Feather River Charter School

Regular Scheduled Board Meeting

Date and Time

Tuesday October 18, 2022 at 5:00 PM PDT

Location

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

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Record Attendance/Establish Quorum		David Brockmyer	
B.	Approval to Continue Meeting Virtually per AB 361		David Brockmyer	
C.	Call the Meeting to Order		David Brockmyer	
D.	Approval of Consent Agenda		David Brockmyer	

Consent Agenda - Consideration for Action - One motion and vote will enact all consent agenda items that are routine in nature

1. Approval of the Agenda
2. Approval of Minutes from September 6, 2022 Regular Board Meeting
3. Approval of Minutes from October 6, 2022 Special Board Meeting
4. Tobacco-Free School Policy
5. Extended School Year Dates
6. Investigation of Inaccurate, Suspicious, or False Addresses for Student Residency Policy
7. Title IX Policy
8. Fiscal Policies and Procedures 22-23
9. Expense Reimbursement Policy
10. Safe to Return to In-Person Services Plan review

E.	Public Comments on Non-Agenda Items		David Brockmyer	3 m
F.	Presentation of Executive Director's Report		Jenell Sherman	
II.	**Operations**			**5:03 PM**
A.	Approval of SGCA Employee Handbook 2022-2023 v3		Jenell Sherman	
B.	Presentation of W-RESD Annual Oversight Report for 2021-2022		Jenell Sherman	

		Purpose	Presenter	Time
C.	Facilities Use Agreement with Winship Robbins Elementary School District	Discuss	Jenell Sherman	

Term of Facilities agreement is from July 1, 2022 to June 30, 2026.

III. Governance

A. Board Training

Covered topics:

- School Recap with Jenell Sherman
- Brown Act and Conflict of Interest (Form 700) with Jennifer McQuarrie
- Financial Training with Jim Surmeian
- Big Ideas: Overarching Themes for Governing Boards with Bryanna Brossman
- Board Evaluation Process with Darcy Belleza
- Board Goals with Darcy Belleza
- 22-23 Updates with Darcy Belleza

B.	Approval of August 2022 Financials		James Surmeian
C.	Discussion and Potential Action on Board Positions		David Brockmyer

IV. Closing Items

A.	Board Requests for Future Agenda Items		David Brockmyer
B.	Announcement of Next Regular Scheduled Board Meeting		David Brockmyer

The Next Regular Scheduled Board Meeting is December 6, 2022 at 5:00 PM.

C.	Adjourn Meeting		David Brockmyer

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Coversheet

Approval to Continue Meeting Virtually per AB 361

Section: I. Opening Items
Item: B. Approval to Continue Meeting Virtually per AB 361
Purpose:
Submitted by:

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.

Coversheet

Approval of Consent Agenda

Section: I. Opening Items
Item: D. Approval of Consent Agenda
Purpose:
Submitted by:
Related Material:
2022_09_06_board_meeting_minutes FR.pdf
2022_10_06_board_meeting_minutes FR.pdf
Tobacco Free School Policy-FRCS DRAFT.pdf
22-23_ESY_Dates_-_Google_Docs.pdf
DRAFT Investigation of Inaccurate, Suspicious or False Addresses for Student Residency - Feathe r River v2.docx
DRAFT Title IX Policy - Feather River - V3.docx
Draft_Fiscal_Policies_and_Procedures_Feather River_v5.docx
FRCS_2022-2023_Expense_Reimbursement_Policy v4 DRAFT.docx
SafeRetuntoIn-PersonFRCSv2.pdf

BACKGROUND:

Tobacco Free School Policy: NEW policy

The Feather River Charter School Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with school goals to provide a healthy environment for students and staff.

ESY DATES: new dates

new dates

Investigation of Inaccurate, Suspicious or False Addresses for Student Residency: REVISION

Clarified language to may instead of shall to align with Residency Policy and corrected counties served

Title IX Policy: REVISION

Updated language on Complaints pertaining to Title IX issues.

Safe to Return: REVISED

Updates to form in relation to COVID-19 In person schooling

Fiscal Policies and Procedures: REVISED

Added CFO and Director of Human Resources titles, Revised General Purchasing Procedures, expense reports, travel policy, mileage reimbursement, nonschool conference, hotels, airfare and transportation, meal allowance

8. Expense Reimbursement Policy: REVISED

travel policy, mileage reimbursement, nonschool conference, hotels, airfare and transportation, meal allowance

RECOMMENDATION:

Board approval

DRAFT

Feather River Charter School

Minutes

Regular Scheduled Board Meeting

Date and Time
Tuesday September 6, 2022 at 5:00 PM

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Join Zoom Meeting
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”

Directors Present
David Brockmyer (remote), James Clark (remote), Juina Carter (remote), Matt Tozer (remote), Nick Wavrin (remote)

Directors Absent

None

Directors who arrived after the meeting opened
David Brockmyer

Directors who left before the meeting adjourned
Nick Wavrin

Guests Present
Darcy Belleza (remote), Dawn Carl (remote), Dr. Amanda Fernandez (remote), James Surmeian (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Kaela Haydu (remote), Katie Royer (remote), Kristie Nicosia (remote), Megan Nason (remote), Royce Gough (remote), Shannon Breckenridge (remote)

I. Opening Items

A. Record Attendance/Establish Quorum

David Brockmyer arrived at 5:10 PM.
Nick Wavrin left at 7:30 PM.

B. Approval of Resolution Regarding AB 361 v4

Nick Wavrin made a motion to approve the Resolution Regarding AB361 v.4.
Juina Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Call the Meeting to Order

James Clark called a meeting of the board of directors of Feather River Charter School to order on Tuesday Sep 6, 2022 at 5:04 PM.

D. Approval of Consent Agenda

Juina Carter made a motion to approve the Consent Agenda with noted changes.
Matt Tozer seconded the motion.
Nick Wavrin requested removal of SGCA Employee Handbook from the Consent Agenda- now item 3c on today's Agenda.
The board **VOTED** unanimously to approve the motion.
Nick Wavrin made a motion to remove item #9, SGCA Employee Handbook, from the Consent Agenda.
Matt Tozer seconded the motion.
The board **VOTED** unanimously to approve the motion.
James Clark made a motion to approve the minutes from Special Board Meeting on 07-28-22.
Matt Tozer seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Public Comments on Non-Agenda Items

No public comments.

F. Closed Session

James Clark made a motion to go into Closed Session.
Matt Tozer seconded the motion.

James Clark made a motion to come out of Closed Session.
Juina Carter seconded the motion.
The Board voted unanimously on the motion.

Case #1:Board voted unanimously to accept settlement with Provenance.

Case #2 voted unanimously to uphold administration and send a letter to the parent/guardian.
The board **VOTED** unanimously to approve the motion.

G. Presentation of Executive Director's Report

Jenell Sherman and Shannon Breckenridge presented the Executive Director's Report.

Kristie Nicosia presented the Score Reporting.

II. Finances

A. Approval May and July 2022 Finances

Matt Tozer made a motion to approve May and July 2022 Financials.
Juina Carter seconded the motion.
James Surmeian presented the May and July 2022 Financials.
The board **VOTED** unanimously to approve the motion.

B. Approval of June 2022 Unaudited Actuals Report

James Clark made a motion to approve June 2022 Unaudited Actuals Report.
Matt Tozer seconded the motion.
James Surmeian presented June 2022 Unaudited Actuals Report.
The board **VOTED** unanimously to approve the motion.

III. Operations

A. Approval of Organizational Charts 2022-2023

David Brockmyer made a motion to approve the Organizational Charts.
James Clark seconded the motion.
Jenell Sherman presented the Organizational Charts.
The board **VOTED** unanimously to approve the motion.

B. Approval of Resolution: Regarding Winship Community School Staff Sick Leave Transfer

Matt Tozer made a motion to approve the Resolution Regarding: Winship Community School Staff Sick Leave Transfer.
Juina Carter seconded the motion.
Jenell Sherman presented the Resolution Regarding Winship Community School Staff Sick Leave Transfer.
The board **VOTED** unanimously to approve the motion.
Juina Carter made a motion to approve the SGCA Employee Handbook 2022-23 with changes as noted.
Matt Tozer seconded the motion.
Governing Board requested to remove the Transgender section with intention to revisit at October Regular Scheduled Board Meeting.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Approval and Discussion of Board Training Workshop

David Brockmyer made a motion to approve adding the Regular Scheduled Board Meeting on October 18, 2022 at 5:00 PM.
Matt Tozer seconded the motion.
Darcy Belleza presented the Governing Board Training Workshop slides.
The board **VOTED** unanimously to approve the motion.

B. Discussion: CSO Board Adjustment

With the closing of Winship Community School, we need to discuss the structure of CSO Board.

Staff proposing 2 representatives for both Feather River and Clarksville, and 1 representative for Lake View.

V. Closing Items

A. Board Requests for Future Agenda Items

No requests.

B. Announcement of Next Regular Scheduled Board Meeting

Dave Brockmyer announced the Next Regular Scheduled Meeting is October 18, 2022 at 5:00 PM and then December 6, 2022 at 5:00 PM.

C. Adjourn Meeting

Juina Carter made a motion to adjourn the Meeting.
Matt Tozer 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 8:06 PM.

Respectfully Submitted,
David Brockmyer

Prepared by:
Katie Royer

Noted by:

_____
Board Secretary
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DRAFT

Feather River Charter School

Minutes

Special Board Meeting

Date and Time
Thursday October 6, 2022 at 5:00 PM

Location
https://sequoiagrove-org.zoom.us/j/4075258260

Meeting ID: 407 525 8260
Passcode: 546272
One tap mobile
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Directors Present
David Brockmyer (remote), James Clark (remote), Matt Tozer (remote), Nick Wavrin (remote)

Directors Absent

Juina Carter

Directors who arrived after the meeting opened
James Clark

Guests Present
Darcy Belleza (remote), Dawn Carl (remote), Jason Baldwin (remote), Jenell Sherman (remote), Katie Royer (remote), Royce Gough (remote), Shannon Breckenridge (remote)

I. Opening Items

A. Establish Quorum/Record Attendance

James Clark arrived at 5:09 PM.

B. Approval to Continue Meeting Virtually per AB361

Matt Tozer made a motion to approve meeting virtually per AB361.
Nick Wavrin seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Call the Meeting to Order

David Brockmyer called a meeting of the board of directors of Feather River Charter School to order on Thursday Oct 6, 2022 at 5:05 PM.

D. Approval of Agenda

Nick Wavrin made a motion to approve the Agenda.
Matt Tozer seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Public Comments on Non-Agenda Items

No public comments.

II. Operations

A. Discussion and Potential Action on Resolutions for the Sale of Receivables to Charter School Capital

James Clark made a motion to approve the Resolution for Sale of Receivables to Charter School Capital.
Matt Tozer seconded the motion.
Jenell Sherman presented the Resolution for Sale of Receivables to Charter School Capital.
The board **VOTED** unanimously to approve the motion.

III. Governance

A. Approval of CSO Board Member Nomination: Jason Baldwin

David Brockmyer made a motion to approve Jason Baldwin as CSO Board Member representing Feather River Charter School.
James Clark seconded the motion.
Dave Brockmyer and Jenell Sherman introduced Jason Baldwin.

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

IV. Closing Items

A. Board Member Requests to Add Items to Future Board Meeting Agendas

No requests.

B. Announcement of Next Regular Scheduled Board Meeting

Dave Brockmyer announced the Next Regular Scheduled Board Meeting is October 18, 2022 at 5:00 PM.

C. Adjourn Meeting

James Clark made a motion to adjourn the Meeting.
Matt Tozer 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 5:18 PM.

Respectfully Submitted,
David Brockmyer

Prepared by:
Katie Royer

Noted by:

_____
Board Secretary

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Tobacco-Free School Policy

The Feather River Charter School Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with school goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in school-owned or leased buildings. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off school property. Any written joint use agreement governing community use of school facilities or grounds shall include notice of the school's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah

3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.
In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)



Special Education Department

Extended School Year (ESY) services are special education and related services that are provided to a child with a disability during extended school breaks. These services are different from summer school. ESY services are special education and related services that a student must qualify for and are in accordance with the students IEP. ESY services must be provided for a minimum of 20 instructional days per California Code of Regulars (CCR 3043).

Board approval for ESY dates of June 2, 2023 - June 30, 2023

Investigation of Inaccurate, Suspicious or False Addresses for Student Residency

Feather River Charter School may only enroll students that are residents of the State of California and residents of the following counties: ~~Butte,~~ Sutter, Butte, Yuba, Placer, Sacramento, Yolo, and ColusaCounties. As such, upon enrollment, the student's parent/guardian is required to provide proof of residency, either through presentation of permitted documents establishing residency, a~~n~~ Mc Kinney Vento Affidavit ~~to Verify Residency Form., or a Parent Residency Affidavit Form.~~

If, thereafter, an employee of Feather River Charter School has reason to believe that the address provided by the parent/guardian is incorrect, was falsely reported, or is not longer valid and in line with Feather River Charter School's Residency Policy, every effort shall be made to ascertain the correct information. In order to initiate an investigation, Feather River Charter School's employee must document specific, articulable facts supporting the belief that the parent/guardian has provided false, inaccurate or unreliable evidence of residency. A staff member of FRCS will follow the procedures within the Residency Policy and may utilize the following investigative procedures listed below.

School staff have the right and obligation to conduct a thorough investigation (due diligence) in order for Feather River Charter School's Executive Director to take appropriate action.

Such an investigation may ~~shall~~ include:

1. Search Feather River Charter School's enrollment database by entering student's, parent's/guardians names to locate siblings and review their residence information. ·

2. The Feather River Charter School Executive Director or designee may interview the student(s) for residence information. At no time, however, shall any employee of Feather River Charter School inquire about a student's/family's immigration status.

3. The Feather River Charter School Executive Director or designee may mail a letter to all known current and previous addresses requesting residency verification. Write or stamp "Do Not Forward-Address Correction Requested" on the envelope so that the letter will be returned to the school with the family's current address. · The new address should be entered into the student information system(s). · If the letter is returned with no forwarding information, the student and their parent/guardian must be contacted to provide new information. If the parent/guardian refuses to provide information the school must immediately initiate the investigative activities outlined above.

4. The Feather River Charter School Executive Director or designee may conduct a home visit to establish residency at either the current or previous address.

5. The Feather River Charter School Executive Director or designee may review publicly available documents, in paper form or through an electronic databased, to verify the address of students by a review of property records. This method shall not be used to

verify residence
for students living in apartments, under leases or subleases, in foster or probation placements or in homeless situations since this method would not verify these residency situations.

6. The investigation shall not allow for the surreptitious photographing or video-recording of pupils who are being investigated. “Surreptitious photographing or video-recording” means the covert collection of photographic or videographic images of persons or places subject to an investigation. The collection of images is not covert if the technology is used in open and public view.

7. At all times during an investigation, employees and contractors of Feather River Charter School engaged in the investigation shall identify themselves truthfully as such to individuals contacted or interviewed during the course of the investigation.

If a new address and residency is established and located outside of California or the following counties: ~~Butte,~~ Sutter, Butte, Yuba, Placer, Sacramento, Yolo, and Colusa the Executive Director or designee shall follow the policy and procedures providing notice and a right to a hearing identified in Feather River Charter School’s Residency Policy.

Title IX Policy

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

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

1. Establish a Title IX Coordinator
2. Outline Student and Employee Title IX Rights
3. Establish the Procedures for Filing a Complaint
4. Provide Resources for Additional Information
5. Establish the Notice of Nondiscrimination

1. **Title IX Coordinator**: The Charter School will provide a Title IX Coordinator.
   Title IX Coordinator – Deanna Moreno
   Email- deanna.moreno@sequoiagrove.org
   Phone Number- (916) 957-5709

2. **Student and Employee Title IX Rights:** Under California Education Code section 221.8:
   a. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex
   b. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities
   c. You have the right to receive equitable treatment and benefits in the provision of all of the following:
      i. Equipment and supplies
      ii. Transportation and daily allowances
      iii. Access to tutoring
      iv. Coaching
      v. Medical and training facilities and services
      vi. Publicity
   d. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
   e. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
   f. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
   g. You have the right to pursue civil remedies if you have been discriminated against.

h. You have the right to be protected against retaliation if you file a discrimination complaint.

3. **Filing a Complaint:** If you feel you were discriminated against in violation of Title IX, please contact the Title IX Coordinator. It is the coordinator's primary responsibility to ensure the Charter School complies with the requirements of Title IX.
4. **How the School Investigates a Complaint:** Within 60 days from the date of receipt of the complaint, the School shall conduct and complete an investigation of the complaint and prepare a written decision. During this process, the person responsible for the filing of the complaint is to be given the opportunity to provide evidence that person believes supports the allegations. Complaints pertaining to Title IX issues should be filed by using the ~~School's Uniform Complaint Procedures~~ *Title IX Sexual Harassment Policy and Grievance Procedure* and those procedures will be followed to resolve the complaint.

   You may also file a complaint of discrimination with the US Department of Education Office for Civil Rights ("OCR").
5. **How do I file a complaint of discrimination with the US Department of Education Office for Civil Rights ("OCR")?**
   You may contact an OCR enforcement office at https://www2.ed.gov/about/contacts/gen/index.html to obtain a complaint form or you may file a discrimination complaint by using the on-line complaint form found at https://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

6. **What do I need to include in my complaint?**
   You should let us know which school, college or other institution you are complaining about, the person(s) who has been discriminated against, when the discrimination occurred, and you should sign and date the letter and let us know how we can reach you by phone and letter so that we can contact you. If filing on-line, you will still need to provide an original signature by mail, which may be done by printing and mailing a "Consent Form" linked from the bottom of the on-line complaint form.

   How soon after the discrimination do I need to file?
   You need to file your complaint within 180 calendar days after the discrimination. There are certain limited circumstances that allow our agency to grant a waiver. If you need more information about your situation, contact the OCR responsible for the state in which the institution is located by using https://ocrcas.ed.gov/contact-ocr .

   How promptly will OCR respond to my complaint?
   OCR will promptly acknowledge receiving your complaint and will contact you by letter or telephone to let you know whether we will proceed further with your complaint.

   What is OCR's role during the complaint process?
   OCR's role is to be a neutral fact-finder and to promptly resolve complaints. OCR has a variety of options for resolving complaints, including facilitated resolutions and investigations. OCR does not act as an advocate for either party during the process.

   What if I am already pursuing my complaint within the school district or college or with another agency?
   OCR does not handle cases that are being addressed by another agency or within a school's or college's formal grievance procedure if OCR anticipates that the agency you filed with will provide you with a resolution process comparable to OCR's. Once the other complaint

process is completed, you have 60 days to refile your complaint with OCR. OCR's first step will be to determine whether to defer to the result reached in the other process.

Do I have to file an OCR complaint before I can file a claim in court?
The regulations under Title VI, Title IX, Section 504 and Title II do not require you to file with OCR prior to filing a claim under these laws in Federal court. The regulations under the Age Discrimination Act, however, allow you to file a claim in Federal court under that law only after: 1) 180 days have elapsed since you filed the complaint with OCR and OCR has made no finding, or 2) OCR issues a finding in favor of the recipient. If this occurs, OCR will promptly notify you and remind you of your right to file in court. If you are considering filing in court, bear in mind that OCR does not represent complaining parties or provide advice regarding court filings. You would need to use the services of your own attorney. Also, if you proceed with your claim in a court, OCR will not continue to pursue your OCR complaint.

7. **Resources for Additional Information:**
   - **a.** US Department of Education Office for Civil Rights complaint form: https://www2.ed.gov/about/offices/list/ocr/complaintintro.html
   - **b.** The OCR office for California is located at:

     San Francisco Office
     Office for Civil Rights
     U.S. Department of Education
     50 United Nations Plaza
     Mail Box 1200, Room 1545
     San Francisco, CA 94102

     Telephone: 415-486-5555
     FAX: 415-486-5570; TDD: 800-877-8339
     Email: ocr.sanfrancisco@ed.gov
   - **c.** California Department of Education, Equal Opportunity & Access: https://www.cde.ca.gov/re/di/eo/index.asp
   - **d.** U.S. Department of Education, Office for Civil Rights, *Title IX Resource Guide* (Apr. 2015). https://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf

8. **Notice of Nondiscrimination:** The Charter School District fully complies with Title IX. The Charter School District does not discriminate on the basis of sex in the education programs or activities it operates. The Charter School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the OCR.

FEATHER RIVER CHARTER SCHOOL
Fiscal Policies and Procedures
Updated Draft

Revised 09~~12~~/22~~2~~/2022~~1~~

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Feather River Charter School
Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

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

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

Budget Development, Oversight Calendar and Responsibilities

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

January - April

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

Feather River Charter School
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Budget Development, Oversight Calendar and Responsibilities (*continued*)

May – June

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

July – August

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

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

September – December

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

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

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

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

Feather River Charter School
Fiscal Policies and Procedures

Budget Transfers

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

Banking Arrangements

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

Record Keeping

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

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

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

Property Inventory

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

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

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

Attendance Accounting

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

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

Annual Financial Audit

The Board will annually appoint an audit committee by January 1 to oversee the independent auditors for that fiscal year. Feather River Charter School will appoint an audit lead to ensure an audit is undertaken on an annual basis. The audit lead will be the main point of contact for the board, school, Charter Impact, and the auditor. Any persons with expenditure authorization or recording responsibilities within the school may not serve as the audit lead. The school board shall annually contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the accuracy of school's financial statements, (2) an audit of the school's attendance accounting and revenue claims practices, and in conjunction with (1) and (2) above, review the school's internal controls

over financial reporting. The audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars if the School spends in excess of the amount which requires an audit.

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

Required Budget and Other Fiscal Reports

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

Property and Liability Insurance and Workers Compensation

The Executive Director shall ensure that the school retains appropriate property and liability insurance coverage, as well as a Workers Compensation Policy for its employees.

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

Workers Compensation insurance shall be maintained by the school to cover injuries suffered by employees while at work. The school will be required at a minimum to carry a basic liability limit consistent with the statutory requirements of the authorizer or the District.

Board Compensation

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

Feather River Charter School
Fiscal Policies and Procedures

Fundraising, Grant Solicitation, and Donation Recognition

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

Contracts

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

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

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

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

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

Feather River Charter School
Fiscal Policies and Procedures

PURCHASING AND VENDOR PAYMENT

Segregation of Duties

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

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

General Purchasing Procedures

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

1. In case of emergencies that necessitate the purchase of emergency response supplies, equipment, or services.
2. The supplier is the Original Equipment Manufacturer for which no equivalent competition exists.

In such cases, the school shall document the reason why the purchase was done without a competitive bidding process, and why the pricing was determined to be reasonable. The Executive Director may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts and non-budgeted expenses over $50,000.

When approving purchases, the Executive Director or designee must:

a. Determine if the expenditure is budgeted

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

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

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

e. Determine if the price is competitive and prudent.

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

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

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

1. All credit card purchases must have prior approval.
2. Receipts for the purchase must be submitted for each purchase
3. Each purchase must have the approved budget codes for each transaction
4. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
5. Cards will bear the names of both the Schools and the authorized card holder.

Purchase Orders

All non-recurring purchases for which the vendor requires the use of a purchase order, which must be approved by the Executive Director and/or Admin DesigneeDepartment Director through Smartsheets.

1. Once approval is received in Smartsheets for the creation of the PO, the third-party contractor or staff designee will create a PO and assign PO numbers in sequential order.
2. The numbered PO is then logged and uploaded into Smartsheets which lists all issued PO's.
3. The PO is then given sent to the Executive Director or Admin DesigneeDepartment Director for approval signature.
4. The PO is emailed to the Admin DesigneeDepartment Director to send to the vendor.

Payment Authorization

Feather River Charter School
Fiscal Policies and Procedures

All original invoices will be forwarded to the Executive Director or Admin Designee~~Department Director~~ for approval through the online approval system.

1. For any cumulative fiscal year purchase over $600.00 a W-9 is required to be on file.
2. The third-party contractor or staff designee will compile all invoices and supporting documentation (including applicable PO) and verify that the specified products/services were received. The documentation will then be sent to the Executive Directors and/or Admin Designee~~Department Directors~~ for review and approval.
3. The Executive Director or Admin Designee will carefully review each invoice and supporting documentation prior to approval.
4. Approval from the Executive Director or Admin Designee~~delegate~~ will be indicated by a signature on an invoice, email, or other electronic documentation process. The invoice and supporting documentation including any new W-9 will be sent to Charter Impact on at least a weekly basis (Executive Director should be aware of invoice due dates to avoid late payments). Charter Impact will then process the invoices with sufficient supporting documentation. Payment will not occur if a W-9 is required and not on file with Charter Impact.
5. The Executive Director and/or Chief Fiscal Officer ~~Admin Designee designated staff~~ may authorize Charter Impact to pay recurring expenses (e.g. utilities) without the Executive Director's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to Charter Impact in writing and updated on an annual basis.

Accounts Payable Checks

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

1. Checks exceeding $50,000 will require review and approval of second authorized signer.
2. Charter Impact does not use pre-printed check stock to avoid the risk of theft.
3. When there is a need to generate a check, the designated staff will send appropriate approved documentation to Charter Impact. This is usually an approved invoice or Check Request Form by the school.
4. Once approved by the Executive Director or Chief Fiscal Officer~~designated school employee~~, Charter Impact prepares the check based on the check authorization prior to obtaining the appropriate signature(s).
5. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.

7. Charter Impact will distribute the checks and vouchers as follows:
   a. Original – mailed or delivered to payee
   b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
   c. Canceled Checks – maintained with the banking institution.
   d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Bank Reconciliations

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

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

Feather River Charter School
Fiscal Policies and Procedures

CASH RECEIPT MANAGEMENT

General Procedures for Non-Governmental Cash Receipts

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

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

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Fiscal Policies and Procedures

Volunteer Expenses

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

Returned Check Policy

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

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

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

Feather River Charter School
Fiscal Policies and Procedures

HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

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

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

Timesheets

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

Overtime

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

Feather River Charter School
Fiscal Policies and Procedures

Payroll Processing

All employees must submit electronic timesheets each pay period verifying the days and number of hours worked. The Executive Director or designee will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's prior approval. All leave requests must be submitted and reviewed through the same attendance management system. All leave taken must be documented on the corresponding timesheet. Human Resources~~The Staff delegate~~ will provide the ~~designated~~ school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

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

1. The school's contracted~~designated~~ payroll personnel will submit a Payroll Summary Report of timesheets to Charter Impact for processing.
2. Charter Impact will prepare the payroll worksheet based on the summary report.
3. Charter Impact will issue direct deposit or mail checks directly to the employee.

Payroll Taxes and Record Keeping

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

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

The Director of Human Resources and contracted payroll staff~~designated school employee~~ will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.

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

Expense Reports

Employees will be reimbursed for expenditures within thirty~~ten~~ (~~10~~30) business days of presentation of appropriate documentation. Receipts or other appropriate documentation will be required for all expenses over five dollars and all reports must be approved by the Executive Director or designee. Expenses not requested for reimbursement in the same fiscal year will be denied. ~~greater than two months old will not be reimbursed.~~

Feather River Charter School
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Executive Director expense reports must be approved by the Chief Fiscal Officer~~)~~ and always be submitted to Charter Impact for processing and payment, petty cash may not be used.

Travel

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

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

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

~~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*.~~

Commented [1]: Replace with handbook language

~~*Commuting miles are the miles you drive between your home and regular workplace. These miles are viewed as a personal expense and can't be deducted in personal taxes or reimbursed as a business expense by your employer.~~

~~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.~~

Feather River Charter School
Fiscal Policies and Procedures

~~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.~~

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
$500 stipend each semester to cover costs related to the use of personal vehicles

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.

Feather River Charter School
Fiscal Policies and Procedures

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.

Nonschool Conference

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

Feather River Charter School
Fiscal Policies and Procedures

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

Airfare & Transportation

An employee can seek airfare and/or transportation reimbursement for (nonschool) conferences located outside of Sacramento, Ca based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day nonschool conference
    a. Amount of airfare reimbursement will match the cost of a round trip ticket from Sacramento to the conference location
2. Conference transportation includes:
    a. Round trip travel from airport to conference
    b. Travel from the conference to the hotel

Meals

An employee can seek meal reimbursement based on the following:

1. Gained prior Director approval to attend a multi-day conference
    a. Meal reimbursement is not for single day conferences or meetings
    b. The 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

Feather River Charter School
Fiscal Policies and Procedures

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:

Meal Maximum Criteria	
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*	$1~~8~~6
Dinner*	$2~~5~~2

***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.

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will submit a monthly financial report including:

a. Statement of Financial Position
b. Budget vs. Actual Report

c. Monthly Forecast
d. Accounts Payable Aging
e. Monthly Check Register
f. Statement of Cash Flows

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

Third Party Loans

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

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

Fund Balance Reserve

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

Expense

Reimbursement Policy



2022-2023

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EXPENSE REIMBURSEMENT POLICY

The School's policy is to reimburse its employees for all reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties. School employees will receive a stipend as categorized below to be paid over 10 months.

TRAVEL: Mileage

Due to the Expense Reimbursement Policy, employees are not eligible for travel reimbursements at this time (including, but not limited to, in- person attendance at conferences, mileage, etc.)

CATEGORY 1:
HOMESCHOOL TEACHERS, INSTRUCTIONAL TEAM ADVISORS
Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:

- Full-time: $500 stipend each semester to cover costs related to the use of personal vehicles
- Part-time: $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

CATEGORY 3:
FAMILY LIAISONS $500 stipend each semester to cover costs related to the use of personal vehicles

CATEGORY 4:
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

These stipends are intended to reimburse those employees for vehicle-related expenses, including gasoline, wear and tear, 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.

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. Employees are responsible for maintaining an accounting of their mileage. 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 once per month over the length of the semester. 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.

If the School requires any other employee 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.

Nonschool Conference

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

Airfare & Transportation

An employee can seek airfare and/or transportation reimbursement for (nonschool) conferences located outside of Sacramento, CA based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day nonschool conference

a. Amount of airfare reimbursement will match the cost of a round trip ticket from Sacramento to the conference location

2. Conference transportation includes:

a. Round trip travel from airport to conference
b. Travel from the conference to the hotel

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*	$18~~16~~
Dinner*	$25~~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 that you are requesting reimbursement for
    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 PERSONAL CELL PHONES, INTERNET, AND UTILITIES EXPENSES

Employees who are required to use their personal cell phones, internet 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 such use. This includes a monthly stipend for personal cell phones, a monthly stipend for internet/personal internet access (Wi-Fi), a monthly stipend for utilities expenses, and an additional amount for taxes associated therewith.

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, internet/Wi-Fi 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, internet/Wi-Fi 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, internet/Wi-Fi 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, internet/Wi-Fi 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.

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 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.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Feather River Charter School

Option for ensuring safe in-person instruction and continuity of services:

○ has developed a plan ◉ will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

FRCS completed the COVID-19 Prevention Plan and the COVID-19 School Guidance Checklist. FRCS intends to address additional areas to remain compliant. On October 11, 2021, FRCS presented to the FRCS GB a COVID-19 Testing Policy and COVID-19 Schoolwide Health and Safety Policy. The GB approved the COVID-19 Testing Policy but requested for clarification with language for the COVID-19 Schoolwide Health and Safety Policy. On October 19, 2021, the FRCS GB approved the COVID-19 Schoolwide Health and Safety Policy. FRCS received updated guidance from CDPH in form of the 'Decision Forest." On September 7, 2022, the FRCS GB approved the updated COVID-19 Schoolwide Health and Safety Policy along with the COVID-19 Testing Policy to align with State and county recommendations.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts

to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

In response to the Safe Return to In-Person Instruction plan, FRCS will continue to partner with the county health department, State, and CDC's, and CALOSHA safety recommendations and guidelines. FRCS subscribes to websites, webinars, and receives communications from the County Public Health Officers, as well at County School Superintendents with pertinent policies and procedures to maintain health and safety for both students and staff. FRCS will continue to review applicable health orders and educational specific guidance. Existing COVID-19 prevention controls will be reviewed with periodic inspections to ensure compliance. FRCS will posted on their website local immunization opportunities for families.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

FRCS will provide effective training and instruction that includes COVID-19 policies and procedures to protect both employees and students. Our students will receive schoolwide communications. Collaboration amongst departments with the school will ensure that students needs are met especially focused on unduplicated students and students with disabilities. Administration will meet to discuss any concerns, potential gaps, and strategize to continue to provide consistency to meet the needs of all students. Our students with disabilities team and English Learners will have close contact with our coordinators, teachers and staff to use data to analyze and mitigate potential learning loss. In case of future school closures, FRCS will continue to provide both synchronous and asychronous options for students to provide continuity

in instruction.The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

FRCS held a public hearing at the June 15, 2021 board meeting. The prior COVID-19 Prevention Plan, current CDE and CALOSHA guidelines were discussed. The Safe Return to In-Person Instruction Plan was shared in the board packet, discussed, and reviewed with the needed additional component of sharing immunization locations. The GB board also asked to review the plan, per the guidelines every few months to ensure that the most current recommendations are being followed.

FRCS will bring the updated CDPH "Decision Forest" on the FRCS COVID-19 Schoolwide Health and Safety Plan to the GB on November 16, 2021. During this GB Meeting, the FRCS GB will hold public comment for input on the Safe Return to In-Person Instruction and Continuity of Services template.
FRCS shared the updated information at the September 6, 2022 GB Meeting with an opportunity for public comment during the meeting. Staff was also made aware of the updates from CDPH. Social medial posts and a weekly parent email included information in relation to the Safe to Return to In Person plan.

In addition, the LEA provides the following assurances:

☐■The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- Please insert link to the plan: Newly updated plan will be placed on school website under About Us – School Accountability- COVID-19 Policies and Procedures once board approved December 2021.

☐■The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

☐■The LEA will periodically review and, as appropriate revise its plan, at least every six months.

☐■The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

■ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.

■ The LEA has created its plan in an understandable and uniform format.

■ The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.

☐ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Darcy Belleza, Director of Governance and Accountability
4818 Golden Foothill Pkwy Suite #9 El Dorado Hills, CA
95762 El Dorado County
530.830.2793
darcy.belleza@sequoiagrove.org

☐

Coversheet

Presentation of Executive Director's Report

Section: I. Opening Items
Item: F. Presentation of Executive Director's Report
Purpose:
Submitted by:
Related Material: FR October 2022 ED Report.pptx

Executive Director Report

Feather River
CHARTER SCHOOL

October 2022

Agenda

01

Enrollment

02

Academic Programs

03

Community

04

Instructional Materials

05

Assessment & Dashboard Updates

Enrollment Update from Principal
Feather River Charter School

Current Enrollment by County/Gradelevel as of 10/10/22

Grade	Butte	Colusa	Placer	Sacramento	Sutter	Yolo	Yuba	Totals
TK	2	0	20	30	2	4	5	63
KN	5	0	73	95	3	21	11	208
1	3	0	78	93	5	20	12	211
2	2	0	62	109	3	13	13	202
3	1	0	76	109	3	18	17	224
4	1	0	64	100	1	13	12	191
5	2	0	58	110	7	15	8	200
6	1	0	64	96	5	15	14	195
7	0	1	67	109	5	15	4	201
8	2	1	63	86	4	9	11	176
9	1	0	59	72	2	16	6	156
10	1	0	33	73	4	14	9	134
11	2	0	43	53	4	12	13	127
12	0	0	21	41	5	3	6	76
Curent Total	23	2	781	1176	53	188	141	2364

ADVENTURE ADVA ACADEMY

Session 1: 8/15-10/7

Total Session 1 class offerings: **56**

Total Session 1 registrations: **637**

Session 2 starts 10/17

Total Session 1 class offerings: **70**

Total Session 1 registrations: **800+**



8 Core Adventure Academy teachers

New PE Program

Classes that are EL and DIG approved

Parents now register through Sequoia Sign Up

HSVA

HSVA leadership students hosted the first annual Fall Harvest Festival on October 14th - including trunk or treating for TK-8 students and a dance for High School Students!

JHVA

Core classes for 7th & 8th grade students by single-subject credentialed teachers with two options:

- JHVA-Live! - 2 day/week live instruction
- JHVA-Edmentum - 100% asynchronous learning

HIGH SCHOOL
JUNIOR HIGH

School	Enrollment Semester 1
Clarksville	200
Feather River	328
Lake View	58
Total	586

High School

We hosted the PSATs for our 10th and 11th graders on October 12th!
This is the first time we've been able to administer College Board exams ourselves.
The kids and families were very thankful!

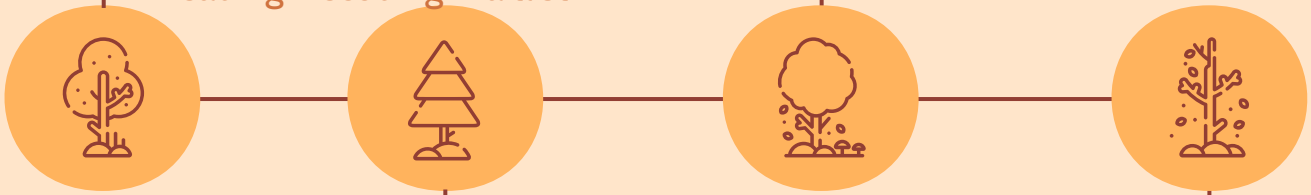
Student Support

Intervention

Cycle 1- Tier 1 & 2: 89 seats
Cycle 2- Tier 1 & 2: 95 seats
Reading Decoding Waitlist- 12

Centervention

21 licenses assigned



Nessy

106 licenses assigned

SEL

Live Groups: 25 seats for Cycles 1 & 2
SEL Drop Ins: 59

Special Education

School	# SPED Students	% of Enrollment
Clarksville	214	11.19%
Feather River	196	8.42%
Lake View	64	9%

28 current initial special education assessments

Onboarding a new Speech and Language Pathologist

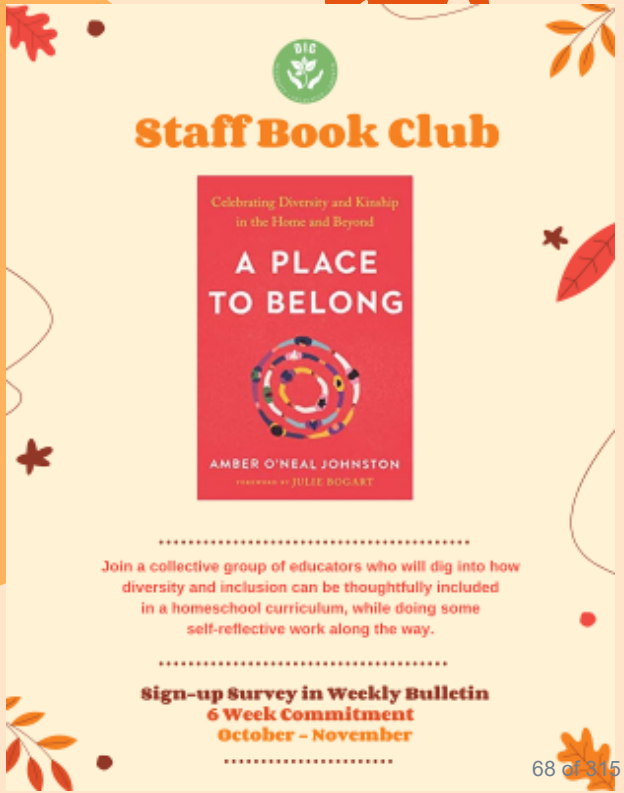
DIG

DIVERSITY + INCLUSION + GROWTH

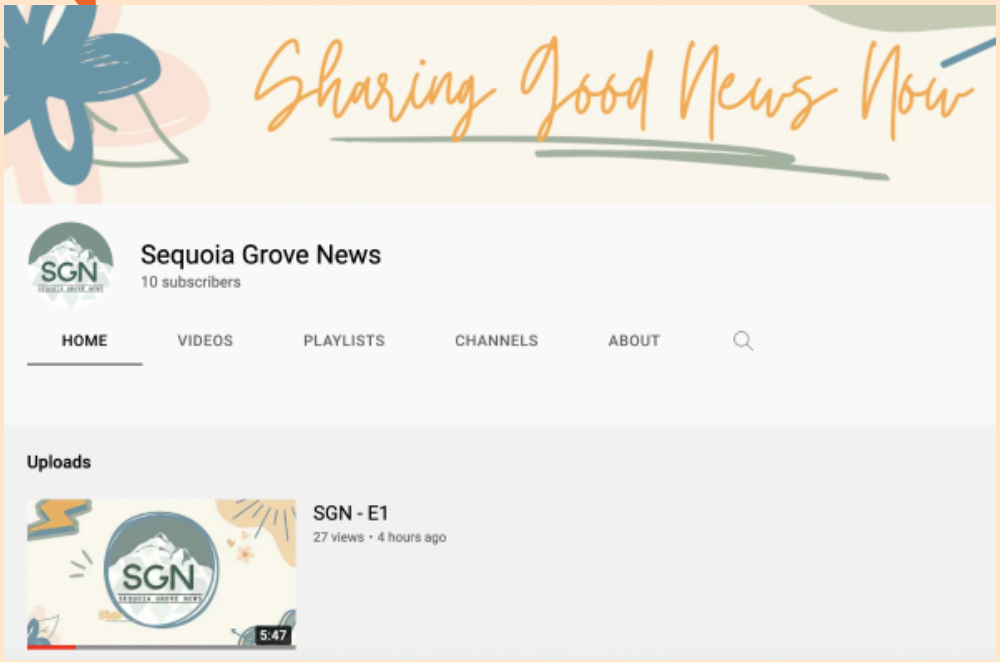




Creating DIG inspired Fieldtrip series:
Wakamatsu Farms in October
California Indian Museum and Cultural Center in November



Sequoia Grove News



The first episode of Sequoia Grove News is ready to watch on our SGN YouTube Channel!



Field Trips

Field Trips have been VERY popular!

- So far: 49 trips with 1702 registrations
- Several offerings are selling out in a matter of minutes
- Hired a new Field Trip Coordinator and looking to add a PT Field Trip Processor
- Working on planning trips that can accommodate larger groups of people either by increasing capacity or offering the same trip over multiple days

FIELD TRIPS

-Sequoia Grove Charter Alliance-

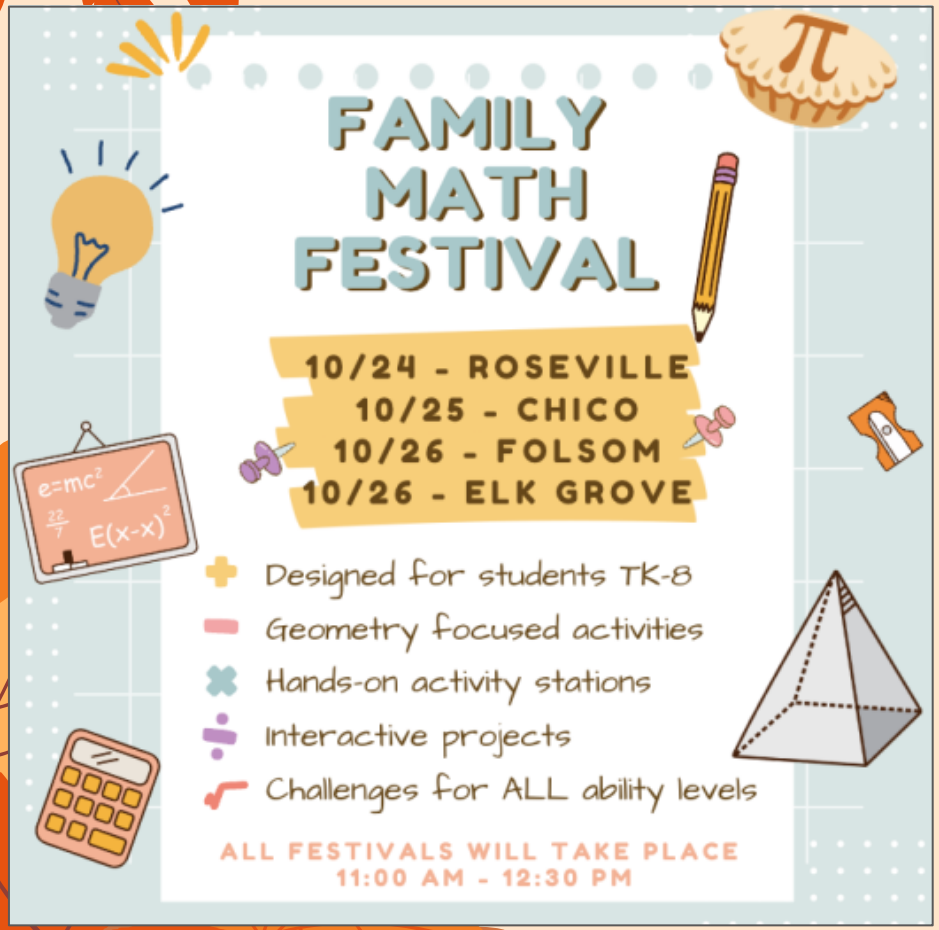








THANK YOU to our Session 1 Club hosts! We had SO many students attend! Here's a quick peek at some of the upcoming Session 2 Clubs. In person and virtual club opportunities.


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
ALL FESTIVALS WILL TAKE PLACE
11:00 AM - 12:30 PM

Instructional Materials

Vista System has been a great change!



Orders Processed

Product: 15,649

Services: 6,354

Curriculum: 1,638

Community Partners

Onboarded & active service partners: 402 unique

New this year: 130

ACH payments available this year

Library Services now offers shipping!

Tech Devices

One to One Chromebook Plan

2721 distributed

All remaining Chromebooks (~2300) prepped with our software, in the system, and ready for park day distribution/ shipping as requested via the Chromebook Request form.

New Staff Surface Laptops
Currently being distributed



Fall Assessments

STAR Assessment

Students took a Math and Reading Assessment

Participation

95% of students participated in the fall assessments

Results are used by teachers and parents to help drive learning plans and also used by our student support department to offer a robust series of intervention classes aligned with the needs of our students.

Changes to the CA State Dashboard: Restarting Accountability



Measures of Student Success

Six state measures allow for comparisons across schools and districts:

- Academic Performance
- Chronic Absenteeism
- College/Career Readiness (not this year, will resume in 2023)
- English Learner Progress
- High School Graduation Rate
- Suspension Rate



Schools and districts will receive one of five Status Levels on each of the state measures. Status levels are reflective of achievement during the 21-22 school year

Thanks!

It is an honor to work with you to make our school the best for our families. Thank you for your time and dedication.

CREDITS: This presentation template was created by Slidesgo, including icons by Flaticon and infographics & images by Freepik

Coversheet

Approval of SGCA Employee Handbook 2022-2023 v3

Section: II. Operations
Item: A. Approval of SGCA Employee Handbook 2022-2023 v3
Purpose:
Submitted by:
Related Material: Feather_River-SGCA_Employee_Handbook_22-23_DRAFT_v3.docx



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.



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. Complaints pertaining to Title IX issues should be filed by using the Title IX Sexual Harassment Policy and Grievance Procendure and those procedures will be followed to resolve the complaint. ~~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, or 916-957-5709.

Title IX Coordinator: Deanna Moreno, Director of Human Resources
Feather River Charter School
4305 S. Meridian Road
Meridian, CA 95957

Lake View Charter School
4972 Country Road N
Orland, CA 95963

Clarksville Charter School
4818 Golden Foothill Parkway #9
El Dorado Hills, CA 95762

~~please contact the 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 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[1]
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 December 31~~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 123 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

• Carry over a max of 40 unused PTO hrs from 21/22 • Received 40 PTO hrs • Max 80 PTO hrs	• No PTO carry over • Received 40 PTO hrs

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 devicesdisks 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 usinge devicesisks 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

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

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 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.

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 themself 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 of 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: $500 stipend 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, AIRFARE & TRANSPORTATION, MEALS, AND GRATUITY

Non-School Conference

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

Airfare & Transportation

An employee can seek airfare and/or transportation reimbursement for (nonschool) conferences located outside of Sacramento, Ca based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day nonschool conference
    a. Amount of airfare reimbursement will match the cost of a round trip ticket from Sacramento to the conference location
2. Conference transportation includes:
    a. Round trip travel from airport to conference
    b. Travel from the conference to the hotel

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*	$18~~6~~
Dinner*	$25~~2~~

*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: _____

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Coversheet

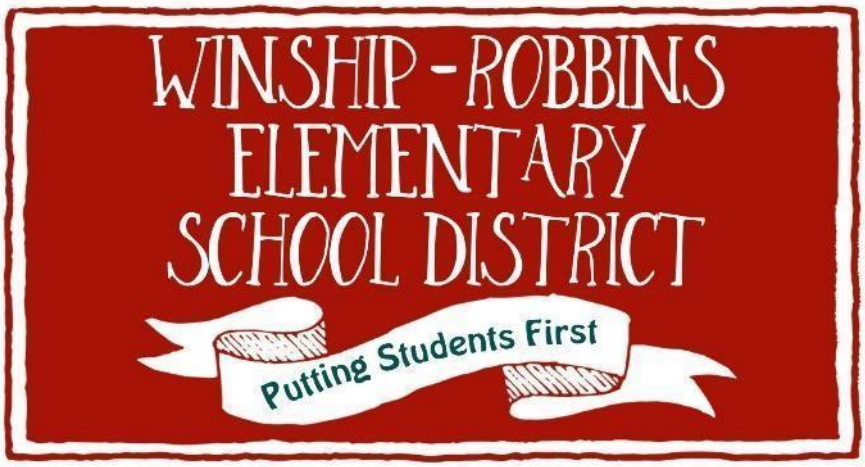
Presentation of W-RESD Annual Oversight Report for 2021-2022

Section: II. Operations
Item: B. Presentation of W-RESD Annual Oversight Report for 2021-2022
Purpose:
Submitted by:
Related Material:
2021-2022 Annual Charter Oversight Report- Feather River Charter School.docx

Annual Charter Oversight Report

2021-2022 School Year

Board Approved: September 14 2022



Dawn Carl
Superintendent/Principal

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About the Winship-Robbins Elementary School District

Winship-Robbins Elementary School District was formed in July 2005 when Robbins Elementary, a part of Yuba City Unified School District, joined Winship Elementary. Winship had been a one-school district in Sutter County since 1863, and Robbins School dates back to 1927. The reorganization of the two small schools into one district has combined resources and strengthened both schools. In 2016, Winship became an independent charter school authorized by the district. June 30, 2022 Winship Community closed.

Robbins has a teaching staff of nine, and the classes are combined in different ways depending on the number of students in each grade. For 2019-2020, we have a full day TK/kindergarten, 1st/2nd, 3rd, 4th, 5th and 6th grades. The 7th, and 8th grades change classes and rotate through 2 teachers throughout the day. There are four aides to assist both in the classroom and in the afternoon intervention program for students who need a little more support.

We have a breakfast and lunch program, a school bilingual administrative assistance/secretary, a confidential office manager, a Data & Technology Director and two bus driver/maintenance people, and a part-time custodian. Free bus transportation is available.

Our rural atmosphere and old-fashioned family values are a rarity in this era, and we are proud to say that our schools offer sound educational training along with a good dose of character. We are continually fine-tuning our curriculum and our staff to offer quality education to small groups of lucky children.

RENEWAL PETITION INTRODUCTION

The Winship Community School Board of Directors, staff, students, and stakeholders respectfully submit this formal renewal petition and request for re-authorization with the Winship-Robbins Elementary School District.

A thorough review of Winship Community School's performance, including a description of how it meets the laws regarding the areas of requisite renewal criteria, are outlined below within this charter renewal petition. The renewal process has provided WCS an opportunity to fully update and enhance the Charter by including the improvements implemented in every department and program, including operations, instructional strategies, curriculum and assessment strategies. WCS has continued to refine equitable educational programs to meet the diverse needs of all students and their families.

In 1992, the California State Legislature passed the California Charter Schools Act, creating the vehicle for parents/guardians and educators to collaborate on innovative educational opportunities for children throughout the state of California. Pursuant to Education Code Section 47601, Charter Schools were created as a method to accomplish all of the following:

- Improve pupil learning
- Increase learning opportunities for all pupils with special emphasis on expanded learning opportunities for pupils who are identified as academically low achieving

- Encourage the use of different and innovative teaching methods
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site
- Provide parents/guardians and pupils with expanded choices in the types of educational opportunities that are available within the public school system
- Hold the schools accountable for meeting measurable pupil outcomes and provide the schools with a method to change from rule-based to performance-based accountability systems
- Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.

Winship Community School fully embraces the Legislative intent of the Charter Schools Act and its mandate. Specifically, WCS will:

- Provide different and innovative teaching methods using a combination of individualized learning and project-based activities
- Create new professional opportunities for teachers, including increased responsibility for the learning program, as they play an active role in shaping a unique curriculum, for example;
    - Provide a unique educational choice for parents/guardians that are not offered by school districts in the region

EXECUTIVE SUMMARY

The collaborative work between Winship Community School and the Winship-Robbins Elementary School District has grown and developed over the past several years. WCS has been able to serve a diverse group of students and offer many unique programs because of this partnership, and the relationship demonstrates what effective leadership, innovation, and passion can do to make a positive change in public education. We value our relationship with the Winship- Robbins Elementary School District and look forward to the opportunity for continued collaboration in order to continue to offer excellent educational options for students, personalized learning pathways, and unparalleled support for families with a granted five year charter renewal allowed under Educational Code Section 47607.2(b) from July 1, 2021 through June 30, 2026.

The California State Board of Education (SBE) has approved the California Department of Education (CDE) recommendations including

1) the criteria to define verified data,
2) the data use procedures related to verified data,
3) the academic progress indicators for inclusion within the approved verified data list, and (4) the postsecondary indicators for inclusion within the approved verified data list. This list is effective January 1, 2021 but is not required to be used by a chartering authority for charter petitions received prior to January 1, 2021. By agreement of the parties, the verified data adopted by the SBE can be used prior to January 1, 2021.

This renewal petition reflects the baseline student data and the successful efforts of our dedicated staff who go above and beyond for our students every day. Our continuous development as a school is a collaborative effort with all stakeholders that is driven by student data and the connections built between academic, social,

and emotional development. Rigorous self-evaluation accompanied with significant changes in philosophy lends to providing an educational program that better serves the needs of the community. WCS has developed professional development targeted on data analysis to drive instruction, research-based instructional techniques, professional learning communities for collaboration with monthly focus groups, and a dedication to academic and social-emotional growth and well-being of our students and community.

WCS remains passionate and committed to its mission to educate through academic rigor, cultural literacy, and compassion. The vision and mission for WCS has evolved to meet the ever-changing needs of the student populations served. Many challenges have been experienced when trying to adequately meet the educational needs of this increasingly diverse school population, new performance standards, lower academic readiness of entering students, increased competition for scarce financial resources, and increased personnel and operating costs. In spite of many challenges and changes, school leadership and stakeholders remain dedicated to meeting the academic, social-emotional, and physical needs of all of our students, WCS 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.

This petition also demonstrates the collective stakeholder and administrative team thinking and the need for change in the following areas:

- Petitioners and School Administrative Team
- Governance
- Academic Achievement Plan
- Updated Assessment Data
- Financial Forecast
- ELAC

This reflective process has provided a great opportunity to understand the baseline data and affirm the unique and innovative programs we must continue to develop and refine at our school. In this renewal petition, note the 2017-2018 baseline assessment data along with the most current 2018-2019 Smarter Balanced Assessment Consortium (SBAC) assessment results. With the absence of the 2019-20 State testing data due to the pandemic, our team has utilized our benchmark diagnostic assessment, the Renaissance Star Assessment, administered consistently with the test publisher’s administration and test security procedures. All results were obtained without assistance. Regular informal student assessments in Math and English Language Arts (ELA) will also be used to gauge academic growth, and although not on the CDE list of verifiable data, will be presented to further demonstrate student growth and achievement.

Since opening in July of 1980, Winship Community School, an independent study program that also offers classroom-based instruction and is authorized to serve grades TK-8, has provided a dynamic and innovative educational opportunity for families interested in homeschooling their students in Sutter County and adjacent counties. The school serves a very diverse student population and offers a comprehensive program focused on developing the whole child aligned across curriculum and instruction, school climate and structures, professional development and student 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, WCS 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 others by working collaboratively and with mutual respect.

Our 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, and 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.

WCS works to provide the opportunity for each child to succeed by partnering with parents and staff to create a personalized, enriching, and academically rigorous learning plan, providing one-on-one and small group attention from credentialed teachers, and a flexible schedule that better meets the academic and personal needs of each student. WCS is 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.

WCS's Board of Directors, Administration Team, Educational Consultants, and Partnerships have provided a roadmap, reshaping the WCS program. Under the direction of the current administration team with diligent oversight from the Board of Directors, the school continues its mission and vision for hope and transformation, particularly for the diverse and underachieving/at-risk communities of the counties we serve.

Demonstrate its ability to successfully operate these academic programs and meet measurable pupil outcomes within a performance-based context

- Provide competition to other school programs that will stimulate the improvement of all public schools in the region

MISSION

The mission of the Winship Community School is to improve the academic achievement of children in Sutter County and adjacent counties. The mission will be accomplished through a virtual and project-based curriculum model that emphasizes hands-on and experiential learning, which focuses on meeting individual student's needs, while helping them become proficient at the California Common Core State Standards (CCSS) and California Content Standards (CCS), including Next Generation Science Standards for their grade level.

The focus of WCS is to improve student learning, offer a safe learning environment, and provide high-quality faculty and staff to facilitate student growth and academic achievement. Families choose WCS for a variety of reasons such as the preference to educate through a homeschool model supported by credentialed teachers and flexibility to learn utilizing each student's individualized learning style, lack of success by traditional measures in other school settings, medical issues, mental health difficulties, homelessness, and foster youth, educational philosophy, flexible schedules, and collaboration with fellow homeschooling families. Some families report being drawn to WCS for the small class sizes, philosophical alignment, hands-on learning, and innovative methods in the interest of positive results and outcomes for their children.

Winship Community School students are educated in a homeschool model with a high value on personalized learning. A WCS student, with the parent learning coach and credentialed teacher, creates a team who designs a learning path that best suits the student. The first step is to determine the type of learner the student is, discuss what has worked and not worked in the past, and begin a learning plan that will be followed and adjusted as the school year proceeds. The learning coach is provided tools outlining the standards and is involved in the curriculum choices, both textbook and online, for the student.

Winship Community School students also have the opportunity to participate at the resource center to receive direct instruction from credentialed teachers along with independent study opportunities.

WCS students have a wide selection of curriculum to choose from, enrichment classes to support learning, and can also access a variety of virtual academy classes available within the school taught by credentialed teachers. Involving the student and learning coach in the development of the learning plan is a unique and meaningful process that allows all parties to participate in determining the best path to take for each student. It is also understood that course corrections can be made along the way when necessary. Having the ability to create a personalized learning plan, involving parent choice and developing an ongoing relationship between the homeschool teacher and the family creates a unique educational experience that supports the academic, enrichment and social-emotional growth of the student.

Every family and every day may look different for the students in WCS. Because of the choices available to students, a schedule may involve: time at a desk with the curriculum, time on a computer with online programs, live online classes, specialized academic instruction, intervention support if necessary, in-person enrichment classes with our community partners, physical education, field trips, performing school work in a variety of environments, meeting up with friends to study, being part of a learning community, participating in school-sponsored events like a spelling bee, wax museum or science fair and so much more. The beauty of the WCS educational program is that the student has the flexibility to learn and grow in a variety of ways and tailor an educational plan that maximizes learning and growth.

Now more than ever, with the new and continued revisions to the entire program and partnerships with educational agencies as outlined in Element 1, Winship Community School is positioned for optimal success. From a financial, enrollment, instructional, board governance, operations leadership, technology, compliance, as well as stakeholder engagement perspective, we are on the right track, making sustainable gains in both our student achievement and student social and emotional well-being.

WCS's Board of Directors, Administration Team, Educational Consultants and Partnerships have provided a roadmap, reshaping the WCS program. Under the direction of the current administration team with diligent oversight from the Board of Directors, the school continues its mission and vision for hope and transformation, particularly for the diverse and underachieving/at-risk communities of the counties we serve.

AUTHORIZATION

Winship Community Charter is a public charter school chartered by the Winship-Robbins Elementary School District. The district granted the Charter School's charter on February 10, 2016, for a term of five years, beginning on July 1, 2016 and expiring June 30, 2021. W-RESD approved a 5 year renewal to begin July 1, 2021-June 30, 2026 based on Ed Code Section 47607.2(b)(middle tier). The Charter School is operated by the Non-Profit. By approving the Charter renewal, the District continues to assume oversight responsibilities of the Charter School pursuant to the California Charter Schools Act (Cal. Ed. Code, 47600 *et seq.*) An annual site visit was conducted by Winship-Robbins ESD on August 31, 2022.

Dawn Carl, Winship-Robbins Elementary School District Superintendent/Principal is the designated contact and has worked closely with both the district and the Winship Community staff and administrators related to site visits and ensuring all required reports are submitted with charter school law. The Winship-Robbins Elementary School District uses Epicenter as a means of ensuring that all reports and documentation are submitted and reviewed by the district as part of the district's oversight responsibilities.

STUDENT DEMOGRAPHICS

The student demographics are summarized in the following table (Source: California Department of Education, DATAQUEST, 2021-22)

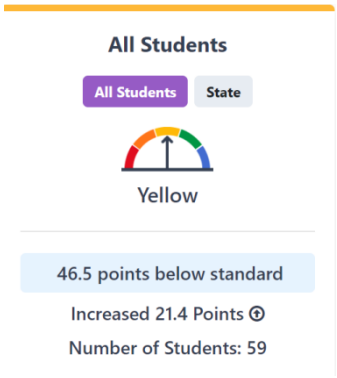
Subgroup	Enrollment
English Learners	12
Foster Youth	0
Homeless Youth	3
Migrant Education	0
Students with Disabilities	10
Socioeconomically Disadvantaged	46
All Students	100

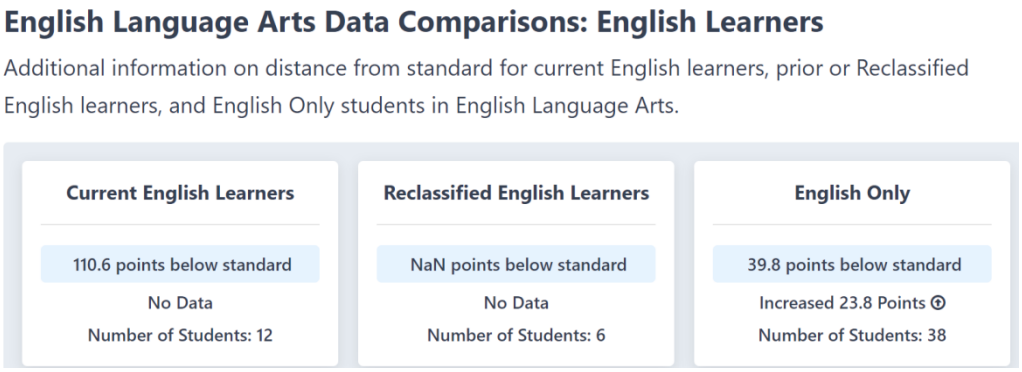
Name	Total	African American	American Indian or Alaska Native	Asian	Filipino	Hispanic or Latino	Pacific Islander	White	Two or More Races	Not Reported
Winship Community	100	4.0%	0.0%	3.0%	0.0%	33.0%	0.0%	48.0%	11.0%	1.0%
Winship-Robbins	1,243	2.5%	0.3%	2.2%	0.6%	23.1%	0.2%	62.6%	7.0%	1.5%

STUDENT PROGREGSS

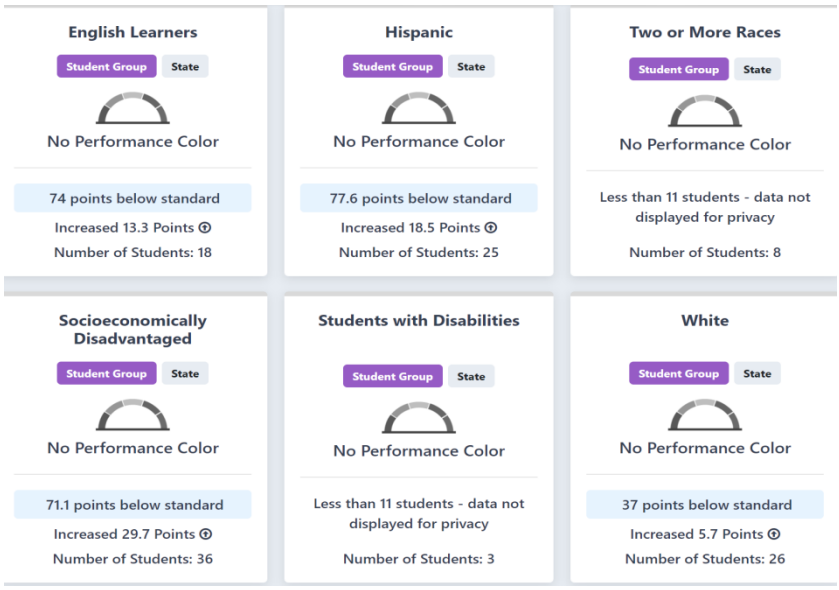
This information is from the 2019 California School Dashboard. There was no state testing in 2020 and there were 10 or fewer students tested in 2021 so no results are available.

CAASPP Results- ELA

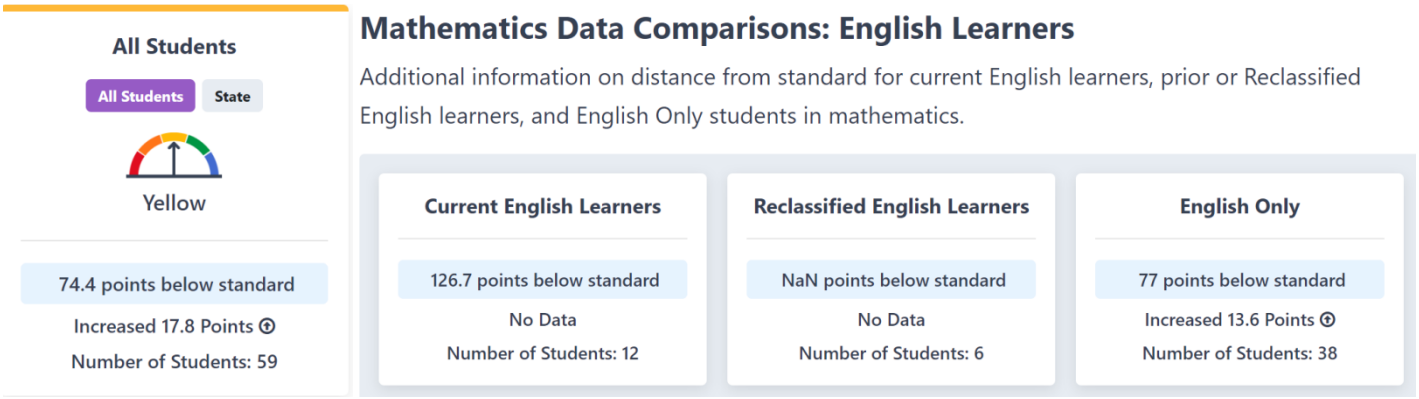




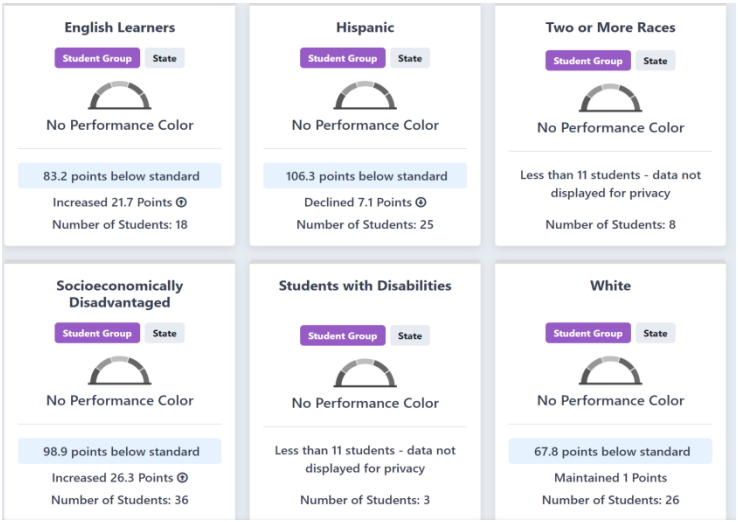
Performance by Group

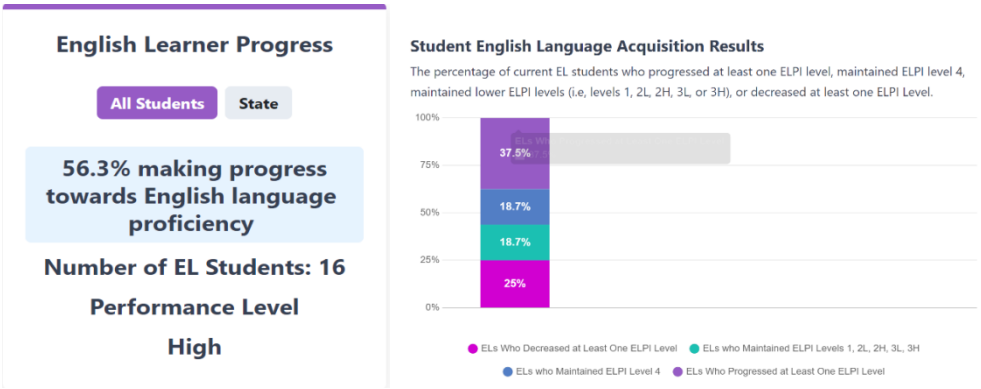


CAASPP Results- Math



Performance by Group





Winship Community Charter closed on June 30, 2022 therefore they were not required to complete an LCAP or BOP.

About Feather River Charter School

In 1992, the California State Legislature passed the Charter Schools Act, creating the vehicle for parents/guardians and educators to collaborate on innovative educational opportunities for children throughout the state of California. Pursuant to Education Code Section 47601, charter schools were created as a method to accomplish all of the following:

- Improve pupil learning.
- Increase learning opportunities for all pupils with special emphasis on expanded learning opportunities for pupils who are identified as academically low achieving.
- Encourage the use of different and innovative teaching methods.
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
- Provide parents/guardians and pupils with expanded choices in the types of educational opportunities that are available within the public school system.
- Hold the schools accountable for meeting measurable pupil outcomes and provide the schools with a method to change from rule-based to performance-based accountability systems.
- Provided vigorous competition within the public school system to stimulate continual improvements in all public schools.

Feather River Charter School fully embraces the legislative intent of the Charter Schools Act and its mandate. Specifically, FRCS will:

- Improve pupil learning by expanding access to Advanced Placement (AP) and other elective courses.
- Increase learning opportunities for low-achieving pupils by allowing them to gain credit recovery through online technology.
- Provide different and innovative teaching methods using a combination of individualized learning and project-based activities.
- Create new professional opportunities for teachers, including increased responsibility for the learning program, as they play an active role in shaping a unique curriculum, for example;
    - Provide a unique educational choice for parents/guardians that are not offered by school districts in the region.
    - Demonstrate its ability to successfully operate these academic programs and meet measurable pupil outcomes within a performance-based context.
    - Provide competition to other school programs that will stimulate the improvement of all public schools in the region.

AUTHORIZATION

Feather River Charter School, formerly Inspire North is a public charter school chartered by the Winship-Robbins Elementary School District. The district granted the Charter School's charter on February 10, 2016, for a term of five years, beginning on July 1, 2021 and expiring June 30, 2026. The Charter School is operated by the Non-Profit. By approving the Charter, the District assumed oversight responsibilities of the Charter School pursuant to the California Charter Schools Act (Cal. Ed. Code, 47600 *et seq.*) An annual site visit was conducted by Winship-Robbins ESD on August 30, 2022.

Dawn Carl, Winship-Robbins Elementary School District Superintendent/Principal is the designated contact and has worked closely with both the district and the Winship Community staff and administrators related to site visits and ensuring all required reports are submitted with charter school law. The Winship-Robbins Elementary School District uses Epicenter as a means of ensuring that all reports and documentation are submitted and reviewed by the district as part of the district's oversight responsibilities.

FOUNDING GROUP

The following founding board members and school faculty provide the background and necessary expertise in the above areas to ensure the success of the Charter School:

Co-Lead Petitioner - Jenell Sherman: Jenell Sherman has enjoyed serving in the field of education for over 20 years. Jenell taught PE, 6th, and 3rd grades at a local elementary school. Her career then moved to a local charter school to work with independent study high school students and homeschool families, where she stayed for 15 years before moving to the local charter(s) four (4) years ago. Jenell has developed and grown a successful preferred vendor program, initiated and helped launch a performing arts program, worked as a Regional Coordinator overseeing groups of teachers, served as one of the Senior Directors in Northern California and is now serving as an Executive Director of Feather River Charter School.

Co-Lead Petitioner - Julie Haycock: Julie Haycock has served in the education field for over 30 years. For the first 11 years of her career, she served as an elementary school teacher in a traditional classroom, before transitioning into charter schools. Her charter school experience has been in independent study/home school-based charters, first as a homeschool teacher, then into administration. She has participated in several leadership training programs, as well as Chief Business Office Training . She has a Bachelor of Arts Degree in Communications. Julie possesses a California Clear Multiple Subject Credential as well as a California Clear Administrative Services Credential. Julie started working with the former Inspire North, from the beginning, in March 2016.

SCHOOL MISSION

The mission of Feather River Charter School is to provide a flexible personalized learning experience to help students become proficient at the California Common Core State Standards (CCSS) and California Content Standards, including Next Generation Science Standards for their grade level and empowering families to tailor a program designed around the specific needs of each student. In collaboration with well qualified credentialed teachers, students engage in diverse and dynamic learning pathways and unparalleled enrichment opportunities to achieve personal and academic success.

PARENT AND STAFF INVOLVEMENT

Parent involvement described on the FRCS website and Parent & Student Handbook include:

- EL Advisory Committee
- Concerns link on website
- Board meeting agendas posted on website

- Surveys
- Input on LCAP
- Public meetings throughout the year

DEMOGRAPHICS

Feather River Charter School serves approximately 1,798 students in grades TK-12. FRCS ended the 2021-22 school year with an ADA of 1,802. All pupils met the minimum and maximum age requirements as provided by law. FRCS's educational program is based on the instructional needs of its target student profile. The demographics are consistent with the data from the Winship-Robbins Elementary School District. The student population demographics are consistent with those of the District. Since FRCS is a non-classroom-based, Independent Study program, students who reside in Sutter County and adjacent counties may enroll. To ensure that demographics mirror the District, FRCS monitors enrollment by sub- group. When sub-groups are under-represented, FRCS targets marketing campaigns in areas where said sub-groups represent the majority of the community to recruit students and balance our demographics.

Student Demographics

English Learners	Foster Youth	Homeless	Migrant Education	Students with Disabilities	Socioeconomically Disadvantaged
122	0	23	0	183	691
6.8%	0.0%	1.3%	0.0%	10.2%	38.4%

African American	American Indian	Asian	Filipino	Hispanic	Pacific Islander	White	Two or More Races	Not Reported
40	4	38	18	230	8	1260	132	68
2.2%	0.2%	2.1%	1.0%	12.8%	0.4%	70.1%	7.3%	3.8%

Feather River Charter School is designed to meet the needs of many different types of students:

- Homeschooled students who want to earn an accredited high school diploma
- Students needing the flexibility to spend more time on learning content not available in the traditional classroom-based setting
- Students who are able to learn at an accelerated pace
- Students needing to make up credits to either complete grade levels or to graduate on time
- Students who are training for professional sports or pursuing the acting profession and need a more flexible schedule
- Students with scheduling conflicts due to family obligations or illness
- Students who need a safe learning environment that fosters healthy emotional and physical well-being after experiencing social aggression

In education, one size does not fit all, and FRCS is dedicated to providing students and families with a personalized learning opportunity to meet each student's unique needs.

Projected Five-Year Growth Plan for 2020-2021 through 2025-2026

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Year 5	*Year 6*	*Year 7*	*Year 8*	*Year 9*	*Year 10*
Projected Enrollment & ADA by Grade						
TK-3 Grade	399	399	419	440	462	485
4-6 Grade	237	237	249	261	274	288
7-8 Grade	175	175	183	192	202	212
9-12 Grade	304	304	319	335	352	369
Total Projected Enrollment	**1,114**	**1,114**	**1,170**	**1,229**	**1,290**	**1,354**
Average Daily Attendance (ADA)						
ADA %	98%	98%	98%	98%	98%	98%
Total	**1,091.72**	**1,092.00**	**1,146.60**	**1,203.93**	**1,264.13**	**1,327.33**

Student Enrollment by Grade

Total	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1798	196	159	168	144	161	140	153	136	161	117	114	88	61
	10.9%	8.8%	9.3%	8.0%	9.0%	7.8%	8.5%	7.6%	9.0%	6.5%	6.3%	4.9%	3.4%

EDUCATIONAL PROGRAM

Feather River Charter School offers a proficiency-based learning model offered through three instructional pathways:

- Online pathway (Grades TK-12th)
- Textbook pathway (Grades TK-12th)
- Custom-designed pathway (Grades TK-12th)

Feather River Charter School is following the curricular and instructional plan as presented in their charter petition. FRCS's LCAP includes the necessary components to support its educational program. Identified Needs in their LCAP include: a performance gap between their All student group and their English learners and students with disabilities in ELA; a performance gap between their All student group and their Hispanic or Latino student group and their student with disabilities in Mathematics; and the need to improve their College and Career Indicator. One hundred percent of FRCS teachers are fully credentialed in the area of instruction and 100% of students have access to standards-aligned instruction materials (LCAP, Goal 1, Metrics).

Graduation Rate

The most current information is 2020-21 Four-Year Adjusted Cohort Graduation Rate (DataQuest)

Race / Ethnicity	Cohort Students	Regular HS Diploma Graduates	Cohort Graduation Rate	Graduates Meeting UC/CSU Requirements	Graduates Earning a Seal of Biliteracy	Graduates Earning a Golden State Seal Merit Diploma
African American	*	*	*	*	*	*
American Indian or Alaska Native	*	*	*	*	*	*
Asian	*	*	*	*	*	*
Filipino	*	*	*	*	*	*
Hispanic or Latino	12	11	91.7%	3	1	2
Pacific Islander	*	*	*	*	*	*
White	39	33	84.6%	4	0	8
Two or More Races	*	*	*	*	*	*
Not Reported	*	*	*	*	*	*

Name	Cohort Students	Regular HS Diploma Graduates	Cohort Graduation Rate	Graduates Meeting UC/CSU Requirements	Graduates Earning a Seal of Biliteracy	Graduate Earning a Golden State Seal Merit Diploma
Feather River Charter	57	49	86.0%	9	1	12
Sutter County	1,887	1,597	84.6%	568	161	497
California	500,179	417,919	83.6%	217,910	61,976	111,368

SERVICES

All services to students are explained in FRCS's Charter Petition and the Parent & Student Handbook.

A. English Learners
- All teachers instructing EL students are appropriately credentialed
- Meets all applicable legal requirements for EL students
- EL Advisory Committee
- ELD Master Plan explains services to English learners in detail

B. Special Education
- Part of El Dorado County Charter SELPA to maintain appropriate systems and special education support to students
- Complies with all applicable state and federal laws in serving students with disabilities
- There is a plan for providing transportation for special education students who require this service.

C. Additional Services
- 504 Plan
  - Board Policy adopted in 2018
  - Complies with laws pertaining to Section 504 of Rehabilitation Act of 1973
  - Accommodations appropriate to need
- Homeless and Foster Youth Services
  - Community Resource page on website
- Mental Health Support
  - Resources on website
- Cyber Bullying Resources
  - Link to CDE resources

CURRICULAR MATERIALS

Feather River Charter School offers a variety of curriculum and enrichment resources which are flexible and customizable to support the homeschooling student. Credentialed teachers and parents design a learning plan to meet the needs of each child. All curricular material options are described in the Parent & Student Handbook.

- Flexible and customizable
- TK-8th grade – choices include online curriculum, bundled textbook programs, or homeschool curriculum; all curricula are aligned to Common Core State Standards (CCSS), including Next Generation Science Standards (NGSS).
- Junior High Virtual Academy - synchronous two day a week courses taught by FRCS teachers
- High school
    - Individualized Graduation Plan (IGP)
    - High School Virtual Academy
    - CTE Education
    - College prep courses and A-G course options are available
    - Course aligned to CCSS
- English Learners
    - Hands on English (TK-3 ELD Live Classes)
    - English 3D (4th-12th ELD Live Classes)
    - Ballard & Tighe Creative IDEAS workbooks (asynchronous option)
    - Voiyager Sopris Language Live workbooks (asynchronous option)
    - Nearpod EL lessons

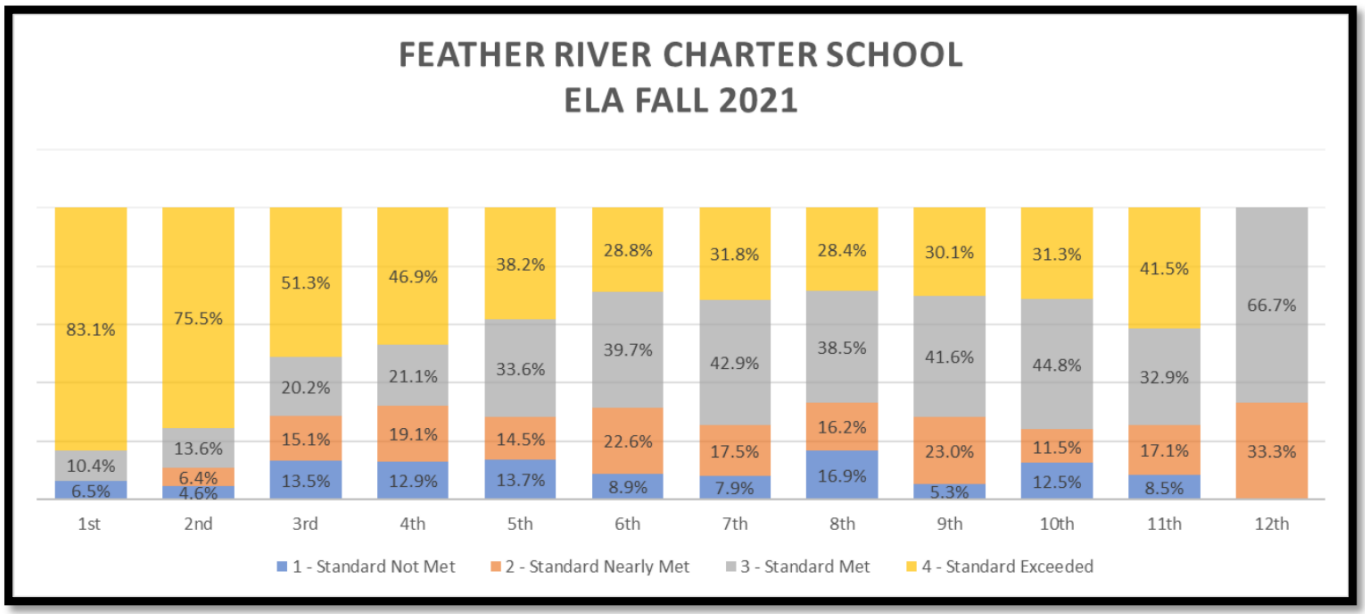
A full list of curriculum choices is available from FRCS. Additional information can be found at: https://www.featherrivercharter.org/our-programs/parent-choice

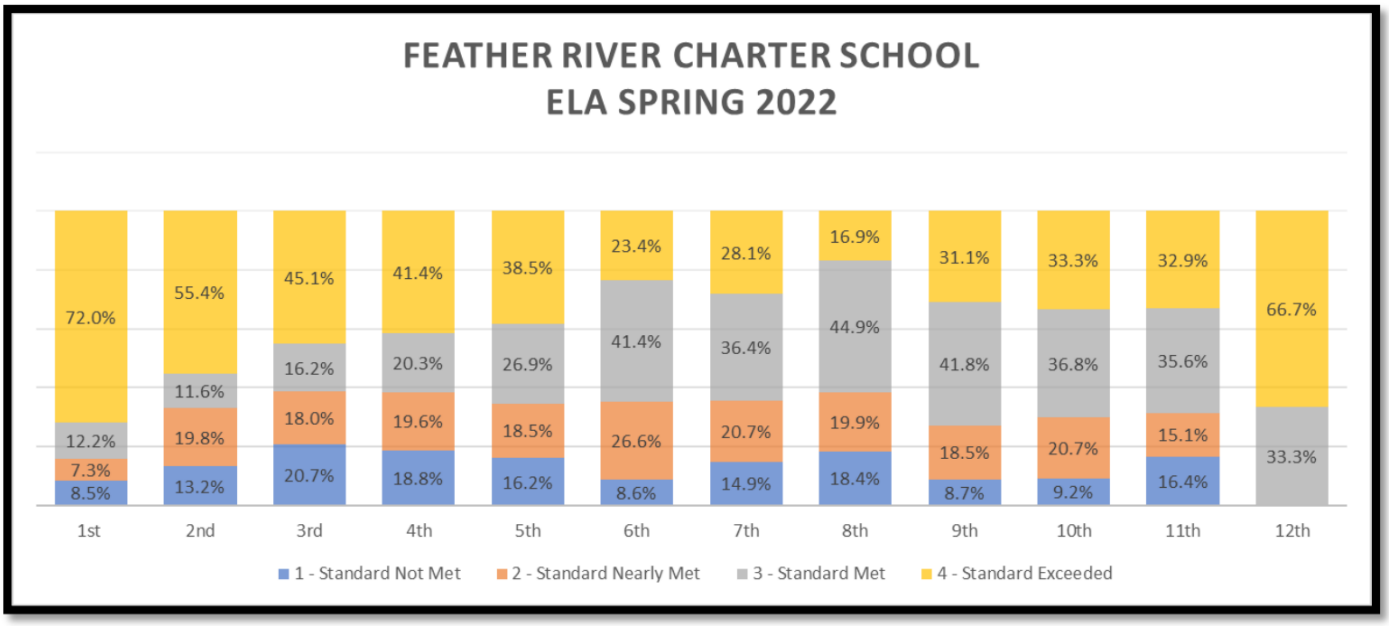
ASSESSMENT

All ongoing assessments are described in the Parent & Student Handbook.

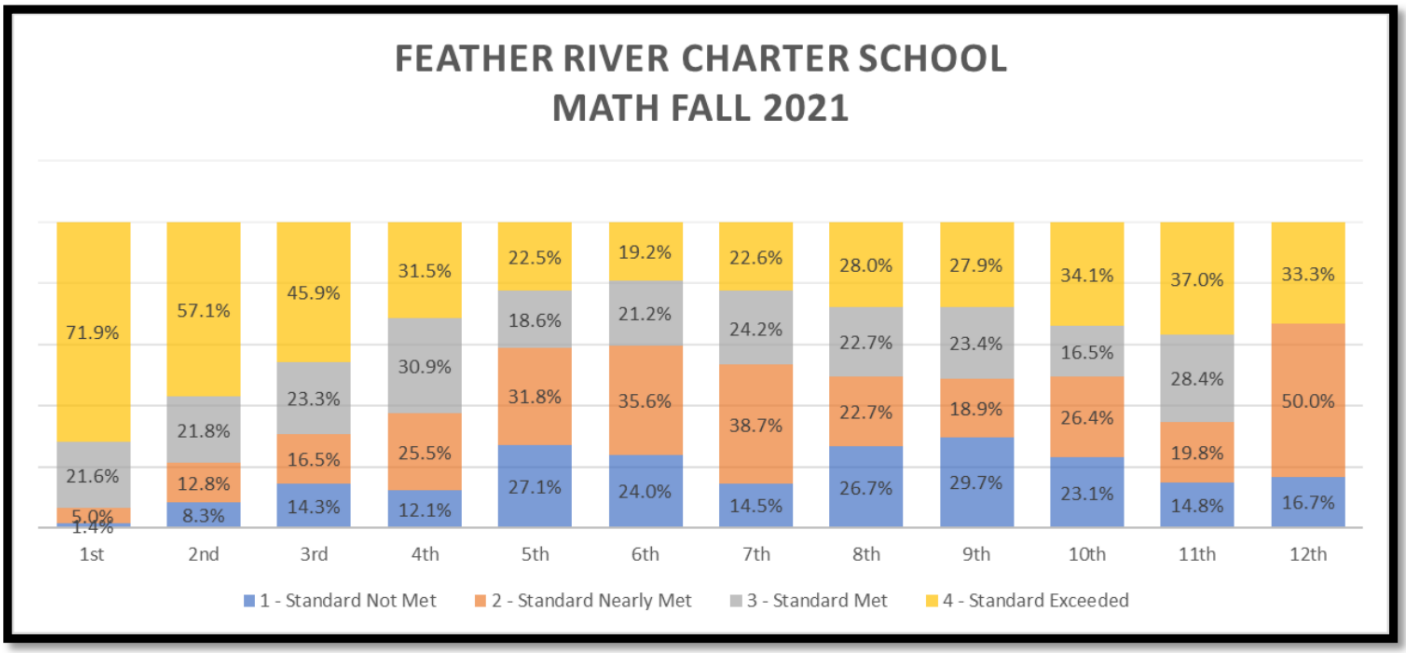
- STAR 360 online assessment and internal benchmarks when request by Homeschool Teacher 3 times per school year
- State-mandated testing in required grade levels
    - Smarter Balanced Assessment Consortium (SBAC)
    - California Standards Test for Science (CAST)
    - Physical Fitness Test (PFT)
    - ELPAC (English learners only)
- TK-8th grade – one work sample per learning period (LP); by the end of the year, two samples from four core subject areas
- High school – a packet of work from each class they are enrolled in, every LP

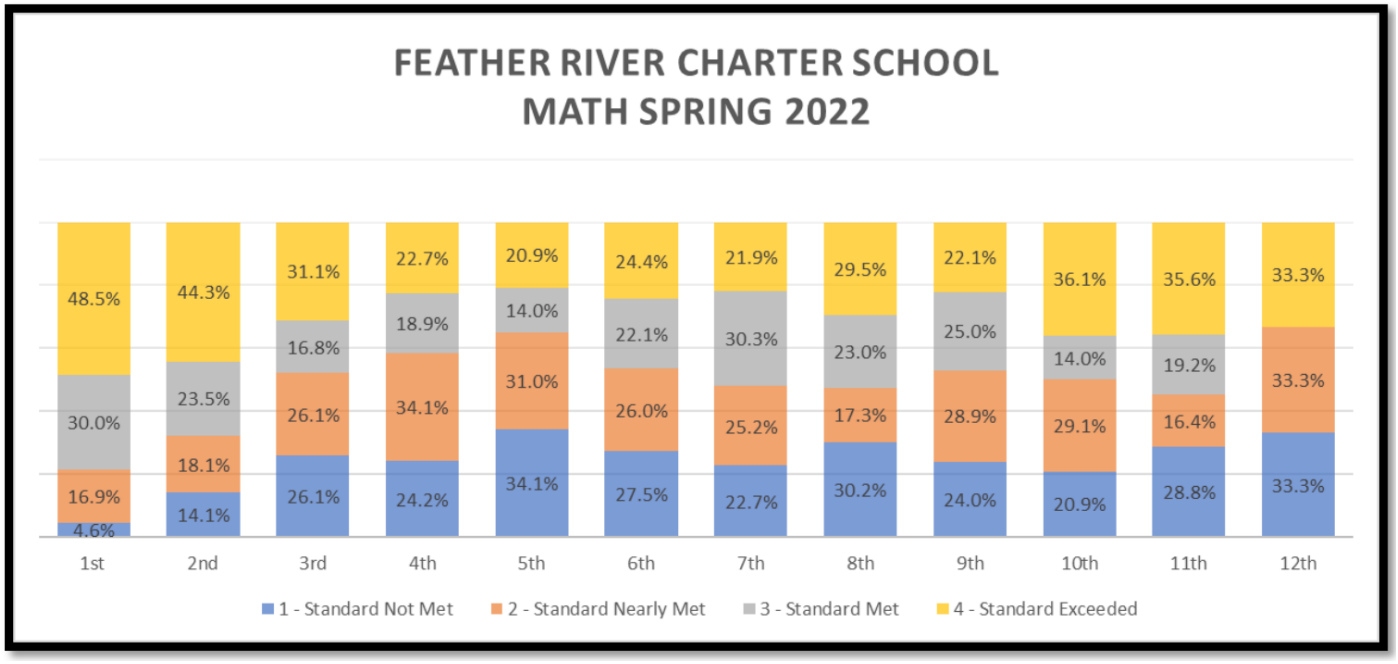
Student Progress





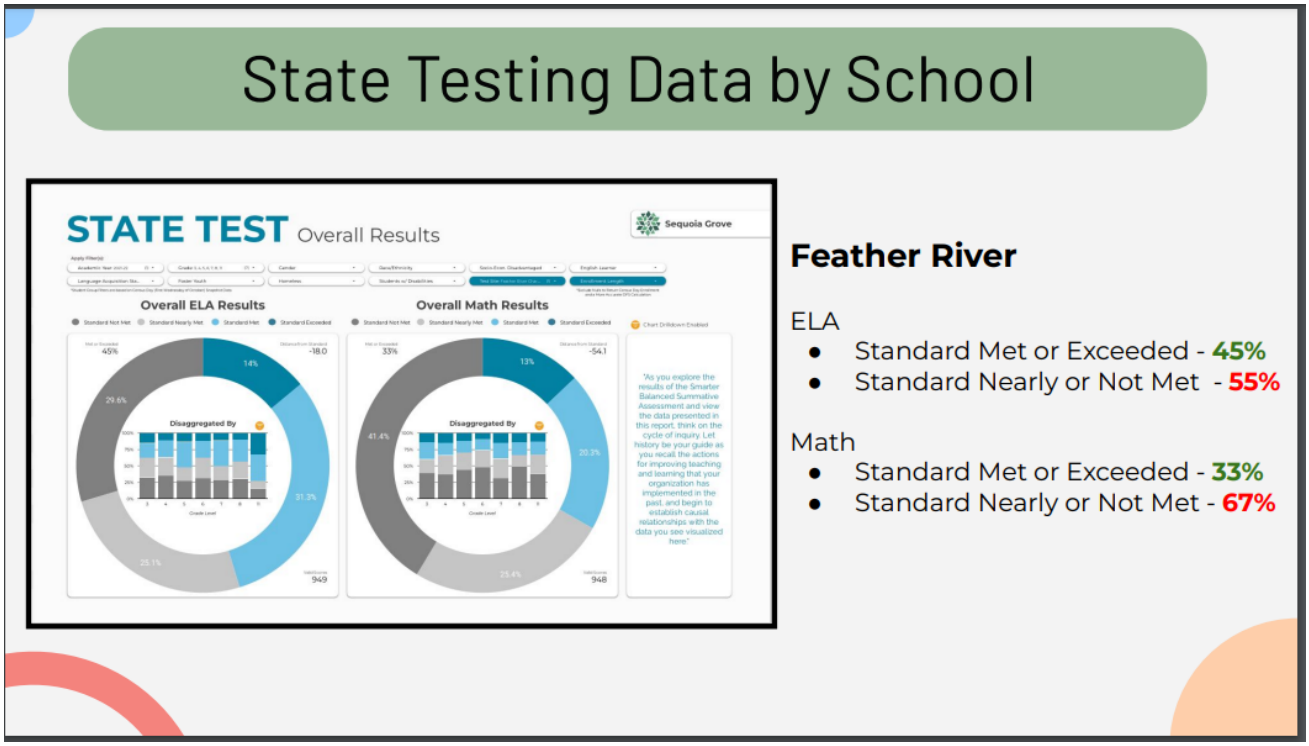
On the Fall 2021 ELA local assessment (STAR360) the percent of students meeting or exceeding standard ranged from 66.9% to 93.5%. Scores declined on Spring 2022 STAR tests in every grade level except 9th and 12th. The schoolwide percentage of students who met or exceeded the standard declined slightly from 2020-21 (73%) to 70%.





On the Fall 2021 Math local assessment (STAR360) the percent of students meeting or exceeding standard ranged from 33.3% to 93.5%. Scores declined on Spring 2022 STAR tests in every grade level except 7th, 8th, 9th, and 12th. The schoolwide percentage of students who met or exceeded the standard increased from 48% in 2020-21 to 50.6% in 2021-22.

2022 CAASPP Data

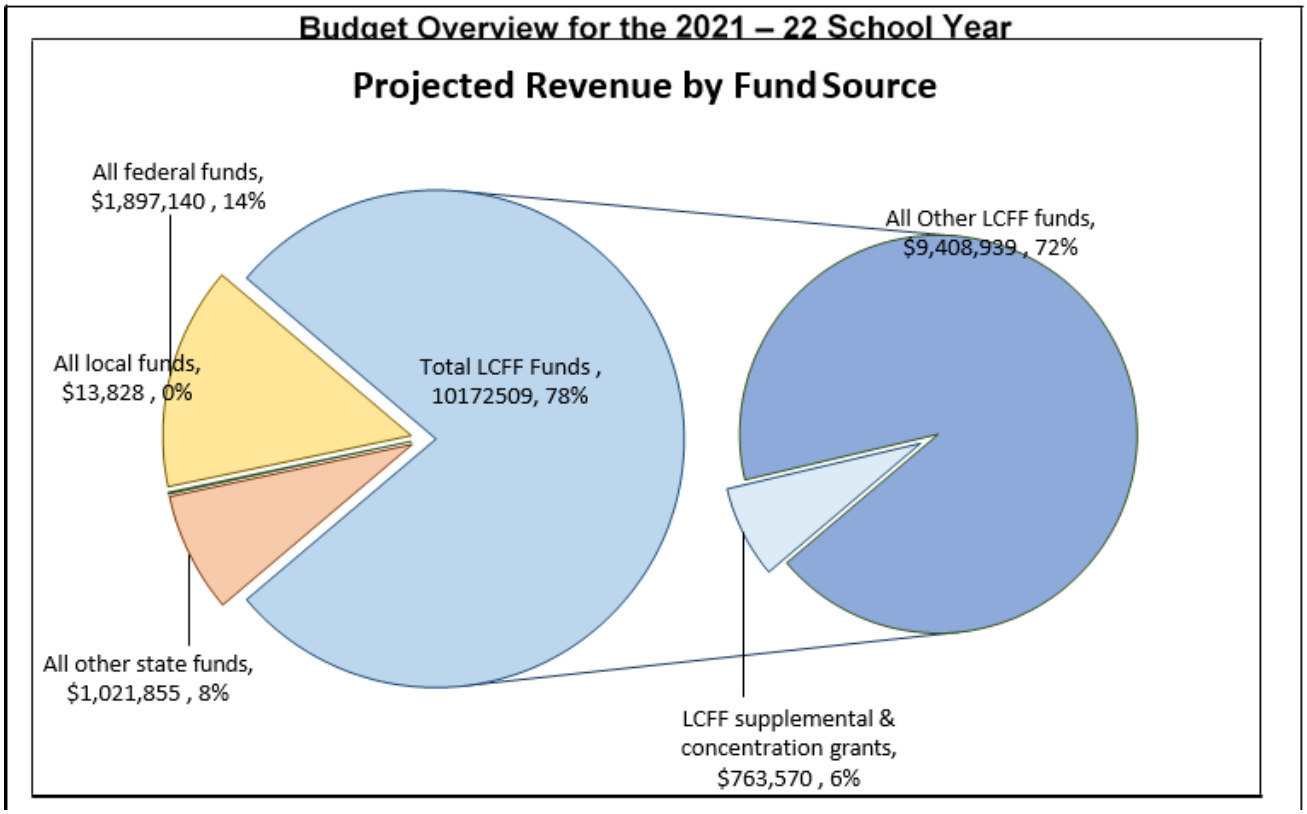


LCAP

Feather River Charter School submitted a 2021-22 LCAP. The goals and actions in the LCAP support its curricular and instructional plan as presented in the approved charter petition.

LCFF Budget Overview for Parents

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

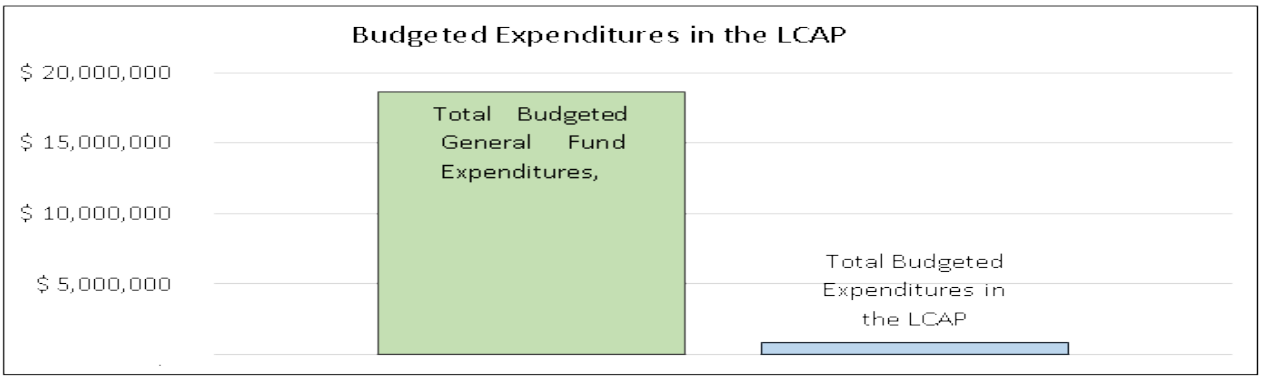


This chart shows the total general purpose revenue Feather River expects to receive in the coming year from all sources.

The total revenue projected for Feather River is $13,105,332.00, of which $10,172,509.00 is Local Control Funding Formula (LCFF), $1,021,855.00 is other state funds, $13,828.00 is local funds, and $1,897,140.00 is federal funds. Of the $10,172,509.00 in LCFF Funds, $763,570.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Feather River plans to spend for 2021-22. It shows how much of the total is tied to planned actions and services in the LCAP.

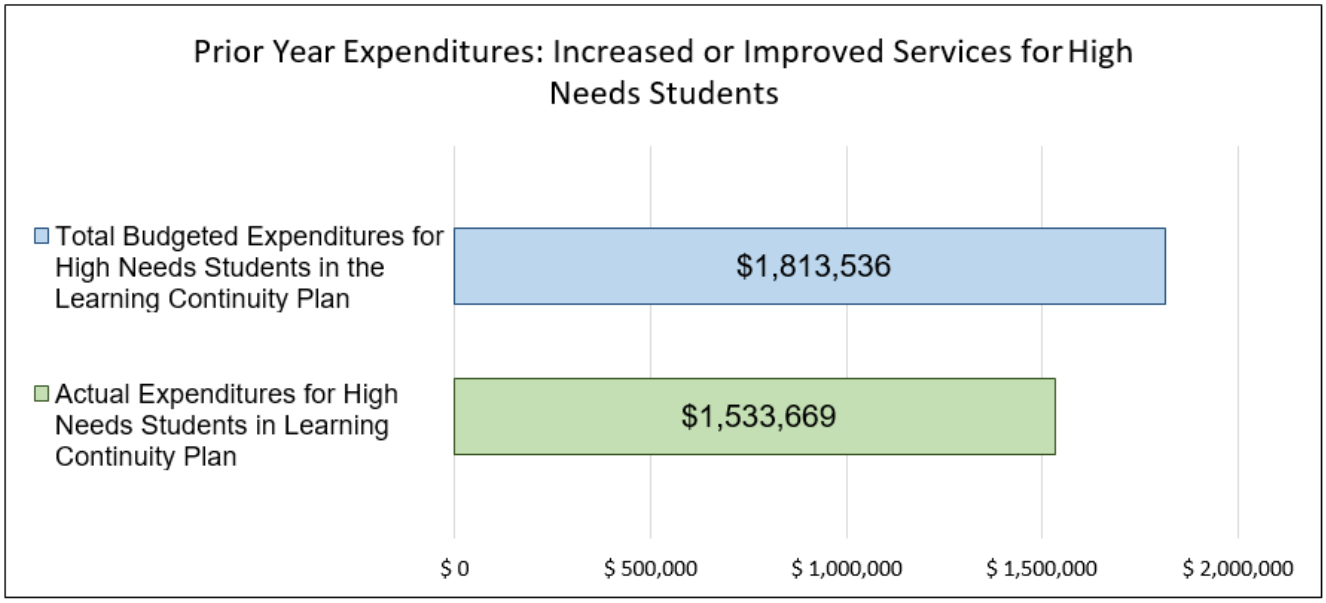
Feather River plans to spend $18,675,259.00 for the 2021-22 school year. Of that amount, $826,923.00 is tied to actions/services in the LCAP and $17,848,336.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

The budgeted expenditures not included in the LCAP will be used for the following: general operating and basic services; all certificated and classified salaries, operational costs such as rent, utilities, and maintenance, and student discretionary budgets for materials/supplies and enrichment classes.

Increased or Improved Services for High Needs Students in the LCAP for the 2021-22 School Year

In 2021-22, Feather River is projecting it will receive $763,570.00 based on the enrollment of foster youth, English learner, and low-income students. Feather River must describe how it intends to increase or improve services for high needs students in the LCAP. Feather River plans to spend $826.923.00 towards meeting this requirement, as described in the LCAP.

Update on Increased or Improved Services for High Needs Students in 2020 – 21



This chart compares what Feather River budgeted last year in the Learning Continuity Plan for actions and services that contribute to increasing or improving services for high needs students with what Feather River estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

In 2020-21, Feather River's Learning Continuity Plan budgeted $1,813,536.00 for planned actions to increase or improve services for high-needs students in 2020-21. The difference between the budgeted and actual expenditures of $279,867.00 had the following impact on Feather River's ability to increase or improve services for high-needs students:

Due to unforeseen circumstances with the COVID-19 pandemic, the total budgeted expenditures for the to increase or improve services for high need students was not all utilized. Given the state with the COVID-19 Pandemic, fortunately, there was a wealth of free programs and offerings to support our unduplicated students. There was not an impact to our unduplicated students due to the ability to provide free resources, virtual meetings with teachers, and the utilization of enrichment virtual opportunities to keep our students connected to support mental health.

FISCAL VIABILITY

Feather River Charter School's enrollment was 1829 and the average daily attendance (ADA) was 1,792 in 2021-2022. Enrollment is projected to increase 24.93% in 2022-23 to enrollment 2285 and ADA 2239.

Based on the unaudited actuals, for the 2021-22 school year, Feather River Charter School had a total revenue of $20,093,841.90 and expenditures totaling $19,126,249.95. Their increase in fund balance was

$967,591.95. Total assets of $2,267,374.68 and total liabilities of $3,422,883.77 result in a negative ending fund balance of -1,155,509.09.

Looking ahead to the 2022-23 school year, FRCS has projected $26,293,572 in revenue and $24,589,531 in expenditures. The increase to their ending fund balance is projected to be $1,704,041. This will eliminate the negative fund balance and leave an ending fund balance of $548,531.91.

INDEPENDENT AUDITOR'S REPORT

Feather River Charter School's 2020-21 audit report by Wilkinson Hadley King & Co. LLP reported no material findings or material weaknesses. The audit for 2021-22 will be completed in December 2022.

FEATHER RIVER CHARTER SCHOOL CONTACT INFORMATION

Feather River Charter School
3840 Rosin Court, Suite 130
Sacramento, CA 95834
www.featherrivercharter.org

Jenell Sherman
Principal
jenell@featherrivercharter.org

Winship-Robbins Contact Information

Winship-Robbins Elementary School District
17451 Pepper Street
Robbins, CA 95676
www.winship-robbins.sutter.k12.ca.us

Dawn Carl
Superintendent/Principal
DawnC@sutter.k12.ca.us

Annette Alberti
Public School Consultant & Charter School Authorizer Consultant
annette@alberti@outlook.com

Coversheet

Facilities Use Agreement with Winship Robbins Elementary School District

Section: II. Operations
Item: C. Facilities Use Agreement with Winship Robbins Elementary School District
Purpose: Discuss
Submitted by:
Related Material: doc04664620221013093632.pdf

FACILITIES USE AGREEMENT

This Facilities Use Agreement ("Agreement") is made by and between the Winship-Robbins Elementary School ("District") and Feather River Charter School, a California non-profit public benefit corporation ("Non-Profit"), which operates Feather River Charter School (the "Charter School"). The Non-Profit and District are collectively referred to as the "Parties."

RECITALS

A. WHEREAS, District is the owner of certain real property located at 4505 S. Meridian Road, Meridian, California (the "Site").

B. WHEREAS, the Charter School is duly formed and authorized by the District under the laws of the Charter Schools Act of 1992 (Ed. Code, §§ 47600, *et seq.*) The Charter School serves students in grades K-12.

C. WHEREAS, the District desires to provide Charter School with certain District facilities during the term of its charter petition, through June 30, 2026, pursuant to this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the covenants and conditions of this Agreement, the Parties hereby agree as follows. All obligations imposed hereby on the Charter School are equally imposed on the Non-Profit.

1. Recitals. The recitals set forth above are incorporated herein and made part of this Agreement.

2. Facilities. Use of the Facilities shall be for the purposes set forth in Section 5.1, and on the terms and conditions set forth herein. The District grants, in the form of a license, use to the Charter School of the Site facilities identified in **Exhibit A** attached to this Agreement and incorporated herein by reference (the "Facilities") under the terms and conditions set forth in this Agreement.

3. Term. The term of this Agreement shall be from July 1, 2022, to June 30, 2026 ("Term"), unless earlier terminated as provided herein.

4. Rent-Free Facilities. For the Term, the District will not charge the Charter School a fee for use of the Facilities. Because the District is providing the Charter School with rent-free facilities, the District is entitled, in accordance with Education Code section 47613, subdivision (b), and as contemplated by Section 8(a) of the Operational Memorandum of Understanding ("Operational MOU") entered into between the Parties, to three percent (3%) of all of the Charter School's revenues, including the funding allocated through the Local Control Funding Formula, the Base grant and any Supplemental and Concentrated grants ("Oversight Fee"), which amount the Parties agree represents the actual cost of the

modification or alteration of the Facilities after the effective date of this Agreement, in which case the Charter School, at its sole cost and expense, will make any and all alterations, improvements, additions and/or repairs to the Facilities necessary to ensure such compliance with applicable law. The Charter School's enrollment must not exceed the safe and legal limit, as set by the Fire Marshal, for the classroom and total space it occupies.

5.6 *Civic Center Act.* The Charter School agrees to comply with the provisions of the Civic Center Act (Ed. Code, § 38131, *et seq.*) in making use of the Facilities accessible to members of the community. The Parties understand that the Facilities are to be primarily used for school programs and activities and as such any use of the Facilities by members of the community shall not interfere with school activities at any time. District Board Policy and Administrative Regulations related to the Civic Center Act shall control scheduling, use and collection of fees related to use of the Facilities by members of the public. Consistent with that policy and the regulations, the District shall be solely responsible for coordinating access to the Facilities under the Civic Center Act and shall require users to provide appropriate proof of insurance related to use of the Facilities and to indemnify and hold harmless the District and Charter School for injury, risk of loss, or damage to property as a result of that access by members of the community. The District agrees to promptly clean and repair, if necessary, any portion of the Facilities used by members of the community immediately following such use. All requests for use of the Facilities made directly to the Charter School shall be forwarded to the District for coordination of use consistent with board policy and administrative regulations. The District agrees to coordinate with the Charter School regarding public access to the space occupied by the Charter School. If the Charter School has scheduled uses for the space, the Charter School shall have priority use of the space over members of the public on the same terms as the District has priority use of space that is occupied by the District.

5.7 *Alarms.* The Charter School shall have access to activate burglar alarms and intruder alerts, if any, corresponding to the Facilities provided at the Site ("Alarms")., and shall be responsible for responding to Alarms. The Charter School agrees that in the event that any of Charter School's employees, directors, trustees, officers, agents, students, visitors, or contractors, trigger a false Alarm at the Site, the Charter School shall be responsible for costs incurred.

5.8 *Security.* The Charter School shall be responsible for securing the Facilities, including all of the equipment and furnishings contained therein, in manner that reasonably prevents or deters the theft or destruction of District property. Such reasonable measures may include but are not limited to locking doors, locking windows, setting Alarms, keeping valuable materials out of public view or restricting access to the Facilities.

The responsibility to maintain the security of the Facilities under this subparagraph shall not be interpreted as the District's authorization of the alteration of the Facilities. If Charter School desires to make alterations or improvements to the Facilities as a result of its obligation to maintain the security of the Facilities or its contents, then Charter School must follow the procedures stated in Section 13 ("Alterations and Additions") prior to

beyond the scope of maintenance provided at other District schools, in which case the Charter School shall directly reimburse the District for such major facilities maintenance costs. "Major facilities maintenance" includes all non-routine maintenance, replacement and repair services, including major maintenance and replacement of the roof, mechanical systems (heat, ventilation, air conditioning, electrical, plumbing), and other major maintenance and upgrades and any projects identified during the term of this Agreement that the District deems eligible to be included in its deferred maintenance plan established pursuant to Education Code section 17582, at a level comparable with other District schools, and includes all such major facilities maintenance for which the District normally utilizes funding from the State or local facilities bond proceeds, developer fees, redevelopment agency revenue, and other non-operational sources not provided to the Charter School. To the extent that in any fiscal year the District's necessary major facilities maintenance costs for the Facilities are not funded by the State or other non-operational sources or are underfunded, during that fiscal year the District shall undertake major facilities maintenance at the Facilities only to the extent and on the same level that the District undertakes such maintenance at its other facilities.

10. Routine Maintenance and Custodial Services. The District shall provide a custodian for the Facilities eight (8) hours a week to provide interior and exterior routine maintenance and custodial services. When determined necessary by the District, or as requested by the Charter School, the weekly custodial and maintenance assignment may exceed eight (8) hours. The Charter School will be responsible for the salary and benefits of the District-supplied custodian, and the cost of the cleaning supplies, tools, and materials used by the custodian. District will invoice Charter School quarterly for all such expenses, and Charter School will pay said invoice within thirty (30) days of receipt.

11. Alterations and Additions. The Charter School shall add no fixtures, as that term is defined in Civil Code section 660 ("Fixtures"), to the Facilities or any part thereof without obtaining the prior written consent of the District's Superintendent or designee. Any such Fixtures at the Facilities requested by the Charter School shall be paid for by the Charter School, and shall be contracted for and performed in accordance with all applicable law. The District may impose as a condition to the aforesaid consent such requirements as the District may deem necessary in its sole discretion, including without limitation, the manner in which the work is done, a right of approval of the contractor by whom the work is to be performed, and the times during which it is to be accomplished. Title to all Fixtures shall vest in the District or, at the District's request, any or all Fixtures shall be removed from the Facilities by the Charter School upon the expiration or earlier termination of this Agreement.

Any Improvements to the Facilities made by the Charter School shall be paid for by the Charter School, and shall be contracted for and performed in accordance with all applicable building code standards, including Title 24 of the California Code of Regulations, the Field Act, Americans with Disabilities Act and the Fair Employment and Housing Act.

The District shall further indemnify, hold harmless, and defend the Charter School, its directors, the members of its Board of Directors, officers, employees and agents, individually and collectively, against and from any and all claims arising from any breach or default in the performance of any obligation on the District's part to be performed under the terms of this Agreement, and from all costs, attorneys' fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon.

Upon becoming aware of any casualty or accident in or on the Facilities, each Party to this Agreement shall give prompt written notice thereof to the other Party.

In the event of a third party claim or potential claim covered by these provisions, the Parties agree to take all steps reasonable or necessary to cooperate in defending and protecting their joint interests, and in expediting all reasonable or necessary efforts to gain coverage for the Parties under any liability policy or indemnity agreement issued in favor of the Non-Profit, including indemnity rights or agreements existing in contracts between the Non-Profit and any third party (such as contract with a supplier of goods or services), and further including efforts to reduce defense costs (through joint representation whenever possible), expenses and potential liability exposures.

15. Insurance. In addition to all such insurance coverage required pursuant to the terms of the Operational Memorandum of Understanding ("MOU") entered into by and between the Parties, the Charter School shall, at all times during the term of this Agreement, and at its own cost and expense, procure and continue in force the following insurance coverage: Bodily Injury and Property Damage Liability insurance with a combined single limit for bodily injury and property damage of not less than One Million Dollars ($1,000,000) per occurrence and Five Million Dollars ($5,000,000) annual aggregate combined single limit ("CSL"). Such minimum limits of policies shall in no event limit the liability of the Charter School hereunder. Such insurance shall name the District as an additional insured. The Charter School may satisfy the insurance coverage requirements in this Agreement through participation in the California Charter School Association's Joint Powers Authority ("CCSAJPA") insurance program, provided that the limits of coverage provided through CCSAJPA must be equal to or great in its coverage than the coverage required in this Agreement. Insurance, unless obtained through CCSAJPA, shall be with companies having a rating of not less than A- in "Best's Insurance Guide". The Charter School shall furnish from the insurer or cause the insurer to furnish certificates of coverage to the District. No such policy shall be cancelable or subject to reduction of coverage or other modification or cancellation except after thirty (30) days prior written notice to the District by the insurer and with the consent of the District thereto.

In the event of property damage or personal injury caused by the Charter School, its officers, employees or agents, all such policies, including but not limited to coverage obtained through CCSAJPA, shall be considered primary policies not contributing with and not in excess of the coverage that the District must carry. In the event property damage or personal injury is caused by the District, its officers, employees or agents, or any unaffiliated third party, the Charter School policies shall be secondary and in excess

avoid any interruption in the educational program of the Charter School.

17. Liens and Encumbrances. Charter School shall keep the Facilities free from any liens or encumbrances arising out of any work performed, materials furnished or obligations incurred by or on behalf of Charter School. Notwithstanding anything stated herein to the contrary, if the Charter School fails to promptly release and remove any such lien or encumbrance, District, at its sole option, may immediately (but shall not be obligated to) take all action necessary to release and remove such lien or encumbrance, without any duty to investigate the validity thereof, and all sums, costs and expenses, including reasonable attorneys' fees and costs, incurred by District in connection with such lien or encumbrance shall be immediately due and payable by Charter School.

18. Holding Over. Charter School shall not remain in possession of the Facilities or any part thereof after the expiration of this Agreement or after termination thereof without the express written consent of District. Notwithstanding the foregoing, if the Charter School holds over, the Charter School shall pay the District the monthly fair market value for use of the Facilities, which amount shall be calculated and assessed at the time of the holdover, plus all other charges payable required by this Agreement. Any holdover by Charter School requires the Charter School to comply with all terms of this Agreement. A holdover by the Charter School shall not trigger any additional term. The District shall have the right to remove the Charter School at any time after the expiration of the Term or termination of this Agreement.

19. Assignment and Sublicensing. The Charter School may not assign its rights under this Agreement or sublicense any portion of the Facilities without the prior written consent of the District.

20. Rules, Regulations and Law. The Charter School and the Charter School's agents, employees, students, visitors and invitees shall observe and comply fully and faithfully with all reasonable and nondiscriminatory policies, rules, and regulations adopted by the District for the care, protection, cleanliness, and operation of the Facilities, and the Facilities' furnishings and equipment, and shall comply with all applicable laws. The District will provide the Charter School with copies of the relevant written custodial and maintenance policies. The District will provide any such written policies that are amended during the term of the Agreement.

21. Default by Charter School or Non-Profit. The occurrence of any one or more of the following events shall constitute a default and material breach of this Agreement by Charter School or the Non-Profit:

a. The failure by Non-Profit to utilize the Facilities for the sole purpose of operating the Charter School, and activities reasonably related thereto.

b. The failure by Charter School to make timely payments required under this Agreement.

24. Amendment. No provision of this Agreement may be amended or modified except by an agreement in writing signed by the Parties hereto.

25. Construction. Each of the Parties acknowledges and agrees that this Agreement is to be construed as a whole according to its fair meaning and not in favor of nor against any of the Parties as draftsman or otherwise.

26. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California applicable to instruments, persons, transactions and subject matter which have legal contacts and relationships exclusively within the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sutter County, subject to any motion for transfer of venue.

27. Severability. If any provision or any part of this Agreement is for any reason held to be invalid, unenforceable or contrary to public policy, law, or statute and/or ordinance, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

28. Prevailing Authority. In the event of a conflict between the law and the terms of this Agreement, the law shall prevail, and any such conflicting terms shall be severed from this Agreement and nullified. In the event of a conflict between the terms of the Charter and the terms of this Agreement, the terms of this Agreement shall prevail. The Parties shall meet and confer to determine how to correct any conflicts so this Agreement complies with the Charter.

29. No Admission. Except as expressly agreed herein, nothing contained herein shall constitute an admission of fact or law.

30. Binding Obligation. The Non-Profit expressly agrees that this Agreement is a binding obligation on the Non-Profit and the Charter School and the District agrees that this Agreement is a binding obligation on the District.

31. Prior Agreements. This Agreement contains all of the agreements of the Parties hereto with respect to any matter covered or mentioned in this Agreement, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose.

32. Subject to Approval by Governing Board. This Agreement shall become effective upon ratification by the District's Governing Board.

33. Notices. All notices and demands that may be or are to be required or permitted to be given by either Party to the other hereunder shall be in writing. All notices and demands by the District to the Non-Profit or the Charter School shall be sent by United States Mail, postage prepaid, addressed to the Non-Profit or the Charter School at the address

NOES: 0

Abstentions: _____

Mona Sakurada

Secretary to the Board of Trustees

Exhibit B

Inventory

See Google Form.

Coversheet

Board Training

Section: III. Governance
Item: A. Board Training
Purpose:
Submitted by:
Related Material: _Draft-Board Eval Questions 22-23.pdf
FRCS October GB Training.pptx

Effective Governance and Foundational Documents	
School has a well-drafted charter, and the board knows the date of the charter reauthorization.	
School has necessary MOUs in place.	
School has regular and constructive conversations with its authorizer.	
School regularly updates its authorizer at regular meetings of the authorizer's governing board as requested	
School has well-drafted and current articles of incorporation.	
School has a comprehensive set of bylaws in place, and a process for reviewing them annually.	
School has a regular practice of reviewing its budget at board meetings so that its legal and financial status is clear and well-understood by board members.	
Long-term/strategic plans (LCAP) are translated into annual action plans/goals and progress (or lack thereof) is reported annually to the board.	
School's mission and vision statements accurately reflect the work of the organization and vice versa.	
Board Operations and Relations	
Board members understand their legal and ethical responsibilities(duty of care/loyalty, conflict of interest).	
Governance Team has created, and regularly updates, a Governance Handbook to ensure continuity in practice by all board members.	
New board members receive Governance and Brown Act Training and receive information inaccordance with the Governance Handbook prior to or within the first few months of being seated.	
The board is composed of individuals with abroad and appropriate range of expertise and experience that meet the needs of the charter school.	
Board conducts annual self-evaluation/self-assessment and makes adjustments accordingly.	
Board member selection process ensures a broad and appropriate range of expertise and experience in accordance with the school's bylaws.	
Board chair is a strong, capable meeting facilitator.	
Meetings have clear agendas focused on necessary policy and action items and are posted within required time frames.	
Meetings are conducted pursuant to common ground rules that are well understood by all members	
Personnel and Staffing	
Board selects the Lead Administrator/Executive Director.	
Board develops performance goals/targets and evaluates Lead Administrator's performance each year.	
Board has established a plan for succession in the event the Lead Administrator leaves/retires.	
The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable);	
Board has adopted comprehensive personnel policies aligned with applicable state/federal laws & regulations.	
Clear organizational chart, job descriptions and staffing plans are in place and an annual review process is followed	
Academic Performance Monitoring	

The Board, or a committee thereof, periodically reviews student performance based on school level assessments and state-and federally-mandated assessments and works with the Executive Director to set goals for student achievement on school level assessments. The Executive Director implements the goals for student achievement on such assessments.	
The Board reviews and adopts academic policies to achieve the student achievement goals.	
The Board approves all academic performance reports to all federal, state and local agencies.	
The Board, or a committee thereof, hears and decides student expulsion and suspension recommendations;	
The Board reviews and approves student and parent policies and any proposed amendments thereto;	
The Board reviews and approves the school's annual academic calendar;	
The Board annually reviews the school performance reports;	
Budget and Finance	
Board adopts an annual budget that maximizes the school's resources in support of mission/vision.	
Board ensures LCAP budget aligns with school priorities.	
Board monitors budget throughout the year.	
Board contracts with independent auditors each year, reviews audit report, and takes any needed follow-up action.	
Board has adopted a long-term (e.g., 5-year) financial plan in coordination with the school's overall long-term/strategic plans.	
Board has adopted a comprehensive set of fiscal policies.	



Governing Board Annual Training

October 18, 2022

AGENDA

01
Feather River Charter School Recap

02
Brown Act and Conflict of Interest (Form 700) with Jennifer McQuarrie

03
Financial Training with Jim Surmeian

04
Big Ideas: Overarching Themes for GB with Bryanna Brossman

05
Board Evaluation Process and Updates with Darcy Belleza

01

FEATHER RIVER CHARTER SCHOOL RECAP



Feather River Charter School

AUTHORIZING DISTRICT

Winship Robbins Elementary School District

CHARTER TERM

Renewal 2026

WASC

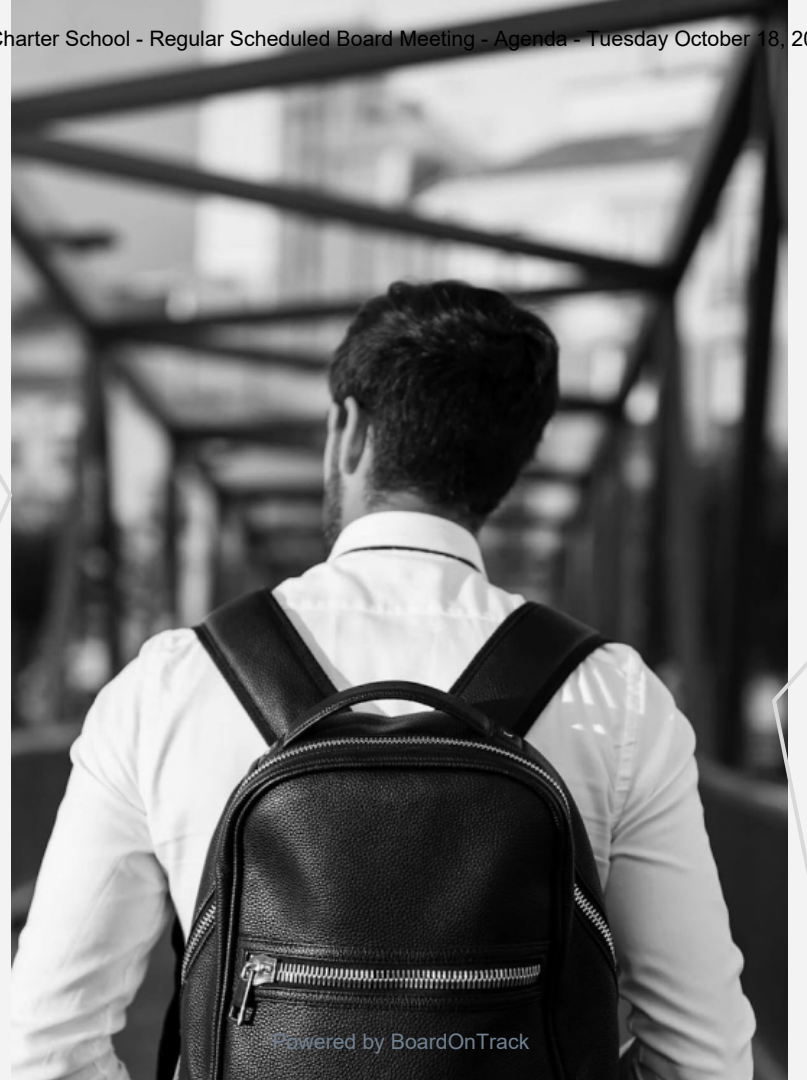
Accredited through June 30, 2026

COUNTIES

Sutter, Butte, Colusa, Sacramento, Placer, Yolo and Yuba County

MISSION

Feather River Charter School provides a flexible personalized learning experience, empowering families to tailor a program designed around the specific needs of each student. In collaboration with fully credentialed teachers, students engage in diverse and dynamic learning pathways and unparalleled enrichment opportunities to achieve personal and academic success.



SLO'S

- *Navigators of the Digital World*
- *Self-Directed*
- *Personalized Learners -*
- *Independent Critical Thinkers*
- *Responsible Citizens*
- *Effective Communicators*

VISION

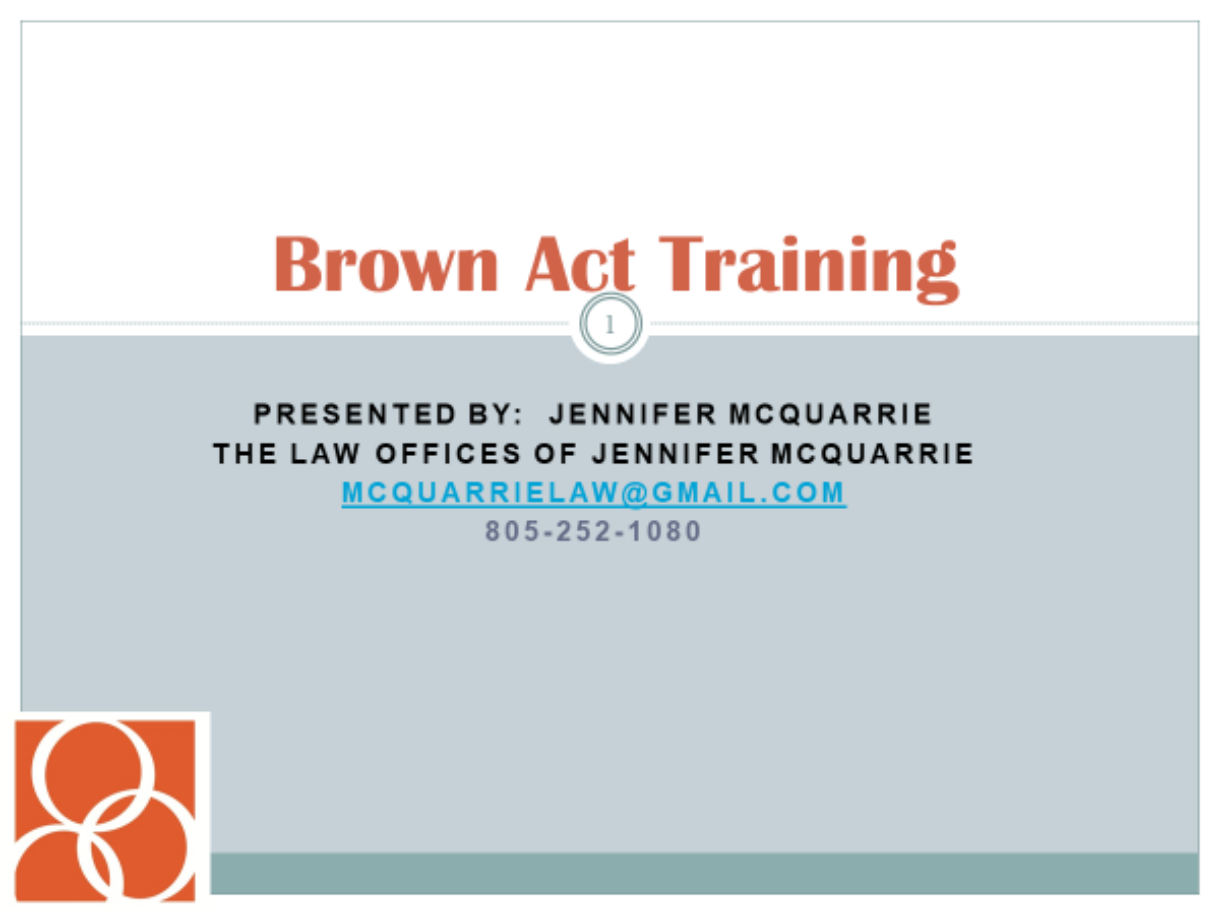
Feather River Charter School develops the individual gifts of students to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life success in the 21st century.

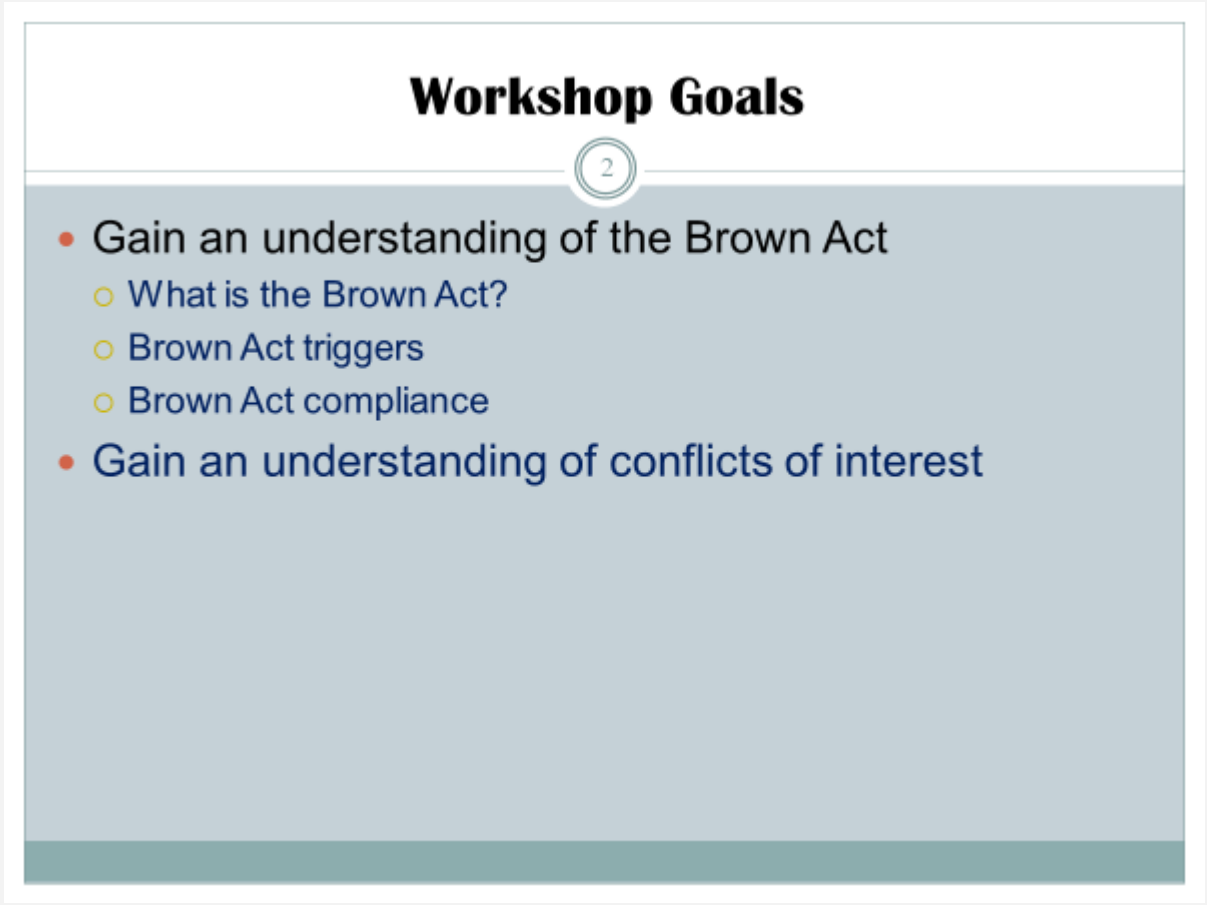
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02

BROWN ACT AND CONFLICT OF INTEREST WITH Jennifer McQuarrie

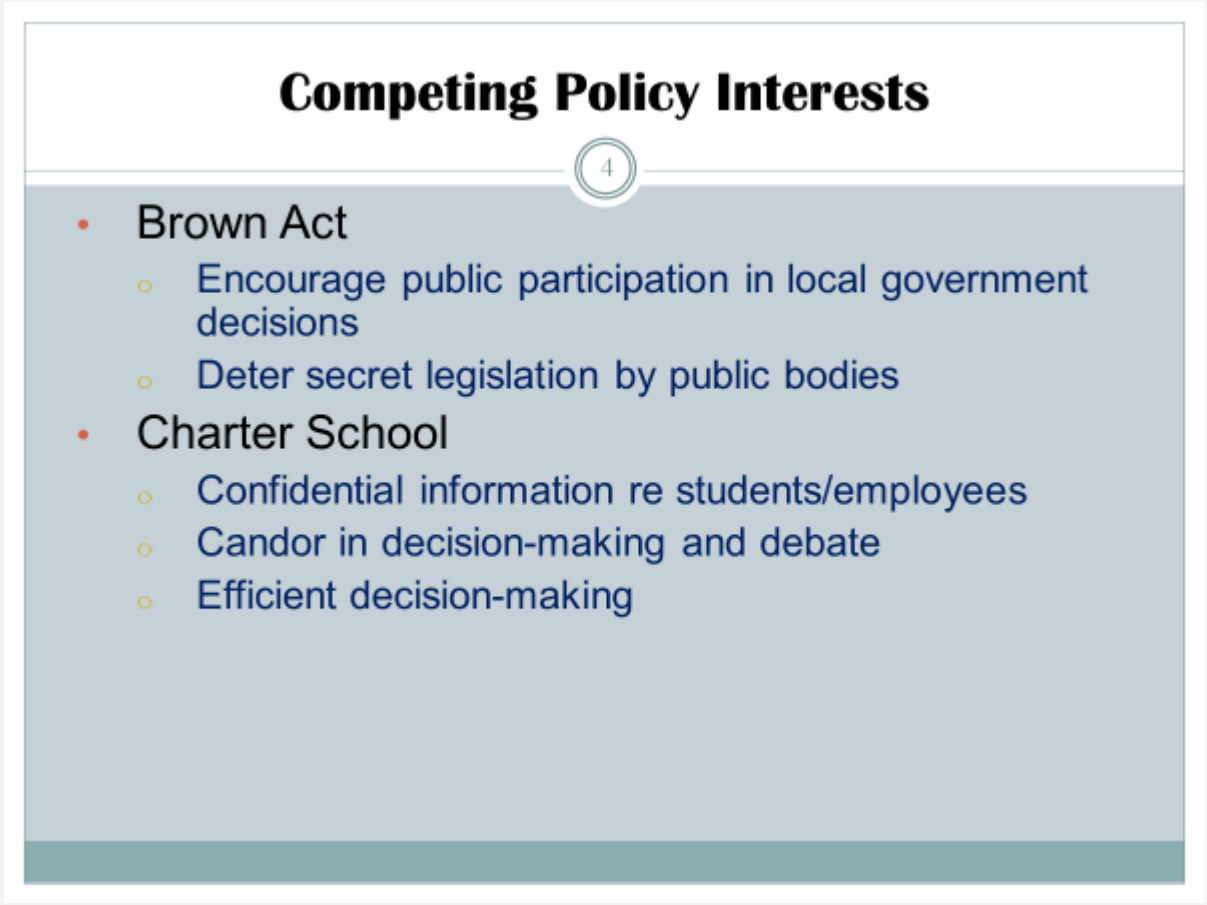

Brown Act Training
1
PRESENTED BY: JENNIFER MCQUARRIE
THE LAW OFFICES OF JENNIFER MCQUARRIE
MCQUARRIELAW@GMAIL.COM
805-252-1080


Workshop Goals
2
Gain an understanding of the Brown Act
What is the Brown Act?
Brown Act triggers
Brown Act compliance
Gain an understanding of conflicts of interest

What is the Brown Act?

3

- Ralph M. Brown Act (CA Gov. Code sections 54950, et seq.)
- Open meeting requirement for local legislative bodies
- Includes, among other things:
  - Notice
  - Agenda
  - Public comment
  - Closed session
  - Many other rules
- Useful guide on Attorney General's website: www.oag.ca.gov


Competing Policy Interests
4
Brown Act
Encourage public participation in local government decisions
Deter secret legislation by public bodies
Charter School
Confidential information re students/employees
Candor in decision-making and debate
Efficient decision-making


Brown Act Triggers
5
Who: Local agencies and legislative bodies
Charter School Board of Directors
What: “Meetings”

Who Must Comply

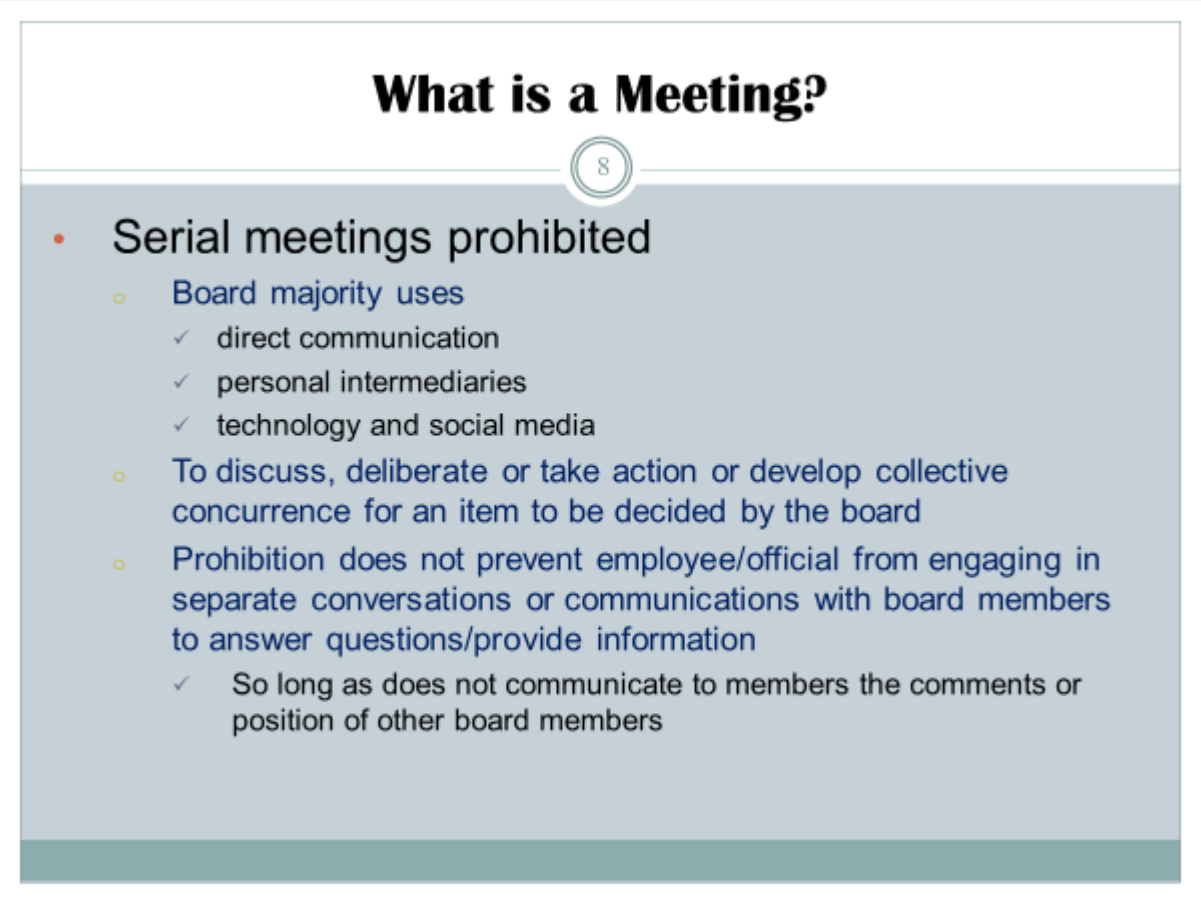
6

- Legislative body means:
  - Committee, commission, etc., of the charter school governing board
    - ✓ Permanent or temporary
    - ✓ Decision-making or advisory
    - ✓ Created by formal action of a legislative body
  - Standing committees of charter school governing board:
    - ✓ Continuing subject matter jurisdiction or
    - ✓ Meeting schedule fixed by formal action
  - Not included:
    - ✓ Advisory committees whose entire membership are board members (but cannot be a standing committee)
    - ✓ Less than quorum of board

What is a Meeting?

7

- Broadly defined
  - Congregation of board majority at the same time and place to hear, discuss or deliberate upon any item within its subject matter jurisdiction
  - Includes collective acquisition and exchange of facts before making a decision
  - Includes informal and inadvertent meetings


What is a Meeting?
8
Serial meetings prohibited
Board majority uses
direct communication
personal intermediaries
technology and social media
To discuss, deliberate or take action or develop collective concurrence for an item to be decided by the board
Prohibition does not prevent employee/official from engaging in separate conversations or communications with board members to answer questions/provide information
So long as does not communicate to members the comments or position of other board members

Social Media

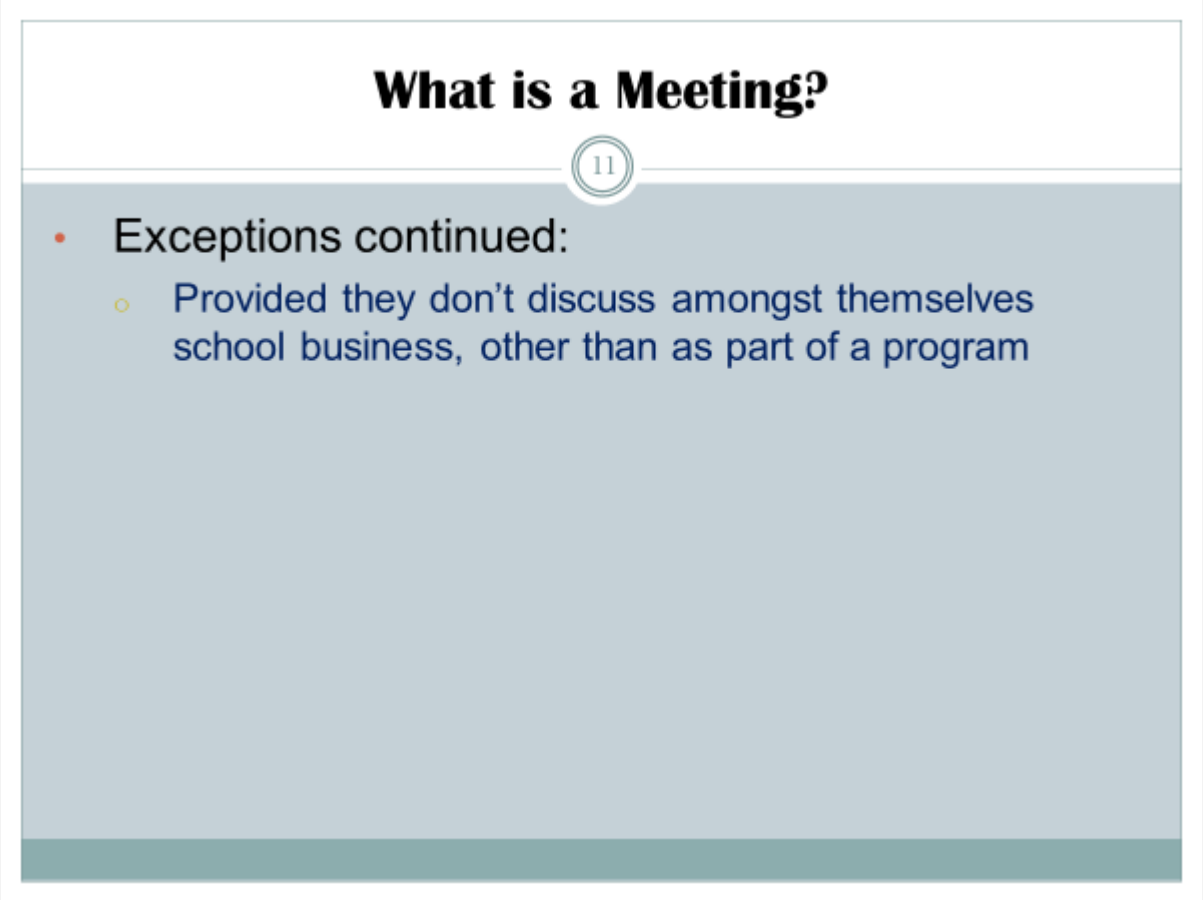
9

- Board members are not prevented from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public
  - Majority of members do not use the social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction
  - Board member shall not respond directly to any communication on social media within smj that is made, posted or shared by another board member

What is a Meeting?

10

- Exceptions:
  - Individual conversations between a board member and another individual
  - Attendance of a majority members at:
    - ✓ Open conferences (or similar meetings)
    - ✓ Open meetings of other organizations
    - ✓ Open meetings of other legislative bodies
    - ✓ Purely social or ceremonial gatherings


What is a Meeting?
11
Exceptions continued:
Provided they don't discuss amongst themselves school business, other than as part of a program

Compliance - Notice

12

- Three types of meetings:
  - Regular meetings
    - ✓ Usually designated by resolution or bylaws
    - ✓ 72-hours notice
  - Special meetings
    - ✓ Called at any time (presiding officer or board majority)
    - ✓ 24-hours notice
  - Emergency meetings
    - ✓ Very rare
    - ✓ 1-hour notice to media outlets that previously requested notice

Compliance - Agenda

13

- Regular and Special Meetings: Content
  - Time/location, including any teleconference locations (not during COVID-19)
  - Brief general description of each item of business to be transacted or discussed
    - ✓ Including closed session matters (further discussion later in slides)
    - ✓ Need not exceed 20 words
  - Rules on how to access the agenda and meeting if needing an accommodation under the ADA
  - Public comment rules
    - If it's not on the agenda, the board cannot discuss the item

Compliance - Agenda

14

- Cannot discuss items not appearing on the agenda, exceptions:
  - Member, on own initiative or in response to a question, may ask for clarification, may make a brief announcement or report on his/her own activities
  - Make a reference to staff or other resources for factual information, request a report back at a subsequent meeting or direct staff to place an item on the agenda
  - 2/3rds vote of members or unanimous vote if less than 2/3rds present that there is a need to take immediate action
    - Came to the attention of the of the school subsequent to the agenda being posted
  - Majority vote that an emergency exists

Compliance – Limits at Special Meetings

15

- Salaries, salary schedules, compensation in the form of fringe benefits of high level employees may not be discussed in special meetings
  - Does not preclude discussion of the budget in a special meeting
- At regular meetings, must orally announce summary of salary recommendations for high level employees

Compliance - Posting

16

- Post in a location that is freely accessible to the public 24-hours a day and compliant with ADA
  - Cannot be behind locked gates
- Website
  - Post to homepage through prominent direct link in a certain format
  - Integrated agenda management platform ok
- If teleconference participation, at each teleconference location (not during COVID-19, follow AB 361)

Minutes

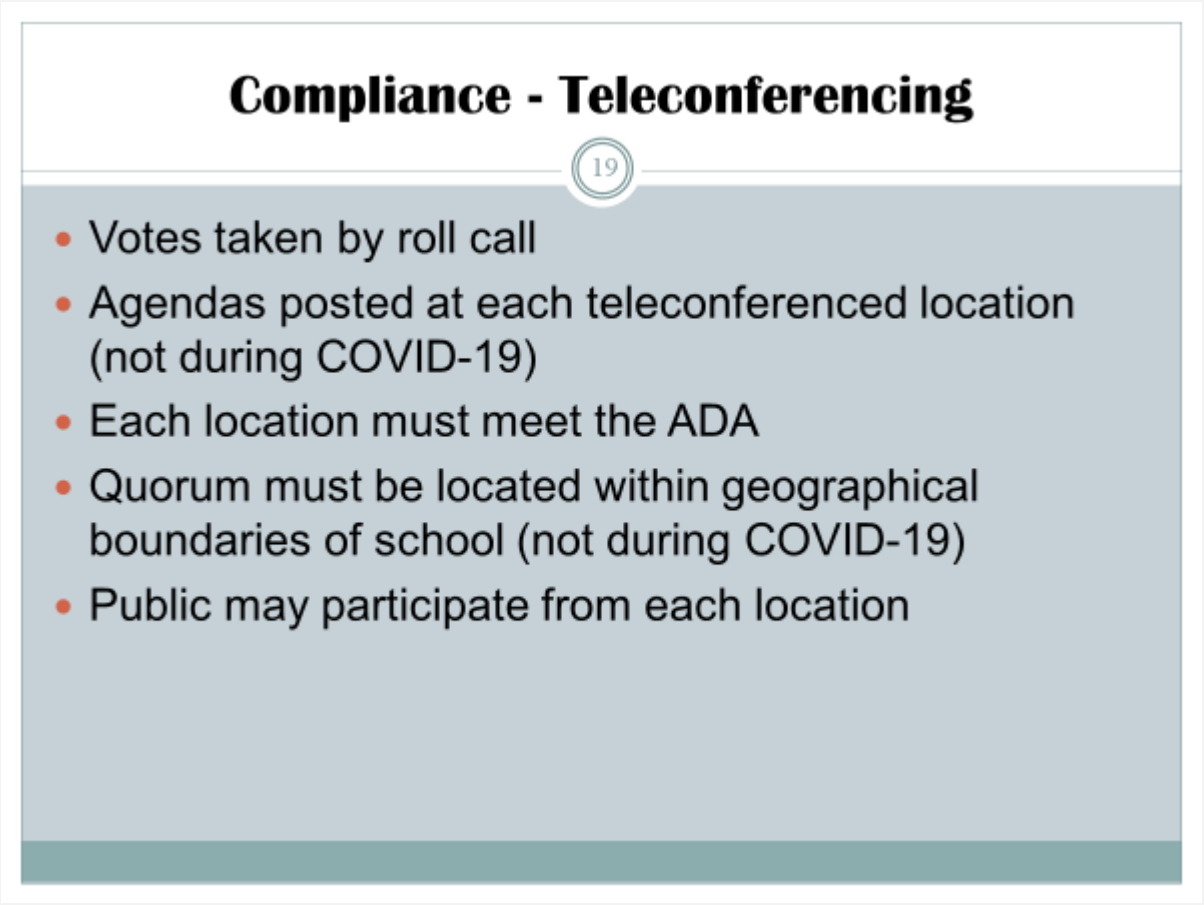
17

- No specific mention of minutes, but must record how each board member voted, including any recusals
- Corporations code requires minutes for nonprofits
- Many authorizers require that the school post on the website, but not required by law

Meeting Locations

18

- Nonclassroom based programs without a facility or that operate one or more resource centers
  - County where the greatest number of students enrolled reside
- During COVID-19, not required to meet physically


Compliance - Teleconferencing
19
Votes taken by roll call
Agendas posted at each teleconferenced location (not during COVID-19)
Each location must meet the ADA
Quorum must be located within geographical boundaries of school (not during COVID-19)
Public may participate from each location

AB 361 - Teleconferencing

20

- Schools may use teleconferencing without complying with teleconferencing rules if certain procedures are followed:
  - Notice and posting as usual
  - Agenda provides the opportunity for the public to address the board directly
  - Agenda identifies and includes options for persons to attend via call-in or an internet-based service (no physical location required)

AB 361 - Teleconferencing

22

- Cannot require public comments to be submitted in advance of the meeting, must offer in real time
- If no timed public comment period, board should allow a reasonable amount of time for the public to comment

AB 361 - Teleconferencing

23

- In order to continue using COVID teleconferencing rules, the board must:
  - Within 30 days of the first teleconferenced meeting, and every 30 days thereafter, make the following findings by majority vote:
    - The board has reconsidered the circumstances of the state of emergency
    - Any of the following circumstances exist:
      - The state of emergency continues to directly impact the ability of the members to meet safely in person
      - State or local officials continue to impose or recommend measures to promote social distancing

New in 2023

24

- AB 2449 signed into law, effective January 1, 2023
- Changes from 361:
  - Physical location: quorum of members must participate in person from a singular physical location clearly identified on the agenda, open to the public and within the location limitations required of charters
  - Must provide at least one of the following so the public may remotely hear, visually observe the meeting, and remotely address the board:
    - Two-way audiovisual platform
    - Two-way telephonic service and a live webcasting of the meeting

New in 2023

25

- Changes from 361:
  - Agenda provides notice of the means by which they may access the meeting and offer public comment
  - Agenda identifies and includes an opportunity for all persons to attend via a call-in option, via an internet-based option, and at the in-person location of the meeting

New in 2023

26

- May only allow a member to participate remotely if:
  - The member notifies the board asap, including at the start of a regular meeting, of the need to participate remotely for just cause, including a description of the circumstances relating to their need to appear remotely. Cannot be used more than 2 meetings per calendar year.
  - Member requests a remote appearance due to emergency circumstances and the board votes to approve the request. The board shall request a general description of the circumstances, which need not exceed 20 words and need not disclose any medical diagnosis or disability or personal medical information already exempt

New in 2023

27

- To use emergency circumstance:
  - Member requests remote participation asap
  - Must request for each meeting in which remote participation sought
  - Board may take action at the earliest opportunity; if not on posted agenda, take action at the beginning of the meeting to add it to the agenda if not enough time to post
  - Member to announce if there are other individuals 18+ in the room and the general nature of the member's relationship with the individuals
  - Member to participate through audio and visual technology
  - May only use for 3 consecutive months/20% of regular meetings for calendar year or no more than 2 meetings if the board meets fewer than 10 times per calendar year

New in 2023

28

- Emergency circumstance includes:
  - Physical or family medical emergency that prevents a member from attending in person
- Just cause means:
  - Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, domestic partner that requires them to participate remotely
  - Contagious illness
  - A need related to a physical or mental disability as defined
  - Travel on official business of the board or another state/local agency
- Additional changes to the requirements beginning 1/1/24

Compliance – Public Participation

29

- Regular meetings:
  - Options
    - ✓ One public comment period for items not on the agenda; public comment before each item
    - ✓ One public comment period for all public comment at one time in the beginning of the meeting, including agenda items and non-agenda items
- Special meetings
  - Testimony only for items described in the agenda
- Before or during consideration of the item

Compliance – Rights of the Public

30

- Participate at each teleconferenced location
- Reasonable accommodations per ADA
  - For the agenda as well as at the meeting
  - Agenda must identify how to request accommodations
- Cannot be required to sign in (unless speaking)
- May record or broadcast meetings
- May not be censored
- If no simultaneous translation provided, provide at least twice the allotted time for persons utilizing a translator

Compliance – Rights of the Public

31

- Access board materials (with limited exceptions)
  - Available upon request without delay
  - If provided to the board less than 72 hours before an open meeting, must be made available at that time. If school provides to board on Friday at 6 p.m., and school is not open to the public, does not comply.
- If a person requests a copy of the agenda or board packet, may be mailed or send an email with a copy of the board agenda/packet or a weblink to it

Board Action

32

- Legislative action is only valid if it has been approved by a majority of members of the board
  - If only a majority of the board is in attendance, all board members will need to vote unanimously in order for valid board action
  - This may conflict with bylaws

Compliance – Closed Session

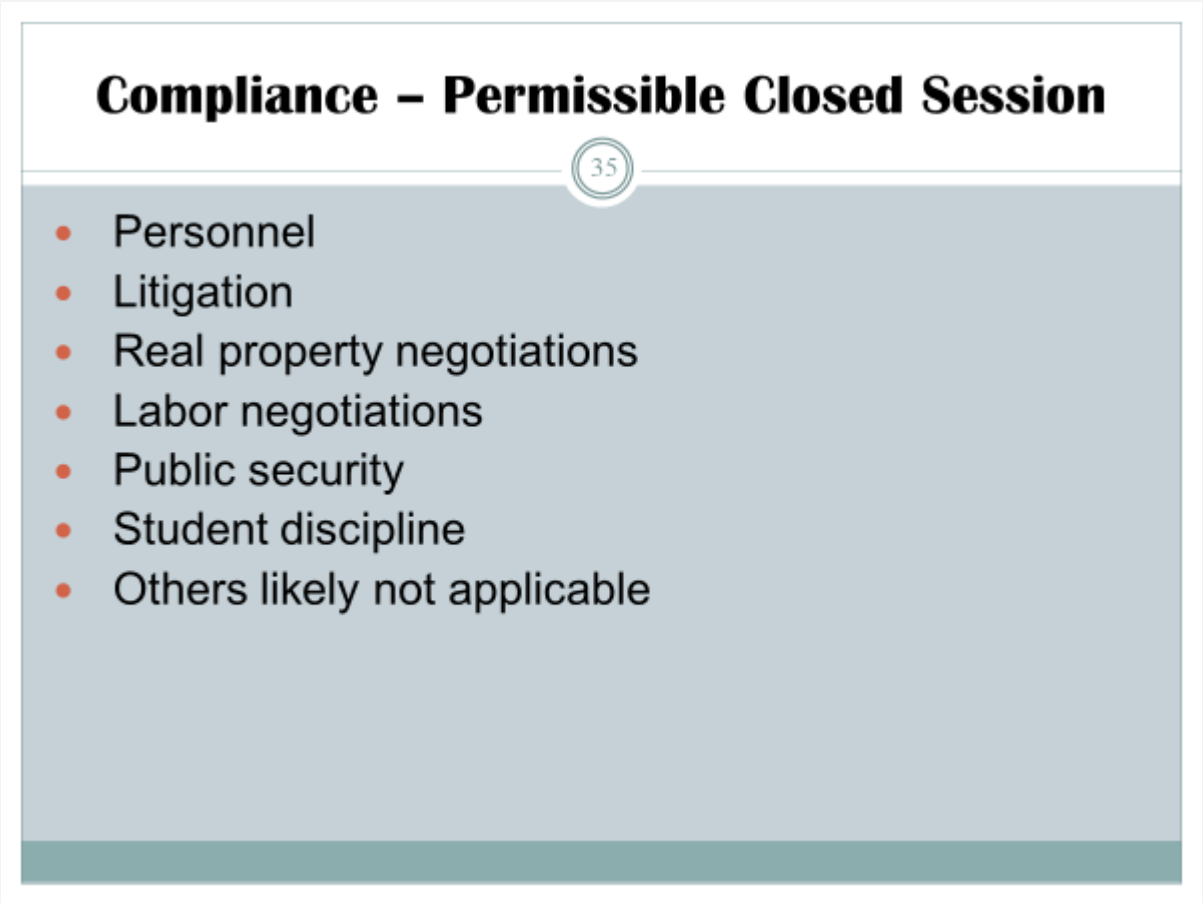
33

- Closed Sessions Generally
  - Sessions must be expressly authorized by statute
  - Narrowly construed
  - Strong bias in favor of open meetings
    - ✓ Sensitive, embarrassing or controversial content does not justify application unless expressly allowed
  - Semi-closed meetings not allowed
- Confidentiality of Closed Sessions
  - Person attending may not disclose to a non-attendee

Compliance – Closed Session

34

- Agenda detail
  - Government Code section 54954.5 provides agenda descriptions for all permissible closed session meetings, except for student discipline
  - Before convening into closed session, announce what will be discussed – only read the agenda description
  - After returning from closed session, may be required to report out action taken


Compliance – Permissible Closed Session
35
Personnel
Litigation
Real property negotiations
Labor negotiations
Public security
Student discipline
Others likely not applicable

Conflicts of Interest

36

- Until passage of SB 126, application of laws to charter schools remained contested
  - Corporations Code, Political Reform Act and Government Code sections 1090, *et seq*.
- Conflict Laws
  - Restrict an entity from entering into a transaction where a board member or employee has a financial interest
  - Articulate rules about how an entity may enter into a transaction where a board member or employee has a financial interest

Government Code section 1090

37

- An officer/employee may not make a contract in which s/he is financially interested
  - If no contract is signed, no violation
- Board members are conclusively presumed to have made any contract approved by the board even if recusal and no participation in making the contract
- Employee of charter school may be a board member, but must abstain from voting on, or influencing or attempting to influence another member of the board regarding all matters uniquely affecting that member's employment – make sure employee counts on the board are not a majority
- Employees can recuse themselves so long as they do not participate in the decision
- Applies to independent contractors and consultants

Government Code section 1090

38

- Applies to indirect and direct financial interests
  - Whether it has potential to divide official's loyalties and compromise undivided representation of public interests that the official is charged with protecting
- Certainty of financial gain is not required, may be a mere possibility
- No reach-back when looking at interests
- Applies to community and separate property income of spouse

Government Code section 1090

39

- Remote Interests – section 1091
  - Disclose the interest to the board
  - Have it noted in the official records of the body
  - Board may take action on the remote interest if it acts in good faith
  - Cannot count the vote(s) of the those with remote interests
- Non-Interests – section 1091.5
  - Board may enter transaction without recusal, but in some instances disclosure is required

Government Code section 1090

40

- Contracts made in violation of section 1090 are void and cannot be enforced
- Criminal, civil and administrative sanctions
- Disgorgement of public funds under the contract

Political Reform Act

41

- Requires charter school to adopt a Conflict of Interest Code
- Code is submitted to the entity's code reviewing body
- The Code tells the charter school directors and employees what financial interests they must disclose on Form 700
- Charter schools are required to review their Codes at least every even-numbered year
- The County Board of Supervisors is the code reviewing body for county agencies and the FPPC is the code reviewing body for a multi-county agency
- Fill out Form 700
- Follow recusal process for interested decisions (employee-directors and employees only, non-employee-directors cannot have interested decisions under Government Code section 1090)
- Prevented from making, participating in making or influencing or attempting to influence a decision involving a direct or indirect material financial interest

Form 700

42

- File annually, each April 1
- File initial, annual, assuming office, candidate and leaving office
- Look back at interests from the prior 1/1 through 12/31
- Errors/omissions may be fixed at any time and should be done as soon as possible
- Public documents
- Keep on file with the charter school, granting agency may want a copy
- www.fppc.ca.gov – offers tutorials on how to complete each schedule
- Fill out the schedules identified for your position in the school's conflict of interest code

Political Reform Act

43

- Qualifying Interests
  - Investments in business entities ($2000+ interest)
  - Interests in real estate ($2000+ interest)
  - Sources of income ($500+ in prior 12 months)
  - Sources of gifts and their agents/intermediaries ($500+ in prior 12 months)
  - Positions with business organizations (director/officer/employee/management)
  - Personal finances of the official and immediate family (spouse or dependent child)

Corporations Code

44

- Applies to all nonprofit corporations
- No more than 49% interested directors may be seated on the board (look back 1 year)
- Only currently financially interested directors allowed under section 1090 are employees
- 1090 extends to spouses; PRA extends to spouses and dependent children
- Corporations Code extends more broadly: brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law
  - Could have 49% Corporations Code interested directors without violating Government Code 1090
  - Examples: 2 members of a 5-member board worked for the charter school as consultants 8 months prior, but are not currently working as consultants. 2 members of a 5-member board are siblings of two employees at the school.
  - Recusal required for the interested directors.

Disqualification Requirements

45

- No board member may be interested in a contract – section 1090 – except for employees on the board

Disqualification

46

- If a non-board member employee
  - Provide written notice of conflict to supervisor or to the governing board
- If an employee-board member conflict exists, an employee-level conflict exists or a Corporations Code conflict (extending to family members) exists
  - The board must affirmatively find for each interested transaction that it:
    - Benefits the school
    - Is fair and reasonable at the time
    - School could not have obtained a more advantageous arrangement with reasonable effort
  - This must be reflected in the minutes

03 FINANCIAL TRAINING with Jim Surmeian



CHARTER IMPACT

Charter Finance for Board Members

October 2022

Agenda

I. Reading the Financial Package
II. Funding Basics
III. Funding Determination
IV. State Restricted One-Time Grants

I. READING THE FINANCIAL PACKAGE

Financial Package Elements

The financial statement package provided on a monthly basis is intended to give both a retrospective and prospective view of the organizations financial condition. The main elements included in the monthly package include:

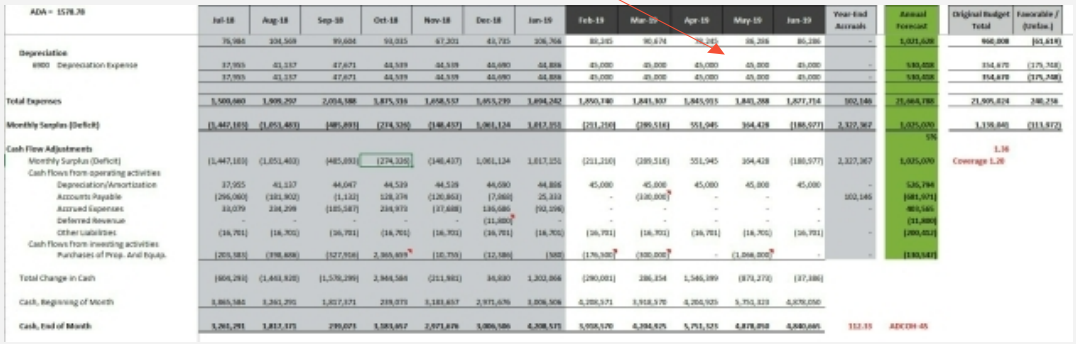
- *Monthly Cash Flow/Forecast*
- *Budget vs. Actual*
- *Statement of Financial Position*
- *Statement of Cash Flows*
- *AP Aging*
- *Monthly Check Register*

Monthly Cash Flow/Forecast

The monthly forecast is main management tool and intended to answer the following questions:

How do future costs compare to what we have been spending?

Are we on track to end the year with a surplus?



ADA = 1578.78	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Year End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	79,986	104,569	99,604	93,015	67,201	43,725	108,766	88,285	90,674	96,245	86,286	86,286	-	1,021,608	960,808	(60,800)
Depreciation																
6900 Depreciation Expense	37,955	41,157	47,671	44,539	44,539	44,690	44,806	45,000	45,000	45,000	45,000	45,000	-	530,808	354,670	(176,138)
	37,955	41,157	47,671	44,539	44,539	44,690	44,806	45,000	45,000	45,000	45,000	45,000	-	530,808	354,670	(176,138)
Total Expenses	1,500,660	1,909,297	2,054,588	1,875,316	1,658,557	1,955,299	1,894,242	1,850,740	1,841,937	1,845,915	1,841,268	1,877,714	102,146	21,664,780	21,909,824	245,258
Monthly Surplus (Deficit)	(1,447,103)	(1,051,403)	(485,891)	(274,326)	(148,437)	1,061,124	1,017,351	(251,216)	(289,516)	551,945	364,428	(188,977)	2,327,367	1,035,030	1,138,840	(113,872)
														5%		
Cash Flow Adjustments															1.16	
Monthly Surplus (Deficit)	(1,447,103)	(1,051,403)	(485,891)	(274,326)	(148,437)	1,061,124	1,017,351	(251,216)	(289,516)	551,945	364,428	(188,977)	2,327,367	1,035,030	Coverage 1.26	
Cash flows from operating activities																
Depreciation/Amortization	37,955	41,157	44,047	44,539	44,526	44,690	44,806	45,000	45,006	45,000	45,000	45,000	-	526,794		
Accounts Payable	(296,060)	(181,902)	(1,132)	128,276	(120,861)	(7,068)	25,333	-	(100,008)	-	-	-	102,146	(481,971)		
Accrued Expenses	33,079	218,299	(185,587)	218,973	(37,688)	136,686	(92,196)	-	-	-	-	-	-	403,566		
Deferred Revenue	-	-	-	-	-	(11,800)	-	-	-	-	-	-	-	(11,800)		
Other Liabilities	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	-	(200,412)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(209,385)	(398,809)	(527,916)	2,365,859	(10,759)	(12,586)	(588)	(176,500)	(100,008)	-	(1,066,800)	-	-	(130,547)		
Total Change in Cash	(604,291)	(1,443,920)	(1,570,299)	2,944,584	(211,981)	34,030	1,202,866	(290,081)	286,154	1,546,189	(873,272)	(37,186)				
Cash, Beginning of Month	3,865,586	3,261,295	1,817,371	299,073	3,181,657	2,971,676	3,006,506	4,209,371	3,918,370	4,204,525	5,751,323	4,878,050				
Cash, End of Month	3,261,295	1,817,371	299,073	3,181,657	2,971,676	3,006,506	4,209,371	3,918,370	4,204,525	5,751,323	4,878,050	4,840,865	112.33	AECOH 45		

Will we have enough cash to meet our spending needs?

How do our current expectations compare to the original budget?

Budget vs. Actual

The Budget vs. Actual is a historical review of what the school spent in the current month and year-to-date as compared to what was originally budgeted.

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Books & Supplies							
Textbooks and Core Curricula Materials	2,666	-	(2,666)	128,627	300,000	171,373	300,000
Books and Other Reference Materials	4,293	-	(4,293)	133,737	135,000	1,263	135,000
School Supplies	7,316	17,500	10,184	51,535	122,500	70,985	210,000
Special Activities/Field Trips	(8,054)	45,000	53,054	9,478	90,000	80,522	135,000
Uniforms	-	5,417	5,417	21,964	37,917	15,953	65,000
Software	11,931	8,750	(3,181)	95,449	61,250	(34,199)	105,000
Noncapitalized Equipment	7,962	-	(7,962)	97,412	350,000	252,589	350,000
Food Services	27,607	70,802	43,195	335,409	424,813	89,404	778,823
Food Non-Program Breakfast Expense (for Non Students)	51	-	(51)	301	-	(301)	-
Food Non-Program Lunch Expense (for Non Students)	216	-	(216)	2,322	-	(2,322)	-
Total Books & Supplies	53,989	147,469	93,480	876,213	1,521,479	645,267	2,078,823
Subagreement Services							
Nursing	4,507	833	(3,674)	4,978	5,833	856	10,000
Special Education	39,355	15,909	(23,446)	134,923	95,455	(39,468)	175,000
Transportation	4,709	6,364	1,654	47,838	38,182	(9,656)	70,000
Security	8,848	2,727	(6,121)	35,906	16,364	(19,542)	30,000
Other Educational Consultants	-	200	200	-	1,000	1,000	2,000
Total Subagreement Services	57,419	26,033	(31,386)	223,644	156,833	(66,811)	287,000
Professional & Consulting Services							
IT	-	833	833	2,213	5,833	3,620	10,000
Audit and Tax	1,975	7,333	5,358	17,189	22,000	4,811	22,000
Legal	(1,449)	3,750	5,199	59,265	26,250	(33,015)	45,000
Professional Development	3,420	5,833	2,413	131,526	40,833	(90,692)	70,000
General Consulting	4,651	6,667	2,016	43,600	46,667	3,067	80,000

NOTE: This report does not take mid-year revisions or changing estimates into account. For estimates based on current information, refer to the forecast.

Statement of Financial Position

The Statement of Financial Position (or “Balance Sheet” in the for-profit environment) shows the school’s assets, liabilities and net assets as of a single point in time.

This iswhatyou ownandwhatothers owe you

This iswhatyou owetoothers

This is yournetworthor “fund balance”

	Current Balance	Beginning Year Balance
Assets		
Current Assets		
Cash & Cash Equivalents	$ 4,208,571	$ 3,865,585
Accounts Receivable	123,293	4,468
Public Funding Receivables	2,213,137	2,733,703
Prepaid Expenses	690,135	426,359
Total Current Assets	7,235,135	7,030,116
Long Term Assets		
Property & Equipment, Net	2,251,809	3,965,556
Deposits	10,500	10,000
Total Long Term Assets	2,262,309	3,975,556
Total Assets	$ 9,497,445	$ 11,005,672
Liabilities		
Current Liabilities		
Accounts Payable	$ 22,008	$ 476,126
Accrued Liabilities	785,971	382,406
Deferred Revenue	-	11,800
Deferred Rent, Current Portion	0	0
Total Current Liabilities	807,979	870,332
Long Term Liabilities		
Deferred Rent, Net of Current Portion	682,578	799,485
Total Long Term Liabilities	682,578	799,485
Total Liabilities	1,490,557	1,669,817
Total Net Assets	8,006,888	9,335,855
Total Liabilities and Net Assets	$ 9,497,445	$ 11,005,672

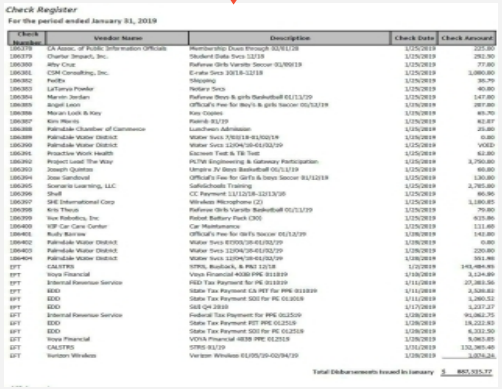
Cash Balance ≠ Fund Balance

AP Aging & Check Register

These two schedules are provided to the Board for oversight purposes. They are intended to be used for transparency purposes rather than analysis.

Check Register

This shows all checks written during the reporting period (typically the prior month).



Check Register
For the period ended January 31, 2019

Check Number	Vendor Name	Description	Check Date	Check Amount
186378	CA Assoc. of Public Information Officials	Membership Dues through 02/01/20	1/25/2019	225.00
186379	Charter Impact, Inc.	Student Data Svcs 12/19	1/25/2019	292.90
186380	Why Cruz	Referee Girls Varsity Soccer 01/09/19	1/25/2019	77.80
186381	CSM Consulting, Inc.	E-rate Svcs 10/18-12/18	1/25/2019	1,080.00
186382	FedEx	Shipping	1/25/2019	35.79
186383	LaTanya Fowler	Notary Svcs	1/25/2019	40.00
186384	Marvin Jordan	Referee Boys & girls Basketball 01/13/19	1/25/2019	147.00
186385	Angel Leon	Official's Fee for Boy's & girls Soccer 01/12/19	1/25/2019	287.00
186386	Moran Lock & Key	Key Copies	1/25/2019	40.70
186387	Kim Morris	Reimb 01/19	1/25/2019	82.87
186388	Palmdale Chamber of Commerce	Luncheon Admission	1/25/2019	20.00
186389	Palmdale Water District	Water Svcs 7/8/18-01/02/19	1/25/2019	0.00
186390	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/25/2019	VOID
186391	Proactive Work Health	Excreen Test & TB Test	1/25/2019	62.00
186392	Project Lead The Way	PLTW Engineering & Gateway Participation	1/25/2019	3,750.00
186393	Joseph Quintos	Umpire JV Boys Basketball 01/11/19	1/25/2019	60.00
186394	Jose Sandoval	Official's Fee for Girl's & Boys Soccer 01/12/19	1/25/2019	130.00
186395	Scenario Learning, LLC	Safeschools Training	1/25/2019	2,785.00
186396	Shell	CC Payment 11/12/18-12/13/18	1/25/2019	80.96
186397	SHI International Corp	Wireless Microphone (2)	1/25/2019	1,180.85
186398	Kris Theus	Referee Girls Varsity Basketball 01/11/19	1/25/2019	70.00
186399	Vex Robotics, Inc.	Robot Battery Pack (30)	1/25/2019	635.86
186400	VIP Car Care Center	Car Maintenance	1/25/2019	111.60
186401	Rudy Barrow	Official's Fee for Girl's Soccer 01/12/19	1/28/2019	142.00
186402	Palmdale Water District	Water Svcs 07/05/18-01/02/19	1/28/2019	0.00
186403	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	220.80
186404	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	551.98
EFT	CALSTRS	STRS, Bookkeeper, & PRS 12/18	1/2/2019	143,484.86
EFT	Voya Financial	Voya Financial-4030 PPE 011819	1/10/2019	3,124.89
EFT	Internal Revenue Service	FED Tax Payment for PE 011819	1/11/2019	27,383.56
EFT	EDD	State Tax Payment CA PEY For PPE 011019	1/11/2019	2,520.82
EFT	EDD	State Tax Payment SDI for PE 012619	1/11/2019	1,260.52
EFT	EDD	SUI Qtr 2018	1/17/2019	1,237.27
EFT	Internal Revenue Service	Federal Tax Payment for PPE 012519	1/28/2019	91,062.75
EFT	EDD	State Tax Payment EIT PPE 012519	1/28/2019	18,222.93
EFT	EDD	State Tax Payment SDI for PE 012519	1/28/2019	6,332.50
EFT	Voya Financial	VOYA Financial-4838 PPE 012519	1/28/2019	9,063.05
EFT	CALSTRS	STRS 01/19	1/31/2019	132,985.40
EFT	Verizon Wireless	Verizon Wireless 01/05/19-02/04/19	1/28/2019	1,074.24
		Total Disbursements Issued in January		$ 867,515.77

AP Aging

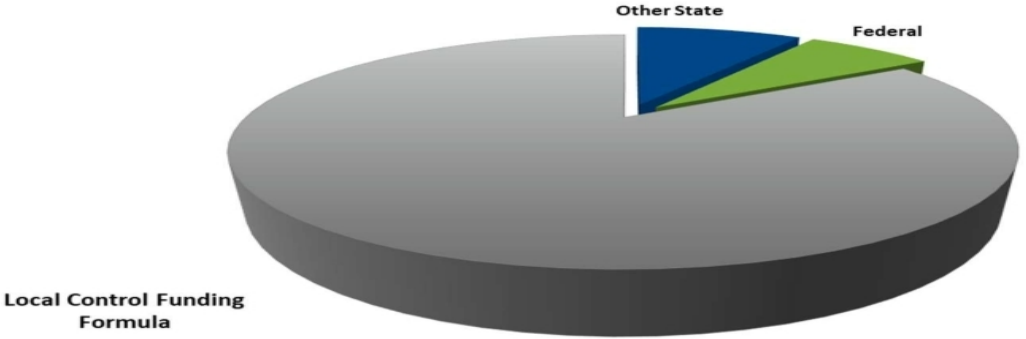
This shows all outstanding invoices due to vendors and how old they areas of a point in time.

Vendor Name	Invoice/Credit Number	Invoice/Credit Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
All City Transportation	315	1/11/2019	$ 175.00	$ -	$ -	$ -	$ -	$ 175.00
All City Transportation	317	1/17/2019	1,200.00	-	-	-	-	1,200.00
American Business Machines	431286	1/16/2019	8.00	-	-	-	-	8.00
Antelope Valley Board of Trade	0838000	1/2/2019	116.06	-	-	-	-	116.06
Avid Center	00035940	1/11/2019	520.00	-	-	-	-	520.00
Cintas Corporation #684	684763980	1/22/2019	196.89	-	-	-	-	196.89
Dell Marketing LP	10250408265	6/25/2018	168.32	-	-	-	-	168.32
Dynamic Therapy Solutions	01-2019	1/28/2019	16,300.00	-	-	-	-	16,300.00
Effectual Educational Consulting Services	2965	12/31/2018	195.00	-	-	-	-	195.00
LegalShield	LEGAL012519	1/25/2019	220.35	-	-	-	-	220.35
Marzano Research	M202673	1/16/2019	179.31	-	-	-	-	179.31
Palmdale School District	190412	1/15/2019	45.00	-	-	-	-	45.00
Palmdale Water District	PALM080918-1084	8/9/2018	(2,453.59)	-	-	-	-	(2,453.59)
Partners in Special Education, Inc	CINV-00012678	12/9/2018	235.00	-	-	-	-	235.00
Partners in Special Education, Inc	CINV-00012704	12/31/2018	591.50	-	-	-	-	591.50
School Check INL	00037455	1/22/2019	187.00	-	-	-	-	187.00
School Master Safety	630362	1/16/2019	418.53	-	-	-	-	418.53
Shell	0000000099436308901	1/13/2019	74.54	-	-	-	-	74.54
SHI International Corp	B09420789	1/23/2019	1,525.65	-	-	-	-	1,525.65
Shreds Unlimited	7951	11/9/2018	70.00	-	-	-	-	70.00
UNUM Life Insurance Company of America	0880231-001 3-01/18	1/23/2019	232.59	-	-	-	-	232.59
UNUM Life Insurance Company of America	0880232-001 0 01/19	1/23/2019	1,267.46	-	-	-	-	1,267.46
UNUM Life Insurance Company of America	0880233-001 7-01/18	1/23/2019	535.68	-	-	-	-	535.68
		Total Outstanding Invoices	$ 22,008.29	$ -	$ -	$ -	$ -	$ 22,008.29

II. FUNDING BASICS

Revenue Sources

- **87.2%** Local Control Funding Formula (“LCFF”)
- **8.7%** Other State Revenue
- **4.1%** Federal Revenue
- **0.0%** Fundraising and Grants



Local Control Funding Formula

- Main source of school funding
- Provides additional funding for “high need” students
  - Low Income (or Free/Reduced Price Meal Eligible or Title I)
  - English Learner
  - Foster Youth

The “**UNDUPLICATED**” count of above groups has significant impact

- School spending accountable to stakeholders through the Local Control Accountability Plan or “LCAP”

Local Control Funding Formula

Segments of LCFF:

BASE GRANT + ADD-ONS

SUPPLEMENTAL

CONCENTRATION

Grade	Base Grant	Add-On	Total
TK-3	$ 9,132	$ 950	$ 10,082
4-6	$ 9,270	$ -	$ 9,270
7-8	$ 9,544	$ -	$ 9,544
9-12	$ 11,061	$ 288	$ 11,349

20% Bonus for all Unduplicated

50% Bonus Unduplicated Students Over 55%

Other State Revenue

Funding Source	Amount per Student
Special Education (AB602)	$ 820
Lottery	$ 228
Mandate Cost Block	$ 18 - $ 50
Other State Revenue	*varies*

- Other revenue from the State often provides funding for specific purposes and can vary widely based on program participation.
- While these funds supplement the core LCFF funding, many have required applications, restrictions on spending, and may vary from year to year.

Federal Revenue

Funding Source	Amount per Student
Special Education	$ 125
Title Funds	*varies*
ESSER II & III	*varies*

- Federal revenue almost always comes with significant restrictions and non-financial programmatic requirements.
- Many of the grants are less predictable in both award amounts and timing of payments.
- Federal revenue can be a great supplement but schools should be fully aware of all requirements prior to applying for or accepting funds.

III. FUNDING DETERMINATION

SB740 Spending Requirements

- At least **40** percent of total public revenues must be spent on Instructional Certificated Salaries and Benefits, *AND*
- At least **80** percent of total revenues must be spent on Instruction and Instruction-Related Services, *AND*
- The Pupil to Teacher Ratio (PTR) cannot exceed:
  - 25 to 1 or
  - Equivalent PTR of the largest unified school district in county or counties in which the charter school operates

SB740 Funding Levels

Funding Level	Certificated Salary and Benefits	Instructional Sepnding *(incl. cert. salaries and benefits)*	Pupil : Teacher Ratio
100%	= or > 40% AND	= or > 80% AND	25:1
85%	= or > 40% AND	= or > 40%	N/A
70%	= or > 35% AND	= or > 80%	N/A
Zero	< 35% OR	< 60%	N/A

IV. STATE RESTRICTED ONE-TIME GRANTS

Feather River – State One-Time Grants

- **Expanded Learning Opportunity (ELO)**
- **A-G Completion Grant**
- **Educator Effectiveness Block Grant (EEBG)**
- **Arts, Music & Instructional Materials Block Grant (new for 22-23)**
- **Learning Recovery Emergency Block Grant (new for 22-23)**

CHARTER IMPACT

Feather River - ELO

- The ELO Grant was provided to give students additional learning programs developing the academic, social, emotional, and physical needs and interests of our pupils.

- Despite the establishment of these funds, only 15% of the total funds can and should be used for remote learning. The other 85% must be used for In-Person Instruction.

- Most of the NCB schools were provided more than 15% of the funds already; it will be up to our school staff to develop IPI opportunities for our pupils.

CHARTER IMPACT

Feather River – A-G Completion

- The A-G Completion Grants are a follow on to the PGSGP grants, which were to set aside funding to engage students toward the successful completion from High School

- The one item that is different vs. PGSGP is that there is a Learning Loss component associated with COVID-19.

- LEAs will be responsible for developing plans to help Unduplicated Students achieve success, using the funds for curriculum, salaries, etc…

CHARTER IMPACT

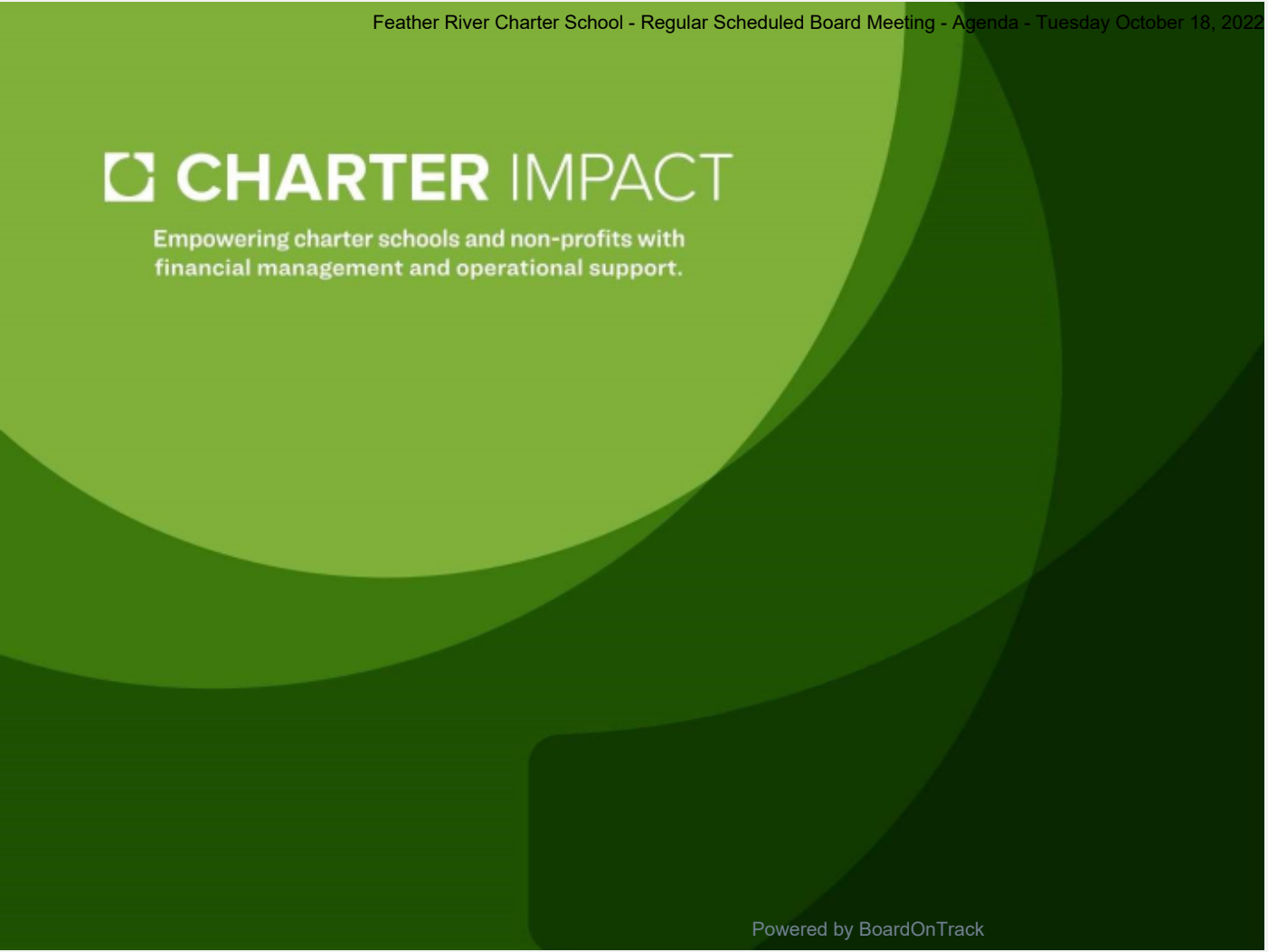
Feather River – EEBG

- Funding to each school provided based on the number of FTE's the school has multiplied by about $2,400 per FTE
- Eligible for all Certificated and Classified Staff
- Offered in addition to any Title II Funding a school may have
- Practices and strategies that reengage pupils and lead to accelerated learning.
- Can also include Coaching and Mentoring of Staff

Feather River – Amount Granted

- Federal Grants $2,083,934 (est.)
- State Grants $3,524,068 (est.)

CHARTER IMPACT


CHARTER IMPACT
Empowering charter schools and non-profits with
financial management and operational support.



04

BOARD OF DIRECTORS RESPONSIBILITIES, NORMS, AND ROLES with Bryanna Brossman

BOARD RESPONSIBILITIES

Nonprofit board members have two basic responsibilities—support and governance.

The easiest way to stay in compliance with the law is to follow what is commonly referred to as “The 3 D’s.”

- The Duty of Care
- The Duty of Obedience
- The Duty of Loyalty



Duty of Care

Board member shall:

- Perform the duties as a member
- Serve on any committee of the board in good faith believes to be in the best interests of the the School and with such care
- Reasonable inquiry, as an ordinarily prudent person



Duty of Obedience

Board Members have a duty to:

- Adhere to the Schools governing documents (articles of incorporation, bylaws and board-established governing policies)
- Ensure the School's purpose is carried out, and to ensure that funds are used for lawful purposes.
- Comply with state and federal laws relating to the conducting of the organization's business.



Duty of Loyalty

Board Members have a duty of complete, undivided loyalty to the School.

- Put the interests of the School first
- Avoid using their position or organizational assets in a way that would result in pecuniary or monetary gain for themselves, for any family member, or for other organizations with which the board member is affiliated.



BOARD NORMS

- Focusing on all students
- Adherence to the Brown Act
- Demonstrating respect
- Creating transparency
- Communicating openly
- Listening actively
- Keeping commitments
- Being collaborative
- Taking the time needed to govern effectively
- Encouraging everyone's ideas and point of view



Board Positions at a Glance

President - The board president presides over the meetings, sets goals and objectives with the board and ensures they are met, and serves as the contact for board issues.

Treasurer - The treasurer serves as the President in their absence, manages the Board's review of and action on its financial responsibilities, and participates in the annual audit.,

Secretary - The secretary is responsible for overseeing note taking during the meetings, sign board approved minutes, and sign any board approved resolutions, memorandoms, and agreements.

Governing Board Documents

ARTICLES OF INCORPORATION

A set of formal documents filed with the state of California to legally document the creation of a corporation. The Statement of Information must be updated with the State every other year and whenever the officers change.

BYLAWS

Serve as the operating manual for an organization's board of directors.



05

BOARD EVALUATION PROCESS with Darcy Belleza

UPCOMING DATES FOR GB SELF-EVALUATION AND BOARD GOALS

DISCUSSION: GB SELF-EVALUATION

18 OCTOBER

6 DECEMBER

- BOARD APPROVAL OF GB SELF-EVALUATION
- DISCUSSION: PROPOSED GB SURVEY FOR PARENTS, STUDENTS AND COMMUNITY PARTNERS

DISCUSS BOARD GOALS AND PROGRESS

17 JANUARY

7 MARCH

- SEND GB EVAL SURVEY TO PARENTS, STUDENTS AND COMMUNITY PARTNERS
- BOARDS RECEIVE FEEDBACK AND COMPLETE SELF-EVALUATION FOR MAY GB MEETING
- DISCUSS BOARD GOALS AND PROGRESS

GB DISCUSSES SELF-EVALUATION DISCUSS BOARD GOALS AND PROGRESS

23 MAY

Powered by BoardOnTrack

06
BOARD GOALS with Darcy Belleza



22/23 Board Goals Timeline

October: Create board goals
December - March: Track progress towards goals
May: Evaluate outcomes and improvements towards goals
June: Discuss new goals or continued goals for 23/24 school year

Board selects a goal(s) in areas:

1. Effective Governance and Foundational Documents
2. Academic Performance Monitoring
3. Budget and Finance
4. Board Operations and Relations
5. Personnel and Staffing

SMART Goals

Specific: Goal should be clear and concise
Measurable: Goals should specify criteria for evaluating accomplishment
Attainable: Goals should be realistic, achievable, challenging and aggressive
Relevant: Goals should be aligned with the schools' real needs and priorities
Time-Bound: Goals should specify the time frame in which they are to be achieved

Personnel and Staffing

- **Board discusses goals in relation to the main topic**
- **Board creates an action plan for each board member or collective**
- **Board creates an action plan for the School to assist with achieving their goal**
- **Board and School will report out at next GB Meeting of progress of goal**

2023,
will
e staff
unity
or the 23-
Year

Board Member #1:

- Assist in marketing the school to promote more staff hiring and community partners in the more rural counties within the charter

Board Member #2:

- Research social media/advertising to increase awareness of school for new employee recruitment and community partners

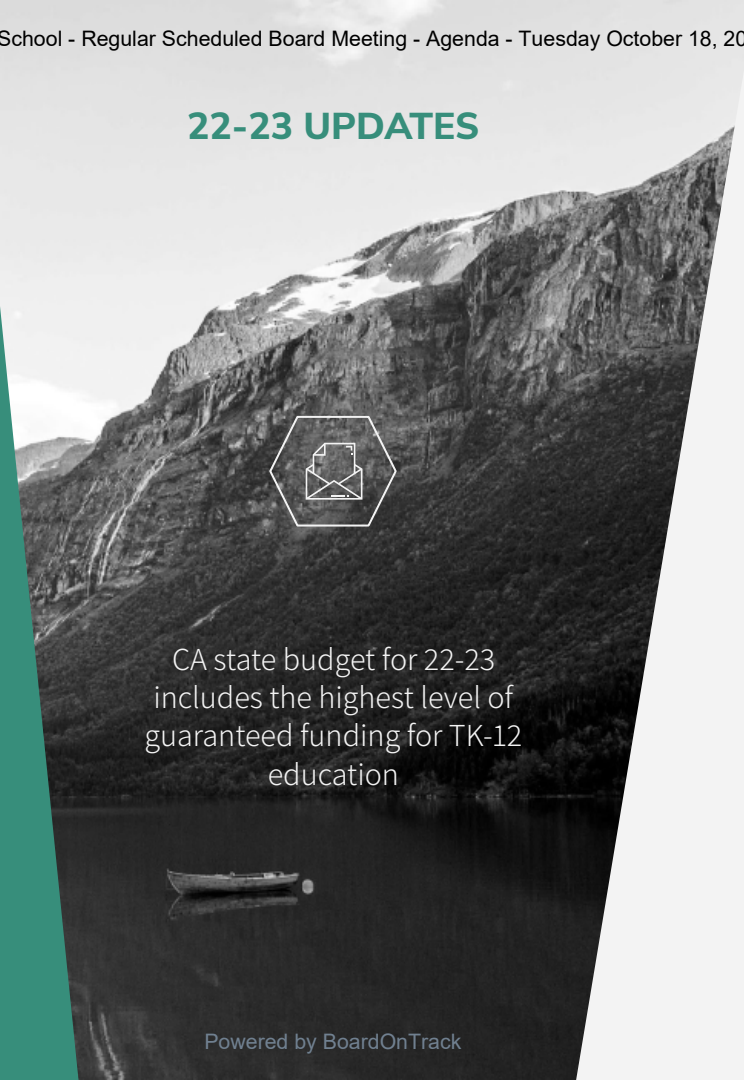
All Board Members:

- Attend school sponsored, community events to make connections to share desire of a more increase of both staff and Community Partners within rural communities
- Create a survey/social media posts to gain feedback of families within more rural communities

Board Member #3:

- Meet with school staff to discuss current hiring practices and Community Partner outreach
- Meet with Family Liaison team to discuss more support for rural areas

22-23 UPDATES



Moratorium on new non-classroom based charter schools continues until January 1, 2025

CA state budget for 22-23 includes the highest level of guaranteed funding for TK-12 education

TK eligibility: for 22-23 children whose 5th birthday is between September 2 and February 2 are eligible

Assembly and State Bill Updates



AB 361

Amended Brown Act to allow remote board meetings during a proclaimed state of emergency



AB 101: Ethnic Studies

Ethnic Studies required for graduation. Beginning with the 25-26 school year, charter schools with a high school must offer at least one-semester course in ethnic studies



AB 2158: Ethics Training

Adds LEA GB Members to the list of public officials who are required to receive at least two hours of ethics training every two years

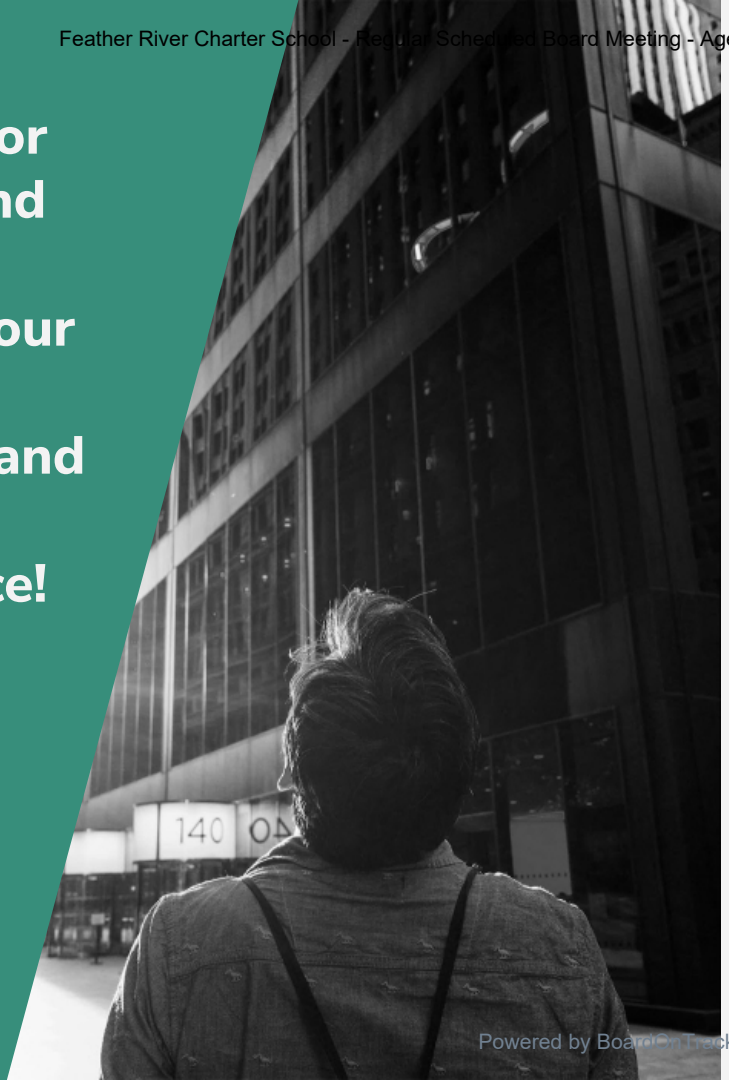
Topics: bribery, conflict of interest, gifts and travel



SB 1100: Orderly conduct of open meetings

Amended Brown Act to permit the presiding officer of the board or designee to remove an individual for disrupting a board meeting

Thank you for your time and dedication supporting our school, community and support for school choice!



Coversheet

Approval of August 2022 Financials

Section: III. Governance
Item: B. Approval of August 2022 Financials
Purpose:
Submitted by:
Related Material: 22.08_FRCS_Board Package.pdf

CHARTER IMPACT

Feather River Charter School

Monthly Financial Presentation

August 2022

FEATHER RIVER – Financial Highlights

- Enrollment slightly higher than budget – 2327 through July vs. 2285 Budgeted
- Revenues now projected to be $2.2M higher than Budget
- Expenses now projected to be $1.5M higher than Budget
- Surplus now $2,398M projected vs. $1.7M Budgeted Surplus
- Senate Bill 740 Requirements:
  - 40/80 Expense Ratio

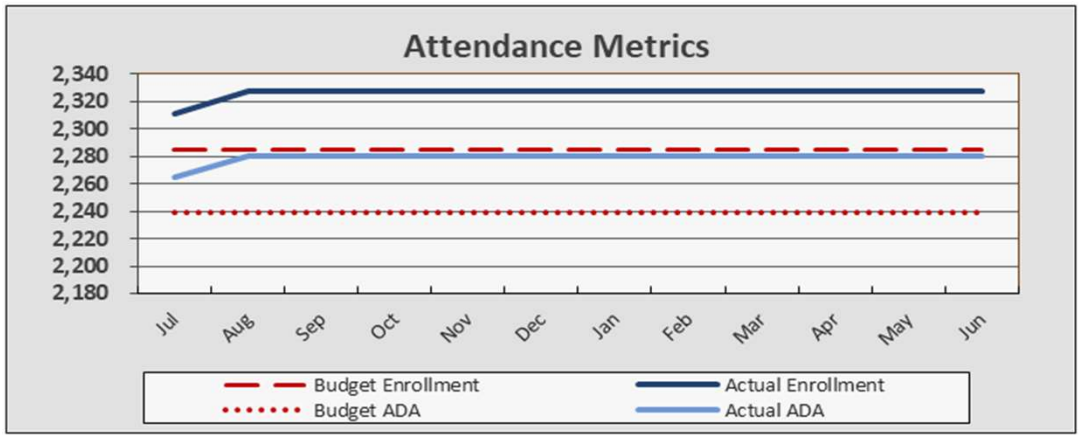
Cert.	Instr.
50.1%	81.0%
2,871,111	289,411

  - 25:1 Pupil-Teacher ratio

Pupil:Teacher Ratio
20.00 :1

Attendance & Data Metrics

Enrollment & Per Pupil Data			
	Actual	**Forecast**	**Budget**
Average Enrollment	2326	2327	2285
ADA	2279	2280	2239
Attendance Rate	98.0%	98.0%	98.0%
Unduplicated %	41.6%	41.6%	41.6%
Revenue per ADA		$12,507	$11,742
Expenses per ADA		$11,455	$10,981



FEATHER RIVER - Revenue

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	$ -	$ -	$ -	$ 24,844,870	$ 22,953,219	$ 1,891,650
Federal Revenue	-	-	-	1,177,257	1,096,806	80,451
Other State Revenue	70,320	13,232	57,088	2,486,709	2,243,547	243,162
Other Local Revenue	-	-	-	13,441	-	13,441
Total Revenue	**$ 70,320**	**$ 13,232**	**$ 57,088**	**$ 28,522,277**	**$ 26,293,572**	**$ 2,228,705**

FEATHER RIVER - Expenses

- YTD Expenditures higher due to higher enrollment numbers

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Expenses						
Certificated Salaries	$ 716,155	$ 741,192	$ 25,037	$ 10,883,381	$ 9,619,306	$ (1,264,075)
Classified Salaries	33,907	38,214	4,308	508,335	458,572	(49,763)
Benefits	213,966	267,631	53,665	3,480,076	3,387,041	(93,036)
Books and Supplies	248,983	92,383	(156,599)	3,664,447	3,011,326	(653,121)
Subagreement Services	172,055	291,824	119,770	4,843,729	5,202,317	358,588
Operations	12,726	15,958	3,232	226,536	191,500	(35,036)
Facilities	-	192	192	4,978	2,300	(2,678)
Professional Services	104,102	121,458	17,356	2,349,321	2,316,872	(32,448)
Depreciation	239	300	61	3,562	3,600	38
Interest	16,124	-	(16,124)	159,325	396,697	237,373
Total Expenses	**$ 1,518,257**	**$ 1,569,153**	**$ 50,896**	**$ 26,123,689**	**$ 24,589,531**	**$ (1,534,157)**

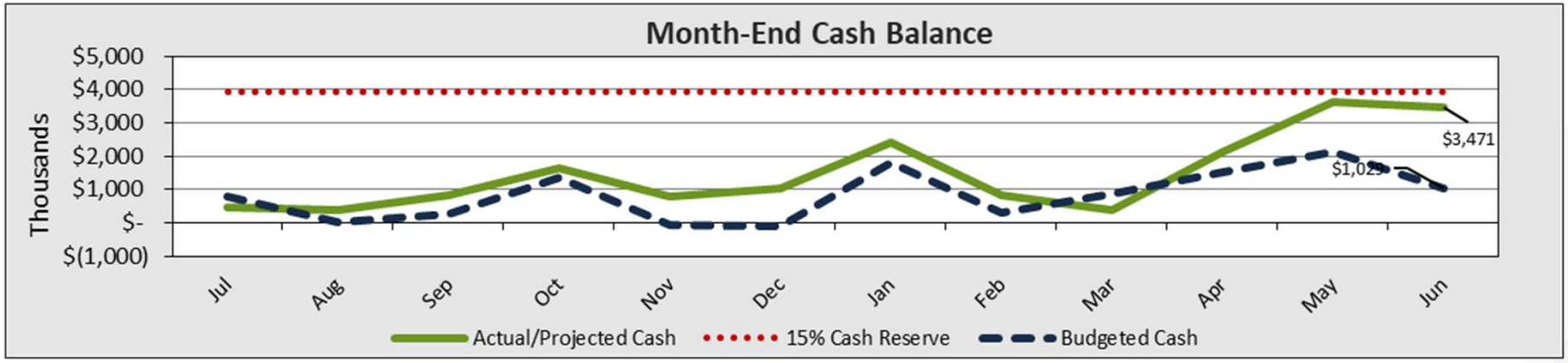
FEATHER RIVER - Fund Balance

- Annual Surplus represents 9.18% of Annual Expenses

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (1,447,937)**	**$ (1,555,921)**	**$ 107,984**	**$ 2,398,588**	**$ 1,704,041**	**$ 694,547**
Beginning Fund Balance	(1,155,509)	(1,155,509)		(1,155,509)	(1,155,509)	
Ending Fund Balance	**$ (2,603,446)**	**$ (2,711,430)**		**$ 1,243,079**	**$ 548,532**	
As a % of Annual Expenses	*-10.0%*	*-11.0%*		*4.8%*	*2.2%*	

FEATHER RIVER - Cash Balance

- No concerns in cash flow projections.
- Year-end cash balance projected at $3.47M.
- Factoring forecasted to end in FY22-23 (March) as school enrollment expands



Feather River – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Oct-05	**California Basic Educational Data System (CBEDS) Information Day -** The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction. Data is due to CDE on **October 31th.**	Client	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-14	**Federal Stimulus Reporting-** 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, including ESSER I, GEER I, ESSER II, ESSER III and ELO-G. Reporting for the preceding quarter (July 1 - Sep 30).	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
DATA TEAM	Oct-31	**CBEDS-ORA -** Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data**.**	Client	No	No	https://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	**Federal Cash Management - Period 2 -** Charter schools that are awarded a grant under any of these programs: **Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs** must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	**ASES -1st Quarter Expenditure Report -** The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	http://www.cde.ca.gov/ls/ba/as/
DATA TEAM	Oct-31	**Complete 20-Day Attendance Report -** Charter schools in their first year of operation that begin instruction by September 30th, and continuing charter schools that are expanding by adding one or more grade levels, may apply for a special advance on their funding for LCFF State Aid and EPA State Aid. The special advance is based on actual ADA and pupil demographic data for the first 20 days of student instruction.	Client	No	Yes	https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2
FINANCE	Nov-15	**Review and/or Update Non-Profit IRS Form 990 Policies -** The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. **Most schools extend this deadline to the following May 15th.**	Client	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	**1st Interim Financial Report -** Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp

FEATHER RIVER - Appendix

- Monthly Cash Flow / Forecast 22-23
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Compliance Report

Feather River Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/27/2022

ADA = 2280.46

CHARTER IMPACT

	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 Forecast	Original Budget Total	Favorable / (Unfav.)
LCFF State Aid	0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
New School/New Grade Apportionment	0.0%	0.0%	0.0%	37.0%	0.0%	0.0%	18.0%	0.0%	n/a	n/a	n/a	n/a	n/a			
In Lieu of Property Taxes	0.0%	6.0%	12.0%	8.0%	8.0%	8.0%	8.0%	8.0%	33.3%	16.7%	16.7%	16.7%	16.7%			
New School In Lieu of Property Taxes	0.0%	0.0%	0.0%	26.0%	8.0%	8.0%	8.0%	8.0%	n/a	n/a	n/a	n/a	n/a			
Special Education	0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
Revenues															ADA = 2239.30	
State Aid - Revenue Limit																
LCFF - New Grade	-	-	-	-	-	-	-	-	-					-	-	-
LCFF - Continuing Charters	-	926,082	926,082	1,666,948	1,666,948	1,666,948	1,666,948	1,666,948	2,687,573	2,687,573	2,687,573	2,687,573	2,598,195	**23,535,390**	21,137,886	2,397,504
8011 LCFF State Aid	-	926,082	926,082	1,666,948	1,666,948	1,666,948	1,666,948	1,666,948	2,687,573	2,687,573	2,687,573	2,687,573	2,598,195	**23,535,390**	21,137,886	2,397,504
8012 Education Protection Account	-	-	-	91,679	-	-	91,679	-	-	91,679	-	-	83,447	**358,482**	447,860	(89,378)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	51,859	89,696	59,798	59,798	59,798	59,798	59,798	170,151	85,076	85,076	85,076	85,076	**950,997**	1,367,473	(416,476)
	-	977,941	1,015,778	1,818,424	1,726,746	1,726,746	1,818,424	1,726,746	2,857,724	2,864,327	2,772,649	2,772,649	2,766,717	**24,844,870**	**22,953,219**	**1,891,650**
Federal Revenue																
8181 Special Education - Entitlement	-	-	11,203	20,165	20,165	20,165	20,165	20,165	34,606	34,606	34,606	34,606	34,606	**285,058**	279,913	5,145
8182 Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8220 Federal Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 Title I, Part A - Basic Low Income	-	-	55,134	-	-	165,403	-	-	-	-	-	-	-	**220,537**	145,231	75,306
8291 Title II, Part A - Teacher Quality	-	-	6,843	-	-	20,529	-	-	-	-	-	-	-	**27,372**	27,372	-
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8294 Title V, Part B - PCSG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8295 Charter Facility Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8296 Other Federal Revenue	-	-	161,073	-	-	161,073	-	-	161,073	-	-	161,073	-	**644,291**	644,291	-
8299 Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	234,252	20,165	20,165	367,169	20,165	20,165	195,679	34,606	34,606	195,679	34,606	**1,177,257**	**1,096,806**	**80,451**
Other State Revenue																
8311 State Special Education	70,320	-	70,800	127,440	127,440	127,440	127,440	127,440	204,648	204,648	204,648	204,648	204,648	**1,801,563**	1,634,689	166,874
8520 Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandated Cost	-	-	-	-	-	45,065	-	-	-	-	-	-	-	**45,065**	45,065	-
8560 State Lottery	-	-	-	-	-	-	116,005	-	-	116,005	-	-	358,356	**590,365**	510,560	79,805
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	-	9,715	-	-	-	-	-	-	-	-	-	40,000	-	**49,715**	53,232	(3,517)
	70,320	9,715	70,800	127,440	127,440	172,506	243,445	127,440	204,648	320,653	204,648	244,648	563,004	**2,486,709**	**2,243,547**	**243,162**
Other Local Revenue																
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	-	13,441	-	-	-	-	-	-	-	-	-	-	-	**13,441**	-	13,441
	-	13,441	-	-	-	-	-	-	-	-	-	-	-	**13,441**	-	**13,441**
Total Revenue	**70,320**	**1,001,097**	**1,320,831**	**1,966,029**	**1,874,351**	**2,266,420**	**2,082,034**	**1,874,351**	**3,258,051**	**3,219,586**	**3,011,903**	**3,212,976**	**3,364,327**	**28,522,277**	**26,293,572**	**2,228,705**
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	552,317	663,345	648,785	648,785	648,785	648,785	648,785	648,785	648,785	648,785	648,785	648,785	-	**7,703,514**	7,107,932	(595,582)
1170 Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1175 Teachers' Extra Duty/Stipends	20,900	57,975	57,727	57,727	57,727	57,727	57,727	57,727	57,727	57,727	57,727	642,727	-	**1,241,148**	725,000	(516,148)
1200 Pupil Support Salaries	27,633	31,705	36,933	36,933	36,933	36,933	36,933	36,933	36,933	36,933	36,933	36,933	-	**428,667**	411,405	(17,262)
1300 Administrators' Salaries	51,492	60,313	56,827	56,827	56,827	56,827	56,827	56,827	56,827	56,827	56,827	56,827	-	**680,075**	723,180	43,105
1900 Other Certificated Salaries	63,813	73,360	69,280	69,280	69,280	69,280	69,280	69,280	69,280	69,280	69,280	69,280	-	**829,977**	651,789	(178,188)
	716,155	886,698	869,553	869,553	869,553	869,553	869,553	869,553	869,553	869,553	869,553	1,454,553	-	**10,883,381**	**9,619,306**	**(1,264,075)**
Classified Salaries																
2100 Instructional Salaries	-	100	-	-	-	-	-	-	-	-	-	-	-	**100**	-	(100)
2200 Support Salaries	3,121	3,901	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	-	**36,189**	70,140	33,951
2300 Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2400 Clerical and Office Staff Salaries	7,543	9,463	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	-	**108,673**	93,840	(14,833)
2900 Other Classified Salaries	23,242	27,895	31,224	31,224	31,224	31,224	31,224	31,224	31,224	31,224	31,224	31,224	-	**363,372**	294,592	(68,780)
	33,907	41,360	43,307	43,307	43,307	43,307	43,307	43,307	43,307	43,307	43,307	43,307	-	**508,335**	**458,572**	**(49,763)**
Benefits																
3101 STRS	134,054	163,714	161,672	161,672	161,672	161,672	161,672	161,672	161,672	161,672	161,672	270,438	-	**2,023,254**	1,837,287	(185,967)
3202 PERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3301 OASDI	2,053	2,515	2,745	2,745	2,745	2,745	2,745	2,745	2,745	2,745	2,745	2,745	-	**32,018**	32,474	456
3311 Medicare	10,592	13,161	12,661	12,661	12,661	12,661	12,661	12,661	12,661	12,661	12,661	20,775	-	**158,478**	147,075	(11,404)
3401 Health and Welfare	54,601	97,735	94,500	94,500	94,500	94,500	94,500	94,500	94,500	94,500	94,500	94,500	-	**1,097,336**	1,240,000	142,664
3501 State Unemployment	5,204	1,679	3,385	3,385	3,385	3,385	16,926	13,541	6,770	3,385	3,385	3,385	-	**67,817**	51,975	(15,842)
3601 Workers' Compensation	4,206	8,088	4,366	4,366	4,366	4,366	4,366	4,366	4,366	4,366	4,366	7,164	-	**58,751**	50,715	(8,035)
3901 Other Benefits	3,255	3,716	3,332	3,332	3,332	3,332	3,332	3,332	3,332	3,332	3,332	5,467	-	**42,421**	27,514	(14,907)
	213,966	290,609	282,661	282,661	282,661	282,661	296,202	292,816	286,046	282,661	282,661	404,474	-	**3,480,076**	**3,387,041**	**(93,036)**
Books and Supplies																
4100 Textbooks and Core Materials	3,247	2,362	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	-	**43,109**	45,000	1,891
4200 Books and Reference Materials	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	**25,000**	30,000	5,000
4302 School Supplies	114,771	240,748	220,069	161,564	111,019	142,830	173,448	140,737	234,329	256,546	174,542	365,939	-	**2,336,541**	2,113,408	(223,133)
4305 Software	127,751	130,369	34,742	34,742	34,742	34,742	34,742	34,742	34,742	34,742	34,742	34,742	-	**605,545**	423,100	(182,445)
4310 Office Expense	-	-	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	-	**22,250**	26,200	3,950
4311 Business Meals	-	316	-	-	-	-	-	-	-	-	-	-	-	**316**	100	(216)
4312 School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4400 Noncapitalized Equipment	3,214	2,365	69,553	51,063	35,088	45,142	54,819	44,480	74,060	81,082	55,165	115,656	-	**631,687**	373,518	(258,168)
4700 Food Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	248,983	376,160	332,839	255,844	189,324	231,189	271,485	228,434	351,606	380,846	272,924	524,812	-	**3,664,447**	**3,011,326**	**(653,121)**

Feather River Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/27/2022

ADA = 2280.46

CHARTER IMPACT

		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 Forecast	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																	
5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Special Education	-	47	87,500	87,500	87,500	87,500	87,500	87,500	87,500	87,500	87,500	87,500	-	875,047	1,400,200	525,153
5103	Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5105	Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106	Other Educational Consultants	48,383	(80,021)	277,687	203,864	140,086	180,226	218,861	177,584	295,681	323,715	220,241	461,749	-	2,468,055	2,222,510	(245,545)
5107	Instructional Services	123,671	126,433	125,052	125,052	125,052	125,052	125,052	125,052	125,052	125,052	125,052	125,052	-	1,500,626	1,579,607	78,980
		172,055	46,458	490,239	416,417	352,638	392,778	431,413	390,136	508,233	536,268	432,793	674,301	-	4,843,729	5,202,317	358,588
Operations and Housekeeping																	
5201	Auto and Travel	-	208	-	-	-	-	-	-	-	-	-	-	-	208	1,600	1,393
5300	Dues & Memberships	385	2,140	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	17,525	18,000	475
5400	Insurance	12,123	23,314	12,123	12,123	12,123	12,123	12,123	12,123	12,123	12,123	12,123	12,123	-	156,667	120,000	(36,667)
5501	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5502	Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5516	Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531	ASB Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5900	Communications	-	7,932	3,908	3,908	3,908	3,908	3,908	3,908	3,908	3,908	3,908	3,908	-	47,015	46,300	(715)
5901	Postage and Shipping	218	236	467	467	467	467	467	467	467	467	467	467	-	5,121	5,600	479
		12,726	33,829	17,998	17,998	17,998	17,998	17,998	17,998	17,998	17,998	17,998	17,998	-	226,536	191,500	(35,036)
Facilities, Repairs and Other Leases																	
5601	Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5602	Additional Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5603	Equipment Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5604	Other Leases	-	1,380	125	125	125	125	125	125	125	125	125	125	-	2,630	1,500	(1,130)
5605	Real/Personal Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5610	Repairs and Maintenance	-	1,682	67	67	67	67	67	67	67	67	67	67	-	2,348	800	(1,548)
		-	3,062	192	192	192	192	192	192	192	192	192	192	-	4,978	2,300	(2,678)
Professional/Consulting Services																	
5801	IT	-	-	242	242	242	242	242	242	242	242	242	242	-	2,417	2,800	383
5802	Audit & Taxes	-	4,125	-	4,000	4,000	4,000	-	-	-	-	-	-	-	16,125	11,800	(4,325)
5803	Legal	-	996	9,275	9,275	9,275	9,275	9,275	9,275	9,275	9,275	9,275	9,275	-	93,746	109,300	15,554
5804	Professional Development	3,671	2,372	8,114	8,114	8,114	8,114	8,114	8,114	8,114	8,114	8,114	8,114	-	87,186	97,372	10,186
5805	General Consulting	667	-	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	-	19,834	23,000	3,166
5806	Special Activities/Field Trips	6,935	11,231	21,691	15,924	10,942	14,078	17,096	13,871	23,096	25,286	17,203	36,068	-	213,422	207,792	(5,630)
5807	Bank Charges	1,483	830	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	-	15,230	15,200	(30)
5808	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5809	Other taxes and fees	-	-	617	617	617	617	617	617	617	617	617	617	-	6,167	7,300	1,133
5810	Payroll Service Fee	-	-	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	-	14,083	16,600	2,517
5811	Management Fee	91,347	92,531	95,189	95,189	95,189	95,189	95,189	95,189	95,189	95,189	95,189	95,189	-	1,135,765	1,137,112	1,346
5812	District Oversight Fee	-	-	30,473	54,553	51,802	51,802	54,553	51,802	85,732	85,930	83,179	83,179	112,340	745,346	688,597	(56,750)
5813	County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5814	SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5815	Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		104,102	112,085	170,217	192,530	184,798	187,933	189,702	183,727	226,881	229,269	218,436	237,301	112,340	2,349,321	2,316,872	(32,448)
Depreciation																	
6900	Depreciation Expense	239	239	308	308	308	308	308	308	308	308	308	308	-	3,562	3,600	38
		239	239	308	308	308	308	308	308	308	308	308	308	-	3,562	3,600	38
Interest																	
7438	Interest Expense	16,124	19,095	26,118	27,860	-	41,790	28,338	-	-	-	-	-	-	159,325	396,697	237,373
		16,124	19,095	26,118	27,860	-	41,790	28,338	-	-	-	-	-	-	159,325	396,697	237,373
Total Expenses		1,518,257	1,809,596	2,233,432	2,106,669	1,940,778	2,067,709	2,148,496	2,026,472	2,304,124	2,360,401	2,138,172	3,357,245	112,340	26,123,689	24,589,531	(1,534,157)
Monthly Surplus (Deficit)		(1,447,937)	(808,499)	(912,601)	(140,639)	(66,428)	198,712	(66,462)	(152,121)	953,928	859,186	873,731	(144,269)	3,251,988	2,398,588	1,704,041	694,547

Feather River Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/27/2022

ADA = 2280.46

CHARTER IMPACT

	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 Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(1,447,937)	(808,499)	(912,601)	(140,639)	(66,428)	198,712	(66,462)	(152,121)	953,928	859,186	873,731	(144,269)	3,251,988	**2,398,588**	Cert.	Instr.
Cash flows from operating activities															50.1%	81.0%
Depreciation/Amortization	239	239	308	308	308	308	308	308	308	308	308	308	-	**3,562**	2,871,111	289,411
Public Funding Receivables	21,078	(746,474)			893,704	596,981		-	-	893,704	596,981	-	(3,364,327)	**(1,108,354)**		
Grants and Contributions Rec.	78,285	-	1,506,744	891,676	(375,390)	(546,831)	-	-	-	-	-	-	-	**1,554,484**		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Prepaid Expenses	(34,037)	(36,875)	-	-	-	-	-	-	-	-	-	-	-	**(70,912)**		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Accounts Payable	(609,253)	80,167	-	-	-	-	-	-	-	-	-	-	112,340	**(416,747)**	Pupil:Teacher Ratio	
Accrued Expenses	329,328	98,830	-	-	-	-	-	-	-	-	-	-	-	**428,158**	20.00	
Other Liabilities	-	39,696	-	-	-	-	-	-	-	-	-	-	-	**39,696**		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Cash flows from financing activities																
Proceeds from Factoring	1,472,200	1,325,000	1,305,905	1,392,986	-	1,392,986	1,416,906	-	-	-		-	-	**8,305,983**		
Payments on Factoring	-	-	(1,472,200)	(1,325,000)	(1,305,905)	(1,392,986)	-	(1,392,986)	(1,416,906)	-	-	-	-	**(8,305,983)**		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Total Change in Cash	(190,097)	(47,915)	428,156	819,331	(853,711)	249,170	1,350,752	(1,544,799)	(462,670)	1,753,198	1,471,021	(143,961)				
Cash, Beginning of Month	642,888	452,791	404,876	833,032	1,652,363	798,652	1,047,822	2,398,574	853,775	391,105	2,144,303	3,615,324				
Cash, End of Month	**452,791**	**404,876**	**833,032**	**1,652,363**	**798,652**	**1,047,822**	**2,398,574**	**853,775**	**391,105**	**2,144,303**	**3,615,324**	**3,471,363**				

Feather River Charter School

Budget vs Actual

For the period ended August 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ 926,082	$ 845,973	$ 80,109	$ 926,082	$ 845,973	$ 80,109	$ 21,137,886
Education Protection Account	-	-	-	-	-	-	447,860
In Lieu of Property Taxes	51,859	65,674	(13,815)	51,859	65,674	(13,815)	1,367,473
Total State Aid - Revenue Limit	977,941	911,648	66,293	977,941	911,648	66,293	22,953,219
Federal Revenue							
Special Education - Entitlement	-	11,203	(11,203)	-	11,203	(11,203)	279,912
Title I, Part A - Basic Low Income	-	-	-	-	-	-	145,231
Title II, Part A - Teacher Quality	-	-	-	-	-	-	27,372
Other Federal Revenue	-	-	-	-	-	-	644,291
Total Federal Revenue	-	11,203	(11,203)	-	11,203	(11,203)	1,096,806
Other State Revenue							
State Special Education	-	65,423	(65,423)	70,320	65,423	4,897	1,634,689
Mandated Cost	-	-	-	-	-	-	45,065
State Lottery	-	-	-	-	-	-	510,560
Prior Year Revenue	-	-	-	-	-	-	-
Other State Revenue	9,715	-	9,715	9,715	13,232	(3,517)	53,232
Total Other State Revenue	9,715	65,423	(55,708)	80,035	78,655	1,380	2,243,547
Other Local Revenue							-
Contributions, Restricted	13,441	-	13,441	13,441	-	13,441	-
Total Other Local Revenue	13,441	-	13,441	13,441	-	13,441	-
Total Revenues	**$ 1,001,097**	**$ 988,273**	**$ 12,824**	**$ 1,071,417**	**$ 1,001,505**	**$ 69,912**	**$ 26,293,572**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 663,345	$ 592,328	$ (71,018)	$ 1,215,663	$ 1,184,655	$ (31,007)	$ 7,107,932
Teachers' Extra Duty/Stipends	57,975	-	(57,975)	78,875	-	(78,875)	725,000
Pupil Support Salaries	31,705	34,284	2,579	59,338	68,568	9,229	411,405
Administrators' Salaries	60,313	60,265	(48)	111,804	120,530	8,726	723,180
Other Certificated Salaries	73,360	54,316	(19,044)	137,172	108,632	(28,541)	651,789
Total Certificated Salaries	886,698	741,192	(145,505)	1,602,853	1,482,384	(120,468)	9,619,306
Classified Salaries							
Instructional Salaries	100	-	(100)	100	-	(100)	-
Support Salaries	3,901	5,845	1,944	7,023	11,690	4,667	70,140
Clerical and Office Staff Salaries	9,463	7,820	(1,643)	17,007	15,640	(1,367)	93,840
Other Classified Salaries	27,895	24,549	(3,346)	51,137	49,099	(2,038)	294,592
Total Classified Salaries	41,360	38,214	(3,145)	75,266	76,429	1,162	458,572
Benefits							
State Teachers' Retirement System, certificated posit	163,714	141,568	(22,147)	297,769	283,135	(14,633)	1,837,288
OASDI/Medicare/Alternative, certificated positions	2,515	2,706	191	4,569	5,412	844	32,474
Medicare/Alternative, certificated positions	13,161	11,375	(1,787)	23,753	22,749	(1,004)	147,075
Health and Welfare Benefits, certificated positions	97,735	103,333	5,598	152,336	206,667	54,331	1,240,000
State Unemployment Insurance, certificated position	1,679	2,599	920	6,884	5,198	(1,686)	51,975
Workers' Compensation Insurance, certificated posit	8,088	3,922	(4,166)	12,294	7,845	(4,449)	50,715
Other Benefits, certificated positions	3,716	2,128	(1,588)	6,971	4,256	(2,715)	27,514
Total Benefits	290,609	267,631	(22,979)	504,575	535,261	30,686	3,387,041
Books & Supplies							
Textbooks and Core Materials	2,362	3,750	1,388	5,609	7,500	1,891	45,000
Books and Reference Materials	-	2,500	2,500	-	5,000	5,000	30,000
School Supplies	240,748	119,587	(121,161)	355,518	160,958	(194,560)	2,113,408
Software	130,369	35,258	(95,111)	258,120	70,517	(187,604)	423,100
Office Expense	-	2,183	2,183	-	4,367	4,367	26,200
Business Meals	316	8	(307)	316	17	(299)	100
Noncapitalized Equipment	2,365	21,135	18,770	5,580	28,447	22,868	373,518
Total Books & Supplies	376,160	184,422	(191,738)	625,143	276,805	(348,338)	3,011,326
Subagreement Services							
Special Education	47	116,683	116,636	47	233,367	233,320	1,400,200
Other Educational Consultants	(80,021)	125,760	205,782	(31,638)	169,267	200,905	2,222,510
Instructional Services	126,433	131,634	5,201	250,104	263,268	13,163	1,579,607
Total Subagreement Services	46,458	374,077	327,619	218,513	665,902	447,389	5,202,316
Operations & Housekeeping							
Auto and Travel	208	133	(74)	208	267	59	1,600

Feather River Charter School

Budget vs Actual

For the period ended August 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Dues & Memberships	2,140	1,500	(640)	2,525	3,000	475	18,000
Insurance	23,314	10,000	(13,314)	35,437	20,000	(15,437)	120,000
Communications	7,932	3,858	(4,073)	7,932	7,717	(215)	46,300
Postage and Shipping	236	467	231	454	933	479	5,600
Total Operations & Housekeeping	33,829	15,958	(17,871)	46,556	31,917	(14,639)	191,500
Facilities, Repairs & Other Leases							
Other Leases	1,380	125	(1,255)	1,380	250	(1,130)	1,500
Repairs and Maintenance	1,682	67	(1,615)	1,682	133	(1,548)	800
Total Facilities, Repairs & Other Leases	3,062	192	(2,870)	3,062	383	(2,678)	2,300
Professional/Consulting Services							
IT	-	233	233	-	467	467	2,800
Audit & Taxes	4,125	-	(4,125)	4,125	-	(4,125)	11,800
Legal	996	9,108	8,112	996	18,217	17,221	109,300
Professional Development	2,372	8,114	5,742	6,043	16,229	10,186	97,372
General Consulting	-	1,917	1,917	667	3,833	3,166	23,000
Special Activities/Field Trips	11,231	11,758	527	18,166	15,826	(2,341)	207,792
Bank Charges	830	1,267	437	2,313	2,533	220	15,200
Other Taxes and Fees	-	608	608	-	1,217	1,217	7,300
Payroll Service Fee	-	1,383	1,383	-	2,767	2,767	16,600
Management Fee	92,531	94,759	2,229	183,878	189,519	5,641	1,137,112
District Oversight Fee	-	27,349	27,349	-	27,349	27,349	688,597
Total Professional/Consulting Services	112,085	156,498	44,413	216,187	277,956	61,768	2,316,872
Depreciation							
Depreciation Expense	239	300	61	479	600	121	3,600
Total Depreciation	239	300	61	479	600	121	3,600
Interest							
Interest Expense	19,095	-	(19,095)	35,219	-	(35,219)	396,697
Total Interest	19,095	-	(19,095)	35,219	-	(35,219)	396,697
Total Expenses	**$ 1,809,596**	**$ 1,778,484**	**$ (31,112)**	**$ 3,327,852**	**$ 3,347,637**	**$ 19,785**	**$ 24,589,531**
Change in Net Assets	**(808,499)**	**(790,211)**	**(18,288)**	**(2,256,435)**	**(2,346,132)**	**89,696**	**1,704,041**
Net Assets, Beginning of Period	(2,603,446)			(1,155,509)			
Net Assets, End of Period	**$ (3,411,944)**			**$ (3,411,944)**			

Feather River Charter School

Statement of Financial Position

August 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	$ (39,056)	$ 642,888	$ (681,944)	-106%
Restricted Cash	443,931	-	443,931	0%
Total Cash & Cash Equivalents	404,875	642,888	(238,013)	-37%
Accounts Receivable	140,091	218,376	(78,285)	-36%
Public Funding Receivable	3,719,463	2,994,067	725,396	24%
Factored Receivables	(4,615,700)	(1,818,500)	(2,797,200)	154%
Prepaid Expenses	289,252	218,340	70,912	32%
Total Current Assets	**(62,017)**	**2,255,172**	**(2,317,189)**	**-103%**
Long-Term Assets				
Property & Equipment, Net	11,724	12,203	(479)	-4%
Total Long Term Assets	**11,724**	**12,203**	**(479)**	**-4%**
Total Assets	**$ (50,323)**	**$ 2,267,375**	**$ (2,317,698)**	**-102%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 394,553	$ 923,670	$ (529,117)	-57%
Accrued Liabilities	826,178	398,020	428,158	108%
Deferred Revenue	443,931	404,235	39,696	10%
Notes Payable, Current Portion	1,696,959	1,696,959	-	0%
Total Current Liabilities	**3,361,621**	**3,422,884**	**(61,263)**	**-2%**
Total Liabilities	**$ 3,361,621**	**$ 3,422,884**	**$ (61,263)**	**-2%**
Total Net Assets	**(3,411,944)**	**(1,155,509)**	**(2,256,435)**	**195%**
Total Liabilities and Net Assets	**$ (50,323)**	**$ 2,267,375**	**$ (2,317,698)**	**-102%**

Feather River Charter School

Statement of Cash Flows

For the period ended August 31, 2022

	Month Ended 08/31/22	YTD Ended 08/31/22
Cash Flows from Operating Activities		
Change in Net Assets	$ (808,499)	$ (2,256,435)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	239	479
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(746,474)	(725,396)
Grants, Contributions & Pledges Receivable	1,325,000	2,875,485
Prepaid Expenses	(36,875)	(70,912)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	80,167	(529,087)
Accrued Expenses	98,830	428,158
Deferred Revenue	39,696	39,696
Total Cash Flows from Operating Activities	**(47,915)**	**(238,013)**
Change in Cash & Cash Equivalents	(47,915)	(238,013)
Cash & Cash Equivalents, Beginning of Period	452,791	642,888
Cash and Cash Equivalents, End of Period	**$ 404,875**	**$ 404,875**

Feather River Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
14706	Document Tracking Services	8/31/2022	$ (395.00)
16002	Block Academy of Music	8/10/2022	(1,875.00)
16135	Sutter County Schools	8/2/2022	203,693.17
16136	Beautiful Feet Books, Inc.	8/4/2022	1,594.58
16137	Moving Beyond the Page	8/4/2022	3,093.32
16138	Rainbow Resource Center	8/4/2022	372.56
16139	School Pathways Holdings, LLC	8/4/2022	31,141.51
16140	Singapore Math Live, LLC	8/4/2022	100.00
16141	A Brighter Child	8/11/2022	3,071.86
16142	Activities for Learning, Inc.	8/11/2022	685.30
16143	Art of Problem Solving	8/11/2022	366.38
16144	Beautiful Feet Books, Inc.	8/11/2022	686.39
16145	BookShark	8/11/2022	4,332.03
16146	Bright Thinker	8/11/2022	124.49
16147	C and Y Services LLC	8/11/2022	1,508.15
16148	Charter Schools Development Center	8/11/2022	6,855.00
16149	Department of Justice	8/11/2022	697.00
16150	Dino Lingo Inc.	8/11/2022	149.00
16151	Elemental Science	8/11/2022	277.74
16152	EReflect Pty Ltd	8/11/2022	67.00
16153	Grade Power Learning Elk Grove	8/11/2022	1,040.00
16154	Homeschool Planet	8/11/2022	74.95
16155	KiwiCo, Inc	8/11/2022	2,580.09
16156	Lafitte Music Center	8/11/2022	1,050.00
16157	Marci Peterson	8/11/2022	320.00
16158	Mariya Dubyaga	8/11/2022	5,345.34
16159	Math-U-See Inc.	8/11/2022	415.41
16160	Monarch River Academy	8/11/2022	6,769.44
16161	Moving Beyond the Page	8/11/2022	214.66
16162	Mystery Science Inc.	8/11/2022	99.00
16163	NASSP	8/11/2022	385.00
16164	NewSongs Music	8/11/2022	150.00
16165	Oak Meadow Inc.	8/11/2022	509.49
16166	Rainbow Resource Center	8/11/2022	2,200.30
16167	Ramsey Solutions	8/11/2022	34.99
16168	Saadet Tutors	8/11/2022	720.00
16169	Singapore Math Inc.	8/11/2022	2,509.74
16170	Specialized Therapy Services, Inc.	8/11/2022	355.00
16171	Teacher Synergy LLC	8/11/2022	497.48
16172	Teaching Textbooks	8/11/2022	220.32
16173	The Critical Thinking Co.	8/11/2022	438.94
16174	VoiceWire LLC	8/11/2022	300.00
16175	Well Trained Mind Press	8/11/2022	29.95
16176	Yosemite Valley Charter School	8/11/2022	8,709.76
16177	Block Academy of Music	8/12/2022	1,875.00
16178	PenServ Plan Services, Inc.	8/15/2022	7,113.77
16179	Court-Ordered Debt Collections	8/15/2022	518.35
16180	PenServ Plan Services, Inc.	8/17/2022	0.42
16181	A Brighter Child	8/18/2022	402.83
16182	All About Learning Press, Inc.	8/18/2022	1,385.18
16183	Art of Problem Solving	8/18/2022	192.00
16184	Beautiful Feet Books, Inc.	8/18/2022	554.51
16185	BookShark	8/18/2022	6,714.40
16186	Bright Thinker	8/18/2022	124.49
16187	CharterSafe	8/18/2022	31,402.00
16188	Elemental Science	8/18/2022	49.39
16189	Evan-Moor	8/18/2022	33.23
16190	Home Science Tools	8/18/2022	422.15
16191	Institute for Excellence in Writing	8/18/2022	324.43
16192	Lakeshore	8/18/2022	73.34
16193	Law Offices of Young, Minney, & Corr, LLP	8/18/2022	741.00
16194	Learning Without Tears	8/18/2022	72.26
16195	Mariya Dubyaga	8/18/2022	468.00
16196	Math-U-See Inc.	8/18/2022	2,130.91
16197	NewSongs Music	8/18/2022	112.50
16198	Nicole the Math Lady LLC	8/18/2022	228.00
16199	Owings Martial Arts	8/18/2022	125.00
16201	Rainbow Resource Center	8/18/2022	5,112.74
16202	Rize All	8/18/2022	132.60
16203	Royal Stage	8/18/2022	507.00
16204	Sheri Joyce aka Well Read Fred	8/18/2022	120.00
16205	TalkBox.Mom, Inc	8/18/2022	49.90
16206	Timberdoodle.com	8/18/2022	659.14
16207	Trigger Memory Co.	8/18/2022	48.90
16208	Well Trained Mind Press	8/18/2022	25.00
16209	A Brighter Child	8/25/2022	95.25
16210	Activities for Learning, Inc.	8/25/2022	280.75
16211	All About Learning Press, Inc.	8/25/2022	731.78
16212	Art of Problem Solving	8/25/2022	1,232.63
16213	Beautiful Feet Books, Inc.	8/25/2022	1,278.15
16214	Bitsbox	8/25/2022	107.70

16215	BookShark	8/25/2022	3,518.20
16216	Bright Solutions For Dyslexia, Inc	8/25/2022	673.40
16217	Bright Thinker	8/25/2022	3,123.06
16218	BYU Continuing Education	8/25/2022	600.00
16219	CharterSafe	8/25/2022	31,402.00
16220	Dino Lingo Inc.	8/25/2022	149.00
16221	Evan-Moor	8/25/2022	541.95
16222	Giovanna Arzaga	8/25/2022	2,066.10
16223	Hands 4 Building, LLC	8/25/2022	150.99
16224	History Unboxed LLC	8/25/2022	870.35
16225	Home Science Tools	8/25/2022	211.94
16226	Institute for Excellence in Writing	8/25/2022	2,229.37
16227	JacKris Publishing, LLC	8/25/2022	134.50
16228	KiwiCo, Inc	8/25/2022	4,031.88
16229	Lafitte Music Center	8/25/2022	140.00
16230	Lakeshore	8/25/2022	1,247.65
16231	Learning Without Tears	8/25/2022	358.36
16232	LEGO Education	8/25/2022	268.02
16233	Little Passports	8/25/2022	1,238.70
16234	Math-U-See Inc.	8/25/2022	175.00
16235	Moving Beyond the Page	8/25/2022	82.92
16236	MoxieBox Art, Inc	8/25/2022	344.94
16237	Mystery Science Inc.	8/25/2022	99.00
16238	Nicole the Math Lady LLC	8/25/2022	188.00
16241	Rainbow Resource Center	8/25/2022	5,291.74
16242	Ramsey Solutions	8/25/2022	213.70
16243	Rebecca Gonnella	8/25/2022	535.00
16244	Rockball	8/25/2022	225.00
16245	Singapore Math Inc.	8/25/2022	140.84
16246	Studies Weekly	8/25/2022	129.08
16247	TalkBox.Mom, Inc	8/25/2022	86.20
16248	Teacher Synergy LLC	8/25/2022	207.58
16249	Teaching Textbooks	8/25/2022	716.04
16250	The Critical Thinking Co.	8/25/2022	28.94
16251	Timberdoodle.com	8/25/2022	4,772.48
16252	Tori Greer	8/25/2022	126.00
16253	Well Trained Mind Press	8/25/2022	76.90
16254	K3 Syncopation, LLC	8/25/2022	152.00
16255	KiwiCo, Inc	8/25/2022	2,066.10
16256	Document Tracking Services	8/31/2022	395.00
ACH	The Advantage Group	8/15/2022	2,239.14
ACH	Likhapp Software Development Services	8/2/2022	4,968.00
ACH	Internal Revenue Service	8/3/2022	76.42
ACH	Employment Development Department (EDD)	8/3/2022	92.33
ACH	Divvy Credit 1 LLC	8/3/2022	27,407.40
ACH	Divvy Credit 1 LLC	8/10/2022	8,548.02
ACH	Wells Fargo Bank	8/11/2022	830.09
ACH	Employment Development Department (EDD)	8/12/2022	2,714.29
ACH	Employment Development Department (EDD)	8/12/2022	16,893.94
ACH	Internal Revenue Service	8/12/2022	39,493.22
ACH	Divvy Credit 1 LLC	8/17/2022	18,417.52
ACH	Likhapp Software Development Services	8/23/2022	5,886.00
ACH	Divvy Credit 1 LLC	8/24/2022	14,676.76
ACH	Employment Development Department (EDD)	8/29/2022	1,447.74
ACH	Employment Development Department (EDD)	8/29/2022	25,729.03
ACH	Internal Revenue Service	8/29/2022	56,489.20
ACH	Divvy Credit 1 LLC	8/31/2022	22,033.89
ACH	Charter Impact, Inc.	8/4/2022	71.66
ACH	Charter Impact, Inc.	8/4/2022	20.00
ACH	Clarksville Charter School	8/4/2022	117.50
ACH	Clarksville Charter School	8/4/2022	1,248.29
ACH	Sequoia Grove Charter Alliance	8/4/2022	1,768.26
ACH	Sequoia Grove Charter Alliance	8/4/2022	36,928.73
ACH	Sequoia Grove Charter Alliance	8/4/2022	54,790.20
ACH	Sequoia Grove Charter Alliance	8/4/2022	11,920.95
ACH	Sequoia Grove Charter Alliance	8/4/2022	37,531.33
ACH	Sequoia Grove Charter Alliance	8/4/2022	10,037.83
ACH	Charter Impact, Inc.	8/11/2022	38,345.00
ACH	Lake View Charter School	8/11/2022	4,629.72
ACH	Sequoia Grove Charter Alliance	8/11/2022	195.44
ACH	Sequoia Grove Charter Alliance	8/11/2022	1,740.44
ACH	Sequoia Grove Charter Alliance	8/11/2022	1,740.44
ACH	Sequoia Grove Charter Alliance	8/11/2022	2,944.08
ACH	Sequoia Grove Charter Alliance	8/11/2022	27,860.00
ACH	Sequoia Grove Charter Alliance	8/11/2022	806.14
ACH	Sequoia Grove Charter Alliance	8/11/2022	46.53
ACH	Sequoia Grove Charter Alliance	8/11/2022	1,285.00
ACH	Amazon Capital Services	8/18/2022	17.15
ACH	Clarksville Charter School	8/18/2022	10,607.54
ACH	Clarksville Charter School	8/18/2022	1,898.90
ACH	Clarksville Charter School	8/18/2022	2,900.68
ACH	Clarksville Charter School	8/18/2022	2,900.68
ACH	Lake View Charter School	8/18/2022	9,663.27
ACH	Lake View Charter School	8/18/2022	3,417.84
ACH	Sequoia Grove Charter Alliance	8/18/2022	2,819.53
ACH	Sequoia Grove Charter Alliance	8/18/2022	841.82
ACH	Sequoia Grove Charter Alliance	8/18/2022	213.98
ACH	Sequoia Grove Charter Alliance	8/18/2022	1,681.82

ACH	Winship Community School	8/18/2022	2,563.59
ACH	Winship Community School	8/18/2022	3,434.03
ACH	Amazon Capital Services	8/25/2022	5.39
ACH	Amazon Capital Services	8/25/2022	456.89
ACH	Clarksville Charter School	8/25/2022	2,145.81
ACH	Lake View Charter School	8/25/2022	4,510.60
ACH	Lake View Charter School	8/25/2022	3,417.84
ACH	Sequoia Grove Charter Alliance	8/25/2022	54,777.31
ACH	Sequoia Grove Charter Alliance	8/25/2022	127,813.74
ACH	Sequoia Grove Charter Alliance	8/25/2022	3,525.00
ACH	Sequoia Grove Charter Alliance	8/25/2022	940.90
ACH	Sequoia Grove Charter Alliance	8/25/2022	1,511.91
ACH	Sequoia Grove Charter Alliance	8/25/2022	1,747.58
ACH	Sequoia Grove Charter Alliance	8/25/2022	299.99
ACH	Sequoia Grove Charter Alliance	8/25/2022	2,189.73
ACH	Sequoia Grove Charter Alliance	8/25/2022	250.00
ACH	Winship Community School	8/25/2022	277.87
ACH	Winship Community School	8/25/2022	3,571.80
	Total Disbursements in August		**$ 1,158,341.69**

Feather River Charter School

Accounts Payable Aging

August 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
Joanna Abundiz	736086	11/19/2020	12/19/2020	$ -	$ -	$ -	$ -	$ (1,001.45)	$ (1,001.45)
Provenance	5016	5/13/2021	6/14/2021	-	-	-	-	82,126.36	82,126.36
Blue Learning	CM0107	2/25/2022	3/27/2022	-	-	-	-	(248.98)	(248.98)
Crafty School Crates	21620	8/5/2022	8/5/2022	-	235.39	-	-	-	235.39
Crafty School Crates	21639	8/5/2022	8/5/2022	-	235.39	-	-	-	235.39
Crafty School Crates	21640	8/5/2022	8/5/2022	-	371.68	-	-	-	371.68
Crafty School Crates	21642	8/5/2022	8/5/2022	-	114.10	-	-	-	114.10
Crafty School Crates	21645	8/5/2022	8/5/2022	-	50.51	-	-	-	50.51
Crafty School Crates	21643	8/5/2022	8/5/2022	-	141.80	-	-	-	141.80
Crafty School Crates	21638	8/5/2022	8/5/2022	-	141.20	-	-	-	141.20
Crafty School Crates	21644	8/5/2022	8/5/2022	-	139.30	-	-	-	139.30
Bitsbox	4828	8/11/2022	8/11/2022	-	167.70	-	-	-	167.70
West Point Driving School	220815	8/18/2022	8/18/2022	-	595.00	-	-	-	595.00
Amazon Capital Services	1QVH-FQWY-9VJW	8/23/2022	8/23/2022	-	32.64	-	-	-	32.64
Rainbow Resource Center	4800783	7/25/2022	8/24/2022	-	43.28	-	-	-	43.28
T-Mobile	TMOB072122-6054	7/27/2022	8/26/2022	-	2,240.00	-	-	-	2,240.00
Amazon Capital Services	1WKD-RKVX-WHFC	8/26/2022	8/26/2022	-	20.92	-	-	-	20.92
The Advantage Group	ADVA082522	8/29/2022	8/29/2022	-	2,197.47	-	-	-	2,197.47
PenServ Plan Services, Inc.	PENS082522	8/29/2022	8/29/2022	-	11,170.50	-	-	-	11,170.50
Rainbow Resource Center	4815363	8/2/2022	9/1/2022	103.31	-	-	-	-	103.31
Rainbow Resource Center	4786170	8/2/2022	9/1/2022	9.40	-	-	-	-	9.40
Moving Beyond the Page	269697	8/2/2022	9/1/2022	119.54	-	-	-	-	119.54
Bright Thinker	SINV4778	8/2/2022	9/1/2022	162.38	-	-	-	-	162.38
Home Science Tools	000432582	8/2/2022	9/1/2022	146.81	-	-	-	-	146.81
A Brighter Child	62098	8/2/2022	9/1/2022	173.69	-	-	-	-	173.69
Activities for Learning, Inc.	386000	8/2/2022	9/1/2022	54.79	-	-	-	-	54.79
Activities for Learning, Inc.	386002	8/2/2022	9/1/2022	21.15	-	-	-	-	21.15
A Brighter Child	61971	8/2/2022	9/1/2022	98.15	-	-	-	-	98.15
Activities for Learning, Inc.	385999	8/2/2022	9/1/2022	170.88	-	-	-	-	170.88
Oak Meadow Inc.	132694	8/2/2022	9/1/2022	216.65	-	-	-	-	216.65
BYU Continuing Education	DCE-00012153	8/2/2022	9/1/2022	770.00	-	-	-	-	770.00
BYU Continuing Education	DCE-00012155	8/2/2022	9/1/2022	531.00	-	-	-	-	531.00
BookShark	BI0007249	8/3/2022	9/2/2022	713.30	-	-	-	-	713.30
Little Passports	IN-0000992340	8/22/2022	9/2/2022	232.09	-	-	-	-	232.09
Rainbow Resource Center	4812376	8/3/2022	9/2/2022	42.83	-	-	-	-	42.83
Oak Meadow Inc.	132622	8/3/2022	9/2/2022	144.30	-	-	-	-	144.30
Studies Weekly	444985	8/3/2022	9/2/2022	32.57	-	-	-	-	32.57
Wilkinson Hadley King & Co., LLP	29957	8/2/2022	9/2/2022	2,925.00	-	-	-	-	2,925.00
Institute for Excellence in Writing	918371	8/3/2022	9/2/2022	160.30	-	-	-	-	160.30
Math-U-See Inc.	0780617-IN	8/3/2022	9/2/2022	66.48	-	-	-	-	66.48
Institute for Excellence in Writing	918393	8/3/2022	9/2/2022	98.15	-	-	-	-	98.15
Institute for Excellence in Writing	918410	8/3/2022	9/2/2022	127.71	-	-	-	-	127.71
Krissy Miller Piano	6722	8/3/2022	9/2/2022	1,455.00	-	-	-	-	1,455.00
Home Science Tools	000432271	8/3/2022	9/2/2022	59.09	-	-	-	-	59.09
Institute for Excellence in Writing	917774	8/3/2022	9/2/2022	75.68	-	-	-	-	75.68
Rainbow Resource Center	4812384	8/3/2022	9/2/2022	18.81	-	-	-	-	18.81
Wilkinson Hadley King & Co., LLP	29916	8/2/2022	9/2/2022	1,200.00	-	-	-	-	1,200.00

Feather River Charter School

Accounts Payable Aging

August 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
Studies Weekly	445002	8/3/2022	9/2/2022	32.27	-	-	-	-	32.27
Kiona Cheng	CHEN080322	8/3/2022	9/2/2022	20.00	-	-	-	-	20.00
Rainbow Resource Center	4812394	8/3/2022	9/2/2022	44.82	-	-	-	-	44.82
Institute for Excellence in Writing	917603	8/3/2022	9/2/2022	32.81	-	-	-	-	32.81
Studies Weekly	443657	8/3/2022	9/2/2022	70.53	-	-	-	-	70.53
Studies Weekly	444988	8/3/2022	9/2/2022	37.27	-	-	-	-	37.27
Studies Weekly	444283	8/3/2022	9/2/2022	70.83	-	-	-	-	70.83
Studies Weekly	443663	8/3/2022	9/2/2022	37.27	-	-	-	-	37.27
Moving Beyond the Page	269677	8/3/2022	9/2/2022	922.40	-	-	-	-	922.40
School Pathways Holdings, LLC	140-INV3786	8/4/2022	9/3/2022	130.00	-	-	-	-	130.00
Rainbow Resource Center	4816473	8/5/2022	9/4/2022	33.14	-	-	-	-	33.14
Rainbow Resource Center	4816524	8/5/2022	9/4/2022	160.64	-	-	-	-	160.64
Rainbow Resource Center	4816558	8/5/2022	9/4/2022	233.64	-	-	-	-	233.64
Teacher Synergy LLC	199010332	8/5/2022	9/4/2022	119.99	-	-	-	-	119.99
Rainbow Resource Center	4816551	8/5/2022	9/4/2022	69.79	-	-	-	-	69.79
Rainbow Resource Center	4816565	8/5/2022	9/4/2022	40.15	-	-	-	-	40.15
Rainbow Resource Center	4816578	8/5/2022	9/4/2022	70.60	-	-	-	-	70.60
Rainbow Resource Center	4816592	8/5/2022	9/4/2022	124.99	-	-	-	-	124.99
Learning Without Tears	INV152170	8/5/2022	9/4/2022	83.91	-	-	-	-	83.91
Rainbow Resource Center	4816542	8/5/2022	9/4/2022	210.62	-	-	-	-	210.62
Eat2explore	101296	8/5/2022	9/4/2022	351.00	-	-	-	-	351.00
Activities for Learning, Inc.	386008	8/5/2022	9/4/2022	375.70	-	-	-	-	375.70
Brave Writer LLC	96717-P005	8/5/2022	9/4/2022	49.95	-	-	-	-	49.95
BioBox Labs LLC	2122	8/5/2022	9/4/2022	660.84	-	-	-	-	660.84
Moving Beyond the Page	269848	8/5/2022	9/4/2022	312.70	-	-	-	-	312.70
Rainbow Resource Center	4816490	8/5/2022	9/4/2022	81.01	-	-	-	-	81.01
Rainbow Resource Center	4816504	8/5/2022	9/4/2022	293.46	-	-	-	-	293.46
Teacher Synergy LLC	199010954	8/5/2022	9/4/2022	99.00	-	-	-	-	99.00
Singapore Math Live, LLC	805222	8/5/2022	9/4/2022	55.00	-	-	-	-	55.00
Homeschool Planet	1239	8/5/2022	9/4/2022	104.83	-	-	-	-	104.83
Math-U-See Inc.	0781220-IN	8/5/2022	9/4/2022	67.20	-	-	-	-	67.20
Home Science Tools	000433207	8/8/2022	9/7/2022	80.79	-	-	-	-	80.79
Beautiful Feet Books, Inc.	17362	8/8/2022	9/7/2022	12.56	-	-	-	-	12.56
BookShark	BI0008753	8/8/2022	9/7/2022	664.27	-	-	-	-	664.27
BookShark	BI0008756	8/8/2022	9/7/2022	294.67	-	-	-	-	294.67
BookShark	BI0008759	8/8/2022	9/7/2022	31.08	-	-	-	-	31.08
Singapore Math Inc.	S236754	8/8/2022	9/7/2022	147.53	-	-	-	-	147.53
Beautiful Feet Books, Inc.	17366	8/8/2022	9/7/2022	259.19	-	-	-	-	259.19
Jennifer McQuarrie	3572	8/8/2022	9/7/2022	110.00	-	-	-	-	110.00
Beautiful Feet Books, Inc.	17299	8/8/2022	9/7/2022	120.02	-	-	-	-	120.02
Beautiful Feet Books, Inc.	17297	8/8/2022	9/7/2022	95.56	-	-	-	-	95.56
All About Learning Press, Inc.	911757	8/8/2022	9/7/2022	54.23	-	-	-	-	54.23
Activities for Learning, Inc.	385987	8/8/2022	9/7/2022	115.57	-	-	-	-	115.57
All About Learning Press, Inc.	911756	8/8/2022	9/7/2022	54.23	-	-	-	-	54.23
All About Learning Press, Inc.	911759	8/8/2022	9/7/2022	71.26	-	-	-	-	71.26
A Brighter Child	62133	8/8/2022	9/7/2022	286.41	-	-	-	-	286.41
A Brighter Child	62282	8/8/2022	9/7/2022	197.73	-	-	-	-	197.73
A Brighter Child	62283	8/8/2022	9/7/2022	228.74	-	-	-	-	228.74

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A Brighter Child	62281	8/8/2022	9/7/2022	364.56	-	-	-	-	364.56
BookShark	BI0008760	8/8/2022	9/7/2022	277.44	-	-	-	-	277.44
Beautiful Feet Books, Inc.	17300	8/8/2022	9/7/2022	94.09	-	-	-	-	94.09
Singapore Math Inc.	S236766	8/8/2022	9/7/2022	52.10	-	-	-	-	52.10
BookShark	BI0008751	8/8/2022	9/7/2022	367.71	-	-	-	-	367.71
BookShark	BI0008758	8/8/2022	9/7/2022	240.20	-	-	-	-	240.20
Singapore Math Inc.	S236761	8/8/2022	9/7/2022	53.92	-	-	-	-	53.92
Teacher Synergy LLC	199247823	8/9/2022	9/8/2022	23.89	-	-	-	-	23.89
Teaching Textbooks	44052	8/9/2022	9/8/2022	55.08	-	-	-	-	55.08
Lakeshore	348476080822	8/9/2022	9/8/2022	82.24	-	-	-	-	82.24
Rainbow Resource Center	4821396	8/9/2022	9/8/2022	48.01	-	-	-	-	48.01
Rainbow Resource Center	4821611	8/9/2022	9/8/2022	205.66	-	-	-	-	205.66
Rainbow Resource Center	4821797	8/9/2022	9/8/2022	144.78	-	-	-	-	144.78
Evan-Moor	INV350084	8/9/2022	9/8/2022	11.84	-	-	-	-	11.84
Rainbow Resource Center	4817280	8/9/2022	9/8/2022	125.17	-	-	-	-	125.17
Rainbow Resource Center	4821791	8/9/2022	9/8/2022	95.91	-	-	-	-	95.91
Teaching Textbooks	44054	8/9/2022	9/8/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	44078	8/9/2022	9/8/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	44079	8/9/2022	9/8/2022	43.08	-	-	-	-	43.08
Rainbow Resource Center	4817270	8/9/2022	9/8/2022	27.88	-	-	-	-	27.88
Rainbow Resource Center	4821630	8/9/2022	9/8/2022	138.82	-	-	-	-	138.82
Rainbow Resource Center	4821311	8/9/2022	9/8/2022	24.50	-	-	-	-	24.50
Rainbow Resource Center	4821444	8/9/2022	9/8/2022	357.06	-	-	-	-	357.06
Teaching Textbooks	44118	8/9/2022	9/8/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	44123	8/9/2022	9/8/2022	67.08	-	-	-	-	67.08
Teaching Textbooks	44057	8/9/2022	9/8/2022	43.08	-	-	-	-	43.08
Teaching Textbooks	44080	8/9/2022	9/8/2022	55.08	-	-	-	-	55.08
Rainbow Resource Center	4817284	8/9/2022	9/8/2022	230.82	-	-	-	-	230.82
Rainbow Resource Center	4821773	8/9/2022	9/8/2022	39.66	-	-	-	-	39.66
Teaching Textbooks	44120	8/9/2022	9/8/2022	67.08	-	-	-	-	67.08
Rainbow Resource Center	4821361	8/9/2022	9/8/2022	46.99	-	-	-	-	46.99
Rainbow Resource Center	4821420	8/9/2022	9/8/2022	274.53	-	-	-	-	274.53
Teaching Textbooks	44121	8/9/2022	9/8/2022	43.08	-	-	-	-	43.08
Rainbow Resource Center	4823033	8/10/2022	9/9/2022	72.27	-	-	-	-	72.27
Rainbow Resource Center	4823093	8/10/2022	9/9/2022	43.43	-	-	-	-	43.43
Rainbow Resource Center	4822118	8/10/2022	9/9/2022	248.84	-	-	-	-	248.84
Rainbow Resource Center	4822964	8/10/2022	9/9/2022	131.18	-	-	-	-	131.18
Rainbow Resource Center	4823016	8/10/2022	9/9/2022	87.00	-	-	-	-	87.00
Moving Beyond the Page	270053	8/10/2022	9/9/2022	940.21	-	-	-	-	940.21
TalkBox.Mom, Inc	591734	8/10/2022	9/9/2022	327.56	-	-	-	-	327.56
Oak Meadow Inc.	132894	8/10/2022	9/9/2022	297.31	-	-	-	-	297.31
Rainbow Resource Center	4822104	8/10/2022	9/9/2022	124.76	-	-	-	-	124.76
Rainbow Resource Center	4822148	8/10/2022	9/9/2022	33.84	-	-	-	-	33.84
Rainbow Resource Center	4822160	8/10/2022	9/9/2022	58.27	-	-	-	-	58.27
Home Science Tools	000434160	8/10/2022	9/9/2022	44.43	-	-	-	-	44.43
Homeschool Planet	1243	8/10/2022	9/9/2022	74.95	-	-	-	-	74.95
Rainbow Resource Center	4822135	8/10/2022	9/9/2022	21.45	-	-	-	-	21.45
Rainbow Resource Center	4822973	8/10/2022	9/9/2022	95.91	-	-	-	-	95.91

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Oak Meadow Inc.	132891	8/10/2022	9/9/2022	314.85	-	-	-	-	314.85
Oak Meadow Inc.	132903	8/10/2022	9/9/2022	1,105.95	-	-	-	-	1,105.95
Law Offices of Young, Minney, & Corr, LLP	78164	8/10/2022	9/9/2022	145.14	-	-	-	-	145.14
Art of Problem Solving	INV226297	8/10/2022	9/9/2022	24.14	-	-	-	-	24.14
Accrediting Commission for Schools	1317629	8/10/2022	9/9/2022	1,010.00	-	-	-	-	1,010.00
Accrediting Commission for Schools	1313397	8/10/2022	9/9/2022	1,130.00	-	-	-	-	1,130.00
All About Learning Press, Inc.	911840	8/10/2022	9/9/2022	182.30	-	-	-	-	182.30
Rainbow Resource Center	4823060	8/10/2022	9/9/2022	15.89	-	-	-	-	15.89
Moving Beyond the Page	270021	8/10/2022	9/9/2022	1,117.32	-	-	-	-	1,117.32
Moving Beyond the Page	270022	8/10/2022	9/9/2022	506.29	-	-	-	-	506.29
Oak Meadow Inc.	132908	8/10/2022	9/9/2022	213.95	-	-	-	-	213.95
Oak Meadow Inc.	132928	8/10/2022	9/9/2022	314.85	-	-	-	-	314.85
Oak Meadow Inc.	132942	8/10/2022	9/9/2022	828.44	-	-	-	-	828.44
Learning Without Tears	INV152519	8/10/2022	9/9/2022	28.52	-	-	-	-	28.52
Art of Problem Solving	INV226296	8/10/2022	9/9/2022	96.00	-	-	-	-	96.00
All About Learning Press, Inc.	911794	8/10/2022	9/9/2022	149.17	-	-	-	-	149.17
Rainbow Resource Center	4822061	8/10/2022	9/9/2022	217.55	-	-	-	-	217.55
Learning Without Tears	INV152397	8/10/2022	9/9/2022	41.29	-	-	-	-	41.29
Oak Meadow Inc.	132905	8/10/2022	9/9/2022	584.91	-	-	-	-	584.91
Oak Meadow Inc.	132946	8/10/2022	9/9/2022	17.65	-	-	-	-	17.65
Rainbow Resource Center	4822110	8/10/2022	9/9/2022	91.26	-	-	-	-	91.26
Home Science Tools	000434166	8/10/2022	9/9/2022	432.45	-	-	-	-	432.45
Moving Beyond the Page	270020	8/10/2022	9/9/2022	940.21	-	-	-	-	940.21
Art of Problem Solving	INV226298	8/10/2022	9/9/2022	38.08	-	-	-	-	38.08
History Unboxed LLC	wc-14546HU	8/10/2022	9/9/2022	884.52	-	-	-	-	884.52
Oak Meadow Inc.	132901	8/10/2022	9/9/2022	509.49	-	-	-	-	509.49
Teacher Synergy LLC	199458329	8/11/2022	9/10/2022	14.35	-	-	-	-	14.35
Bright Solutions For Dyslexia, Inc	88-99291	8/11/2022	9/10/2022	339.70	-	-	-	-	339.70
Teacher Synergy LLC	199458455	8/11/2022	9/10/2022	7.99	-	-	-	-	7.99
Teacher Synergy LLC	199473543	8/11/2022	9/10/2022	38.99	-	-	-	-	38.99
Beautiful Feet Books, Inc.	17389	8/11/2022	9/10/2022	245.12	-	-	-	-	245.12
All About Learning Press, Inc.	911852	8/11/2022	9/10/2022	61.38	-	-	-	-	61.38
A Brighter Child	62421	8/11/2022	9/10/2022	267.98	-	-	-	-	267.98
A Brighter Child	62115	8/11/2022	9/10/2022	102.29	-	-	-	-	102.29
A Brighter Child	62116	8/11/2022	9/10/2022	160.95	-	-	-	-	160.95
A Brighter Child	62374	8/11/2022	9/10/2022	181.91	-	-	-	-	181.91
Miaplaza Inc.	3486	8/11/2022	9/10/2022	220.00	-	-	-	-	220.00
A Brighter Child	62364	8/11/2022	9/10/2022	130.38	-	-	-	-	130.38
A Brighter Child	62411	8/11/2022	9/10/2022	300.91	-	-	-	-	300.91
A Brighter Child	62149	8/11/2022	9/10/2022	56.03	-	-	-	-	56.03
Learning Without Tears	INV152617	8/11/2022	9/10/2022	9.99	-	-	-	-	9.99
Honest History Co.	10022	8/11/2022	9/10/2022	49.40	-	-	-	-	49.40
BookShark	BI0008922	8/11/2022	9/10/2022	250.00	-	-	-	-	250.00
Shiloh Hellman	HELL081122	8/11/2022	9/10/2022	207.50	-	-	-	-	207.50
Teacher Synergy LLC	199453985	8/11/2022	9/10/2022	7.25	-	-	-	-	7.25
Institute for Excellence in Writing	922764	8/11/2022	9/10/2022	174.28	-	-	-	-	174.28
Institute for Excellence in Writing	922675	8/11/2022	9/10/2022	325.83	-	-	-	-	325.83
Bright Thinker	SINV4835	8/11/2022	9/10/2022	248.98	-	-	-	-	248.98

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Learning Without Tears	INV152616	8/11/2022	9/10/2022	9.99	-	-	-	-	9.99
Teacher Synergy LLC	199472739	8/11/2022	9/10/2022	8.00	-	-	-	-	8.00
Math-U-See Inc.	0782855-IN	8/12/2022	9/11/2022	180.16	-	-	-	-	180.16
Math-U-See Inc.	0783150-IN	8/12/2022	9/11/2022	137.61	-	-	-	-	137.61
Rainbow Resource Center	4824488	8/12/2022	9/11/2022	134.18	-	-	-	-	134.18
Rainbow Resource Center	4824504	8/12/2022	9/11/2022	189.95	-	-	-	-	189.95
Math-U-See Inc.	0782867-IN	8/12/2022	9/11/2022	111.48	-	-	-	-	111.48
Singapore Math Inc.	S236685	8/12/2022	9/11/2022	130.78	-	-	-	-	130.78
Rainbow Resource Center	4824434	8/12/2022	9/11/2022	159.70	-	-	-	-	159.70
Institute for Excellence in Writing	922900	8/12/2022	9/11/2022	44.18	-	-	-	-	44.18
Institute for Excellence in Writing	922945	8/12/2022	9/11/2022	81.97	-	-	-	-	81.97
Rainbow Resource Center	4824474	8/12/2022	9/11/2022	34.85	-	-	-	-	34.85
Rainbow Resource Center	4824512	8/12/2022	9/11/2022	189.95	-	-	-	-	189.95
Rainbow Resource Center	4824582	8/12/2022	9/11/2022	34.85	-	-	-	-	34.85
Rainbow Resource Center	4824560	8/12/2022	9/11/2022	227.70	-	-	-	-	227.70
BookShark	BI0009388	8/12/2022	9/11/2022	484.06	-	-	-	-	484.06
BookShark	BI0009118	8/12/2022	9/11/2022	1,074.10	-	-	-	-	1,074.10
BookShark	BI0009386	8/12/2022	9/11/2022	295.80	-	-	-	-	295.80
Clarksville Charter School	6215	8/12/2022	9/11/2022	23.50	-	-	-	-	23.50
Acutrans	19774	8/12/2022	9/11/2022	60.00	-	-	-	-	60.00
BookShark	BI0009116	8/12/2022	9/11/2022	1,054.59	-	-	-	-	1,054.59
BookShark	BI0009383	8/12/2022	9/11/2022	1,074.10	-	-	-	-	1,074.10
Institute for Excellence in Writing	922878	8/12/2022	9/11/2022	217.58	-	-	-	-	217.58
Clarksville Charter School	6211	8/12/2022	9/11/2022	423.00	-	-	-	-	423.00
Math-U-See Inc.	0782864-IN	8/12/2022	9/11/2022	66.48	-	-	-	-	66.48
Rainbow Resource Center	4824599	8/12/2022	9/11/2022	318.48	-	-	-	-	318.48
Teacher Synergy LLC	199618173	8/12/2022	9/11/2022	29.89	-	-	-	-	29.89
Teacher Synergy LLC	199622229	8/12/2022	9/11/2022	21.58	-	-	-	-	21.58
BookShark	BI0009387	8/12/2022	9/11/2022	29.85	-	-	-	-	29.85
Clarksville Charter School	6213	8/12/2022	9/11/2022	18.80	-	-	-	-	18.80
Sequoia Grove Charter Alliance	12067	8/12/2022	9/11/2022	694.61	-	-	-	-	694.61
Stephens Educational Services, LLC	055493	8/18/2022	9/11/2022	210.00	-	-	-	-	210.00
BookShark	BI0009087	8/12/2022	9/11/2022	1,010.71	-	-	-	-	1,010.71
Math-U-See Inc.	0782850-IN	8/12/2022	9/11/2022	66.72	-	-	-	-	66.72
Math-U-See Inc.	0782854-IN	8/12/2022	9/11/2022	57.90	-	-	-	-	57.90
Math-U-See Inc.	0782870-IN	8/12/2022	9/11/2022	66.48	-	-	-	-	66.48
Rainbow Resource Center	4824527	8/12/2022	9/11/2022	9.57	-	-	-	-	9.57
Rainbow Resource Center	4825913	8/15/2022	9/14/2022	137.18	-	-	-	-	137.18
Rainbow Resource Center	4825970	8/15/2022	9/14/2022	121.03	-	-	-	-	121.03
Home Science Tools	000435744	8/18/2022	9/14/2022	95.66	-	-	-	-	95.66
Moving Beyond the Page	270522	8/15/2022	9/14/2022	232.86	-	-	-	-	232.86
Rainbow Resource Center	4830132	8/15/2022	9/14/2022	34.85	-	-	-	-	34.85
Rainbow Resource Center	4830202	8/15/2022	9/14/2022	42.41	-	-	-	-	42.41
Rainbow Resource Center	4830358	8/15/2022	9/14/2022	107.40	-	-	-	-	107.40
BookShark	BI0009494	8/15/2022	9/14/2022	273.22	-	-	-	-	273.22
Beautiful Feet Books, Inc.	17409	8/15/2022	9/14/2022	303.91	-	-	-	-	303.91
Mystery Science Inc.	188425	8/15/2022	9/14/2022	99.00	-	-	-	-	99.00
Singapore Math Inc.	S237906	8/15/2022	9/14/2022	53.92	-	-	-	-	53.92

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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
Teaching Textbooks	44154	8/15/2022	9/14/2022	55.08	-	-	-	-	55.08
Supercharged Science	4037	8/15/2022	9/14/2022	373.00	-	-	-	-	373.00
Rainbow Resource Center	4830041	8/15/2022	9/14/2022	238.57	-	-	-	-	238.57
E-Therapy, LLC	26958	8/18/2022	9/14/2022	47.00	-	-	-	-	47.00
Moving Beyond the Page	270509	8/15/2022	9/14/2022	625.23	-	-	-	-	625.23
Home Science Tools	000434853	8/15/2022	9/14/2022	77.50	-	-	-	-	77.50
Rainbow Resource Center	4826493	8/15/2022	9/14/2022	78.74	-	-	-	-	78.74
Singapore Math Inc.	S237900	8/15/2022	9/14/2022	97.42	-	-	-	-	97.42
Singapore Math Inc.	S237903	8/15/2022	9/14/2022	95.55	-	-	-	-	95.55
Singapore Math Inc.	S238581	8/22/2022	9/14/2022	88.52	-	-	-	-	88.52
Rainbow Resource Center	4830193	8/15/2022	9/14/2022	69.94	-	-	-	-	69.94
Teaching Textbooks	44368	8/15/2022	9/14/2022	67.08	-	-	-	-	67.08
BookShark	BI0009617	8/15/2022	9/14/2022	1,063.64	-	-	-	-	1,063.64
A Brighter Child	62303	8/15/2022	9/14/2022	74.80	-	-	-	-	74.80
CM School Supply INC	0031083268-0	8/15/2022	9/14/2022	42.16	-	-	-	-	42.16
Learning Without Tears	INV153380	8/15/2022	9/14/2022	16.17	-	-	-	-	16.17
Learning Without Tears	INV153787	8/22/2022	9/14/2022	34.10	-	-	-	-	34.10
Singapore Math Inc.	S237911	8/15/2022	9/14/2022	77.92	-	-	-	-	77.92
A Brighter Child	62480	8/15/2022	9/14/2022	33.72	-	-	-	-	33.72
Oak Meadow Inc.	133102	8/15/2022	9/14/2022	90.78	-	-	-	-	90.78
Moving Beyond the Page	270507	8/15/2022	9/14/2022	507.91	-	-	-	-	507.91
Rainbow Resource Center	4830095	8/15/2022	9/14/2022	110.41	-	-	-	-	110.41
A Brighter Child	62453	8/15/2022	9/14/2022	216.32	-	-	-	-	216.32
A Brighter Child	62479	8/15/2022	9/14/2022	33.72	-	-	-	-	33.72
Oak Meadow Inc.	133091	8/15/2022	9/14/2022	950.90	-	-	-	-	950.90
Rainbow Resource Center	4830410	8/15/2022	9/14/2022	361.67	-	-	-	-	361.67
Home Science Tools	000435742	8/18/2022	9/14/2022	48.03	-	-	-	-	48.03
Think Outside, LLC	127852	8/15/2022	9/14/2022	327.35	-	-	-	-	327.35
Oak Meadow Inc.	133125	8/15/2022	9/14/2022	625.24	-	-	-	-	625.24
Oak Meadow Inc.	133128	8/15/2022	9/14/2022	95.44	-	-	-	-	95.44
Singapore Math Inc.	S236752	8/15/2022	9/14/2022	179.76	-	-	-	-	179.76
Singapore Math Inc.	S238579	8/22/2022	9/14/2022	133.74	-	-	-	-	133.74
All About Learning Press, Inc.	911950	8/15/2022	9/14/2022	109.59	-	-	-	-	109.59
A Brighter Child	62113	8/15/2022	9/14/2022	11.84	-	-	-	-	11.84
A Brighter Child	62367	8/15/2022	9/14/2022	73.46	-	-	-	-	73.46
A Brighter Child	62082	8/15/2022	9/14/2022	132.40	-	-	-	-	132.40
A Brighter Child	62112	8/15/2022	9/14/2022	14.00	-	-	-	-	14.00
A Brighter Child	62304	8/15/2022	9/14/2022	98.97	-	-	-	-	98.97
A Brighter Child	62305	8/15/2022	9/14/2022	118.75	-	-	-	-	118.75
A Brighter Child	62386	8/15/2022	9/14/2022	285.49	-	-	-	-	285.49
Rainbow Resource Center	4824455	8/15/2022	9/14/2022	221.85	-	-	-	-	221.85
Oak Meadow Inc.	133123	8/15/2022	9/14/2022	154.43	-	-	-	-	154.43
Teaching Textbooks	44370	8/15/2022	9/14/2022	67.08	-	-	-	-	67.08
Learning Without Tears	INV153966	8/22/2022	9/14/2022	9.99	-	-	-	-	9.99
Home Science Tools	000434854	8/15/2022	9/14/2022	479.74	-	-	-	-	479.74
BookShark	BI0009652	8/15/2022	9/14/2022	376.08	-	-	-	-	376.08
Timberdoodle.com	389456	8/16/2022	9/15/2022	154.71	-	-	-	-	154.71
Moving Beyond the Page	270537	8/16/2022	9/15/2022	188.62	-	-	-	-	188.62

Feather River Charter School

Accounts Payable Aging

August 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
Jamie Watkins	WATK081622	8/16/2022	9/15/2022	39.00	-	-	-	-	39.00
Pointwest Innovations Corporation	1689	8/16/2022	9/15/2022	15,205.50	-	-	-	-	15,205.50
Moving Beyond the Page	270535	8/16/2022	9/15/2022	263.86	-	-	-	-	263.86
Beautiful Feet Books, Inc.	17455	8/16/2022	9/15/2022	429.59	-	-	-	-	429.59
MoxieBox Art, Inc	8987	8/16/2022	9/15/2022	344.94	-	-	-	-	344.94
Moving Beyond the Page	270536	8/16/2022	9/15/2022	230.55	-	-	-	-	230.55
Eat2explore	101302	8/16/2022	9/15/2022	107.48	-	-	-	-	107.48
Moving Beyond the Page	270539	8/16/2022	9/15/2022	124.41	-	-	-	-	124.41
Timberdoodle.com	389233	8/16/2022	9/15/2022	125.15	-	-	-	-	125.15
Institute for Excellence in Writing	924750	8/16/2022	9/15/2022	116.69	-	-	-	-	116.69
Beautiful Feet Books, Inc.	17440	8/16/2022	9/15/2022	429.59	-	-	-	-	429.59
Beautiful Feet Books, Inc.	17477	8/16/2022	9/15/2022	319.13	-	-	-	-	319.13
Eat2explore	101304	8/16/2022	9/15/2022	202.03	-	-	-	-	202.03
Lakeshore	373315081222	8/16/2022	9/15/2022	61.61	-	-	-	-	61.61
Timberdoodle.com	388490	8/16/2022	9/15/2022	78.77	-	-	-	-	78.77
Sequoia Grove Charter Alliance	12073	8/16/2022	9/15/2022	79,265.50	-	-	-	-	79,265.50
Timberdoodle.com	389280	8/16/2022	9/15/2022	1,165.27	-	-	-	-	1,165.27
Timberdoodle.com	389315	8/16/2022	9/15/2022	614.66	-	-	-	-	614.66
Evan-Moor	INV351193	8/22/2022	9/15/2022	69.96	-	-	-	-	69.96
Generation Genius, Inc.	GG131466	8/16/2022	9/15/2022	175.00	-	-	-	-	175.00
MEL Science U.S. LLC	JP2022080901	8/17/2022	9/16/2022	301.54	-	-	-	-	301.54
MEL Science U.S. LLC	SG2022072609	8/17/2022	9/16/2022	339.23	-	-	-	-	339.23
MEL Science U.S. LLC	TR2022081711	8/17/2022	9/16/2022	339.23	-	-	-	-	339.23
MEL Science U.S. LLC	VN2022080919	8/17/2022	9/16/2022	301.54	-	-	-	-	301.54
Rainbow Resource Center	4826554	8/17/2022	9/16/2022	34.06	-	-	-	-	34.06
Rainbow Resource Center	4826557	8/17/2022	9/16/2022	24.69	-	-	-	-	24.69
Rainbow Resource Center	4826606	8/17/2022	9/16/2022	430.30	-	-	-	-	430.30
Amazon Capital Services	1JH6-9XHW-HP13	8/2/2022	9/16/2022	16.15	-	-	-	-	16.15
Amazon Capital Services	1Y97-JXN7-HKKT	8/2/2022	9/16/2022	119.53	-	-	-	-	119.53
Amazon Capital Services	1Y67-9M43-J393	8/2/2022	9/16/2022	103.09	-	-	-	-	103.09
Amazon Capital Services	1LWW-VKY1-HJDR	8/2/2022	9/16/2022	51.75	-	-	-	-	51.75
Hands 4 Building, LLC	3412	8/17/2022	9/16/2022	126.99	-	-	-	-	126.99
Rainbow Resource Center	4826594	8/17/2022	9/16/2022	179.34	-	-	-	-	179.34
Beautiful Feet Books, Inc.	17501	8/17/2022	9/16/2022	170.40	-	-	-	-	170.40
MEL Science U.S. LLC	FV2022081712	8/17/2022	9/16/2022	301.54	-	-	-	-	301.54
Beautiful Feet Books, Inc.	17504	8/17/2022	9/16/2022	93.35	-	-	-	-	93.35
Amazon Capital Services	1XWK-VC1J-JHDJ	8/2/2022	9/16/2022	105.19	-	-	-	-	105.19
Amazon Capital Services	1VKW-KQ7F-FYYC	8/2/2022	9/16/2022	36.20	-	-	-	-	36.20
MEL Science U.S. LLC	JL2022081605	8/17/2022	9/16/2022	301.54	-	-	-	-	301.54
Amazon Capital Services	11D7-DY67-HWMG	8/2/2022	9/16/2022	99.68	-	-	-	-	99.68
Amazon Capital Services	19V9-VVP4-KTTH	8/2/2022	9/16/2022	38.60	-	-	-	-	38.60
Amazon Capital Services	14PT-XXDX-JCKC	8/2/2022	9/16/2022	18.21	-	-	-	-	18.21
			Total Outstanding Payables as of August	**$ 409,527.00**	**$ 17,896.88**	**$ -**	**$ -**	**$ 80,875.93**	**$ 508,299.81**

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Oct-05	**California Basic Educational Data System (CBEDS) Information Day -** The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction. Data is due to CDE on **October 31th.**	Client	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-14	**Federal Stimulus Reporting-** 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, including ESSER I, GEER I, ESSER II, ESSER III and ELO-G. Reporting for the preceding quarter (July 1 - Sep 30).	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
DATA TEAM	Oct-31	**CBEDS-ORA -** Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	Client	No	No	https://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	**Federal Cash Management - Period 2 -** Charter schools that are awarded a grant under any of these programs: **Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs** must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	**ASES -1st Quarter Expenditure Report -** The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	http://www.cde.ca.gov/ls/ba/as/
DATA TEAM	Oct-31	**Complete 20-Day Attendance Report -** Charter schools in their first year of operation that begin instruction by September 30th, and continuing charter schools that are expanding by adding one or more grade levels, may apply for a special advance on their funding for LCFF State Aid and EPA State Aid. The special advance is based on actual ADA and pupil demographic data for the first 20 days of student instruction.	Client	No	Yes	https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2
FINANCE	Nov-15	**Review and/or Update Non-Profit IRS Form 990 Policies -** The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. **Most schools extend this deadline to the following May 15th.**	Client	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	**1st Interim Financial Report -** Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp

Coversheet

Discussion and Potential Action on Board Positions

Section: III. Governance
Item: C. Discussion and Potential Action on Board Positions
Purpose:
Submitted by:

BACKGROUND:

David Brockmyer	President
Juina Carter	Secretary
Nick Wavrin	Member
Matt Tozer	Member
James Clark	Treasurer