285.90
12356	All About Learning Press, Inc.	5/5/2022	63.52
12357	Blue Shield of CA	5/5/2022	VOID
12358	E-Therapy, LLC	5/5/2022	703.75
12359	Global Teletherapy	5/5/2022	11,570.00
12360	Growing Healthy Children Therapy Services, Inc.	5/5/2022	1,812.50
12361	HBCO LLC	5/5/2022	44.99
12362	History Unboxed LLC	5/5/2022	233.11
12363	Home Science Tools	5/5/2022	50.80
12364	International Academy of Science	5/5/2022	750.00
12365	Law Offices of Young Minney & Corr LLP	5/5/2022	305.00
12366	Learn and Create, Inc.	5/5/2022	146.67
12367	LEGO Education	5/5/2022	823.52
12368	Rainbow Resource Center	5/5/2022	1,055.43
12369	Reading For Life	5/5/2022	605.00
12370	School Pathways, LLC	5/5/2022	10,278.32
12371	Specialized Therapy Services	5/5/2022	3,606.25
12372	Teaching Textbooks	5/5/2022	67.08
12373	Terrain Park Climbing Center	5/5/2022	90.00
12374	Think Outside, LLC	5/5/2022	310.00
12375	Thrive Homeschool Program	5/5/2022	329.58
12376	VOID	VOID	VOID
12377	Mark Gander	5/6/2022	4,500.00
12378	PenServ Plan Services, Inc.	5/10/2022	1,836.90
12379	A Brighter Child, Inc	5/12/2022	93.09
12380	All About Learning Press, Inc.	5/12/2022	493.86
12381	Beautiful Feet Books, Inc.	5/12/2022	619.25
12382	Christy White Accountancy Corporation	5/12/2022	5,086.00
12383	H4B Team, LLC	5/12/2022	404.97
12384	History Unboxed LLC	5/12/2022	3,195.93
12385	Hoffman Professionals LLC	5/12/2022	480.00
12386	Institute for Excellence in Writing	5/12/2022	419.11
12387	Jessica Coombs	5/12/2022	300.00
12388	Lakeshore	5/12/2022	760.20
12389	Learning with Lauren Tutoring Services	5/12/2022	400.00
12390	LEGO Education	5/12/2022	244.48
12391	McColgan & Associates Inc	5/12/2022	1,240.00
12392	Oak Meadow Inc.	5/12/2022	609.62
12393	Procopio, Cory, Hargreaves & Savitch LLP	5/12/2022	1,446.21
12394	Rainbow Resource Center	5/12/2022	1,701.72
12395	Reading For Life	5/12/2022	2,956.34
12396	Serra Wells	5/12/2022	300.00
12397	T-Mobile	5/12/2022	840.00
12398	TalkBox.Mom	5/12/2022	112.61
12399	Teacher Synergy, LLC	5/12/2022	44.99
12400	The Critical Thinking Co.	5/12/2022	17.94
12401	Think Outside, LLC	5/12/2022	155.00
12402	Thorsteinn Gunter	5/12/2022	90.00
12403	Time4Learning	5/12/2022	119.70
12404	100 Mile Club	5/19/2022	57.00
12405	AllGood Driving School, Inc	5/19/2022	875.00
12406	Andy Wellspring	5/19/2022	78.39
12407	Art of Problem Solving	5/19/2022	192.00
12408	Bitsbox	5/19/2022	143.70
12409	BookShark	5/19/2022	417.10

## Lake View Charter School

## Check Register

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
12410	Brave Writer LLC	5/19/2022	89.00
12411	Chico Area Recreation and Parks District	5/19/2022	353.00
12412	Chico Art School	5/19/2022	770.00
12413	Chico Womens Club, Inc.	5/19/2022	245.00
12414	CM School Supply #2	5/19/2022	308.18
12415	CM School Supply Inc # 1	5/19/2022	61.58
12416	DBL Enterprises, Inc. dba Allstars Driving School	5/19/2022	430.00
12417	Durham Recreation & Park District	5/19/2022	80.00
12418	E-Therapy, LLC	5/19/2022	1,389.75
12419	Earthbound Skills	5/19/2022	2,198.65
12420	Eat2Explore	5/19/2022	89.85
12421	Educational Development Corporation	5/19/2022	592.23
12422	Full Circle Speech Therapy	5/19/2022	3,920.00
12423	Glad Donahue	5/19/2022	300.00
12424	H4B Team, LLC	5/19/2022	147.99
12425	Home Science Tools	5/19/2022	605.71
12426	Honest History Co	5/19/2022	90.35
12427	Jeanette Wise	5/19/2022	500.00
12428	KiwiCo, Inc	5/19/2022	1,343.53
12429	Lakeshore	5/19/2022	655.79
12430	Learning Without Tears	5/19/2022	61.30
12431	Marci Boyd	5/19/2022	207.09
12432	Monarch River Academy	5/19/2022	454.40
12433	Nicole the Math Lady, LLC	5/19/2022	129.00
12434	Oak Meadow Inc.	5/19/2022	113.00
12435	Rainbow Resource Center	5/19/2022	578.52
12436	Standalone MMA	5/19/2022	447.00
12437	Susan J. van Wyk	5/19/2022	560.00
12438	TalkBox.Mom	5/19/2022	114.32
12439	Teaching Textbooks	5/19/2022	421.32
12440	Thrive Homeschool Program	5/19/2022	11,449.09
12441	Tori Gillam	5/19/2022	3,076.59
12442	ShillerLearning Montessori at Home	5/24/2022	242.45
12443	Teaching Textbooks	5/26/2022	55.08
12444	PenServ Plan Services, Inc.	5/26/2022	2,771.18
12445	Art of Problem Solving	5/27/2022	120.00
12446	Beautiful Feet Books, Inc.	5/27/2022	529.52
12447	BookShark	5/27/2022	711.76
12448	Boont Tribe Community School	5/27/2022	1,787.00
12449	Cornerstone Educational Solutions	5/27/2022	1,700.00
12450	Crafty School Crates	5/27/2022	149.23
12451	Dianna Gartner	5/27/2022	167.07
12452	Educational Development Corporation	5/27/2022	245.91
12453	EMH Sports USA, Inc.	5/27/2022	85.00
12454	H4B Team, LLC	5/27/2022	295.98
12455	History Unboxed LLC	5/27/2022	1,002.21
12456	Home Science Tools	5/27/2022	261.13
12457	International Academy of Science	5/27/2022	750.00
12458	Ken Willer	5/27/2022	280.00
12459	Kinetics Academy of Dance	5/27/2022	186.00
12460	KiwiCo, Inc	5/27/2022	305.34
12461	Learn and Create, Inc.	5/27/2022	149.76
12462	Learning Without Tears	5/27/2022	69.21
12463	Matt Savage	5/27/2022	395.00
12464	Monarch River Academy	5/27/2022	476.36
12465	MoxieBox Art	5/27/2022	40.48

Lake View Charter School  
Check Register

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
12466	North State Ballet LLC.	5/27/2022	1,735.00
12467	Outschool, Inc.	5/27/2022	136.00
12468	PresenceLearning, Inc.	5/27/2022	674.00
12469	Shooting Stars Tutoring	5/27/2022	5,600.00
12470	Tori Gillam	5/27/2022	1,844.00
12471	Total Education Solutions	5/27/2022	257.50
12472	Yosemite Valley Charter School	5/27/2022	1,258.51
12473	Amazon Capital Services	5/27/2022	0.90
ACH	The Advantage Group	5/10/2022	132.92
ACH	The Advantage Group	5/26/2022	132.92
ACH	Blue Shield of CA	5/9/2022	52,435.18
ACH	Amazon Capital Services	5/5/2022	206.39
ACH	Amazon Capital Services	5/5/2022	14.84
ACH	Amazon Capital Services	5/5/2022	201.29
ACH	Amazon Capital Services	5/5/2022	173.35
ACH	Amazon Capital Services	5/5/2022	240.19
ACH	Amazon Capital Services	5/5/2022	282.83
ACH	Amazon Capital Services	5/5/2022	18.91
ACH	Amazon Capital Services	5/5/2022	145.72
ACH	Amazon Capital Services	5/5/2022	18.70
ACH	Amazon Capital Services	5/5/2022	35.27
ACH	Amazon Capital Services	5/5/2022	150.14
ACH	Amazon Capital Services	5/5/2022	36.62
ACH	Amazon Capital Services	5/5/2022	185.77
ACH	Amazon Capital Services	5/5/2022	155.47
ACH	Amazon Capital Services	5/5/2022	70.31
ACH	Amazon Capital Services	5/5/2022	196.44
ACH	Charter Impact, Inc.	5/5/2022	20.00
ACH	Clarksville Charter School	5/5/2022	304.00
ACH	Clarksville Charter School	5/5/2022	33.00
ACH	Feather River Charter School	5/5/2022	93.85
ACH	Amazon Capital Services	5/5/2022	18.70
ACH	Feather River Charter School	5/5/2022	173.06
ACH	Sequoia Grove Charter Alliance	5/5/2022	3,091.81
ACH	Sequoia Grove Charter Alliance	5/5/2022	4,852.88
ACH	Sequoia Grove Charter Alliance	5/5/2022	779.63
ACH	Sequoia Grove Charter Alliance	5/5/2022	3,397.01
ACH	Sequoia Grove Charter Alliance	5/5/2022	4,648.11
ACH	Sequoia Grove Charter Alliance	5/5/2022	1,485.82
ACH	Sequoia Grove Charter Alliance	5/5/2022	6,625.26
ACH	Sequoia Grove Charter Alliance	5/5/2022	1,727.02
ACH	Sequoia Grove Charter Alliance	5/5/2022	257.88
ACH	Amazon Capital Services	5/5/2022	85.24
ACH	Sequoia Grove Charter Alliance	5/5/2022	925.59
ACH	Sequoia Grove Charter Alliance	5/5/2022	44.55
ACH	Amazon Capital Services	5/5/2022	163.90
ACH	Amazon Capital Services	5/5/2022	173.62
ACH	Amazon Capital Services	5/5/2022	231.83
ACH	Amazon Capital Services	5/5/2022	44.15
ACH	Amazon Capital Services	5/5/2022	176.86
ACH	Amazon Capital Services	5/5/2022	13.86
ACH	Amazon Capital Services	5/5/2022	23.69
ACH	Amazon Capital Services	5/5/2022	13.58
ACH	Amazon Capital Services	5/5/2022	325.54
ACH	Amazon Capital Services	5/5/2022	26.09
ACH	Amazon Capital Services	5/5/2022	136.54

Lake View Charter School  
 Check Register

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/5/2022	116.32
ACH	Amazon Capital Services	5/5/2022	49.89
ACH	Amazon Capital Services	5/5/2022	696.49
ACH	Amazon Capital Services	5/5/2022	240.06
ACH	Amazon Capital Services	5/5/2022	176.64
ACH	Amazon Capital Services	5/5/2022	57.64
ACH	Amazon Capital Services	5/5/2022	130.64
ACH	Amazon Capital Services	5/5/2022	42.09
ACH	Amazon Capital Services	5/5/2022	247.56
ACH	Amazon Capital Services	5/5/2022	15.34
ACH	Amazon Capital Services	5/5/2022	214.67
ACH	Amazon Capital Services	5/5/2022	149.52
ACH	Amazon Capital Services	5/5/2022	61.67
ACH	Amazon Capital Services	5/5/2022	113.58
ACH	Amazon Capital Services	5/5/2022	30.30
ACH	Amazon Capital Services	5/5/2022	42.06
ACH	Amazon Capital Services	5/5/2022	15.70
ACH	Amazon Capital Services	5/5/2022	18.70
ACH	Amazon Capital Services	5/5/2022	232.94
ACH	Amazon Capital Services	5/5/2022	178.82
ACH	Amazon Capital Services	5/5/2022	167.80
ACH	Amazon Capital Services	5/5/2022	331.13
ACH	Amazon Capital Services	5/5/2022	345.94
ACH	Amazon Capital Services	5/5/2022	52.86
ACH	Amazon Capital Services	5/5/2022	128.79
ACH	Amazon Capital Services	5/5/2022	76.37
ACH	Amazon Capital Services	5/5/2022	417.44
ACH	Amazon Capital Services	5/5/2022	21.41
ACH	Amazon Capital Services	5/5/2022	21.44
ACH	Amazon Capital Services	5/5/2022	2.15
ACH	Amazon Capital Services	5/5/2022	188.68
ACH	Amazon Capital Services	5/5/2022	120.28
ACH	Amazon Capital Services	5/5/2022	253.95
ACH	Amazon Capital Services	5/5/2022	20.37
ACH	Amazon Capital Services	5/5/2022	146.69
ACH	Amazon Capital Services	5/5/2022	20.60
ACH	Amazon Capital Services	5/5/2022	36.21
ACH	Amazon Capital Services	5/5/2022	40.52
ACH	Amazon Capital Services	5/5/2022	137.50
ACH	Amazon Capital Services	5/5/2022	45.84
ACH	Amazon Capital Services	5/5/2022	95.67
ACH	Amazon Capital Services	5/5/2022	133.81
ACH	Amazon Capital Services	5/5/2022	25.62
ACH	Amazon Capital Services	5/5/2022	215.03
ACH	Amazon Capital Services	5/5/2022	142.83
ACH	Amazon Capital Services	5/5/2022	93.72
ACH	Amazon Capital Services	5/5/2022	274.38
ACH	Amazon Capital Services	5/5/2022	46.85
ACH	Amazon Capital Services	5/5/2022	34.53
ACH	Amazon Capital Services	5/5/2022	27.62
ACH	Amazon Capital Services	5/5/2022	218.96
ACH	Amazon Capital Services	5/5/2022	80.43
ACH	Amazon Capital Services	5/5/2022	25.53
ACH	Amazon Capital Services	5/5/2022	51.30
ACH	Amazon Capital Services	5/5/2022	39.51
ACH	Amazon Capital Services	5/5/2022	32.16

Lake View Charter School  
 Check Register

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/5/2022	10.71
ACH	Amazon Capital Services	5/5/2022	374.50
ACH	Amazon Capital Services	5/5/2022	128.75
ACH	Amazon Capital Services	5/5/2022	59.28
ACH	Amazon Capital Services	5/5/2022	186.60
ACH	Amazon Capital Services	5/5/2022	110.92
ACH	Amazon Capital Services	5/5/2022	268.25
ACH	Amazon Capital Services	5/5/2022	96.19
ACH	Amazon Capital Services	5/5/2022	101.22
ACH	Amazon Capital Services	5/5/2022	18.70
ACH	Amazon Capital Services	5/5/2022	65.60
ACH	Amazon Capital Services	5/5/2022	195.96
ACH	Amazon Capital Services	5/5/2022	78.29
ACH	Amazon Capital Services	5/5/2022	69.25
ACH	Amazon Capital Services	5/5/2022	42.85
ACH	Amazon Capital Services	5/5/2022	257.38
ACH	Amazon Capital Services	5/5/2022	354.82
ACH	Amazon Capital Services	5/5/2022	18.49
ACH	Amazon Capital Services	5/5/2022	331.61
ACH	Amazon Capital Services	5/5/2022	39.69
ACH	Amazon Capital Services	5/12/2022	57.61
ACH	Amazon Capital Services	5/12/2022	82.29
ACH	Amazon Capital Services	5/12/2022	244.40
ACH	Amazon Capital Services	5/12/2022	145.25
ACH	Amazon Capital Services	5/12/2022	154.42
ACH	Amazon Capital Services	5/12/2022	235.07
ACH	Amazon Capital Services	5/12/2022	78.63
ACH	Amazon Capital Services	5/12/2022	72.51
ACH	Amazon Capital Services	5/12/2022	12.97
ACH	Amazon Capital Services	5/12/2022	5.29
ACH	Amazon Capital Services	5/12/2022	72.29
ACH	Amazon Capital Services	5/12/2022	243.44
ACH	Amazon Capital Services	5/12/2022	120.99
ACH	Amazon Capital Services	5/12/2022	6.42
ACH	Amazon Capital Services	5/12/2022	102.69
ACH	Amazon Capital Services	5/12/2022	137.37
ACH	Amazon Capital Services	5/12/2022	12.81
ACH	Amazon Capital Services	5/12/2022	87.88
ACH	Amazon Capital Services	5/12/2022	466.14
ACH	Amazon Capital Services	5/12/2022	25.46
ACH	Amazon Capital Services	5/12/2022	92.93
ACH	Amazon Capital Services	5/12/2022	95.88
ACH	Amazon Capital Services	5/12/2022	436.33
ACH	Amazon Capital Services	5/12/2022	59.25
ACH	Amazon Capital Services	5/12/2022	54.00
ACH	Amazon Capital Services	5/12/2022	6.91
ACH	Amazon Capital Services	5/12/2022	23.60
ACH	Amazon Capital Services	5/12/2022	54.67
ACH	Amazon Capital Services	5/12/2022	148.65
ACH	Amazon Capital Services	5/12/2022	37.66
ACH	Amazon Capital Services	5/12/2022	209.31
ACH	Amazon Capital Services	5/12/2022	137.66
ACH	Amazon Capital Services	5/12/2022	91.48
ACH	Amazon Capital Services	5/12/2022	97.13
ACH	Amazon Capital Services	5/12/2022	136.56
ACH	Amazon Capital Services	5/12/2022	39.34

Lake View Charter School  
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For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/12/2022	78.86
ACH	Amazon Capital Services	5/12/2022	412.46
ACH	Amazon Capital Services	5/12/2022	18.18
ACH	Amazon Capital Services	5/12/2022	114.35
ACH	Amazon Capital Services	5/12/2022	369.02
ACH	Amazon Capital Services	5/12/2022	18.21
ACH	Amazon Capital Services	5/12/2022	56.20
ACH	Amazon Capital Services	5/12/2022	86.61
ACH	Amazon Capital Services	5/12/2022	103.48
ACH	Amazon Capital Services	5/12/2022	96.94
ACH	Amazon Capital Services	5/12/2022	34.30
ACH	Amazon Capital Services	5/12/2022	191.79
ACH	Amazon Capital Services	5/12/2022	95.42
ACH	Amazon Capital Services	5/12/2022	38.94
ACH	Amazon Capital Services	5/12/2022	48.51
ACH	Amazon Capital Services	5/12/2022	196.22
ACH	Amazon Capital Services	5/12/2022	182.30
ACH	Amazon Capital Services	5/12/2022	71.75
ACH	Amazon Capital Services	5/12/2022	164.82
ACH	Amazon Capital Services	5/12/2022	132.92
ACH	Amazon Capital Services	5/12/2022	89.46
ACH	Amazon Capital Services	5/12/2022	25.69
ACH	Amazon Capital Services	5/12/2022	47.26
ACH	Amazon Capital Services	5/12/2022	225.62
ACH	Amazon Capital Services	5/12/2022	1.32
ACH	Amazon Capital Services	5/12/2022	63.68
ACH	Amazon Capital Services	5/12/2022	51.41
ACH	Amazon Capital Services	5/12/2022	324.94
ACH	Amazon Capital Services	5/12/2022	97.03
ACH	Amazon Capital Services	5/12/2022	687.25
ACH	Amazon Capital Services	5/12/2022	30.45
ACH	Amazon Capital Services	5/12/2022	52.79
ACH	Amazon Capital Services	5/12/2022	8.57
ACH	Amazon Capital Services	5/12/2022	119.56
ACH	Amazon Capital Services	5/12/2022	78.16
ACH	Amazon Capital Services	5/12/2022	100.28
ACH	Amazon Capital Services	5/12/2022	188.43
ACH	Amazon Capital Services	5/12/2022	67.36
ACH	Amazon Capital Services	5/12/2022	129.61
ACH	Amazon Capital Services	5/12/2022	119.02
ACH	Amazon Capital Services	5/12/2022	71.97
ACH	Amazon Capital Services	5/12/2022	77.75
ACH	Amazon Capital Services	5/12/2022	13.93
ACH	Amazon Capital Services	5/12/2022	57.44
ACH	Amazon Capital Services	5/12/2022	33.03
ACH	Amazon Capital Services	5/12/2022	16.08
ACH	Amazon Capital Services	5/12/2022	96.07
ACH	Amazon Capital Services	5/12/2022	154.93
ACH	Amazon Capital Services	5/12/2022	10.73
ACH	Amazon Capital Services	5/12/2022	111.56
ACH	Amazon Capital Services	5/12/2022	145.43
ACH	Amazon Capital Services	5/12/2022	30.96
ACH	Amazon Capital Services	5/12/2022	62.12
ACH	Amazon Capital Services	5/12/2022	185.72
ACH	Amazon Capital Services	5/12/2022	79.69
ACH	Amazon Capital Services	5/12/2022	1.57

Lake View Charter School  
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For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/12/2022	77.69
ACH	Amazon Capital Services	5/12/2022	8.65
ACH	Amazon Capital Services	5/12/2022	20.95
ACH	Amazon Capital Services	5/12/2022	40.25
ACH	Amazon Capital Services	5/12/2022	5.82
ACH	Amazon Capital Services	5/12/2022	35.25
ACH	Amazon Capital Services	5/12/2022	1.98
ACH	Amazon Capital Services	5/12/2022	20.75
ACH	Amazon Capital Services	5/12/2022	50.29
ACH	Amazon Capital Services	5/12/2022	57.82
ACH	Amazon Capital Services	5/12/2022	20.36
ACH	Amazon Capital Services	5/12/2022	88.66
ACH	Amazon Capital Services	5/12/2022	70.70
ACH	Amazon Capital Services	5/12/2022	180.31
ACH	Amazon Capital Services	5/12/2022	28.21
ACH	Amazon Capital Services	5/12/2022	203.38
ACH	Amazon Capital Services	5/12/2022	178.98
ACH	Amazon Capital Services	5/12/2022	141.17
ACH	Amazon Capital Services	5/12/2022	125.42
ACH	Amazon Capital Services	5/12/2022	136.78
ACH	Amazon Capital Services	5/12/2022	139.70
ACH	Amazon Capital Services	5/12/2022	13.93
ACH	Amazon Capital Services	5/12/2022	110.80
ACH	Amazon Capital Services	5/12/2022	69.35
ACH	Amazon Capital Services	5/12/2022	99.37
ACH	Amazon Capital Services	5/12/2022	72.88
ACH	Amazon Capital Services	5/12/2022	124.47
ACH	Amazon Capital Services	5/12/2022	27.94
ACH	Amazon Capital Services	5/12/2022	147.97
ACH	Amazon Capital Services	5/12/2022	52.09
ACH	Amazon Capital Services	5/12/2022	8.57
ACH	Amazon Capital Services	5/12/2022	13.73
ACH	Amazon Capital Services	5/12/2022	13.82
ACH	Amazon Capital Services	5/12/2022	71.69
ACH	Amazon Capital Services	5/12/2022	86.43
ACH	Amazon Capital Services	5/12/2022	32.31
ACH	Amazon Capital Services	5/12/2022	98.65
ACH	Amazon Capital Services	5/12/2022	308.90
ACH	Amazon Capital Services	5/12/2022	49.46
ACH	Amazon Capital Services	5/12/2022	244.66
ACH	Amazon Capital Services	5/12/2022	12.87
ACH	Amazon Capital Services	5/12/2022	20.29
ACH	Amazon Capital Services	5/12/2022	21.40
ACH	Amazon Capital Services	5/12/2022	595.76
ACH	Amazon Capital Services	5/12/2022	8.61
ACH	Amazon Capital Services	5/12/2022	9.79
ACH	Amazon Capital Services	5/12/2022	108.32
ACH	Amazon Capital Services	5/12/2022	39.66
ACH	Amazon Capital Services	5/12/2022	40.85
ACH	Amazon Capital Services	5/12/2022	48.25
ACH	Amazon Capital Services	5/12/2022	55.58
ACH	Amazon Capital Services	5/12/2022	78.41
ACH	Amazon Capital Services	5/12/2022	177.49
ACH	Amazon Capital Services	5/12/2022	18.22
ACH	Amazon Capital Services	5/12/2022	125.94
ACH	Amazon Capital Services	5/12/2022	11.45

Lake View Charter School

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For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/12/2022	73.99
ACH	Amazon Capital Services	5/12/2022	214.45
ACH	Amazon Capital Services	5/12/2022	108.52
ACH	Amazon Capital Services	5/12/2022	80.68
ACH	Amazon Capital Services	5/12/2022	30.01
ACH	Amazon Capital Services	5/12/2022	25.61
ACH	Amazon Capital Services	5/12/2022	92.50
ACH	Amazon Capital Services	5/12/2022	66.47
ACH	Amazon Capital Services	5/12/2022	96.57
ACH	Amazon Capital Services	5/12/2022	175.01
ACH	Amazon Capital Services	5/12/2022	138.60
ACH	Amazon Capital Services	5/12/2022	115.39
ACH	Amazon Capital Services	5/12/2022	149.53
ACH	Amazon Capital Services	5/12/2022	550.91
ACH	Amazon Capital Services	5/12/2022	58.75
ACH	Amazon Capital Services	5/12/2022	3.07
ACH	Amazon Capital Services	5/12/2022	154.42
ACH	Amazon Capital Services	5/12/2022	141.66
ACH	Sequoia Grove Charter Alliance	5/12/2022	646.02
ACH	Sequoia Grove Charter Alliance	5/12/2022	234.90
ACH	Sequoia Grove Charter Alliance	5/12/2022	538.51
ACH	Amazon Capital Services	5/12/2022	74.90
ACH	Amazon Capital Services	5/12/2022	209.06
ACH	Amazon Capital Services	5/12/2022	161.31
ACH	Amazon Capital Services	5/12/2022	165.34
ACH	Amazon Capital Services	5/12/2022	38.70
ACH	Amazon Capital Services	5/12/2022	23.09
ACH	Amazon Capital Services	5/12/2022	203.44
ACH	Amazon Capital Services	5/12/2022	345.69
ACH	Amazon Capital Services	5/12/2022	9.59
ACH	Amazon Capital Services	5/12/2022	109.33
ACH	Amazon Capital Services	5/12/2022	17.98
ACH	Amazon Capital Services	5/12/2022	288.21
ACH	Amazon Capital Services	5/12/2022	169.35
ACH	Amazon Capital Services	5/12/2022	73.30
ACH	Amazon Capital Services	5/12/2022	226.17
ACH	Amazon Capital Services	5/12/2022	3.12
ACH	Amazon Capital Services	5/12/2022	60.37
ACH	Amazon Capital Services	5/12/2022	77.44
ACH	Amazon Capital Services	5/12/2022	53.32
ACH	Amazon Capital Services	5/12/2022	137.39
ACH	Amazon Capital Services	5/12/2022	172.78
ACH	Amazon Capital Services	5/12/2022	19.26
ACH	Amazon Capital Services	5/12/2022	267.54
ACH	Amazon Capital Services	5/12/2022	64.52
ACH	Amazon Capital Services	5/12/2022	29.19
ACH	Amazon Capital Services	5/12/2022	124.99
ACH	Amazon Capital Services	5/12/2022	52.24
ACH	Amazon Capital Services	5/12/2022	133.62
ACH	Amazon Capital Services	5/12/2022	166.01
ACH	Amazon Capital Services	5/12/2022	78.98
ACH	Amazon Capital Services	5/12/2022	62.91
ACH	Amazon Capital Services	5/12/2022	58.70
ACH	Amazon Capital Services	5/12/2022	72.63
ACH	Amazon Capital Services	5/12/2022	43.83
ACH	Amazon Capital Services	5/12/2022	168.83

Lake View Charter School  
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For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/12/2022	100.09
ACH	Amazon Capital Services	5/12/2022	134.93
ACH	Amazon Capital Services	5/12/2022	153.26
ACH	Amazon Capital Services	5/12/2022	36.30
ACH	Amazon Capital Services	5/12/2022	53.60
ACH	Amazon Capital Services	5/12/2022	15.20
ACH	Amazon Capital Services	5/12/2022	134.73
ACH	Amazon Capital Services	5/12/2022	8.13
ACH	Amazon Capital Services	5/12/2022	18.51
ACH	Amazon Capital Services	5/12/2022	234.85
ACH	Amazon Capital Services	5/12/2022	144.00
ACH	Amazon Capital Services	5/12/2022	160.35
ACH	Amazon Capital Services	5/12/2022	41.83
ACH	Amazon Capital Services	5/12/2022	63.29
ACH	Amazon Capital Services	5/12/2022	15.40
ACH	Amazon Capital Services	5/12/2022	83.49
ACH	Amazon Capital Services	5/12/2022	98.66
ACH	Amazon Capital Services	5/12/2022	145.47
ACH	Amazon Capital Services	5/12/2022	163.38
ACH	Amazon Capital Services	5/12/2022	114.77
ACH	Amazon Capital Services	5/12/2022	60.90
ACH	Amazon Capital Services	5/12/2022	10.86
ACH	Amazon Capital Services	5/12/2022	126.95
ACH	Amazon Capital Services	5/12/2022	164.70
ACH	Amazon Capital Services	5/12/2022	239.02
ACH	Amazon Capital Services	5/12/2022	52.48
ACH	Amazon Capital Services	5/12/2022	83.45
ACH	Amazon Capital Services	5/12/2022	131.81
ACH	Amazon Capital Services	5/12/2022	6.38
ACH	Amazon Capital Services	5/12/2022	97.61
ACH	Amazon Capital Services	5/12/2022	94.67
ACH	Amazon Capital Services	5/12/2022	12.99
ACH	Amazon Capital Services	5/12/2022	113.87
ACH	Amazon Capital Services	5/12/2022	205.36
ACH	Amazon Capital Services	5/12/2022	130.03
ACH	Amazon Capital Services	5/12/2022	71.38
ACH	Amazon Capital Services	5/12/2022	512.24
ACH	Amazon Capital Services	5/12/2022	90.80
ACH	Amazon Capital Services	5/12/2022	136.13
ACH	Amazon Capital Services	5/12/2022	15.54
ACH	Amazon Capital Services	5/19/2022	142.49
ACH	Amazon Capital Services	5/19/2022	94.35
ACH	Amazon Capital Services	5/19/2022	58.69
ACH	Amazon Capital Services	5/19/2022	29.94
ACH	Amazon Capital Services	5/19/2022	20.46
ACH	Amazon Capital Services	5/19/2022	82.59
ACH	Amazon Capital Services	5/19/2022	88.01
ACH	Amazon Capital Services	5/19/2022	18.74
ACH	Amazon Capital Services	5/19/2022	150.52
ACH	Amazon Capital Services	5/19/2022	38.04
ACH	Amazon Capital Services	5/19/2022	195.94
ACH	Amazon Capital Services	5/19/2022	15.49
ACH	Amazon Capital Services	5/19/2022	26.86
ACH	Amazon Capital Services	5/19/2022	4.78
ACH	Amazon Capital Services	5/19/2022	188.09
ACH	Amazon Capital Services	5/19/2022	69.27

**Lake View Charter School**  
**Check Register**

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/19/2022	242.85
ACH	Amazon Capital Services	5/19/2022	61.24
ACH	Amazon Capital Services	5/19/2022	312.06
ACH	Amazon Capital Services	5/19/2022	23.22
ACH	Amazon Capital Services	5/19/2022	10.33
ACH	Amazon Capital Services	5/19/2022	21.41
ACH	Amazon Capital Services	5/19/2022	55.74
ACH	Amazon Capital Services	5/19/2022	24.65
ACH	Amazon Capital Services	5/19/2022	4.59
ACH	Amazon Capital Services	5/19/2022	199.29
ACH	Amazon Capital Services	5/19/2022	33.84
ACH	Amazon Capital Services	5/19/2022	15.51
ACH	Amazon Capital Services	5/19/2022	9.95
ACH	Charter Impact, Inc.	5/19/2022	10,155.00
ACH	Clarksville Charter School	5/19/2022	64.82
ACH	Amazon Capital Services	5/19/2022	248.82
ACH	Clarksville Charter School	5/19/2022	725.20
ACH	Feather River Charter School	5/19/2022	149.28
ACH	Feather River Charter School	5/19/2022	314.68
ACH	Feather River Charter School	5/19/2022	382.94
ACH	Sequoia Grove Charter Alliance	5/19/2022	1,500.00
ACH	Sequoia Grove Charter Alliance	5/19/2022	3,006.25
ACH	Sequoia Grove Charter Alliance	5/19/2022	3,745.63
ACH	Amazon Capital Services	5/19/2022	27.87
ACH	Amazon Capital Services	5/19/2022	82.86
ACH	Amazon Capital Services	5/19/2022	242.67
ACH	Amazon Capital Services	5/19/2022	283.35
ACH	Amazon Capital Services	5/19/2022	28.91
ACH	Amazon Capital Services	5/19/2022	30.01
ACH	Amazon Capital Services	5/19/2022	39.33
ACH	Amazon Capital Services	5/19/2022	192.28
ACH	Amazon Capital Services	5/19/2022	26.06
ACH	Amazon Capital Services	5/19/2022	5.79
ACH	Amazon Capital Services	5/19/2022	101.95
ACH	Amazon Capital Services	5/19/2022	252.02
ACH	Amazon Capital Services	5/19/2022	35.96
ACH	Amazon Capital Services	5/19/2022	4.86
ACH	Amazon Capital Services	5/19/2022	40.49
ACH	Amazon Capital Services	5/19/2022	124.25
ACH	Amazon Capital Services	5/19/2022	62.52
ACH	Amazon Capital Services	5/19/2022	19.35
ACH	Amazon Capital Services	5/19/2022	28.12
ACH	Amazon Capital Services	5/19/2022	21.65
ACH	Amazon Capital Services	5/19/2022	57.85
ACH	Amazon Capital Services	5/19/2022	538.55
ACH	Amazon Capital Services	5/19/2022	44.88
ACH	Amazon Capital Services	5/19/2022	61.63
ACH	Amazon Capital Services	5/19/2022	54.35
ACH	Amazon Capital Services	5/19/2022	65.39
ACH	Amazon Capital Services	5/19/2022	213.49
ACH	Amazon Capital Services	5/19/2022	63.63
ACH	Amazon Capital Services	5/19/2022	243.23
ACH	Amazon Capital Services	5/19/2022	57.59
ACH	Amazon Capital Services	5/19/2022	236.42
ACH	Amazon Capital Services	5/19/2022	56.70
ACH	Amazon Capital Services	5/19/2022	474.71

**Lake View Charter School**  
**Check Register**

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/19/2022	191.13
ACH	Amazon Capital Services	5/19/2022	119.75
ACH	Amazon Capital Services	5/19/2022	127.05
ACH	Amazon Capital Services	5/19/2022	180.12
ACH	Amazon Capital Services	5/19/2022	48.63
ACH	Amazon Capital Services	5/19/2022	56.79
ACH	Amazon Capital Services	5/19/2022	328.79
ACH	Amazon Capital Services	5/19/2022	48.50
ACH	Amazon Capital Services	5/19/2022	227.41
ACH	Amazon Capital Services	5/19/2022	48.24
ACH	Amazon Capital Services	5/19/2022	24.65
ACH	Amazon Capital Services	5/19/2022	13.89
ACH	Amazon Capital Services	5/19/2022	42.68
ACH	Amazon Capital Services	5/19/2022	46.86
ACH	Amazon Capital Services	5/19/2022	211.89
ACH	Amazon Capital Services	5/19/2022	52.73
ACH	Amazon Capital Services	5/19/2022	36.66
ACH	Amazon Capital Services	5/19/2022	41.55
ACH	Amazon Capital Services	5/19/2022	243.78
ACH	Amazon Capital Services	5/19/2022	15.54
ACH	Amazon Capital Services	5/19/2022	64.26
ACH	Amazon Capital Services	5/19/2022	15.54
ACH	Amazon Capital Services	5/19/2022	19.56
ACH	Amazon Capital Services	5/19/2022	4.32
ACH	Amazon Capital Services	5/19/2022	281.62
ACH	Amazon Capital Services	5/19/2022	50.12
ACH	Amazon Capital Services	5/19/2022	58.18
ACH	Amazon Capital Services	5/19/2022	30.29
ACH	Amazon Capital Services	5/19/2022	7.45
ACH	Amazon Capital Services	5/19/2022	44.61
ACH	Amazon Capital Services	5/19/2022	235.91
ACH	Amazon Capital Services	5/19/2022	285.63
ACH	Amazon Capital Services	5/19/2022	181.19
ACH	Amazon Capital Services	5/19/2022	56.43
ACH	Amazon Capital Services	5/19/2022	28.00
ACH	Amazon Capital Services	5/19/2022	19.29
ACH	Amazon Capital Services	5/19/2022	170.17
ACH	Amazon Capital Services	5/19/2022	188.54
ACH	Amazon Capital Services	5/19/2022	375.42
ACH	Amazon Capital Services	5/19/2022	7.16
ACH	Amazon Capital Services	5/19/2022	60.98
ACH	Amazon Capital Services	5/19/2022	39.54
ACH	Amazon Capital Services	5/19/2022	20.37
ACH	Amazon Capital Services	5/19/2022	57.80
ACH	Amazon Capital Services	5/19/2022	15.54
ACH	Amazon Capital Services	5/19/2022	46.41
ACH	Amazon Capital Services	5/19/2022	156.33
ACH	Amazon Capital Services	5/19/2022	33.24
ACH	Amazon Capital Services	5/19/2022	137.40
ACH	Amazon Capital Services	5/19/2022	57.88
ACH	Amazon Capital Services	5/19/2022	65.55
ACH	Amazon Capital Services	5/19/2022	112.08
ACH	Amazon Capital Services	5/19/2022	28.73
ACH	Amazon Capital Services	5/19/2022	96.88
ACH	Amazon Capital Services	5/27/2022	20.95
ACH	Amazon Capital Services	5/27/2022	21.43

**Lake View Charter School**  
**Check Register**

For the period ended May 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	5/27/2022	173.64
ACH	Amazon Capital Services	5/27/2022	43.57
ACH	Amazon Capital Services	5/27/2022	43.12
ACH	Amazon Capital Services	5/27/2022	95.46
ACH	Amazon Capital Services	5/27/2022	14.75
ACH	Amazon Capital Services	5/27/2022	18.95
ACH	Amazon Capital Services	5/27/2022	83.86
ACH	Amazon Capital Services	5/27/2022	32.16
ACH	Amazon Capital Services	5/27/2022	46.21
ACH	Amazon Capital Services	5/27/2022	85.84
ACH	Amazon Capital Services	5/27/2022	154.42
ACH	Amazon Capital Services	5/27/2022	6.52
ACH	Amazon Capital Services	5/27/2022	40.98
ACH	Amazon Capital Services	5/27/2022	71.44
ACH	Amazon Capital Services	5/27/2022	65.90
ACH	Amazon Capital Services	5/27/2022	83.37
ACH	Charter Impact, Inc.	5/27/2022	75.00
ACH	Charter Impact, Inc.	5/27/2022	242.25
ACH	Charter Impact, Inc.	5/27/2022	245.00
ACH	Charter Impact, Inc.	5/27/2022	245.00
ACH	Clarksville Charter School	5/27/2022	1,011.87
ACH	Feather River Charter School	5/27/2022	15.44
ACH	Feather River Charter School	5/27/2022	179.85
ACH	Feather River Charter School	5/27/2022	2.10
ACH	Feather River Charter School	5/27/2022	2,480.40
ACH	Feather River Charter School	5/27/2022	1,254.25
ACH	Feather River Charter School	5/27/2022	1,095.58
ACH	Sequoia Grove Charter Alliance	5/27/2022	11,121.63
ACH	Sequoia Grove Charter Alliance	5/27/2022	33,364.88
ACH	Sequoia Grove Charter Alliance	5/27/2022	97.02
ACH	Sequoia Grove Charter Alliance	5/27/2022	5,239.51
ACH	Sequoia Grove Charter Alliance	5/27/2022	2,143.75
ACH	Sequoia Grove Charter Alliance	5/27/2022	261.87
ACH	Sequoia Grove Charter Alliance	5/27/2022	256.45
ACH	Sequoia Grove Charter Alliance	5/27/2022	249.99
ACH	Sequoia Grove Charter Alliance	5/27/2022	218.56
ACH	Sequoia Grove Charter Alliance	5/27/2022	47.39

**Total Disbursements issued in May \$ 333,208.57**

Lake View Charter School

Accounts Payable Aging

May 31, 2022

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
Provenance	5021	5/13/2021	6/14/2021	\$ -	\$ -	\$ -	\$ -	\$ 30,224.69	\$ 30,224.69
Charter Impact, Inc.	PR051522	5/15/2022	5/15/2022	-	245.00	-	-	-	245.00
Chico Creek Dance Inc	1135	4/27/2022	5/26/2022	-	185.00	-	-	-	185.00
Chico Creek Dance Inc	1136	4/27/2022	5/26/2022	-	56.00	-	-	-	56.00
All About Learning Press, Inc.	911026	4/27/2022	5/27/2022	-	82.83	-	-	-	82.83
Learning with Lauren Tutoring Services	1458	4/27/2022	5/27/2022	-	75.00	-	-	-	75.00
Learning with Lauren Tutoring Services	1462	4/27/2022	5/27/2022	-	100.00	-	-	-	100.00
Global Teletherapy	6612	5/4/2022	6/3/2022	11,921.00	-	-	-	-	11,921.00
Growing Healthy Children Therapy Services, I	LVCS_2204	5/12/2022	6/11/2022	877.50	-	-	-	-	877.50
Jostens	28697627	5/12/2022	6/11/2022	62.44	-	-	-	-	62.44
Specialized Therapy Services	LVCS01-0422	5/12/2022	6/11/2022	597.50	-	-	-	-	597.50
Law Offices of Young Minney & Corr LLP	76845	5/13/2022	6/12/2022	13.72	-	-	-	-	13.72
Sequoia Grove Charter Alliance	8016	5/13/2022	6/12/2022	38.93	-	-	-	-	38.93
Sequoia Grove Charter Alliance	6701	5/13/2022	6/12/2022	862.50	-	-	-	-	862.50
Sequoia Grove Charter Alliance	6704	5/16/2022	6/15/2022	108.90	-	-	-	-	108.90
Sequoia Grove Charter Alliance	6706	5/16/2022	6/15/2022	270.00	-	-	-	-	270.00
Sequoia Grove Charter Alliance	6709	5/17/2022	6/16/2022	525.00	-	-	-	-	525.00
Sequoia Grove Charter Alliance	6713	5/17/2022	6/16/2022	225.00	-	-	-	-	225.00
Tori Gillam	22-0403	5/17/2022	6/16/2022	140.00	-	-	-	-	140.00
Sequoia Grove Charter Alliance	6723	5/17/2022	6/16/2022	90.00	-	-	-	-	90.00
Kinetics Academy of Dance	112	5/17/2022	6/16/2022	124.00	-	-	-	-	124.00
BookShark	BI0003882	5/17/2022	6/16/2022	1,073.46	-	-	-	-	1,073.46
Homeschool Spanish Academy	2021-2022 (01)	5/18/2022	6/17/2022	1,894.00	-	-	-	-	1,894.00
E-Therapy, LLC	25986	5/18/2022	6/17/2022	1,376.25	-	-	-	-	1,376.25
Crafty School Crates	21512	5/18/2022	6/17/2022	127.16	-	-	-	-	127.16
Chico Creek Dance Inc	1137	5/18/2022	6/17/2022	210.00	-	-	-	-	210.00
Tori Gillam	22-0649	5/18/2022	6/17/2022	145.00	-	-	-	-	145.00
Mendocino Starz Gymnastics and Cheer	DickMarAprMay2022	5/18/2022	6/17/2022	865.00	-	-	-	-	865.00
Mendocino Starz Gymnastics and Cheer	Dill MarAprMay2022	5/18/2022	6/17/2022	1,020.00	-	-	-	-	1,020.00
Mendocino Starz Gymnastics and Cheer	Harrison MarAprMay2022	5/18/2022	6/17/2022	255.00	-	-	-	-	255.00
Mendocino Starz Gymnastics and Cheer	MarApr2022	5/18/2022	6/17/2022	170.00	-	-	-	-	170.00
Mendocino Starz Gymnastics and Cheer	MarAprMay2022	5/18/2022	6/17/2022	510.00	-	-	-	-	510.00
Mendocino Starz Gymnastics and Cheer	Miller MarApr 2022	5/18/2022	6/17/2022	170.00	-	-	-	-	170.00
Mendocino Starz Gymnastics and Cheer	Pearson March2022	5/18/2022	6/17/2022	170.00	-	-	-	-	170.00
Mendocino Starz Gymnastics and Cheer	Powis MarApr 2022	5/18/2022	6/17/2022	425.00	-	-	-	-	425.00
Mendocino Starz Gymnastics and Cheer	Rowan Mar 2022	5/18/2022	6/17/2022	255.00	-	-	-	-	255.00
Mendocino Starz Gymnastics and Cheer	Stricklin MarApr2022	5/18/2022	6/17/2022	340.00	-	-	-	-	340.00
Mendocino Starz Gymnastics and Cheer	Todd-MarAprMay2022	5/18/2022	6/17/2022	765.00	-	-	-	-	765.00
Mendocino Starz Gymnastics and Cheer	Wise maraprMay2022	5/18/2022	6/17/2022	1,275.00	-	-	-	-	1,275.00
Sequoia Grove Charter Alliance	6728	5/19/2022	6/18/2022	256.55	-	-	-	-	256.55
Clarksville Charter School	6152	5/20/2022	6/19/2022	539.12	-	-	-	-	539.12
CM School Supply Inc # 1	001980633-0	5/20/2022	6/19/2022	36.80	-	-	-	-	36.80
Crafty School Crates	21540	5/20/2022	6/19/2022	101.03	-	-	-	-	101.03
Feather River Charter School	6207	5/20/2022	6/19/2022	385.94	-	-	-	-	385.94
Learning with Lauren Tutoring Services	1499	5/20/2022	6/19/2022	50.00	-	-	-	-	50.00
Learning with Lauren Tutoring Services	1500	5/20/2022	6/19/2022	50.00	-	-	-	-	50.00
Learning with Lauren Tutoring Services	1501	5/20/2022	6/19/2022	25.00	-	-	-	-	25.00

Lake View Charter School

Accounts Payable Aging

May 31, 2022

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
HBCO LLC	1275556	5/20/2022	6/19/2022	133.70	-	-	-	-	133.70
History Unboxed LLC	wc-14610HU	5/20/2022	6/19/2022	811.75	-	-	-	-	811.75
4EEE	SB22-003	5/23/2022	6/22/2022	560.00	-	-	-	-	560.00
Amazon Capital Services	1LH1-7MTK-QJD4	5/17/2022	7/1/2022	174.83	-	-	-	-	174.83
Amazon Capital Services	1NMR-DFCT-TLDJ	5/17/2022	7/1/2022	288.64	-	-	-	-	288.64
Amazon Capital Services	1QGF-NXRK-XNGQ	5/17/2022	7/1/2022	14.75	-	-	-	-	14.75
Amazon Capital Services	1DVY-9FLV-XV7D	5/17/2022	7/1/2022	246.85	-	-	-	-	246.85
Amazon Capital Services	17DH-LGXF-FJCK	5/17/2022	7/1/2022	843.23	-	-	-	-	843.23
Amazon Capital Services	1CCR-NLTJ-7QLH	5/17/2022	7/1/2022	30.73	-	-	-	-	30.73
Amazon Capital Services	1R36-Y3GL-MM7N	5/18/2022	7/2/2022	912.88	-	-	-	-	912.88
Amazon Capital Services	16NK-Y4GT-MD9M	5/18/2022	7/2/2022	269.99	-	-	-	-	269.99
Amazon Capital Services	1JNM-RFXJ-PFCC	5/18/2022	7/2/2022	139.15	-	-	-	-	139.15
Amazon Capital Services	1JVV-PKQC-1FWD	5/23/2022	7/7/2022	20.89	-	-	-	-	20.89
Amazon Capital Services	1DR3-YN9H-HRDJ	5/23/2022	7/7/2022	16.25	-	-	-	-	16.25
<b>Total Outstanding Payables in May</b>				<b>\$ 32,810.44</b>	<b>\$ 743.83</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,224.69</b>	<b>\$ 63,778.96</b>

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	May-16	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Client/Audit firm	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	May-20	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2020 - September 30, 2021.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/cr/fanreporthelp.asp">https://www.cde.ca.gov/fg/cr/fanreporthelp.asp</a>
FINANCE	May-20	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/ch/csinfosv.asp">https://www.cde.ca.gov/sp/ch/csinfosv.asp</a>
FINANCE	Jun-01	<b>Executive School Leadership Review Evaluation</b> - The board of directors is responsible for hiring and establishing the compensation (salary and benefits) of the executive director by identifying compensation that is "reasonable and not excessive". The board conducting the review should document who was involved and the process used to conduct the review, as well as the disposition of the full board's decision to approve the executive director's compensation (minutes of a meeting are fine for this). The documentation should demonstrate that the board took the comparable data into consideration when it approved the compensation.	Client	Yes	No	<u>This is an IRS requirement for Executive Director positions.</u> <u>If needed, Charter Impact can provide data on comparable salaries for your organization's Board of Directors.</u>
FINANCE	Jun-25	<b>Certification of the 2020-21 Second Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The Second Principal Apportionment (P-2), certified by June 25, is based on the second period data that LEAs report to CDE in April and May. P-2 supersedes the P-1 Apportionment calculations and is the final state aid payment for the fiscal year ending in June.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/pa/">https://www.cde.ca.gov/fg/aa/pa/</a>
FINANCE	Jun-30	<b>Local Control and Accountability Plan</b> - The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs. The components of the LCAP for the 2022-2023 LCAP year must be posted as one document assembled in the following order:  LCFF Budget Overview for Parents Supplement to the Annual Update to the 2021-22 LCAP Plan Summary Engaging Educational Partners Goals and Actions Increased or Improved Services for Foster Youth, English Learners, and Low-income students Action Tables Instructions  <b>The LCAP must be presented at the same public meeting as the budget, preceding the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b>	Client with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/re/lc/">https://www.cde.ca.gov/re/lc/</a>
FINANCE	Jun-30	<b>Submit Preliminary Budget Plan to Authorizer</b> - Charter Schools are required to submit their annual budgets to their authorizer by the authorizer-imposed deadline. Authorizers then use the budget to determine if the Charter School has reasonable financial health to sustain operations  <b>The budget must be presented at the same public meeting as the LCAP, following the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b>	Charter Impact	Yes	No	<a href="https://www.cde.ca.gov/fg/s1/fr/calendar22district.asp">https://www.cde.ca.gov/fg/s1/fr/calendar22district.asp</a>
FINANCE	Jun-30	<b>Pre-Kindergarten Planning and Implementation Grant Plan</b> - State law requires each LEA to create a plan articulating, how all children in the attendance area of the LEA will have access to full-day learning programs the year before kindergarten that meet the needs of parents, including through partnerships with the LEA's expanded learning offerings, the After-School Education and Safety Program, the California state preschool program, Head Start programs, and other community-based early learning and care programs (EC Section 8281.5). Under state law, the plan must be developed for consideration by the LEA's governing board or body at a public meeting on or before June 30, 2022	Charter Impact	Yes	No	<a href="https://www.cde.ca.gov/ci/gs/em/">https://www.cde.ca.gov/ci/gs/em/</a>
OPERATIONS	Jun-30	<b>Approve school calendar and instructional minutes</b> - 180/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten ~ 600 hours; Grades 1-3 ~ 840 hours; Grades 4-8 ~ 900 hours; Grades 9-12 ~ 1080 hours	Client with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/pa/lcfftfaq.asp">https://www.cde.ca.gov/fg/aa/pa/lcfftfaq.asp</a>
GOVERNANCE	Jun-30	<b>Review your Parental Involvement Policy</b> - Every local educational agency (LEA) in California must have a parental involvement policy: Federal requirement (LEAs accepting Title I funds). State requirement (California Education Code [EC] for non-Title I schools. Parents must be involved in how the funds reserved for parental involvement will be allocated for parental involvement activities. Keep minutes and sign-in sheets documenting these discussions. The California Department of Education (CDE) reviews the Consolidated Application and Reporting System (CARS) to see if the required reservation has been made.	Client	Yes	No	<a href="https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp">https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp</a>
GOVERNANCE	Jun-30	<b>Review your Homeless Education Policy</b> - A Homeless Education Policy is used to ensure that your school is compliant with key provisions of the Education for Homeless Children and Youths Act. It is also used to collect the contact information for your required designated homeless liaisons at your school. All schools are required to establish a board approved Homeless Education Policy.	Client	No	No	<a href="https://www.cde.ca.gov/hs/cy/strategies.asp">https://www.cde.ca.gov/hs/cy/strategies.asp</a>
FINANCE	Jun-30	<b>School Nutrition Application Due to CDE</b> - Funding supports five school meal and milk programs to assist schools, districts, and other nonprofit agencies in providing nutritious meals and milk to children at reasonable prices or free to qualified applicants. The five programs are the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Feeding Option (SSFO), Special Milk Program (SMP), and State Meal Program (STMP)	Client	No	No	<a href="https://www.cde.ca.gov/ls/nl/sn/eligmaterials.asp">https://www.cde.ca.gov/ls/nl/sn/eligmaterials.asp</a>
DATA	Jun-30	<b>Principal Apportionment Data Collection</b> - End-of-Year ADA data must be reconciled and submitted to Charter School authorizers for funding purposes. All attendance data collected from the first day of school to June 30, 2022 must be included in this submission. Due dates may vary and are prescribed by the schools' authorizer. The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); Expanded Learning Opportunities Program; and funding for several other programs. The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds throughout the fiscal year as information becomes known.	Charter Impact with Client support			<a href="https://www.cde.ca.gov/fg/aa/pa/index.asp">https://www.cde.ca.gov/fg/aa/pa/index.asp</a>



# Lake View Charter School

Monthly Financial Presentation

July 2022

# LAKE VIEW – Fiscal Highlights

- Large Increases in Funding from the Governor’s Budget
- Enrollment slightly higher than budget 716 actual through July vs. 710 Budgeted
- Year-end surplus projected at \$706.9K
- Senate Bill-740 Requirements:

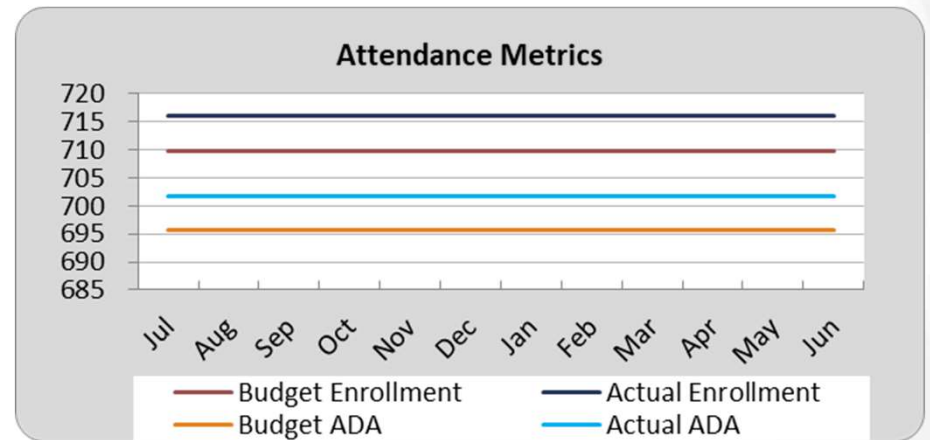
- 40/80 Expense Ratio ✓
- 25:1 Pupil-Teacher ratio ✓

Cert.	Instr.
50.7%	82.5%
971,721	224,952

Pupil:Teacher Ratio	
18.96	:1

# Attendance and Data Metrics

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	716	716	710
ADA	702	702	696
Attendance Rate	98.0%	98.0%	98.0%
Unduplicated %	57.6%	57.6%	57.6%
Revenue per ADA		\$12,933	\$12,099
Expenses per ADA		\$11,926	\$11,553



# LAKE VIEW - Revenue

- Revenue Variances Due to Increases in State Funding & Enrollment

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Revenue</b>						
State Aid-Rev Limit	\$ -	\$ -	\$ -	\$ 7,868,798	\$ 7,364,069	\$ 504,729
Federal Revenue	-	-	-	369,118	316,488	52,629
Other State Revenue	11,413	-	11,413	837,130	736,822	100,308
Other Local Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 11,413</b>	<b>\$ -</b>	<b>\$ 11,413</b>	<b>\$ 9,075,045</b>	<b>\$ 8,417,379</b>	<b>\$ 657,666</b>

# LAKE VIEW - Expenses

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Expenses</b>						
Certificated Salaries	\$ 255,573	\$ 240,169	\$ (15,403)	\$ 3,318,739	\$ 3,122,033	\$ (196,706)
Classified Salaries	5,352	13,109	7,757	116,042	157,306	41,264
Benefits	84,133	90,798	6,664	1,345,249	1,152,802	(192,447)
Books and Supplies	41,087	50,831	9,744	1,587,098	1,470,952	(116,146)
Subagreement Services	1,652	78,727	77,075	1,179,507	1,258,442	78,935
Operations	4,238	10,433	6,196	79,089	125,200	46,111
Facilities	-	-	-	-	-	-
Professional Services	17,650	40,531	22,881	667,099	666,969	(129)
Depreciation	-	-	-	-	-	-
Interest	8,385	-	(8,385)	75,293	83,838	8,545
<b>Total Expenses</b>	<b><u>\$ 418,071</u></b>	<b><u>\$ 524,599</u></b>	<b><u>\$ 106,528</u></b>	<b><u>\$ 8,368,117</u></b>	<b><u>\$ 8,037,542</u></b>	<b><u>\$ (330,575)</u></b>

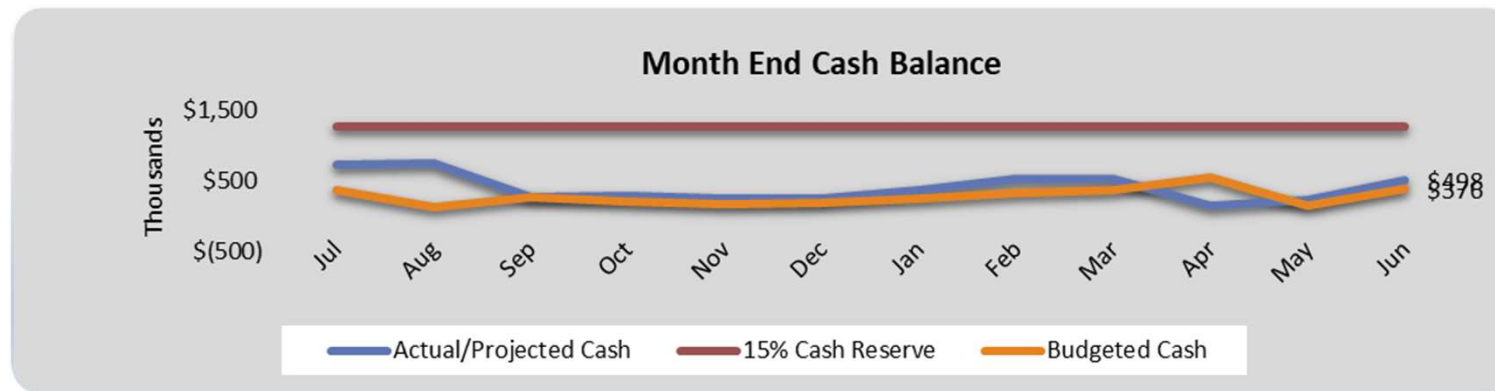
# LAKE VIEW - Fund Balance

- Solid Surplus

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Total Surplus(Deficit)</b>	<b>\$ (406,659)</b>	<b>\$ (524,599)</b>	<b>\$ 117,941</b>	<b>\$ 706,928</b>	<b>\$ 379,837</b>	<b>\$ 327,091</b>
Beginning Fund Balance	<u>251,979</u>	<u>251,979</u>		<u>251,979</u>	<u>251,979</u>	
<b>Ending Fund Balance</b>	<b><u>\$ (154,680)</u></b>	<b><u>\$ (272,620)</u></b>		<b><u>\$ 958,907</u></b>	<b><u>\$ 631,816</u></b>	
<i>As a % of Annual Expenses</i>	<i>-1.8%</i>	<i>-3.4%</i>		<i>11.5%</i>	<i>7.9%</i>	

# LAKE VIEW - Cash

- No projected concern in cash.
- Factoring to end in June 2023
- Year-end cash projected at \$498k.



# LAKE VIEW - Appendix

- Monthly Cash Flow / Forecast 22-23
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Compliance Report



**Lake View Charter School**  
**Monthly Cash Flow/Forecast FY22-23**

Revised 8/24/2022

ADA = 701.68

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
<b>ADA = 695.69</b>																
<b>Revenues</b>																
<b>State Aid - Revenue Limit</b>																
8011 LCFF State Aid	-	326,672	326,672	588,010	588,010	588,010	588,010	588,010	791,876	791,876	791,876	791,876	776,149	7,537,046	6,981,031	556,015
8012 Education Protection Account	-	-	-	31,152	-	-	31,152	-	-	31,152	-	-	31,152	124,609	139,137	(14,528)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	10,930	21,859	14,573	14,573	14,573	14,573	14,573	33,830	16,915	16,915	16,915	16,915	207,143	243,901	(36,758)
	-	337,602	348,531	633,735	602,583	602,583	633,735	602,583	825,706	839,943	808,791	808,791	824,216	7,868,798	7,364,069	504,729
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	3,116	3,116	5,609	5,609	5,609	5,609	5,609	7,319	7,319	7,319	7,319	7,319	70,870	70,264	605
8182 Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8220 Federal Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 Title I, Part A - Basic Low Income	-	-	30,767	-	-	92,300	-	-	-	-	-	-	-	123,067	71,043	52,024
8291 Title II, Part A - Teacher Quality	-	-	2,999	-	-	8,998	-	-	-	-	-	-	-	11,997	11,997	-
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8294 Title V, Part B - PCSG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8295 Charter Facility Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8296 Other Federal Revenue	-	-	-	40,796	-	-	40,796	-	-	40,796	-	40,796	-	163,184	163,184	-
8299 Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	3,116	36,882	46,405	5,609	106,907	46,405	5,609	7,319	48,115	7,319	48,115	7,319	369,118	316,488	52,629
<b>Other State Revenue</b>																
8311 State Special Education	-	25,299	25,299	45,538	45,538	45,538	45,538	45,538	59,418	59,418	59,418	59,418	59,418	575,378	518,279	57,098
8520 Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandated Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8560 State Lottery	-	-	-	-	-	-	39,935	-	-	39,935	-	-	101,780	181,651	138,442	43,209
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	11,413	-	-	-	-	-	-	-	-	-	68,689	-	-	80,101	80,101	-
	11,413	25,299	25,299	45,538	45,538	45,538	85,474	45,538	59,418	99,353	128,106	59,418	161,198	837,130	736,822	100,308
<b>Other Local Revenue</b>																
8634 Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650 Lease and Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8689 Other Fees and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8698 ASB Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8699 School Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8980 Contributions, Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8990 Contributions, Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>11,413</b>	<b>366,017</b>	<b>410,712</b>	<b>725,678</b>	<b>653,730</b>	<b>755,028</b>	<b>765,614</b>	<b>653,730</b>	<b>892,442</b>	<b>987,411</b>	<b>944,215</b>	<b>916,323</b>	<b>992,732</b>	<b>9,075,045</b>	<b>8,417,379</b>	<b>657,666</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	199,945	203,762	203,762	203,762	203,762	203,762	203,762	203,762	203,762	203,762	203,762	203,762	-	2,441,328	2,502,158	60,830
1170 Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1175 Teachers' Extra Duty/Stipends	5,575	13,062	13,062	13,062	13,062	78,062	13,062	13,062	78,062	13,062	63,062	83,062	-	399,258	240,000	(159,258)
1200 Pupil Support Salaries	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	-	87,500	-	(87,500)
1300 Administrators' Salaries	30,204	18,569	18,569	18,569	18,569	18,569	18,569	18,569	18,569	18,569	18,569	18,569	-	234,463	207,875	(26,588)
1900 Other Certificated Salaries	12,557	13,058	13,058	13,058	13,058	13,058	13,058	13,058	13,058	13,058	13,058	13,058	-	156,190	172,000	15,810
	255,573	255,742	255,742	255,742	255,742	320,742	255,742	255,742	320,742	255,742	305,742	325,742	-	3,318,739	3,122,033	(196,706)
<b>Classified Salaries</b>																
2100 Instructional Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Support Salaries	-	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	-	29,425	30,000	575
2300 Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2400 Clerical and Office Staff Salaries	4,177	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,010	50,000	(10)
2900 Other Classified Salaries	1,175	3,221	3,221	3,221	3,221	3,221	3,221	3,221	3,221	3,221	3,221	3,221	-	36,607	77,306	40,699
	5,352	10,063	10,063	10,063	10,063	10,063	10,063	10,063	10,063	10,063	10,063	10,063	-	116,042	157,306	41,264
<b>Benefits</b>																
3101 STRS	47,883	47,497	47,497	47,497	47,497	59,568	47,497	47,497	59,568	47,497	56,783	60,497	-	616,776	586,758	(30,018)
3202 PERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3301 OASDI	332	683	683	683	683	683	683	683	683	683	683	683	-	7,840	9,753	1,913
3311 Medicare	3,634	3,763	3,763	3,763	3,763	4,684	3,763	3,763	4,684	3,763	4,471	4,755	-	48,572	46,825	(1,747)
3401 Health and Welfare	28,185	52,617	52,617	52,617	52,617	52,617	52,617	52,617	52,617	52,617	52,617	52,617	-	606,969	430,000	(176,969)
3501 State Unemployment	1,326	1,451	1,451	1,451	1,451	1,451	1,451	7,254	5,804	2,902	1,451	1,451	-	28,893	27,175	(1,718)
3601 Workers' Compensation	1,791	1,817	1,817	1,817	1,817	2,261	1,817	1,817	2,261	1,817	2,159	2,295	-	23,485	45,211	21,726
3901 Other Benefits	981	982	982	982	982	1,223	982	982	1,223	982	1,167	1,241	-	12,713	7,079	(5,634)

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	84,133	108,810	108,810	108,810	108,810	122,486	114,613	113,162	123,937	108,810	119,330	123,538	-	1,345,249	1,152,802	(192,447)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	701	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	-	36,451	39,000	2,549
4200 Books and Reference Materials	283	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	14,033	15,000	967
4302 School Supplies	19,605	73,549	137,818	129,290	100,289	100,573	71,238	94,821	173,760	104,911	184,343	30,257	-	1,220,454	1,116,804	(103,649)
4305 Software	20,419	14,842	14,842	14,842	14,842	14,842	14,842	14,842	14,842	14,842	14,842	14,842	-	183,678	176,700	(6,978)
4310 Office Expense	-	208	208	208	208	208	208	208	208	208	208	208	-	2,292	2,500	208
4311 Business Meals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4312 School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4400 Noncapitalized Equipment	78	7,969	14,933	14,009	10,866	10,897	7,719	10,274	18,827	11,367	19,974	3,278	-	130,190	120,948	(9,242)
4700 Food Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	41,087	101,068	172,300	162,849	130,706	131,020	98,507	124,645	212,137	135,828	223,867	53,085	-	1,587,098	1,470,952	(116,146)

Lake View Charter School - Regular Scheduled Board Meeting - Agenda - Wednesday September 7, 2022 at 4:30 PM

<b>Subagreement Services</b>																		
5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5102	Special Education	-	26,375	26,375	26,375	26,375	26,375	26,375	26,375	26,375	26,375	26,375	26,375	26,375	-	290,125	313,800	23,675
5103	Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5105	Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106	Other Educational Consultants	1,652	29,552	55,376	51,950	40,297	40,411	28,624	38,100	69,818	42,154	74,070	12,157	-	484,161	451,015	(33,146)	
5107	Instructional Services	-	36,838	36,838	36,838	36,838	36,838	36,838	36,838	36,838	36,838	36,838	36,838	-	405,221	493,627	88,406	
		1,652	92,766	118,589	115,163	103,510	103,624	91,837	101,313	133,031	105,367	137,284	75,371	-	1,179,507	1,258,442	78,935	
<b>Operations and Housekeeping</b>																		
5201	Auto and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200	1,200
5300	Dues & Memberships	-	842	842	842	842	842	842	842	842	842	842	842	-	9,258	10,100	842	
5400	Insurance	4,238	4,238	4,238	4,238	4,238	4,238	4,238	4,238	4,238	4,238	4,238	4,238	-	50,856	93,300	42,444	
5501	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5502	Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5516	Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531	ASB Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	-	13,475	14,600	1,125	
5901	Postage and Shipping	-	500	500	500	500	500	500	500	500	500	500	500	-	5,500	6,000	500	
		4,238	6,805	6,805	6,805	6,805	6,805	6,805	6,805	6,805	6,805	6,805	6,805	-	79,089	125,200	46,111	
<b>Facilities, Repairs and Other Leases</b>																		
5601	Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5602	Additional Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5603	Equipment Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5604	Other Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5605	Real/Personal Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5610	Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Professional/Consulting Services</b>																		
5801	IT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5802	Audit & Taxes	-	-	-	1,567	1,567	1,567	-	-	-	-	-	-	-	4,700	4,700	-	
5803	Legal	-	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	-	41,067	44,400	3,333	
5804	Professional Development	1,013	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	-	34,285	36,297	2,012	
5805	General Consulting	222	958	958	958	958	958	958	958	958	958	958	958	-	10,764	11,400	636	
5806	Special Activities/Field Trips	2,632	2,578	4,830	4,531	3,515	3,525	2,497	3,323	6,090	3,677	6,461	1,060	-	44,720	41,132	(3,588)	
5807	Bank Charges	815	842	842	842	842	842	842	842	842	842	842	842	-	10,073	10,000	(73)	
5808	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5809	Other taxes and fees	-	442	442	442	442	442	442	442	442	442	442	442	-	4,858	5,200	342	
5810	Payroll Service Fee	617	617	617	617	617	617	617	617	617	617	617	617	-	7,400	7,400	(0)	
5811	Management Fee	12,351	30,864	30,864	30,864	30,864	30,864	30,864	30,864	30,864	30,864	30,864	30,864	-	351,855	358,859	7,004	
5812	District Oversight Fee	-	6,752	6,971	12,675	12,052	12,052	12,675	12,052	16,514	16,799	16,176	16,176	16,484	157,376	147,281	(10,095)	
5813	County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5815	Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	300	-
		17,650	49,810	52,281	59,253	57,614	57,624	55,652	55,855	63,085	60,956	63,117	57,717	16,484	667,099	666,969	(129)	
<b>Depreciation</b>																		
6900	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Interest</b>																		
7438	Interest Expense	8,385	-	-	9,996	9,996	9,996	9,996	13,462	13,462	-	-	-	-	75,293	83,838	8,545	
		8,385	-	-	9,996	9,996	9,996	9,996	13,462	13,462	-	-	-	-	75,293	83,838	8,545	
<b>Total Expenses</b>																		
		418,071	625,063	724,590	728,681	683,246	762,360	643,215	681,047	883,261	683,571	866,208	652,321	16,484	8,368,117	8,037,542	(330,575)	
<b>Monthly Surplus (Deficit)</b>																		
		(406,658)	(259,046)	(313,878)	(3,002)	(29,516)	(7,332)	122,399	(27,317)	9,181	303,839	78,008	264,002	976,248	706,928	379,837	327,091	



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Lake View Charter School

Budget vs Actual

For the period ended July 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,981,031
Education Protection Account	-	-	-	-	-	-	139,137
State Aid - Prior Year	-	-	-	-	-	-	-
In Lieu of Property Taxes	-	-	-	-	-	-	243,901
<b>Total State Aid - Revenue Limit</b>							<b>7,364,069</b>
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	70,264
Special Education - Discretionary	-	-	-	-	-	-	-
Title I, Part A - Basic Low Income	-	-	-	-	-	-	71,043
Title II, Part A - Teacher Quality	-	-	-	-	-	-	11,997
Other Federal Revenue	-	-	-	-	-	-	163,184
Prior Year Federal Revenue	-	-	-	-	-	-	-
<b>Total Federal Revenue</b>							<b>316,488</b>
Other State Revenue							
State Special Education	-	-	-	-	-	-	518,279
Mandated Cost	-	-	-	-	-	-	-
State Lottery	-	-	-	-	-	-	138,442
Prior Year Revenue	-	-	-	-	-	-	-
Other State Revenue	11,413	-	11,413	11,413	-	11,413	80,101
<b>Total Other State Revenue</b>	<b>11,413</b>	<b>-</b>	<b>11,413</b>	<b>11,413</b>	<b>-</b>	<b>11,413</b>	<b>736,822</b>
<b>Total Revenues</b>	<b>\$ 11,413</b>	<b>\$ -</b>	<b>\$ 11,413</b>	<b>\$ 11,413</b>	<b>\$ -</b>	<b>\$ 11,413</b>	<b>\$ 8,417,379</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 199,945	\$ 208,513	\$ 8,568	\$ 199,945	\$ 208,513	\$ 8,568	\$ 2,502,158
Teachers' Extra Duty/Stipends	5,575	-	(5,575)	5,575	-	(5,575)	240,000
Pupil Support Salaries	7,292	-	(7,292)	7,292	-	(7,292)	-
Administrators' Salaries	30,204	17,323	(12,881)	30,204	17,323	(12,881)	207,875
Other Certificated Salaries	12,557	14,333	1,777	12,557	14,333	1,777	172,000
<b>Total Certificated Salaries</b>	<b>255,573</b>	<b>240,169</b>	<b>(15,403)</b>	<b>255,573</b>	<b>240,169</b>	<b>(15,403)</b>	<b>3,122,033</b>
Classified Salaries							
Support Salaries	-	2,500	2,500	-	2,500	2,500	30,000
Clerical and Office Staff Salaries	4,177	4,167	(10)	4,177	4,167	(10)	50,000
Other Classified Salaries	1,175	6,442	5,267	1,175	6,442	5,267	77,306
<b>Total Classified Salaries</b>	<b>5,352</b>	<b>13,109</b>	<b>7,757</b>	<b>5,352</b>	<b>13,109</b>	<b>7,757</b>	<b>157,306</b>
Benefits							
State Teachers' Retirement System, certificated positions	47,883	45,138	(2,746)	47,883	45,138	(2,746)	586,758
OASDI/Medicare/Alternative, certificated positions	332	813	481	332	813	481	9,753
Medicare/Alternative, certificated positions	3,634	3,617	(18)	3,634	3,617	(18)	46,825
Health and Welfare Benefits, certificated positions	28,185	35,833	7,648	28,185	35,833	7,648	430,000
State Unemployment Insurance, certificated positions	1,326	1,359	32	1,326	1,359	32	27,175
Workers' Compensation Insurance, certificated positions	1,791	3,492	1,701	1,791	3,492	1,701	45,211
Other Benefits, certificated positions	981	547	(435)	981	547	(435)	7,079
<b>Total Benefits</b>	<b>84,133</b>	<b>90,798</b>	<b>6,664</b>	<b>84,133</b>	<b>90,798</b>	<b>6,664</b>	<b>1,152,802</b>
Books & Supplies							
Textbooks and Core Materials	701	3,250	2,549	701	3,250	2,549	39,000
Books and Reference Materials	283	1,250	967	283	1,250	967	15,000
School Supplies	19,605	28,330	8,725	19,605	28,330	8,725	1,116,804
Software	20,419	14,725	(5,694)	20,419	14,725	(5,694)	176,700
Office Expense	-	208	208	-	208	208	2,500
Noncapitalized Equipment	78	3,068	2,990	78	3,068	2,990	120,948
<b>Total Books &amp; Supplies</b>	<b>41,087</b>	<b>50,831</b>	<b>9,744</b>	<b>41,087</b>	<b>50,831</b>	<b>9,744</b>	<b>1,470,952</b>
Subagreement Services							
Nursing	-	-	-	-	-	-	-
Special Education	-	26,150	26,150	-	26,150	26,150	313,800
Other Educational Consultants	1,652	11,441	9,789	1,652	11,441	9,789	451,015
Instructional Services	-	41,136	41,136	-	41,136	41,136	493,627
<b>Total Subagreement Services</b>	<b>1,652</b>	<b>78,727</b>	<b>77,075</b>	<b>1,652</b>	<b>78,727</b>	<b>77,075</b>	<b>1,258,442</b>
Operations & Housekeeping							
Auto and Travel	-	100	100	-	100	100	1,200
Dues & Memberships	-	842	842	-	842	842	10,100
Insurance	4,238	7,775	3,537	4,238	7,775	3,537	93,300
Communications	-	1,217	1,217	-	1,217	1,217	14,600
Postage and Shipping	-	500	500	-	500	500	6,000
<b>Total Operations &amp; Housekeeping</b>	<b>4,238</b>	<b>10,433</b>	<b>6,196</b>	<b>4,238</b>	<b>10,433</b>	<b>6,196</b>	<b>125,200</b>
Facilities, Repairs & Other Leases							
Other Leases	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-	-	-
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Professional/Consulting Services							
Audit & Taxes	-	-	-	-	-	-	4,700
Legal	-	3,700	3,700	-	3,700	3,700	44,400
Professional Development	1,013	3,025	2,012	1,013	3,025	2,012	36,297
General Consulting	222	950	728	222	950	728	11,400
Special Activities/Field Trips	2,632	1,043	(1,589)	2,632	1,043	(1,589)	41,132
Bank Charges	815	833	19	815	833	19	10,000
Other Taxes and Fees	-	433	433	-	433	433	5,200
Payroll Service Fee	617	617	(0)	617	617	(0)	7,400
Management Fee	12,351	29,905	17,554	12,351	29,905	17,554	358,859
District Oversight Fee	-	-	-	-	-	-	147,281
SPED Encroachment	-	-	-	-	-	-	-
Public Relations/Recruitment	-	25	25	-	25	25	300
<b>Total Professional/Consulting Services</b>	<b>17,650</b>	<b>40,531</b>	<b>22,881</b>	<b>17,650</b>	<b>40,531</b>	<b>22,881</b>	<b>666,969</b>
Interest							
Interest Expense	8,385	-	(8,385)	8,385	-	(8,385)	83,838
<b>Total Interest</b>	<b>8,385</b>	<b>-</b>	<b>(8,385)</b>	<b>8,385</b>	<b>-</b>	<b>(8,385)</b>	<b>83,838</b>
<b>Total Expenses</b>	<b>\$ 418,071</b>	<b>\$ 524,599</b>	<b>\$ 106,528</b>	<b>\$ 418,071</b>	<b>\$ 524,599</b>	<b>\$ 106,528</b>	<b>\$ 8,037,542</b>
<b>Change in Net Assets</b>	<b>(406,658)</b>	<b>(524,599)</b>	<b>117,941</b>	<b>(406,658)</b>	<b>(524,599)</b>	<b>117,941</b>	<b>379,837</b>
Net Assets, Beginning of Period	251,979			251,979			
<b>Net Assets, End of Period</b>	<b>\$ (154,679)</b>			<b>\$ (154,679)</b>			

## Lake View Charter School

### Statement of Financial Position

July 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 412,641	\$ 557,551	\$ (144,911)	
Restricted Cash	319,198	-	319,198	
Total Cash & Cash Equivalents	731,838	557,551	174,287	31%
Accounts Receivable	-	38,162	(38,162)	-100%
Public Funding Receivable	1,069,587	1,275,034	(205,447)	-16%
Factored Receivable	(1,187,800)	(582,200)	(605,600)	104%
Prepaid Expenses	74,083	33,908	40,175	118%
<b>Total Current Assets</b>	<b>687,708</b>	<b>1,322,456</b>	<b>(634,748)</b>	<b>-48%</b>
<b>Long-Term Assets</b>				
Deposits	-	-	-	0%
<b>Total Long Term Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Assets</b>	<b>\$ 687,708</b>	<b>\$ 1,322,456</b>	<b>\$ (634,748)</b>	<b>-48%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 133,067	\$ 382,372	\$ (249,304)	-65%
Accrued Liabilities	390,122	357,495	32,627	9%
Deferred Revenue	319,198	330,610	(11,413)	-3%
<b>Total Current Liabilities</b>	<b>842,387</b>	<b>1,070,477</b>	<b>(228,090)</b>	<b>-21%</b>
<b>Total Liabilities</b>	<b>842,387</b>	<b>1,070,477</b>	<b>(228,090)</b>	<b>-21%</b>
<b>Net Assets</b>	<b>(154,679)</b>	<b>251,979</b>	<b>(406,658)</b>	<b>-161%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 687,708</b>	<b>\$ 1,322,456</b>	<b>\$ (634,748)</b>	<b>-48%</b>

## Lake View Charter School

### Statement of Cash Flows

For the period ended July 31, 2022

	Month Ended 07/31/22	YTD Ended 07/31/22
<b>Cash Flows from Operating Activities</b>		
Changes in Net Assets	\$ (406,658)	\$ (406,658)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	205,447	205,447
Grants, Contributions & Pledges Receivable	643,762	643,762
Prepaid Expenses	(40,175)	(40,175)
Other Assets	-	-
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(249,304)	(249,304)
Accrued Expenses	32,627	32,627
Deferred Revenue	(11,413)	(11,413)
<b>Total Cash Flows from Operating Activities</b>	<b>174,287</b>	<b>174,287</b>
Change in Cash & Cash Equivalents	174,287	174,287
Cash & Cash Equivalents, Beginning of Period	557,551	557,551
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 731,838</b>	<b>\$ 731,838</b>

## Lake View Charter School

## Check Register

For the period ended July 31, 2022

#	Check Number	Vendor Name	Check Date	Check Amount
	12341	Eat2Explore	7/21/2022	void
	12557	Chico Area Recreation and Parks District	7/7/2022	65.00
	12558	E-Therapy, LLC	7/7/2022	124.50
	12559	Four Winds Farm	7/7/2022	80.00
	12560	Homeschool Spanish Academy	7/7/2022	90.00
	12561	Jeanette Marchais	7/7/2022	700.00
	12562	McColgan & Associates Inc	7/7/2022	1,537.50
	12563	Northern California Ballet School, Oroville	7/7/2022	180.00
	12564	Standalone MMA	7/7/2022	437.00
	12565	Glad Donahue	7/14/2022	450.00
	12566	Serra Wells	7/14/2022	void
	12567	Procopio, Cory, Hargreaves & Savitch LLP	7/20/2022	110.60
	12568	Big Little Ones, LLC	7/21/2022	74.90
	12569	Learn and Create, Inc.	7/21/2022	261.05
	12570	E-Therapy, LLC	7/21/2022	211.50
	12571	Full Circle Speech Therapy	7/21/2022	2,240.00
	12572	Global Teletherapy	7/21/2022	433.00
	12573	Lakeshore	7/21/2022	21.44
	12574	Law Offices of Young Minney & Corr LLP	7/21/2022	246.37
	12575	Monarch River Academy	7/21/2022	477.12
	12576	Provenance	7/21/2022	void
	12577	Yosemite Valley Charter School	7/21/2022	486.68
	12578	Eat2Explore	7/21/2022	117.05
	12579	All About Learning Press, Inc.	7/29/2022	61.38
	12580	CharterSafe	7/29/2022	27,035.00
	12581	Growing Healthy Children Therapy Services, Inc.	7/29/2022	877.50
	12582	Home Science Tools	7/29/2022	291.30
	12583	Jabbergym	7/29/2022	59.00
	12584	KiwiCo, Inc	7/29/2022	187.78
	12585	Law Offices of Young Minney & Corr LLP	7/29/2022	816.45
	12586	MEL Science U.S., LLC	7/29/2022	339.23
	12587	Moving Beyond the Page	7/29/2022	27.87
	12588	Peace Hill Press, Inc. dba Well Trained Mind Press	7/29/2022	30.15
	12589	Rainbow Resource Center	7/29/2022	void
	12590	Rainbow Resource Center	7/29/2022	void
	12591	Rainbow Resource Center	7/29/2022	8,777.76
	12592	Rebeka Heath	7/29/2022	93.48
	12593	School Pathways, LLC	7/29/2022	260.26
	12594	Singapore Math, Inc.	7/29/2022	959.44
	12595	Teacher Synergy, LLC	7/29/2022	85.97
	12596	PenServ Plan Services, Inc.	7/29/2022	4,566.41
	ACH	The Advantage Group	7/29/2022	673.55
	ACH	Charter Impact, Inc.	7/1/2022	12,351.00
	ACH	Clarksville Charter School	7/7/2022	14.00
	ACH	Clarksville Charter School	7/7/2022	855.75
	ACH	Feather River Charter School	7/7/2022	14.00
	ACH	Feather River Charter School	7/7/2022	841.75
	ACH	Feather River Charter School	7/7/2022	943.95
	ACH	Feather River Charter School	7/7/2022	2,066.74
	ACH	Sequoia Grove Charter Alliance	7/7/2022	13,501.72
	ACH	Sequoia Grove Charter Alliance	7/7/2022	568.26
	ACH	Sequoia Grove Charter Alliance	7/7/2022	1,960.00
	ACH	Sequoia Grove Charter Alliance	7/7/2022	4,255.93
	ACH	Sequoia Grove Charter Alliance	7/7/2022	77.91
	ACH	Sequoia Grove Charter Alliance	7/7/2022	71,061.23

Lake View Charter School

Check Register

For the period ended July 31, 2022

#	Check Number	Vendor Name	Check Date	Check Amount
	ACH	Sequoia Grove Charter Alliance	7/7/2022	1,440.99
	ACH	Sequoia Grove Charter Alliance	7/7/2022	5,239.97
	ACH	Sequoia Grove Charter Alliance	7/14/2022	1,792.24
	ACH	Sequoia Grove Charter Alliance	7/14/2022	92,505.08
	ACH	Sequoia Grove Charter Alliance	7/14/2022	34,027.26
	ACH	Sequoia Grove Charter Alliance	7/14/2022	784.00
	ACH	Sequoia Grove Charter Alliance	7/14/2022	2,650.00
	ACH	Clarksville Charter School	7/21/2022	1,011.87
	ACH	Clarksville Charter School	7/21/2022	539.12
	ACH	Feather River Charter School	7/21/2022	2,480.40
	ACH	Feather River Charter School	7/21/2022	1,254.25
	ACH	Feather River Charter School	7/21/2022	1,095.58
	ACH	Feather River Charter School	7/21/2022	385.94
	ACH	Sequoia Grove Charter Alliance	7/21/2022	5,376.73
	ACH	Sequoia Grove Charter Alliance	7/21/2022	78.75
	ACH	Sequoia Grove Charter Alliance	7/21/2022	537.50
	ACH	Sequoia Grove Charter Alliance	7/21/2022	6,285.15
	ACH	Feather River Charter School	7/29/2022	2,252.46
	ACH	Sequoia Grove Charter Alliance	7/29/2022	13,914.77
	ACH	Sequoia Grove Charter Alliance	7/29/2022	36,838.29
	ACH	Sequoia Grove Charter Alliance	7/29/2022	15,787.84
	ACH	Sequoia Grove Charter Alliance	7/29/2022	222.30
	ACH	Sequoia Grove Charter Alliance	7/29/2022	34.38
	ACH	Sequoia Grove Charter Alliance	7/29/2022	43.58
	ACH	Sequoia Grove Charter Alliance	7/29/2022	701.41
	ACH	Sequoia Grove Charter Alliance	7/29/2022	551.25
	ACH	Sequoia Grove Charter Alliance	7/29/2022	1,652.00
	ACH	Sequoia Grove Charter Alliance	7/29/2022	22.28

Total Disbursements issued in July \$ 391,503.87

Lake View Charter School

Accounts Payable Aging

July 31, 2022

#####	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
	Activities for Learning Inc.	385912	7/22/2022	8/21/2022	\$ 358.05	\$ -	\$ -	\$ -	\$ -	\$ 358.05
	All About Learning Press, Inc.	911365	7/21/2022	8/20/2022	105.25	-	-	-	-	105.25
	All About Learning Press, Inc.	911384	7/21/2022	8/20/2022	63.79	-	-	-	-	63.79
	All About Learning Press, Inc.	911385	7/21/2022	8/20/2022	113.41	-	-	-	-	113.41
	All About Learning Press, Inc.	911422	7/21/2022	8/20/2022	166.13	-	-	-	-	166.13
	All About Learning Press, Inc.	911424	7/26/2022	8/25/2022	72.94	-	-	-	-	72.94
	All About Learning Press, Inc.	911425	7/21/2022	8/20/2022	54.02	-	-	-	-	54.02
	All About Learning Press, Inc.	911426	7/26/2022	8/25/2022	181.50	-	-	-	-	181.50
	All About Learning Press, Inc.	911427	7/26/2022	8/25/2022	181.50	-	-	-	-	181.50
	All About Learning Press, Inc.	911456	7/25/2022	8/24/2022	76.73	-	-	-	-	76.73
	All About Learning Press, Inc.	911467	7/22/2022	8/21/2022	182.50	-	-	-	-	182.50
	All About Learning Press, Inc.	911492	7/22/2022	8/21/2022	18.84	-	-	-	-	18.84
	Amazon Capital Services	11LF-43CW-1GR3	6/13/2022	7/28/2022	-	(129.00)	-	-	-	(129.00)
	Apollo Academy of Music	1098	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1112	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1113	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1114	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1115	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1116	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1149	7/25/2022	8/24/2022	120.00	-	-	-	-	120.00
	Apollo Academy of Music	1156	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1157	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1158	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1159	7/25/2022	7/24/2022	-	160.00	-	-	-	160.00
	Apollo Academy of Music	1160	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1161	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
	Apollo Academy of Music	1162	7/25/2022	8/24/2022	203.00	-	-	-	-	203.00
	Art of Problem Solving	INV226023	7/19/2022	8/18/2022	38.66	-	-	-	-	38.66
	Art of Problem Solving	INV226024	7/19/2022	8/18/2022	38.66	-	-	-	-	38.66
	Art of Problem Solving	INV226025	7/19/2022	8/18/2022	183.89	-	-	-	-	183.89
	Art of Problem Solving	INV226026	7/19/2022	8/18/2022	52.04	-	-	-	-	52.04
	Art of Problem Solving	INV226027	7/19/2022	8/18/2022	40.23	-	-	-	-	40.23
	Art of Problem Solving	INV226028	7/19/2022	8/18/2022	76.70	-	-	-	-	76.70
	Art of Problem Solving	INV226029	7/19/2022	8/18/2022	76.70	-	-	-	-	76.70
	Art of Problem Solving	INV226030	7/19/2022	8/18/2022	157.15	-	-	-	-	157.15
	Art of Problem Solving	INV226031	7/19/2022	8/18/2022	98.15	-	-	-	-	98.15
	Art of Problem Solving	INV226075	7/21/2022	8/20/2022	40.23	-	-	-	-	40.23
	Art of Problem Solving	INV226076	7/21/2022	8/20/2022	34.40	-	-	-	-	34.40
	Art of Problem Solving	INV226077	7/21/2022	8/20/2022	34.40	-	-	-	-	34.40
	Art of Problem Solving	INV226103	7/22/2022	8/21/2022	145.35	-	-	-	-	145.35
	Art of Problem Solving	INV226104	7/22/2022	8/21/2022	183.19	-	-	-	-	183.19
	Art of Problem Solving	INV226105	7/22/2022	8/21/2022	183.19	-	-	-	-	183.19
	Beautiful Feet Books, Inc.	17135	7/28/2022	8/27/2022	554.51	-	-	-	-	554.51
	BookShark	BI0006783	7/19/2022	8/18/2022	686.45	-	-	-	-	686.45
	BookShark	BI0006785	7/19/2022	8/18/2022	134.02	-	-	-	-	134.02
	BookShark	BI0006855	7/20/2022	8/19/2022	444.71	-	-	-	-	444.71
	BookShark	BI0006881	7/20/2022	8/19/2022	384.89	-	-	-	-	384.89

Lake View Charter School

Accounts Payable Aging

July 31, 2022

#####	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
	BookShark	BI0006883	7/20/2022	8/19/2022	278.04	-	-	-	-	278.04
	BookShark	BI0006889	7/20/2022	8/19/2022	236.22	-	-	-	-	236.22
	BookShark	BI0006892	7/20/2022	8/19/2022	57.17	-	-	-	-	57.17
	BookShark	BI0006895	7/26/2022	8/25/2022	109.61	-	-	-	-	109.61
	BookShark	BI0007016	7/20/2022	8/19/2022	69.68	-	-	-	-	69.68
	BookShark	BI0007018	7/20/2022	8/19/2022	264.25	-	-	-	-	264.25
	BookShark	BI0007295	7/22/2022	8/20/2022	522.49	-	-	-	-	522.49
	BookShark	BI0007322	7/22/2022	8/20/2022	111.51	-	-	-	-	111.51
	BookShark	BI0007323	7/22/2022	8/20/2022	308.89	-	-	-	-	308.89
	BookShark	BI0007326	7/22/2022	8/20/2022	561.64	-	-	-	-	561.64
	BookShark	BI0007328	7/22/2022	8/21/2022	70.09	-	-	-	-	70.09
	BookShark	BI0007356	7/22/2022	8/20/2022	70.09	-	-	-	-	70.09
	BookShark	BI0007359	7/22/2022	8/21/2022	339.92	-	-	-	-	339.92
	BookShark	BI0007397	7/22/2022	8/21/2022	886.59	-	-	-	-	886.59
	BookShark	BI0007488	7/25/2022	8/24/2022	943.22	-	-	-	-	943.22
	BookShark	BI0007521	7/25/2022	8/24/2022	386.98	-	-	-	-	386.98
	BookShark	BI0007642	7/26/2022	8/25/2022	17.65	-	-	-	-	17.65
	Brave Writer LLC	91379-P002	7/27/2022	8/26/2022	238.90	-	-	-	-	238.90
	Bright Thinker	SINV4719	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4720	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4721	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4722	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4728	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4729	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
	Bright Thinker	SINV4732	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4737	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
	Bright Thinker	SINV4739	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4740	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
	Bright Thinker	SINV4744	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4755	7/27/2022	8/26/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4763	7/27/2022	8/26/2022	124.49	-	-	-	-	124.49
	Bright Thinker	SINV4764	7/27/2022	8/26/2022	248.98	-	-	-	-	248.98
	Bright Thinker	SINV4767	7/27/2022	8/26/2022	465.48	-	-	-	-	465.48
	Bright Thinker	SINV4770	7/27/2022	8/26/2022	248.98	-	-	-	-	248.98
	Charter Impact, Inc.	QTR22022	7/27/2022	8/26/2022	20.00	-	-	-	-	20.00
	Christy White Accountancy Corporation	18032	7/27/2022	8/26/2022	1,200.00	-	-	-	-	1,200.00
	Clarksville Charter School	6190	7/12/2022	8/11/2022	35.00	-	-	-	-	35.00
	Clarksville Charter School	6192	7/12/2022	8/11/2022	560.00	-	-	-	-	560.00
	Clarksville Charter School	6198	7/20/2022	8/19/2022	539.12	-	-	-	-	539.12
	Clarksville Charter School	6203	7/22/2022	8/21/2022	1,011.87	-	-	-	-	1,011.87
	Clarksville Charter School	6209	7/25/2022	8/24/2022	1,011.87	-	-	-	-	1,011.87
	Elemental Science	IN-4478	7/25/2022	8/24/2022	133.98	-	-	-	-	133.98
	Elemental Science	IN-4479	7/19/2022	8/18/2022	69.11	-	-	-	-	69.11
	Evan-Moor	INV348325	7/19/2022	8/18/2022	99.99	-	-	-	-	99.99
	Evan-Moor	INV349014	7/25/2022	7/24/2022	-	19.29	-	-	-	19.29
	Evan-Moor	INV349017	7/25/2022	8/24/2022	67.53	-	-	-	-	67.53
	Evan-Moor	INV349032	7/26/2022	8/25/2022	99.99	-	-	-	-	99.99
	Feather River Charter School	6266	7/12/2022	8/11/2022	2,066.74	-	-	-	-	2,066.74

Lake View Charter School

Accounts Payable Aging

July 31, 2022

#####	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
	Feather River Charter School	6270	7/19/2022	8/18/2022	385.94	-	-	-	-	385.94
	Feather River Charter School	6274	7/22/2022	8/21/2022	2,480.40	-	-	-	-	2,480.40
	Feather River Charter School	6277	7/22/2022	8/21/2022	1,254.25	-	-	-	-	1,254.25
	Feather River Charter School	6280	7/22/2022	8/21/2022	1,095.58	-	-	-	-	1,095.58
	Feather River Charter School	6283	7/25/2022	8/24/2022	2,480.40	-	-	-	-	2,480.40
	Feather River Charter School	6286	7/25/2022	8/24/2022	1,095.58	-	-	-	-	1,095.58
	Feather River Charter School	6289	7/25/2022	8/24/2022	1,254.25	-	-	-	-	1,254.25
	History Unboxed LLC	wc-14909HU	7/25/2022	8/24/2022	65.93	-	-	-	-	65.93
	History Unboxed LLC	wc-14913HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08
	History Unboxed LLC	wc-14914HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08
	History Unboxed LLC	wc-14915HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08
	Home Science Tools	000428538	7/19/2022	8/18/2022	167.77	-	-	-	-	167.77
	Home Science Tools	000428845	7/20/2022	8/19/2022	81.97	-	-	-	-	81.97
	Home Science Tools	000428846	7/20/2022	8/19/2022	307.41	-	-	-	-	307.41
	Home Science Tools	500006946	7/22/2022	8/21/2022	103.37	-	-	-	-	103.37
	Honest History Co	10004	7/27/2022	8/26/2022	175.88	-	-	-	-	175.88
	Honest History Co	10006	7/27/2022	8/26/2022	109.13	-	-	-	-	109.13
	International Academy of Science	86957	7/25/2022	8/24/2022	12,935.00	-	-	-	-	12,935.00
	JackKris Publishing, LLC	15511	7/19/2022	8/18/2022	43.68	-	-	-	-	43.68
	Lakeshore	286475072122	7/22/2022	8/21/2022	61.10	-	-	-	-	61.10
	Lakeshore	293544072522	7/26/2022	8/25/2022	49.88	-	-	-	-	49.88
	Lakeshore	296317072522	7/26/2022	8/25/2022	97.79	-	-	-	-	97.79
	Lakeshore	297107072622	7/28/2022	8/27/2022	70.59	-	-	-	-	70.59
	Learn and Create, Inc.	10005	7/27/2022	8/26/2022	72.31	-	-	-	-	72.31
	Learn and Create, Inc.	21608	7/27/2022	8/26/2022	389.56	-	-	-	-	389.56
	Learn and Create, Inc.	21609	7/27/2022	8/26/2022	844.65	-	-	-	-	844.65
	Learn and Create, Inc.	21611	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
	Learn and Create, Inc.	21612	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
	Learn and Create, Inc.	21613	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
	LEGO Education	1190511900	7/25/2022	8/24/2022	244.42	-	-	-	-	244.42
	Little Passports	IN-0000992287	7/28/2022	8/27/2022	333.98	-	-	-	-	333.98
	Math-U-See Inc.	0777588-IN	7/22/2022	8/19/2022	66.48	-	-	-	-	66.48
	Math-U-See Inc.	0777592-IN	7/22/2022	8/21/2022	127.25	-	-	-	-	127.25
	Math-U-See Inc.	0777596-IN	7/22/2022	8/21/2022	220.20	-	-	-	-	220.20
	Math-U-See Inc.	0777644-IN	7/25/2022	8/24/2022	127.25	-	-	-	-	127.25
	Math-U-See Inc.	0777648-IN	7/25/2022	8/24/2022	127.25	-	-	-	-	127.25
	Math-U-See Inc.	0777650-IN	7/25/2022	8/24/2022	57.90	-	-	-	-	57.90
	Miaplaza Inc.	3470	7/25/2022	8/24/2022	207.96	-	-	-	-	207.96
	Miaplaza Inc.	3471	7/25/2022	8/24/2022	207.96	-	-	-	-	207.96
	Monarch River Academy	HQT0622LVW	7/18/2022	8/17/2022	477.12	-	-	-	-	477.12
	Provenance	5021	5/13/2021	6/14/2021	-	-	-	-	30,224.69	30,224.69
	Rainbow Resource Center	4799293	7/22/2022	8/21/2022	166.35	-	-	-	-	166.35
	Rainbow Resource Center	4799886	7/25/2022	8/24/2022	28.40	-	-	-	-	28.40
	Rainbow Resource Center	4805056	7/27/2022	8/26/2022	270.14	-	-	-	-	270.14
	Rainbow Resource Center	4805858	7/28/2022	8/27/2022	149.67	-	-	-	-	149.67
	School Pathways, LLC	140-INV3646	7/14/2022	8/13/2022	3,665.48	-	-	-	-	3,665.48
	Sequoia Grove Charter Alliance	11002	7/18/2022	8/17/2022	66.15	-	-	-	-	66.15
	Sequoia Grove Charter Alliance	11051	7/25/2022	8/24/2022	696.18	-	-	-	-	696.18

Lake View Charter School

Accounts Payable Aging

July 31, 2022

#####	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
	Sequoia Grove Charter Alliance	11054	7/25/2022	8/24/2022	696.18	-	-	-	-	696.18
	Sequoia Grove Charter Alliance	12014	7/14/2022	8/13/2022	526.71	-	-	-	-	526.71
	Sequoia Grove Charter Alliance	12017	7/14/2022	8/13/2022	12,609.82	-	-	-	-	12,609.82
	Sequoia Grove Charter Alliance	12023	7/19/2022	8/18/2022	5,108.97	-	-	-	-	5,108.97
	Sequoia Grove Charter Alliance	12026	7/19/2022	8/18/2022	5,239.97	-	-	-	-	5,239.97
	Sequoia Grove Charter Alliance	12029	7/21/2022	8/20/2022	876.96	-	-	-	-	876.96
	Sequoia Grove Charter Alliance	12032	7/21/2022	8/20/2022	12,935.00	-	-	-	-	12,935.00
	Sequoia Grove Charter Alliance	12038	7/21/2022	8/20/2022	275.27	-	-	-	-	275.27
	Sequoia Grove Charter Alliance	12041	7/22/2022	8/21/2022	13.86	-	-	-	-	13.86
	Singapore Math, Inc.	S232287	7/19/2022	8/18/2022	140.28	-	-	-	-	140.28
	Specialized Therapy Services	LVCS01-0622	7/17/2022	8/16/2022	85.00	-	-	-	-	85.00
	T-Mobile	TMOB072022	7/20/2022	8/19/2022	840.00	-	-	-	-	840.00
	Teacher Synergy, LLC	198287857	7/28/2022	8/27/2022	19.99	-	-	-	-	19.99
	Teacher Synergy, LLC	1H97988208	7/22/2022	8/21/2022	248.75	-	-	-	-	248.75
	Teaching Textbooks	43544	7/19/2022	8/18/2022	55.08	-	-	-	-	55.08
	Teaching Textbooks	43545	7/19/2022	8/18/2022	43.08	-	-	-	-	43.08
	Teaching Textbooks	43546	7/19/2022	8/18/2022	67.08	-	-	-	-	67.08
	Teaching Textbooks	43583	7/27/2022	8/26/2022	55.08	-	-	-	-	55.08
	Teaching Textbooks	43650	7/26/2022	8/25/2022	43.08	-	-	-	-	43.08
	Teaching Textbooks	43670	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
	Teaching Textbooks	43671	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
	Teaching Textbooks	43673	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
	Teaching Textbooks	43695	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
	Teaching Textbooks	43696	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
	Teaching Textbooks	43697	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
	Teaching Textbooks	43698	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
	Teaching Textbooks	43699	7/26/2022	8/25/2022	43.08	-	-	-	-	43.08
	Teaching Textbooks	43748	7/26/2022	8/25/2022	146.12	-	-	-	-	146.12
	Teaching Textbooks	43749	7/26/2022	8/25/2022	101.06	-	-	-	-	101.06
	Teaching Textbooks	43893	7/26/2022	8/25/2022	113.06	-	-	-	-	113.06
	Teaching Textbooks	43894	7/26/2022	8/25/2022	101.06	-	-	-	-	101.06
	Teaching Textbooks	43906	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
	The Critical Thinking Co.	189108A	7/21/2022	8/20/2022	47.48	-	-	-	-	47.48
	The Critical Thinking Co.	189154A	7/21/2022	8/20/2022	99.48	-	-	-	-	99.48
	The Critical Thinking Co.	189156A	7/21/2022	8/20/2022	99.48	-	-	-	-	99.48
	The Critical Thinking Co.	189183A	7/21/2022	8/20/2022	52.49	-	-	-	-	52.49
	The Critical Thinking Co.	189197A	7/21/2022	8/20/2022	52.49	-	-	-	-	52.49
	Think Outside, LLC	127865	7/29/2022	8/28/2022	471.35	-	-	-	-	471.35
	Timberdoodle.com	387465	7/19/2022	8/18/2022	1,499.21	-	-	-	-	1,499.21
	Timberdoodle.com	387824	7/19/2022	8/18/2022	484.48	-	-	-	-	484.48
	Timberdoodle.com	388193	7/29/2022	8/28/2022	680.34	-	-	-	-	680.34
	Yosemite Valley Charter School	HQT0622LVW	7/18/2022	8/17/2022	486.68	-	-	-	-	486.68
<b>Total Outstanding Payables in July</b>					<b>\$ 102,792.41</b>	<b>\$ 50.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,224.69</b>	<b>\$ 133,067.39</b>

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Aug-26	<b>Mandate Block Grant Application</b> - Mandate Block Grant funding is available to fund the costs of mandated programs and activities. The Mandate Block Grant application is the only option for charter schools to receive this funding. (2021/22 funding per PY ADA K-8 \$18.34, 9-12 \$50.98).	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp">https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp</a>
DATA TEAM	Aug-26	<b>CALPADS EOY 1, 2, 3 and 4 Amendment Window Deadline</b> - 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 8/26/2022.	Client	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rotcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rotcalendar.asp</a>
FINANCE	Aug-31	<b>Facility Incentive Grant Recertification (CSFA)</b> - The State Charter School Facilities Incentive Grants Program is a federal grant program designed to assist high-performing charter schools with rent, lease, debt service, and Proposition 39 pro-rata payments or costs related to purchase, acquisition, design, new construction, and renovation. Subgrantees must re-certify eligibility twice annually in February and August. Failure to do so will result in the loss of grant funds and can result in the award being rescinded.	Charter Impact	No	No	<a href="http://www.treasurer.ca.gov/csfa/charter/faq.pdf">http://www.treasurer.ca.gov/csfa/charter/faq.pdf</a>
DATA TEAM	Aug-31	<b>Administer English Language Proficiency Assessment for California (ELPAC) Initial Assessment</b> - 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.	Client	No	No	<a href="https://www.cde.ca.gov/ta/tg/ep/">https://www.cde.ca.gov/ta/tg/ep/</a>
FINANCE	Set by Authorizer	<b>Unaudited Actual Reports</b> - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact	Yes	Yes	<a href="https://www.cde.ca.gov/fg/sf/fr/csalternative.asp">https://www.cde.ca.gov/fg/sf/fr/csalternative.asp</a>
FINANCE	Sep-02	<b>Year-End Maintenance of Effort (Special Education)</b> - 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	No	No	
FINANCE	Sep-12	<b>Complete Consolidated Application reporting - Spring</b> - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.	Charter Impact with Client support	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/co/index.asp">https://www.cde.ca.gov/fg/aa/co/index.asp</a>
FINANCE	Sep-30	<b>The Educator Effectiveness Funds (EEF) Annual Report</b> - Annual report due each year on Sep 30th through 2026. <i>The final reporting system is under development and will be available prior to September 30, 2022.</i> Funds may be expended during the 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26 fiscal years. A final data and expenditure report will be due on or before September 30, 2026. Any funds not expended by June 30, 2026, must be returned to the CDE.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/pd/ee/eeef2021.asp">https://www.cde.ca.gov/pd/ee/eeef2021.asp</a>
FINANCE	Sep-30	<b>Prop 39 (CA Clean Energy Jobs Act) - Final Report (if not previously submitted.)</b> LEAs with Proposition 39 funded projects must submit a Final Report by Sep 30, 2022. LEAs failing to submit a final report are subject to a requirement to return Prop 39 funds.	Client	No	No	<a href="https://www.energy.ca.gov/programs-and-topics/programs/california-clean-energy-jobs-act-proposition-39-k-12-program">https://www.energy.ca.gov/programs-and-topics/programs/california-clean-energy-jobs-act-proposition-39-k-12-program</a>

# Coversheet

## Approval of June 2022 Unaudited Actuals Report

**Section:** II. Finances  
**Item:** B. Approval of June 2022 Unaudited Actuals Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** 22.06\_Lake View\_June UAR Package.pdf



# Lake View Charter School

Unaudited Actuals Report

June 2022

# Lake View Charter- Highlights

- Unaudited Actuals = Communicating Results of Operations to CDE
- June 21-22 Financials audit to be complete in December 2022
- Reporting Differences between these reports and the UAR?
- Senate Bill 740 Requirements:

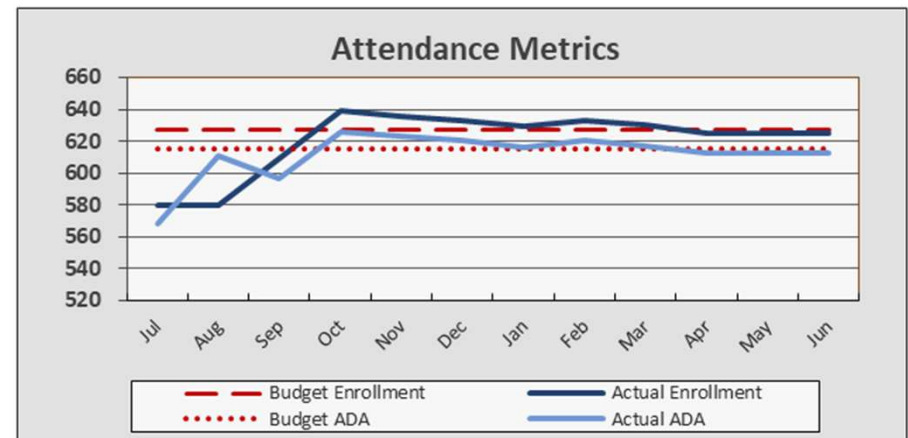
- 40/80 Expense Ratio
- 25:1 Pupil Teacher Ratio

Cert.	Instr.
48.1%	83.9%
574,640	280,193

Pupil:Teacher Ratio
20.34 :1

# Lake View Charter - Enrollment

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	n/a	623	628
ADA	n/a	610	615
Attendance Rate	n/a	98.0%	98.0%
Unduplicated %	51.5%	53.4%	51.5%
Revenue per ADA		\$11,642	\$11,577
Expenses per ADA		\$11,118	\$11,407



# Lake View Charter - Revenues

**Revenue**

	<i>Year-to-Date</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
State Aid-Rev Limit	\$ 6,013,612	\$ 5,943,501	\$ 70,111
Federal Revenue	318,440	386,424	(67,984)
Other State Revenue	773,681	789,718	(16,037)
Other Local Revenue	-	-	-
<b>Total Revenue</b>	<b><u>\$ 7,105,732</u></b>	<b><u>\$ 7,119,643</u></b>	<b><u>\$ (13,910)</u></b>

	<i>Annual/Full Year</i>		
	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
State Aid-Rev Limit	\$ 6,013,612	\$ 5,943,501	\$ 70,111
Federal Revenue	318,440	386,424	(67,984)
Other State Revenue	773,681	789,718	(16,037)
Other Local Revenue	-	-	-
<b>Total Revenue</b>	<b><u>\$ 7,105,732</u></b>	<b><u>\$ 7,119,643</u></b>	<b><u>\$ (13,910)</u></b>

# Lake View Charter - Expenses

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Expenses</b>						
Certificated Salaries	\$ 2,682,271	\$ 2,746,067	\$ 63,796	\$ 2,682,271	\$ 2,746,067	\$ 63,796
Classified Salaries	71,971	108,916	36,945	71,971	108,916	36,945
Benefits	927,517	949,062	21,545	927,517	949,062	21,545
Books and Supplies	1,372,414	1,500,803	128,388	1,372,414	1,500,803	128,388
Subagreement Services	957,867	744,598	(213,269)	957,867	744,598	(213,269)
Operations	116,710	138,900	22,190	116,710	138,900	22,190
Facilities	-	700	700	-	700	700
Professional Services	587,603	648,411	60,809	587,603	648,411	60,809
Depreciation	-	-	-	-	-	-
Interest	69,704	178,008	108,304	69,704	178,008	108,304
<b>Total Expenses</b>	<b>\$ 6,786,058</b>	<b>\$ 7,015,465</b>	<b>\$ 229,408</b>	<b>\$ 6,786,058</b>	<b>\$ 7,015,465</b>	<b>\$ 229,407</b>

# Lake View Charter – Fund Balance

	<i>Year-to-Date</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Total Surplus(Deficit)</b>	<b>\$ 319,675</b>	<b>\$ 104,178</b>	<b>\$ 215,497</b>
Beginning Fund Balance	<u>(67,585)</u>	<u>(67,585)</u>	
<b>Ending Fund Balance</b>	<b><u>\$ 252,089</u></b>	<b><u>\$ 36,593</u></b>	
<i>As a % of Annual Expenses</i>	<i>3.7%</i>	<i>0.5%</i>	

	<i>Annual/Full Year</i>		
	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Total Surplus(Deficit)</b>	<b>\$ 319,674</b>	<b>\$ 104,178</b>	<b>\$ 215,497</b>
Beginning Fund Balance	<u>(67,585)</u>	<u>(67,585)</u>	
<b>Ending Fund Balance</b>	<b><u>\$ 252,090</u></b>	<b><u>\$ 36,593</u></b>	
<i>As a % of Annual Expenses</i>	<i>3.7%</i>	<i>0.5%</i>	

# Lake View Charter - Appendix

- Monthly Cash Flow/Forecast 21-22
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- AP Aging

**Lake View Charter School**

Monthly Cash Flow/Forecast FY21-22

Revised 7/29/2022

ADA = 610.33



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>ADA = 615.00</b>																
<b>Revenues</b>																
<b>State Aid - Revenue Limit</b>																
LCFF - New Grade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LCFF - Continuing Charters	-	197,854	197,854	356,136	356,136	356,136	356,136	356,136	695,319	695,319	695,319	1,443,275	0	5,705,620	5,617,433	88,187
8011 LCFF State Aid	-	197,854	197,854	356,136	356,136	356,136	356,136	356,136	695,319	695,319	695,319	1,443,275	0	5,705,620	5,617,433	88,187
8012 Education Protection Account	-	-	-	21,713	-	-	21,712	-	-	48,064	-	31,921	-	123,410	123,000	410
8019 State Aid - Prior Year	-	-	-	-	699	-	-	-	345	345	345	689	-	2,423	-	2,423
8096 In Lieu of Property Taxes	-	9,135	18,269	12,180	12,180	12,180	12,180	12,180	27,053	13,527	13,527	39,748	(0)	182,159	203,068	(20,909)
	-	206,989	216,123	390,029	369,015	368,316	390,028	368,316	722,717	757,255	709,191	1,515,633	0	6,013,612	5,943,501	70,111
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	60,857	-	-	-	-	-	60,857	74,415	(13,558)
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,043	(71,043)
8291 Title II, Part A - Teacher Quality	-	-	-	3,708	-	4,847	-	-	-	-	-	(5,198)	-	3,357	11,997	(8,640)
8296 Other Federal Revenue	-	-	-	48,442	-	32,718	-	-	-	52,225	-	37,233	-	170,618	228,969	(58,351)
8299 Prior Year Federal Revenue	-	4,432	46,868	(47,842)	8,998	294	2,347	2,080	1,254	7,038	(669)	53,728	-	78,528	-	78,528
	-	4,432	46,868	600	12,706	33,013	7,194	68,016	1,254	59,263	(669)	85,763	-	318,440	386,424	(67,984)
<b>Other State Revenue</b>																
8311 State Special Education	-	14,625	14,625	26,326	26,326	26,326	26,326	26,326	53,306	53,306	53,306	120,394	-	441,192	378,225	62,967
8550 Mandated Cost	-	-	-	-	-	8,409	-	-	-	-	-	-	-	8,409	7,910	499
8560 State Lottery	-	-	-	-	-	-	32,045	-	-	28,230	-	99,467	-	159,742	122,385	37,357
8598 Prior Year Revenue	-	7,785	60,107	(70,574)	-	-	4,027	-	-	-	-	-	-	1,345	-	1,345
8599 Other State Revenue	-	-	-	72,322	49,984	(3,504)	3,115	5,586	32,706	3,757	11,410	(12,382)	-	162,992	281,198	(118,206)
	-	22,410	74,732	28,074	76,310	31,231	65,513	31,912	86,012	85,293	64,716	207,479	-	773,681	789,718	(16,037)
<b>Total Revenue</b>	-	233,831	337,723	418,703	458,031	432,559	462,735	468,244	809,983	901,811	773,238	1,808,874	0	7,105,732	7,119,643	(13,910)
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	144,841	167,574	154,513	159,545	162,084	157,625	164,824	164,377	173,708	169,411	173,426	141,583	-	1,933,512	2,086,717	153,205
1175 Teachers' Extra Duty/Stipends	3,555	8,901	16,744	16,737	16,454	15,464	16,187	15,943	19,702	15,836	16,236	3,580	-	165,339	110,350	54,989
1200 Pupil Support Salaries	14,030	14,206	14,383	14,383	14,383	14,683	14,633	14,483	7,068	7,068	7,068	11,246	-	147,631	168,000	20,369
1300 Administrators' Salaries	26,797	27,223	27,649	27,649	27,649	27,649	27,649	27,649	27,649	29,626	40,438	33,455	-	351,083	300,000	51,083
1900 Other Certificated Salaries	6,750	-	13,500	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,115	-	84,706	81,000	3,706
	195,973	217,905	226,789	225,481	227,737	222,589	230,460	229,620	235,295	229,108	244,335	196,979	-	2,682,271	2,746,067	63,796
<b>Classified Salaries</b>																
2100 Instructional Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Support Salaries	-	-	227	86	871	712	368	933	571	368	350	15	-	4,501	-	(4,501)
2300 Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2400 Clerical and Office Staff Salaries	4,065	4,065	4,065	4,065	3,896	4,233	3,896	4,065	3,896	3,896	4,065	3,805	-	48,010	43,730	(4,280)
2900 Other Classified Salaries	861	1,229	1,166	1,613	1,309	752	1,106	2,813	2,458	1,840	2,716	1,596	-	19,460	65,186	45,726
	4,926	5,294	5,457	5,763	6,077	5,697	5,371	7,811	6,925	6,105	7,131	5,416	-	71,971	108,916	36,945
<b>Benefits</b>																
3101 STRS	32,318	36,021	37,430	37,301	37,683	36,813	38,141	38,001	38,437	37,912	38,325	34,766	-	443,149	437,174	(5,975)
3301 OASDI	305	328	338	357	411	353	333	484	429	379	442	201	-	4,362	6,753	2,391
3311 Medicare	2,811	3,134	3,266	3,251	3,288	3,211	3,324	3,347	3,415	3,313	3,549	3,002	-	38,911	41,397	2,486
3401 Health and Welfare	23,786	38,509	57,335	38,490	15,983	27,937	31,700	15,513	40,245	51,888	15,308	42,754	-	399,449	255,000	(144,449)
3501 State Unemployment	2,446	1,080	304	252	228	4,059	5,428	852	(117)	350	117	61	-	15,058	26,019	10,961
3601 Workers' Compensation	2,061	(7,315)	2,061	3,180	2,061	960	2,061	2,061	2,061	2,062	2,061	2,061	-	15,376	39,970	24,594
3901 Other Benefits	687	984	984	984	981	987	981	984	869	938	941	892	-	11,212	142,749	131,537
	64,415	72,741	101,719	83,815	60,635	74,321	81,968	61,242	85,339	96,841	60,743	83,738	-	927,517	949,062	21,545
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	-	8,451	1,319	1,079	-	-	-	2,593	-	4,526	(34)	-	-	17,935	76,577	58,642
4200 Books and Reference Materials	-	5,861	-	-	-	-	-	-	-	1,259	-	-	-	7,120	22,900	15,780
4302 School Supplies	21,888	51,507	96,515	90,543	70,234	70,432	49,889	66,404	121,685	73,470	61,671	63,893	-	838,129	1,122,152	284,023
4305 Software	6,793	21,570	31,990	7,001	16,593	6,968	6,787	7,030	5,310	15,354	6,919	85,587	-	217,902	86,940	(130,962)
4310 Office Expense	-	29	13	32	-	1,542	-	110	-	-	-	-	-	1,727	2,700	973
4400 Noncapitalized Equipment	43,984	8,300	106	1,319	1,872	4,099	945	3,915	4,982	6,958	7,443	205,678	-	289,601	189,534	(100,067)
	72,664	95,719	129,944	99,974	88,699	83,041	57,621	80,052	131,977	101,566	75,998	355,158	-	1,372,414	1,500,803	128,389

**Lake View Charter School**

**Monthly Cash Flow/Forecast FY21-22**

Revised 7/29/2022

ADA = 610.33



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Subagreement Services</b>																
5102 Special Education	3,870	16,806	10,211	21,503	32,140	38,467	17,603	15,082	42,649	33,281	24,288	34,732	-	290,632	229,700	(60,932)
5106 Other Educational Consultants	4,589	6,296	7,357	22,921	44,998	10,300	16,699	9,559	44,659	4,764	67,972	(18,773)	-	221,342	247,441	26,099
5107 Instructional Services	22,243	22,243	22,243	22,243	22,243	22,243	101,470	33,365	33,365	33,365	33,365	77,505	-	445,894	267,458	(178,436)
	30,702	45,345	39,812	66,667	99,381	71,011	135,771	58,006	120,673	71,410	125,626	93,464	-	957,867	744,598	(213,269)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	304	43	-	-	136	-	-	525	36	78	105	-	1,227	-	(1,227)
5300 Dues & Memberships	-	6,768	255	-	810	107	730	-	-	255	-	5,995	-	14,920	9,400	(5,520)
5400 Insurance	5,661	7,025	7,025	9,895	7,024	4,119	7,007	7,006	7,006	7,006	7,024	7,024	-	82,823	106,300	23,477
5900 Communications	500	668	780	500	433	-	840	840	4,735	645	1,486	2,973	-	14,401	19,600	5,199
5901 Postage and Shipping	121	233	898	9	-	-	193	3	1,716	45	41	80	-	3,339	3,600	261
	6,282	14,998	9,001	10,404	8,267	4,362	8,770	7,849	13,982	7,986	8,630	16,178	-	116,710	138,900	22,190
<b>Facilities, Repairs and Other Leases</b>																
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
<b>Professional/Consulting Services</b>																
5802 Audit & Taxes	-	-	-	4,176	-	-	-	-	-	-	5,086	1,200	-	10,462	12,000	1,538
5803 Legal	-	934	880	996	788	522	1,676	2,152	104	20,127	1,460	5,914	-	35,553	59,500	23,948
5804 Professional Development	-	50	1,047	54	-	1,917	-	703	-	-	511	890	-	5,172	21,997	16,825
5805 General Consulting	-	600	1,800	1,500	825	-	2,400	-	1,350	-	900	2,271	-	11,646	10,000	(1,646)
5806 Special Activities/Field Trips	263	1,317	2,689	2,517	-	863	8,891	1,236	5,717	6,925	3,465	(1,690)	-	32,194	19,793	(12,401)
5807 Bank Charges	607	468	619	743	794	738	694	684	802	894	1,114	892	-	9,051	11,300	2,249
5808 Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5809 Other taxes and fees	35	30	126	-	241	-	-	224	3,168	-	-	-	-	3,824	2,900	(924)
5810 Payroll Service Fee	405	884	647	615	672	628	910	515	742	510	235	150	-	6,912	-	(6,912)
5811 Management Fee	32,608	32,708	32,693	32,608	32,252	32,232	(45,639)	23,379	21,352	21,427	21,352	41,025	-	277,997	392,051	114,055
5812 District Oversight Fee	-	4,140	4,322	7,801	7,366	7,366	7,801	7,366	14,447	15,138	14,177	89,925	-	179,850	118,870	(60,980)
5813 County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5814 SPED Encroachment	-	-	-	-	-	-	-	1,452	-	-	-	13,236	-	14,688	-	(14,688)
5815 Public Relations/Recruitment	255	-	-	-	-	-	-	-	-	-	-	-	-	255	-	(255)
	34,173	41,131	44,824	51,010	42,939	44,267	(23,267)	37,711	47,682	65,022	48,299	153,813	-	587,603	648,411	60,809
<b>Depreciation</b>																
6900 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Interest</b>																
7438 Interest Expense	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	6,883	-	3,329	-	69,704	178,008	108,304
	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	6,883	-	3,329	-	69,704	178,008	108,304
<b>Total Expenses</b>	<b>413,994</b>	<b>503,644</b>	<b>569,554</b>	<b>555,172</b>	<b>546,558</b>	<b>505,287</b>	<b>496,693</b>	<b>489,523</b>	<b>641,873</b>	<b>584,922</b>	<b>570,762</b>	<b>908,075</b>	<b>-</b>	<b>6,786,058</b>	<b>7,015,465</b>	<b>229,407</b>
<b>Monthly Surplus (Deficit)</b>	<b>(413,994)</b>	<b>(269,812)</b>	<b>(231,832)</b>	<b>(136,469)</b>	<b>(88,527)</b>	<b>(72,728)</b>	<b>(33,958)</b>	<b>(21,279)</b>	<b>168,110</b>	<b>316,889</b>	<b>202,475</b>	<b>900,800</b>	<b>0</b>	<b>319,674</b>	<b>104,178</b>	<b>215,497</b>

**Lake View Charter School**

**Monthly Cash Flow/Forecast FY21-22**

Revised 7/29/2022

ADA = 610.33



**Cash Flow Adjustments**

Monthly Surplus (Deficit)  
 Cash flows from operating activities  
     Depreciation/Amortization  
     Public Funding Receivables  
     Grants and Contributions Rec.  
     Due To/From Related Parties  
     Prepaid Expenses  
     Other Assets  
     Accounts Payable  
     Accrued Expenses  
     Other Liabilities  
     Deferred Revenue  
 Cash flows from investing activities  
     Purchases of Prop. And Equip.  
     Notes Receivable  
 Cash flows from financing activities  
     Proceeds from Factoring  
     Payments on Factoring  
     Proceeds(Payments) on Debt  
  
 Total Change in Cash  
  
 Cash, Beginning of Month  
  
 Cash, End of Month

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast
Monthly Surplus (Deficit)	(413,994)	(269,812)	(231,832)	(136,469)	(88,527)	(72,728)	(33,958)	(21,279)	168,110	316,889	202,475	900,800	0	319,674
Cash flows from operating activities														4.7%
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Receivables	83,271	1,016,190	301,373	3,805	49,117	(78,852)	44,827	(71,585)	19,254	(113,816)	39,233	(1,047,233)	(0)	245,584
Grants and Contributions Rec.	7,985	6,796	-	-	-	-	-	18,460	(519)	519	-	(38,162)	-	(4,922)
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	35,953	11,068	397	(51,087)	11,495	(13,455)	7,211	6,898	(3,298)	9,022	6,917	50,738	-	71,859
Other Assets	-	-	-	75,000	-	-	-	-	-	-	-	-	-	75,000
Accounts Payable	15,232	(4,535)	80,296	(3,270)	(88,219)	37,237	(36,951)	33,264	17,663	(45,433)	(34,677)	318,593	-	289,202
Accrued Expenses	78,812	(51,531)	(2,082)	19,907	(1,366)	(16,299)	7,549	9,704	33,362	13,299	(19,655)	56,577	-	128,277
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	(257,514)	28,770	(106,975)	(5,030)	(11,992)	28,755	49,711	10,423	69,699	(7,878)	(7,824)	101,366	-	(108,489)
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities														
Proceeds from Factoring	590,300	544,600	544,600	521,700	543,200			536,800		591,300		582,200	-	4,454,700
Payments on Factoring	(8,700)	(1,109,844)	(245,600)	(469,082)	(272,300)	(272,300)	(272,300)	(272,300)	(521,700)	(543,200)	(536,800)	(591,300)	-	(5,115,426)
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Change in Cash</b>	<b>131,345</b>	<b>171,702</b>	<b>340,178</b>	<b>(44,526)</b>	<b>141,408</b>	<b>(387,642)</b>	<b>(233,911)</b>	<b>250,385</b>	<b>(217,429)</b>	<b>220,703</b>	<b>(350,329)</b>	<b>333,578</b>		
Cash, Beginning of Month	202,203	333,548	505,249	845,428	800,901	942,309	554,667	320,756	571,141	353,711	574,414	224,085		
<b>Cash, End of Month</b>	<b>333,548</b>	<b>505,249</b>	<b>845,428</b>	<b>800,901</b>	<b>942,309</b>	<b>554,667</b>	<b>320,756</b>	<b>571,141</b>	<b>353,711</b>	<b>574,414</b>	<b>224,085</b>	<b>557,662</b>		

Original Budget Total	Favorable / (Unfav.)
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Cert.	Instr.
48.1%	83.9%
574,640	280,193

Pupil:Teacher Ratio
20.34

Lake View Charter School - Regular Scheduled Board Meeting - Agenda - Wednesday September 7, 2022 at 4:30 PM

Lake View Charter School

Budget vs Actual

For the period ended June 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 1,443,275	\$ 1,406,764	\$ 36,511	\$ 5,705,620	\$ 5,617,433	\$ 88,187	\$ 5,617,433
Education Protection Account	31,921	30,750	1,171	123,410	123,000	410	123,000
State Aid - Prior Year	689	-	689	2,423	-	2,423	-
In Lieu of Property Taxes	39,748	40,998	(1,250)	182,159	203,068	(20,909)	203,068
<b>Total State Aid - Revenue Limit</b>	<b>1,515,633</b>	<b>1,478,511</b>	<b>37,122</b>	<b>6,013,612</b>	<b>5,943,501</b>	<b>70,111</b>	<b>5,943,501</b>
Federal Revenue							
Special Education - Entitlement	-	18,636	(18,636)	60,857	74,415	(13,558)	74,415
Special Education - Discretionary	-	-	-	5,079	-	5,079	-
Title I, Part A - Basic Low Income	-	-	-	-	71,043	(71,043)	71,043
Title II, Part A - Teacher Quality	(5,198)	-	(5,198)	3,357	11,997	(8,640)	11,997
Other Federal Revenue	37,233	-	37,233	170,618	228,969	(58,351)	228,969
Prior Year Federal Revenue	53,728	-	53,728	78,528	-	78,528	-
<b>Total Federal Revenue</b>	<b>85,763</b>	<b>18,636</b>	<b>67,127</b>	<b>318,440</b>	<b>386,424</b>	<b>(67,984)</b>	<b>386,424</b>
Other State Revenue							
State Special Education	120,394	94,718	25,676	441,192	378,225	62,967	378,225
Mandated Cost	-	-	-	8,409	7,910	499	7,910
State Lottery	99,467	80,782	18,685	159,742	122,385	37,357	122,385
Prior Year Revenue	-	-	-	1,345	-	1,345	-
Other State Revenue	(12,382)	-	(12,382)	162,992	281,198	(118,206)	281,198
<b>Total Other State Revenue</b>	<b>207,479</b>	<b>175,500</b>	<b>31,978</b>	<b>773,681</b>	<b>789,718</b>	<b>(16,037)</b>	<b>789,718</b>
<b>Total Revenues</b>	<b>\$ 1,808,874</b>	<b>\$ 1,672,647</b>	<b>\$ 136,227</b>	<b>\$ 7,105,732</b>	<b>\$ 7,119,643</b>	<b>\$ (13,910)</b>	<b>\$ 7,119,643</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 141,583	\$ 174,427	\$ 32,843	\$ 1,933,512	\$ 2,086,717	\$ 153,205	\$ 2,086,717
Teachers' Extra Duty/Stipends	3,580	11,035	7,455	165,339	110,350	(54,989)	110,350
Pupil Support Salaries	11,246	14,000	2,754	147,631	168,000	20,369	168,000
Administrators' Salaries	33,455	25,000	(8,455)	351,083	300,000	(51,083)	300,000
Other Certificated Salaries	7,115	6,750	(365)	84,706	81,000	(3,706)	81,000
<b>Total Certificated Salaries</b>	<b>196,979</b>	<b>231,212</b>	<b>34,232</b>	<b>2,682,271</b>	<b>2,746,067</b>	<b>63,796</b>	<b>2,746,067</b>
Classified Salaries							
Support Salaries	15	-	(15)	4,501	-	(4,501)	-
Clerical and Office Staff Salaries	3,805	3,644	(161)	48,010	43,730	(4,280)	43,730
Other Classified Salaries	1,596	5,432	3,836	19,460	65,186	45,726	65,186
<b>Total Classified Salaries</b>	<b>5,416</b>	<b>9,076</b>	<b>3,660</b>	<b>71,971</b>	<b>108,916</b>	<b>36,945</b>	<b>108,916</b>
Benefits							
State Teachers' Retirement System, certificated positions	34,766	36,809	2,043	443,149	437,174	(5,975)	437,174
OASDI/Medicare/Alternative, certificated positions	201	563	362	4,362	6,753	2,391	6,753
Medicare/Alternative, certificated positions	3,002	3,484	482	38,911	41,397	2,486	41,397
Health and Welfare Benefits, certificated positions	42,754	21,250	(21,504)	399,449	255,000	(144,449)	255,000
State Unemployment Insurance, certificated positions	61	1,301	1,240	15,058	26,019	10,961	26,019
Workers' Compensation Insurance, certificated positions	2,061	3,364	1,303	15,376	39,970	24,594	39,970
Other Benefits, certificated positions	892	12,014	11,122	11,212	142,749	131,537	142,749
<b>Total Benefits</b>	<b>83,738</b>	<b>78,785</b>	<b>(4,952)</b>	<b>927,517</b>	<b>949,062</b>	<b>21,545</b>	<b>949,062</b>
Books & Supplies							
Textbooks and Core Materials	-	6,381	6,381	17,935	76,577	58,642	76,577
Books and Reference Materials	-	1,908	1,908	7,120	22,900	15,780	22,900
School Supplies	63,893	93,513	29,620	838,129	1,122,152	284,023	1,122,152
Software	85,587	7,245	(78,342)	217,902	86,940	(130,962)	86,940
Office Expense	-	225	225	1,727	2,700	973	2,700
Noncapitalized Equipment	205,678	15,794	(189,883)	289,601	189,534	(100,067)	189,534
<b>Total Books &amp; Supplies</b>	<b>355,158</b>	<b>125,067</b>	<b>(230,091)</b>	<b>1,372,414</b>	<b>1,500,803</b>	<b>128,389</b>	<b>1,500,803</b>
Subagreement Services							
Nursing	50	-	(50)	50	-	(50)	-
Special Education	34,732	19,142	(15,591)	290,632	229,700	(60,932)	229,700
Other Educational Consultants	(18,773)	20,620	39,393	221,342	247,441	26,099	247,441
Instructional Services	77,505	22,288	(55,217)	445,894	267,458	(178,436)	267,458
<b>Total Subagreement Services</b>	<b>93,514</b>	<b>62,050</b>	<b>(31,464)</b>	<b>957,917</b>	<b>744,598</b>	<b>(213,319)</b>	<b>744,598</b>
Operations & Housekeeping							
Auto and Travel	105	-	(105)	1,227	-	(1,227)	-
Dues & Memberships	5,995	783	(5,212)	14,920	9,400	(5,520)	9,400
Insurance	7,024	8,858	1,834	82,823	106,300	23,477	106,300
Communications	2,973	1,633	(1,340)	14,401	19,600	5,199	19,600
Postage and Shipping	80	300	220	3,339	3,600	261	3,600
<b>Total Operations &amp; Housekeeping</b>	<b>16,178</b>	<b>11,575</b>	<b>(4,603)</b>	<b>116,710</b>	<b>138,900</b>	<b>22,190</b>	<b>138,900</b>
Facilities, Repairs & Other Leases							
Other Leases	61	-	(61)	61	-	(61)	-
Repairs and Maintenance	-	58	58	-	700	700	700
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>61</b>	<b>58</b>	<b>(3)</b>	<b>61</b>	<b>700</b>	<b>639</b>	<b>700</b>
Professional/Consulting Services							
Audit & Taxes	1,200	-	(1,200)	10,462	12,000	1,538	12,000
Legal	5,914	4,958	(956)	35,553	59,500	23,947	59,500
Professional Development	890	1,833	943	5,172	21,997	16,825	21,997
General Consulting	2,271	833	(1,437)	11,646	10,000	(1,646)	10,000
Special Activities/Field Trips	(1,690)	1,649	3,339	32,194	19,793	(12,401)	19,793
Bank Charges	892	942	49	9,051	11,300	2,249	11,300
Other Taxes and Fees	-	242	242	3,824	2,900	(924)	2,900
Payroll Service Fee	150	-	(150)	6,912	-	(6,912)	-
Management Fee	41,025	32,671	(8,354)	277,997	392,051	114,055	392,051
District Oversight Fee	89,925	29,570	(60,355)	179,850	118,870	(60,980)	118,870
SPED Encroachment	13,236	-	(13,236)	14,688	-	(14,688)	-
Public Relations/Recruitment	-	-	-	255	-	(255)	-
<b>Total Professional/Consulting Services</b>	<b>153,813</b>	<b>72,699</b>	<b>(81,114)</b>	<b>587,603</b>	<b>648,411</b>	<b>60,809</b>	<b>648,411</b>
Interest							
Interest Expense	3,329	-	(3,329)	69,704	178,008	108,304	178,008
<b>Total Interest</b>	<b>3,329</b>	<b>-</b>	<b>(3,329)</b>	<b>69,704</b>	<b>178,008</b>	<b>108,304</b>	<b>178,008</b>
<b>Total Expenses</b>	<b>\$ 908,186</b>	<b>\$ 590,522</b>	<b>\$ (317,664)</b>	<b>\$ 6,786,169</b>	<b>\$ 7,015,465</b>	<b>\$ 229,296</b>	<b>\$ 7,015,465</b>
<b>Change in Net Assets</b>							
Net Assets, Beginning of Period	900,689	1,082,126	(181,437)	319,563	104,178	215,385	104,178
	(648,710)			(67,585)			
<b>Net Assets, End of Period</b>	<b>\$ 251,979</b>			<b>\$ 251,979</b>			

## Lake View Charter School

### Statement of Financial Position

June 30, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 557,551	\$ 202,203	\$ 355,349	
Restricted Cash	-	-	-	
Total Cash & Cash Equivalents	557,551	202,203	355,349	176%
Accounts Receivable	38,162	33,240	4,922	15%
Public Funding Receivable	1,275,034	1,520,618	(245,584)	-16%
Factored Receivable	(582,200)	(1,242,926)	660,726	-53%
Prepaid Expenses	33,908	105,768	(71,859)	-68%
<b>Total Current Assets</b>	<b>1,322,456</b>	<b>618,903</b>	<b>703,553</b>	<b>114%</b>
<b>Long-Term Assets</b>				
Deposits	-	75,000	(75,000)	-100%
<b>Total Long Term Assets</b>	<b>-</b>	<b>75,000</b>	<b>(75,000)</b>	<b>-100%</b>
<b>Total Assets</b>	<b>\$ 1,322,456</b>	<b>\$ 693,903</b>	<b>\$ 628,553</b>	<b>91%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 382,372	\$ 93,170	\$ 289,202	310%
Accrued Liabilities	357,495	229,218	128,277	56%
Deferred Revenue	330,610	439,099	(108,489)	-25%
<b>Total Current Liabilities</b>	<b>1,070,477</b>	<b>761,487</b>	<b>308,990</b>	<b>41%</b>
<b>Total Liabilities</b>	<b>1,070,477</b>	<b>761,487</b>	<b>308,990</b>	<b>41%</b>
<b>Net Assets</b>	<b>251,979</b>	<b>(67,585)</b>	<b>319,563</b>	<b>-473%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 1,322,456</b>	<b>\$ 693,903</b>	<b>\$ 628,553</b>	<b>91%</b>

## Lake View Charter School

### Statement of Cash Flows

For the period ended June 30, 2022

	Month Ended 06/30/22	YTD Ended 06/30/22
<b>Cash Flows from Operating Activities</b>		
Changes in Net Assets	\$ 900,689	\$ 319,563
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	(1,047,233)	245,584
Grants, Contributions & Pledges Receivable	(47,262)	(665,648)
Prepaid Expenses	50,738	71,859
Other Assets	-	75,000
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	318,593	289,202
Accrued Expenses	56,577	128,277
Deferred Revenue	101,366	(108,489)
<b>Total Cash Flows from Operating Activities</b>	<b>333,467</b>	<b>355,349</b>
Change in Cash & Cash Equivalents	333,467	355,349
Cash & Cash Equivalents, Beginning of Period	224,085	202,203
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 557,551</b>	<b>\$ 557,551</b>

## Lake View Charter School

## Check Register

For the period ended June 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
12474	4EEE	6/6/2022	\$ 560.00
12475	All About Learning Press, Inc.	6/6/2022	82.83
12476	BookShark	6/6/2022	1,073.46
12477	Chico Creek Dance Inc	6/6/2022	451.00
12478	CM School Supply Inc # 1	6/6/2022	36.80
12479	Crafty School Crates	6/6/2022	228.19
12480	E-Therapy, LLC	6/6/2022	1,376.25
12481	Global Teletherapy	6/6/2022	11,921.00
12482	Growing Healthy Children Therapy Services, Inc.	6/6/2022	877.50
12483	HBCO LLC	6/6/2022	133.70
12484	History Unboxed LLC	6/6/2022	811.75
12485	Homeschool Spanish Academy	6/6/2022	1,894.00
12486	Jostens	6/6/2022	62.44
12487	Kinetics Academy of Dance	6/6/2022	124.00
12488	Law Offices of Young Minney & Corr LLP	6/6/2022	13.72
12489	Learning with Lauren Tutoring Services	6/6/2022	300.00
12490	Mendocino Starz Gymnastics and Cheer	6/6/2022	6,220.00
12491	Specialized Therapy Services	6/6/2022	597.50
12492	Tori Gillam	6/6/2022	285.00
12493	Blue Shield of CA	6/9/2022	26,217.59
12494	Jenny Johnston	6/9/2022	115.24
12495	Lake Elementary School District	6/9/2022	110.6
12496	Learning with Lauren Tutoring Services	6/9/2022	100.00
12497	Learning Without Tears	6/9/2022	46.62
12498	Rebeka Heath	6/9/2022	209.14
12499	PenServ Plan Services, Inc.	6/13/2022	1,836.90
12500	4EEE	6/16/2022	680.00
12501	A Brighter Child, Inc	6/16/2022	2,070.00
12502	Amtrust North America	6/16/2022	450.00
12503	Apollo Academy of Music	6/16/2022	2,065.00
12504	Barbara J Rice	6/16/2022	630.00
12505	Boont Tribe Community School	6/16/2022	2,411.00
12506	Drivers Ed Direct	6/16/2022	78.00
12507	Earthbound Skills	6/16/2022	1,662.12
12508	Global Teletherapy	6/16/2022	14,352.00
12509	Home Science Tools	6/16/2022	2.00
12510	Joshua Hegg	6/16/2022	350.00
12511	Mendocino Starz Gymnastics and Cheer	6/16/2022	2,380.00
12512	Middletown Art Center	6/16/2022	640.00
12513	Monarch River Academy	6/16/2022	477.12
12514	Procopio, Cory, Hargreaves & Savitch LLP	6/16/2022	332.25
12515	Thorsteinn Gunter	6/16/2022	120.00
12516	Yosemite Valley Charter School	6/16/2022	486.68
12517	Earthbound Skills	6/23/2022	200.00
12518	KiwiCo, Inc	6/23/2022	111.81
12519	Rebeka Heath	6/23/2022	11.93
12520	Terrain Park Climbing Center	6/23/2022	129.98
12521	PenServ Plan Services, Inc.	6/28/2022	2,743.23
12522	Blue Shield of CA	6/30/2022	28,530.26
12523	Brave Writer LLC	6/30/2022	79.00
12524	Chico Art School	6/30/2022	1,030.01
12525	Chico Creek Dance Inc	6/30/2022	250.00
12526	Debra Heiden	6/30/2022	130.00
12527	E-Therapy, LLC	6/30/2022	1,196.25
12528	EMH Sports USA, Inc.	6/30/2022	85.00

## Lake View Charter School

## Check Register

For the period ended June 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
12529	Farris Graphics	6/30/2022	1,125.00
12530	Glad Donahue	6/30/2022	450.00
12531	Growing Healthy Children Therapy Services, Inc.	6/30/2022	1,675.00
12532	International Academy of Science	6/30/2022	500.00
12533	Jeanette Marchais	6/30/2022	918.00
12534	Jessica Coombs	6/30/2022	450.00
12535	Ken Willer	6/30/2022	280.00
12536	KiwiCo, Inc	6/30/2022	771.90
12537	Law Offices of Young Minney & Corr LLP	6/30/2022	925.87
12538	Lindsay Mower	6/30/2022	450.00
12539	Mendocino Starz Gymnastics and Cheer	6/30/2022	2,240.00
12540	North State Ballet LLC.	6/30/2022	1,975.00
12541	PresenceLearning, Inc.	6/30/2022	10,466.00
12542	Procopio, Cory, Hargreaves & Savitch LLP	6/30/2022	1,552.35
12543	Reading For Life	6/30/2022	2,391.49
12544	Serra Wells	6/30/2022	450.00
12545	Specialized Therapy Services	6/30/2022	1,003.75
12546	Storybook Bindles	6/30/2022	330.00
12547	Susan J. van Wyk	6/30/2022	192.13
12548	T-Mobile	6/30/2022	840.00
12549	Teaching Textbooks	6/30/2022	67.08
12550	Terrain Park Climbing Center	6/30/2022	169.99
12551	Thrive Homeschool Program	6/30/2022	336.27
12552	Tiffany Ridenour, Art	6/30/2022	160.00
12553	Tori Gillam	6/30/2022	740.00
12554	Total Education Solutions	6/30/2022	386.25
12555	Walton Academy	6/30/2022	120.00
12556	Yosemite Valley Charter School	6/30/2022	1,925.00
ACH	The Advantage Group	6/13/2022	132.92
ACH	The Advantage Group	6/28/2022	132.92
ACH	Amazon Capital Services	6/16/2022	53.07
ACH	Amazon Capital Services	6/16/2022	19.43
ACH	Amazon Capital Services	6/16/2022	14.48
ACH	Charter Impact, Inc.	6/16/2022	150.00
ACH	Clarksville Charter School	6/16/2022	200.84
ACH	Feather River Charter School	6/16/2022	385.00
ACH	Feather River Charter School	6/16/2022	136.50
ACH	Feather River Charter School	6/16/2022	21.82
ACH	Sequoia Grove Charter Alliance	6/16/2022	204.17
ACH	Sequoia Grove Charter Alliance	6/16/2022	645.11
ACH	Sequoia Grove Charter Alliance	6/16/2022	3,726.86
ACH	Sequoia Grove Charter Alliance	6/16/2022	648.36
ACH	Sequoia Grove Charter Alliance	6/16/2022	2,444.00
ACH	Sequoia Grove Charter Alliance	6/16/2022	168.00
ACH	Clarksville Charter School	6/23/2022	61.04
ACH	Clarksville Charter School	6/23/2022	167.86
ACH	Feather River Charter School	6/23/2022	20.70
ACH	Feather River Charter School	6/23/2022	19.11
ACH	Feather River Charter School	6/23/2022	39.95
ACH	Sequoia Grove Charter Alliance	6/23/2022	1,958.01
ACH	Sequoia Grove Charter Alliance	6/23/2022	60.85
ACH	Sequoia Grove Charter Alliance	6/23/2022	191.82
ACH	Sequoia Grove Charter Alliance	6/23/2022	4,467.66
ACH	Sequoia Grove Charter Alliance	6/23/2022	974.05
ACH	Sequoia Grove Charter Alliance	6/23/2022	3,445.46
ACH	Sequoia Grove Charter Alliance	6/23/2022	112.50

Lake View Charter School

Check Register

For the period ended June 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Sequoia Grove Charter Alliance	6/23/2022	77.00
ACH	Sequoia Grove Charter Alliance	6/23/2022	88.00
ACH	Sequoia Grove Charter Alliance	6/23/2022	71.50
ACH	Sequoia Grove Charter Alliance	6/23/2022	6,960.00
ACH	Sequoia Grove Charter Alliance	6/23/2022	755.63
ACH	Winship Community School	6/23/2022	61.01
ACH	Amazon Capital Services	6/30/2022	23.92
ACH	Amazon Capital Services	6/30/2022	24.84
ACH	Clarksville Charter School	6/30/2022	1,927.33
ACH	Clarksville Charter School	6/30/2022	59.00
ACH	Feather River Charter School	6/30/2022	12.86
ACH	Feather River Charter School	6/30/2022	75.00
ACH	Feather River Charter School	6/30/2022	67.49
ACH	Feather River Charter School	6/30/2022	86.17
ACH	Feather River Charter School	6/30/2022	111.30
ACH	Feather River Charter School	6/30/2022	2,020.27
ACH	Sequoia Grove Charter Alliance	6/30/2022	36,838.29
ACH	Sequoia Grove Charter Alliance	6/30/2022	15,787.84
ACH	Sequoia Grove Charter Alliance	6/30/2022	466.34
ACH	Sequoia Grove Charter Alliance	6/30/2022	1,050.00
ACH	Sequoia Grove Charter Alliance	6/30/2022	4,927.90
ACH	Sequoia Grove Charter Alliance	6/30/2022	108.99
ACH	Sequoia Grove Charter Alliance	6/30/2022	925.40
ACH	Sequoia Grove Charter Alliance	6/30/2022	351.48
ACH	Sequoia Grove Charter Alliance	6/30/2022	427.58
ACH	Sequoia Grove Charter Alliance	6/30/2022	534.99
ACH	Sequoia Grove Charter Alliance	6/30/2022	257.88
ACH	Sequoia Grove Charter Alliance	6/30/2022	550.00
ACH	Sequoia Grove Charter Alliance	6/30/2022	13.72
ACH	Amazon Capital Services	6/1/2022	177.31
ACH	Charter Impact, Inc.	6/3/2022	245.00
ACH	Amazon Capital Services	6/6/2022	269.99
ACH	Amazon Capital Services	6/6/2022	843.23
ACH	Amazon Capital Services	6/6/2022	30.73
ACH	Amazon Capital Services	6/6/2022	16.25
ACH	Amazon Capital Services	6/6/2022	246.85
ACH	Amazon Capital Services	6/6/2022	139.15
ACH	Amazon Capital Services	6/6/2022	20.89
ACH	Amazon Capital Services	6/6/2022	174.83
ACH	Amazon Capital Services	6/6/2022	288.64
ACH	Amazon Capital Services	6/6/2022	14.75
ACH	Amazon Capital Services	6/6/2022	912.88
ACH	Clarksville Charter School	6/6/2022	539.12
ACH	Feather River Charter School	6/6/2022	385.94
ACH	Sequoia Grove Charter Alliance	6/6/2022	862.50
ACH	Sequoia Grove Charter Alliance	6/6/2022	108.90
ACH	Sequoia Grove Charter Alliance	6/6/2022	270.00
ACH	Sequoia Grove Charter Alliance	6/6/2022	525.00
ACH	Sequoia Grove Charter Alliance	6/6/2022	225.00
ACH	Sequoia Grove Charter Alliance	6/6/2022	5,995.00
ACH	Sequoia Grove Charter Alliance	6/6/2022	3,091.81
ACH	Sequoia Grove Charter Alliance	6/6/2022	90.00
ACH	Sequoia Grove Charter Alliance	6/6/2022	256.55
ACH	Sequoia Grove Charter Alliance	6/6/2022	3,432.89
ACH	Sequoia Grove Charter Alliance	6/6/2022	4,648.11
ACH	Sequoia Grove Charter Alliance	6/6/2022	38.93

Lake View Charter School

Check Register

For the period ended June 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Charter Impact, Inc.	6/9/2022	11,235.00
ACH	Sequoia Grove Charter Alliance	6/9/2022	257.88
ACH	Sequoia Grove Charter Alliance	6/9/2022	1,485.82
ACH	Sequoia Grove Charter Alliance	6/9/2022	<u>6,618.66</u>
<b>Total Disbursements issued in June</b>			<b><u>\$ 290,971.78</u></b>

Lake View Charter School

Accounts Payable Aging

June 30, 2022

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
Provenance	5021	5/13/2021	6/14/2021	\$ -	\$ -	\$ -	\$ -	\$ 30,224.69	\$ 30,224.69
Procopio, Cory, Hargreaves & Savitch LLP	800056	5/24/2022	6/23/2022	-	110.60	-	-	-	110.60
Sequoia Grove Charter Alliance	6756	6/2/2022	7/2/2022	92,505.08	-	-	-	-	92,505.08
Sequoia Grove Charter Alliance	6767	6/2/2022	7/2/2022	13,501.72	-	-	-	-	13,501.72
Sequoia Grove Charter Alliance	6774	6/2/2022	7/2/2022	568.26	-	-	-	-	568.26
Sequoia Grove Charter Alliance	6777	6/2/2022	7/2/2022	1,960.00	-	-	-	-	1,960.00
Sequoia Grove Charter Alliance	6788	6/2/2022	7/2/2022	34,027.26	-	-	-	-	34,027.26
Northern California Ballet School, Oroville	Adams2022	6/6/2022	7/6/2022	180.00	-	-	-	-	180.00
Serra Wells	ROYE061022	7/27/2022	7/10/2022	450.00	-	-	-	-	450.00
Glad Donahue	DONA061022	6/10/2022	7/10/2022	450.00	-	-	-	-	450.00
Clarksville Charter School	6174	6/17/2022	7/17/2022	14.00	-	-	-	-	14.00
Clarksville Charter School	6177	6/17/2022	7/17/2022	855.75	-	-	-	-	855.75
Feather River Charter School	6243	6/17/2022	7/17/2022	14.00	-	-	-	-	14.00
Sequoia Grove Charter Alliance	6860	6/17/2022	7/17/2022	4,255.93	-	-	-	-	4,255.93
Sequoia Grove Charter Alliance	6867	6/17/2022	7/17/2022	77.91	-	-	-	-	77.91
Sequoia Grove Charter Alliance	6871	6/17/2022	7/17/2022	71,061.23	-	-	-	-	71,061.23
McColgan & Associates Inc	4647	6/17/2022	7/17/2022	1,537.50	-	-	-	-	1,537.50
Sequoia Grove Charter Alliance	6874	6/21/2022	7/21/2022	1,440.99	-	-	-	-	1,440.99
Sequoia Grove Charter Alliance	6877	6/21/2022	7/21/2022	5,239.97	-	-	-	-	5,239.97
Standalone MMA	14	6/21/2022	7/21/2022	437.00	-	-	-	-	437.00
Feather River Charter School	6245	6/21/2022	7/21/2022	841.75	-	-	-	-	841.75
Feather River Charter School	6247	6/21/2022	7/21/2022	943.95	-	-	-	-	943.95
E-Therapy, LLC	26528	6/21/2022	7/21/2022	124.50	-	-	-	-	124.50
Four Winds Farm	10149	6/21/2022	7/21/2022	80.00	-	-	-	-	80.00
Full Circle Speech Therapy	11	6/21/2022	7/21/2022	2,240.00	-	-	-	-	2,240.00
Homeschool Spanish Academy	2021-2022(03)	6/21/2022	7/21/2022	90.00	-	-	-	-	90.00
Jeanette Marchais	1016	6/21/2022	7/21/2022	132.00	-	-	-	-	132.00
Jeanette Marchais	1017	6/21/2022	7/21/2022	132.00	-	-	-	-	132.00
Jeanette Marchais	1018	6/21/2022	7/21/2022	86.00	-	-	-	-	86.00
Jeanette Marchais	1019	6/21/2022	7/21/2022	132.00	-	-	-	-	132.00
Jeanette Marchais	1020	6/21/2022	7/21/2022	132.00	-	-	-	-	132.00
Jeanette Marchais	1021	6/21/2022	7/21/2022	86.00	-	-	-	-	86.00
Chico Area Recreation and Parks District	May 2022 LVS	6/22/2022	7/22/2022	65.00	-	-	-	-	65.00
Feather River Charter School	6249	6/22/2022	7/22/2022	2,066.74	-	-	-	-	2,066.74
Evan-Moor	INV349014	7/25/2022	7/24/2022	19.29	-	-	-	-	19.29
Sequoia Grove Charter Alliance	6881	6/24/2022	7/24/2022	784.00	-	-	-	-	784.00
Apollo Academy of Music	1159	7/25/2022	7/24/2022	160.00	-	-	-	-	160.00
Rebeka Heath	HEAT062722	6/27/2022	7/27/2022	93.48	-	-	-	-	93.48
Sequoia Grove Charter Alliance	6884	6/28/2022	7/28/2022	2,650.00	-	-	-	-	2,650.00
Sequoia Grove Charter Alliance	1107	6/28/2022	7/28/2022	1,792.24	-	-	-	-	1,792.24
Sequoia Grove Charter Alliance	1108	6/28/2022	7/28/2022	5,376.73	-	-	-	-	5,376.73
Amazon Capital Services	11LF-43CW-1GR3	6/13/2022	7/28/2022	(129.00)	-	-	-	-	(129.00)
Big Little Ones, LLC	00036	6/29/2022	7/29/2022	74.90	-	-	-	-	74.90
Clarksville Charter School	6183	6/29/2022	7/29/2022	1,011.87	-	-	-	-	1,011.87
Feather River Charter School	6253	6/29/2022	7/29/2022	1,099.66	-	-	-	-	1,099.66
Feather River Charter School	6256	6/29/2022	7/29/2022	1,254.25	-	-	-	-	1,254.25
Feather River Charter School	6259	6/29/2022	7/29/2022	1,095.58	-	-	-	-	1,095.58

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Sequoia Grove Charter Alliance	6888	6/30/2022	7/30/2022	78.75	-	-	-	-	78.75
Sequoia Grove Charter Alliance	6891	6/30/2022	7/30/2022	537.50	-	-	-	-	537.50
Monarch River Academy	HQT0522LVW	7/5/2022	8/4/2022	477.12	-	-	-	-	477.12
Yosemite Valley Charter School	HQT0522LVW	7/5/2022	8/4/2022	486.68	-	-	-	-	486.68
Learn and Create, Inc.	21226	7/5/2022	8/4/2022	261.05	-	-	-	-	261.05
Global Teletherapy	6927	7/6/2022	8/5/2022	433.00	-	-	-	-	433.00
Feather River Charter School	6261	7/6/2022	8/5/2022	385.94	-	-	-	-	385.94
Clarksville Charter School	6186	7/6/2022	8/5/2022	539.12	-	-	-	-	539.12
E-Therapy, LLC	26643	7/6/2022	8/5/2022	211.50	-	-	-	-	211.50
Law Offices of Young Minney & Corr LLP	77749	7/6/2022	8/5/2022	816.45	-	-	-	-	816.45
Law Offices of Young Minney & Corr LLP	77757	7/6/2022	8/5/2022	246.37	-	-	-	-	246.37
Sequoia Grove Charter Alliance	6894	7/6/2022	8/5/2022	6,285.15	-	-	-	-	6,285.15
Growing Healthy Children Therapy Services, Inc	LVCS_2206 ESY	7/11/2022	8/10/2022	877.50	-	-	-	-	877.50
Jabbergy	6152	7/11/2022	8/10/2022	59.00	-	-	-	-	59.00
Home Science Tools	000399884	7/12/2022	8/11/2022	67.05	-	-	-	-	67.05
Home Science Tools	000404214	7/12/2022	8/11/2022	74.75	-	-	-	-	74.75
Home Science Tools	000404215	7/12/2022	8/11/2022	74.75	-	-	-	-	74.75
Home Science Tools	000404216	7/12/2022	8/11/2022	74.75	-	-	-	-	74.75
Clarksville Charter School	6190	7/12/2022	8/11/2022	35.00	-	-	-	-	35.00
Clarksville Charter School	6192	7/12/2022	8/11/2022	560.00	-	-	-	-	560.00
Feather River Charter School	6266	7/12/2022	8/11/2022	2,066.74	-	-	-	-	2,066.74
School Pathways, LLC	140-INV3547	7/12/2022	8/11/2022	260.26	-	-	-	-	260.26
Sequoia Grove Charter Alliance	12014	7/14/2022	8/13/2022	526.71	-	-	-	-	526.71
Sequoia Grove Charter Alliance	12017	7/14/2022	8/13/2022	12,609.82	-	-	-	-	12,609.82
Specialized Therapy Services	LVCS01-0622	7/17/2022	8/16/2022	85.00	-	-	-	-	85.00
Sequoia Grove Charter Alliance	11002	7/18/2022	8/17/2022	66.15	-	-	-	-	66.15
Yosemite Valley Charter School	HQT0622LVW	7/18/2022	8/17/2022	486.68	-	-	-	-	486.68
Monarch River Academy	HQT0622LVW	7/18/2022	8/17/2022	477.12	-	-	-	-	477.12
Timberdoodle.com	387465	7/19/2022	8/18/2022	1,499.21	-	-	-	-	1,499.21
Timberdoodle.com	387824	7/19/2022	8/18/2022	484.48	-	-	-	-	484.48
Singapore Math, Inc.	S232287	7/19/2022	8/18/2022	140.28	-	-	-	-	140.28
Teaching Textbooks	43544	7/19/2022	8/18/2022	55.08	-	-	-	-	55.08
Teaching Textbooks	43545	7/19/2022	8/18/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	43546	7/19/2022	8/18/2022	67.08	-	-	-	-	67.08
Feather River Charter School	6270	7/19/2022	8/18/2022	385.94	-	-	-	-	385.94
Elemental Science	IN-4479	7/19/2022	8/18/2022	69.11	-	-	-	-	69.11
Evan-Moor	INV348325	7/19/2022	8/18/2022	99.99	-	-	-	-	99.99
Home Science Tools	000428538	7/19/2022	8/18/2022	167.77	-	-	-	-	167.77
JackRise Publishing, LLC	15511	7/19/2022	8/18/2022	43.68	-	-	-	-	43.68
BookShark	BI0006783	7/19/2022	8/18/2022	686.45	-	-	-	-	686.45
BookShark	BI0006785	7/19/2022	8/18/2022	134.02	-	-	-	-	134.02
Art of Problem Solving	INV226023	7/19/2022	8/18/2022	38.66	-	-	-	-	38.66
Art of Problem Solving	INV226024	7/19/2022	8/18/2022	38.66	-	-	-	-	38.66
Art of Problem Solving	INV226025	7/19/2022	8/18/2022	183.89	-	-	-	-	183.89
Art of Problem Solving	INV226026	7/19/2022	8/18/2022	52.04	-	-	-	-	52.04
Art of Problem Solving	INV226027	7/19/2022	8/18/2022	40.23	-	-	-	-	40.23
Art of Problem Solving	INV226028	7/19/2022	8/18/2022	76.70	-	-	-	-	76.70
Art of Problem Solving	INV226029	7/19/2022	8/18/2022	76.70	-	-	-	-	76.70

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Art of Problem Solving	INV226030	7/19/2022	8/18/2022	157.15	-	-	-	-	157.15
Art of Problem Solving	INV226031	7/19/2022	8/18/2022	98.15	-	-	-	-	98.15
BookShark	BI0006855	7/20/2022	8/19/2022	444.71	-	-	-	-	444.71
BookShark	BI0006881	7/20/2022	8/19/2022	384.89	-	-	-	-	384.89
BookShark	BI0006883	7/20/2022	8/19/2022	278.04	-	-	-	-	278.04
BookShark	BI0006889	7/20/2022	8/19/2022	236.22	-	-	-	-	236.22
BookShark	BI0006892	7/20/2022	8/19/2022	57.17	-	-	-	-	57.17
BookShark	BI0007016	7/20/2022	8/19/2022	69.68	-	-	-	-	69.68
BookShark	BI0007018	7/20/2022	8/19/2022	264.25	-	-	-	-	264.25
Bright Thinker	SINV4719	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4720	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4721	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4722	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4728	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4729	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
Bright Thinker	SINV4732	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4737	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
Bright Thinker	SINV4739	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4740	7/20/2022	8/19/2022	465.48	-	-	-	-	465.48
Bright Thinker	SINV4744	7/20/2022	8/19/2022	124.49	-	-	-	-	124.49
Home Science Tools	000428845	7/20/2022	8/19/2022	81.97	-	-	-	-	81.97
Home Science Tools	000428846	7/20/2022	8/19/2022	307.41	-	-	-	-	307.41
Clarksville Charter School	6198	7/20/2022	8/19/2022	539.12	-	-	-	-	539.12
T-Mobile	TMOB072022	7/20/2022	8/19/2022	840.00	-	-	-	-	840.00
Math-U-See Inc.	0777588-IN	7/22/2022	8/19/2022	66.48	-	-	-	-	66.48
Sequoia Grove Charter Alliance	12029	7/21/2022	8/20/2022	876.96	-	-	-	-	876.96
Sequoia Grove Charter Alliance	12032	7/21/2022	8/20/2022	12,935.00	-	-	-	-	12,935.00
Sequoia Grove Charter Alliance	12038	7/21/2022	8/20/2022	275.27	-	-	-	-	275.27
The Critical Thinking Co.	189108A	7/21/2022	8/20/2022	47.48	-	-	-	-	47.48
The Critical Thinking Co.	189154A	7/21/2022	8/20/2022	99.48	-	-	-	-	99.48
The Critical Thinking Co.	189156A	7/21/2022	8/20/2022	99.48	-	-	-	-	99.48
The Critical Thinking Co.	189183A	7/21/2022	8/20/2022	52.49	-	-	-	-	52.49
The Critical Thinking Co.	189197A	7/21/2022	8/20/2022	52.49	-	-	-	-	52.49
BookShark	BI0007295	7/22/2022	8/20/2022	522.49	-	-	-	-	522.49
BookShark	BI0007322	7/22/2022	8/20/2022	111.51	-	-	-	-	111.51
BookShark	BI0007323	7/22/2022	8/20/2022	308.89	-	-	-	-	308.89
BookShark	BI0007326	7/22/2022	8/20/2022	561.64	-	-	-	-	561.64
Art of Problem Solving	INV226075	7/21/2022	8/20/2022	40.23	-	-	-	-	40.23
Art of Problem Solving	INV226076	7/21/2022	8/20/2022	34.40	-	-	-	-	34.40
Art of Problem Solving	INV226077	7/21/2022	8/20/2022	34.40	-	-	-	-	34.40
All About Learning Press, Inc.	911365	7/21/2022	8/20/2022	105.25	-	-	-	-	105.25
All About Learning Press, Inc.	911384	7/21/2022	8/20/2022	63.79	-	-	-	-	63.79
All About Learning Press, Inc.	911385	7/21/2022	8/20/2022	113.41	-	-	-	-	113.41
All About Learning Press, Inc.	911422	7/21/2022	8/20/2022	166.13	-	-	-	-	166.13
All About Learning Press, Inc.	911425	7/21/2022	8/20/2022	54.02	-	-	-	-	54.02
BookShark	BI0007356	7/22/2022	8/20/2022	70.09	-	-	-	-	70.09
BookShark	BI0007359	7/22/2022	8/21/2022	339.92	-	-	-	-	339.92
BookShark	BI0007397	7/22/2022	8/21/2022	886.59	-	-	-	-	886.59

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All About Learning Press, Inc.	911467	7/22/2022	8/21/2022	182.50	-	-	-	-	182.50
All About Learning Press, Inc.	911492	7/22/2022	8/21/2022	18.84	-	-	-	-	18.84
Art of Problem Solving	INV226103	7/22/2022	8/21/2022	145.35	-	-	-	-	145.35
Art of Problem Solving	INV226104	7/22/2022	8/21/2022	183.19	-	-	-	-	183.19
Art of Problem Solving	INV226105	7/22/2022	8/21/2022	183.19	-	-	-	-	183.19
BookShark	BI0007328	7/22/2022	8/21/2022	70.09	-	-	-	-	70.09
Activities for Learning Inc.	385912	7/22/2022	8/21/2022	358.05	-	-	-	-	358.05
Teacher Synergy, LLC	1H97988208	7/22/2022	8/21/2022	248.75	-	-	-	-	248.75
Sequoia Grove Charter Alliance	12041	7/22/2022	8/21/2022	13.86	-	-	-	-	13.86
Math-U-See Inc.	0777592-IN	7/22/2022	8/21/2022	127.25	-	-	-	-	127.25
Math-U-See Inc.	0777596-IN	7/22/2022	8/21/2022	220.20	-	-	-	-	220.20
Rainbow Resource Center	4799293	7/22/2022	8/21/2022	166.35	-	-	-	-	166.35
Clarksville Charter School	6203	7/22/2022	8/21/2022	1,011.87	-	-	-	-	1,011.87
Feather River Charter School	6274	7/22/2022	8/21/2022	2,480.40	-	-	-	-	2,480.40
Feather River Charter School	6277	7/22/2022	8/21/2022	1,254.25	-	-	-	-	1,254.25
Feather River Charter School	6280	7/22/2022	8/21/2022	1,095.58	-	-	-	-	1,095.58
Home Science Tools	S00006946	7/22/2022	8/21/2022	103.37	-	-	-	-	103.37
Lakeshore	286475072122	7/22/2022	8/21/2022	61.10	-	-	-	-	61.10
International Academy of Science	86957	7/25/2022	8/24/2022	12,935.00	-	-	-	-	12,935.00
History Unboxed LLC	wc-14909HU	7/25/2022	8/24/2022	65.93	-	-	-	-	65.93
Feather River Charter School	6283	7/25/2022	8/24/2022	2,480.40	-	-	-	-	2,480.40
Feather River Charter School	6286	7/25/2022	8/24/2022	1,095.58	-	-	-	-	1,095.58
Feather River Charter School	6289	7/25/2022	8/24/2022	1,254.25	-	-	-	-	1,254.25
Clarksville Charter School	6209	7/25/2022	8/24/2022	1,011.87	-	-	-	-	1,011.87
Evan-Moor	INV349017	7/25/2022	8/24/2022	67.53	-	-	-	-	67.53
Elemental Science	IN-4478	7/25/2022	8/24/2022	133.98	-	-	-	-	133.98
Rainbow Resource Center	4799886	7/25/2022	8/24/2022	28.40	-	-	-	-	28.40
Miaplaza Inc.	3470	7/25/2022	8/24/2022	207.96	-	-	-	-	207.96
Miaplaza Inc.	3471	7/25/2022	8/24/2022	207.96	-	-	-	-	207.96
Math-U-See Inc.	0777644-IN	7/25/2022	8/24/2022	127.25	-	-	-	-	127.25
Math-U-See Inc.	0777648-IN	7/25/2022	8/24/2022	127.25	-	-	-	-	127.25
Math-U-See Inc.	0777650-IN	7/25/2022	8/24/2022	57.90	-	-	-	-	57.90
LEGO Education	1190511900	7/25/2022	8/24/2022	244.42	-	-	-	-	244.42
Sequoia Grove Charter Alliance	11051	7/25/2022	8/24/2022	696.18	-	-	-	-	696.18
Sequoia Grove Charter Alliance	11054	7/25/2022	8/24/2022	696.18	-	-	-	-	696.18
Apollo Academy of Music	1160	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1161	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1162	7/25/2022	8/24/2022	203.00	-	-	-	-	203.00
Apollo Academy of Music	1098	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1112	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1113	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1114	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1115	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1116	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1149	7/25/2022	8/24/2022	120.00	-	-	-	-	120.00
Apollo Academy of Music	1156	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1157	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1158	7/25/2022	8/24/2022	160.00	-	-	-	-	160.00

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BookShark	BI0007488	7/25/2022	8/24/2022	943.22	-	-	-	-	943.22
BookShark	BI0007521	7/25/2022	8/24/2022	386.98	-	-	-	-	386.98
All About Learning Press, Inc.	911456	7/25/2022	8/24/2022	76.73	-	-	-	-	76.73
BookShark	BI0007642	7/26/2022	8/25/2022	17.65	-	-	-	-	17.65
All About Learning Press, Inc.	911426	7/26/2022	8/25/2022	181.50	-	-	-	-	181.50
All About Learning Press, Inc.	911427	7/26/2022	8/25/2022	181.50	-	-	-	-	181.50
All About Learning Press, Inc.	911424	7/26/2022	8/25/2022	72.94	-	-	-	-	72.94
BookShark	BI0006895	7/26/2022	8/25/2022	109.61	-	-	-	-	109.61
Teaching Textbooks	43650	7/26/2022	8/25/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	43670	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
Teaching Textbooks	43671	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	43673	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
Teaching Textbooks	43695	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	43696	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	43697	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
Teaching Textbooks	43698	7/26/2022	8/25/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	43699	7/26/2022	8/25/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	43748	7/26/2022	8/25/2022	146.12	-	-	-	-	146.12
Teaching Textbooks	43749	7/26/2022	8/25/2022	101.06	-	-	-	-	101.06
Teaching Textbooks	43893	7/26/2022	8/25/2022	113.06	-	-	-	-	113.06
Teaching Textbooks	43894	7/26/2022	8/25/2022	101.06	-	-	-	-	101.06
Teaching Textbooks	43906	7/26/2022	8/25/2022	55.08	-	-	-	-	55.08
Evan-Moor	INV349032	7/26/2022	8/25/2022	99.99	-	-	-	-	99.99
Lakeshore	293544072522	7/26/2022	8/25/2022	49.88	-	-	-	-	49.88
Lakeshore	296317072522	7/26/2022	8/25/2022	97.79	-	-	-	-	97.79
Charter Impact, Inc.	QTR22022	7/27/2022	8/26/2022	20.00	-	-	-	-	20.00
Learn and Create, Inc.	21608	7/27/2022	8/26/2022	389.56	-	-	-	-	389.56
Learn and Create, Inc.	21609	7/27/2022	8/26/2022	844.65	-	-	-	-	844.65
Learn and Create, Inc.	21611	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
Learn and Create, Inc.	21612	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
Learn and Create, Inc.	21613	7/27/2022	8/26/2022	141.95	-	-	-	-	141.95
Honest History Co	10004	7/27/2022	8/26/2022	175.88	-	-	-	-	175.88
Honest History Co	10006	7/27/2022	8/26/2022	109.13	-	-	-	-	109.13
Christy White Accountancy Corporation	18032	7/27/2022	8/26/2022	1,200.00	-	-	-	-	1,200.00
Teaching Textbooks	43583	7/27/2022	8/26/2022	55.08	-	-	-	-	55.08
Learn and Create, Inc.	10005	7/27/2022	8/26/2022	72.31	-	-	-	-	72.31
Rainbow Resource Center	4805056	7/27/2022	8/26/2022	270.14	-	-	-	-	270.14
Bright Thinker	SINV4755	7/27/2022	8/26/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4763	7/27/2022	8/26/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4764	7/27/2022	8/26/2022	248.98	-	-	-	-	248.98
Bright Thinker	SINV4767	7/27/2022	8/26/2022	465.48	-	-	-	-	465.48
Bright Thinker	SINV4770	7/27/2022	8/26/2022	248.98	-	-	-	-	248.98
Brave Writer LLC	91379-P002	7/27/2022	8/26/2022	238.90	-	-	-	-	238.90
Beautiful Feet Books, Inc.	17135	7/28/2022	8/27/2022	554.51	-	-	-	-	554.51
Rainbow Resource Center	4805858	7/28/2022	8/27/2022	149.67	-	-	-	-	149.67
Little Passports	IN-0000992287	7/28/2022	8/27/2022	333.98	-	-	-	-	333.98
Teacher Synergy, LLC	198287857	7/28/2022	8/27/2022	19.99	-	-	-	-	19.99
History Unboxed LLC	wc-14913HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08

Lake View Charter School

Accounts Payable Aging

June 30, 2022

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
History Unboxed LLC	wc-14914HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08
History Unboxed LLC	wc-14915HU	7/28/2022	8/27/2022	473.08	-	-	-	-	473.08
Lakeshore	297107072622	7/28/2022	8/27/2022	70.59	-	-	-	-	70.59
Timberdoodle.com	388193	7/29/2022	8/28/2022	680.34	-	-	-	-	680.34
Think Outside, LLC	127865	7/29/2022	8/28/2022	471.35	-	-	-	-	471.35
<b>Total Outstanding Payables in June</b>				<b>\$ 352,036.22</b>	<b>\$ 110.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,224.69</b>	<b>\$ 382,371.51</b>

# Coversheet

## Approval and Discussion of Board Training Workshop

**Section:** III. Governance  
**Item:** A. Approval and Discussion of Board Training Workshop  
**Purpose:**  
**Submitted by:**  
**Related Material:** Intro Board Training Slides - September.pptx

**RECOMMENDATION:**

Approval to include: October 19, 2022 GB Training

# Governing Board Annual Training



# Annual Training including:

- Finance Training for Governing Boards with Spencer Styles of Charter Impact 
- Brown Act and Political Reform Act Training by Jennifer McQuarrie





# Let's Talk!

## Topics of discussion:

- ▶ Board Goals
- ▶ Board Evaluation Process
- ▶ Additional Training Requests



What else would  
you like to discuss?

