Clarksville Charter School

Regular Scheduled Board Meeting

Date and Time

Thursday January 28, 2021 at 7:00 PM PST

Zoom Link: https://zoom.us/j/99211506364

Meeting ID: 992 1150 6364
Join by Phone: (669) 900-6833

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**7:00 PM**
A.	Record Attendance			1 m
B.	Call the Meeting to Order			
C.	Approval of the Agenda (p. 1-3)	Vote		1 m
D.	Public Comments			2 m
E.	Executive Director's Report (p. 4-15)		Jenell Sherman & Carrie Carlson	10 m

- Form 700 Announcement
- Junior High Virtual Academy (JHVA) Spotlight

		Purpose	Presenter	Time
F.	Approve Minutes (p. 16-21)	Approve Minutes		1 m
G.	Approve Minutes (p. 22-26)	Approve Minutes		1 m
II.	**Finance**			**7:16 PM**
A.	December Financials (p. 27-56)	Vote	Darlington Ahaiwe	10 m
III.	**Academic Excellence**			**7:26 PM**
A.	Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities (p. 57-59)	Vote	Dr. Amanda Johnson	5 m
B.	2021-2022 School Calendar (p. 60-61)	Vote	Jenell Sherman	5 m
C.	Title IX Policy (p. 62-66)	Vote	Jenell Sherman	5 m
D.	Policy & Procedure for Opting Out of State Testing (p. 67-68)	Vote	Jenell Sherman	5 m
IV.	**Operations**			**7:46 PM**
A.	Publication of the School Accountability Report Card (SARC) (p. 69-92)	Vote	Darcy Belleza & Kulpreet Pummay	5 m
B.	Resolution to Approve Membership in Charter Services Organization (CSO) (p. 93-108)	Vote	Jenell Sherman	5 m
C.	2021-2022 Organizational Chart (p. 109-111)	Vote	Jenell Sherman	5 m
D.	Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy (p. 112-114)	Vote	Jenell Sherman	5 m
E.	Uniform Complaint Policy & Procedures (p. 115-126)	Vote	Jenell Sherman	5 m

		Purpose	Presenter	Time
F.	Employee Handbook (p. 127-201)	Vote	Jenell Sherman	5 m
V.	**Closing Items**			**8:16 PM**
A.	Board of Director's Comments & Requests	Discuss		2 m
B.	Announcement of Next Regular Scheduled Board Meeting February 25, 2021 at 7:00 p.m.	FYI		1 m
C.	Adjourn Meeting	Vote		

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Coversheet

Executive Director's Report (p. 4-15)

Section: I. Opening Items
Item: E. Executive Director's Report (p. 4-15)
Purpose: FYI
Submitted by:
Related Material: Clarksville ED Report - January 2021 (1).pdf

EXECUTIVE DIRECTOR'S REPORT

January, 2021

CLARKSVILLE
CHARTER SCHOOL

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All Staff Professional Development

Thursday, January 28th

- Staff from all five schools come together to learn and collaborate
- Keynote Speaker, Keith Hawkins
- 15 Breakout sessions to choose from
- RC Team Collaboration
- Staff connections in interactive “Teacher Lounges”
- Raffle prizes donated by Admin Team

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Enrollment Report

CLARKSVILLE
CHARTER SCHOOL

Enrollment Update from Principal
Clarksville Charter School

Current Enrollment by County/Gradelevel as of 01/22/21

Grade	Alpine	Amador	El Dorado	Placer	Sacramento	Totals
TK	0	1	17	1	1	20
KN	0	9	72	8	8	97
1	1	5	71	9	7	93
2	0	12	87	13	9	121
3	0	15	65	9	14	103
4	0	10	74	6	12	102
5	1	8	70	9	8	96
6	0	5	75	10	7	97
7	0	7	81	12	9	109
8	0	6	69	9	9	93
9	0	2	60	8	11	81
10	0	5	30	12	7	54
11	0	1	35	9	11	56
12	0	1	33	10	6	50
Curent Total	2	87	839	125	119	1172
Variance	2	2	-15	-2	-26	-39

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Form 700

Every elected official and public employee who makes or participates in making governmental decisions is required to submit a Statement of Economic Interests, also known as the Form 700.

The Form 700 provides transparency and ensures accountability in governmental decisions on an annual basis. The Form 700 packet will be mailed to each of you with a stamped return envelope. You need to complete the Form 700 and then place it in the mail. Please return your signed Form 700 by February 15th.

*Reminder: Form 700s require a wet signature!

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STAR Assessment



The winter Star Assessment window is now open until February 19.

We strongly encourage all families to participate to help our teachers and parents identify where additional support may be needed for their students.

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Parent Education Workshops/MDIP & Family Events

Last week, the MDIP Team partnered with the Parent Education Team for a wonderful presentation and interactive workshop: *Moving Beyond MLK & Rosa Parks. What's next in the conversation about racism and equity with our kids?*

Upcoming Events and Workshops:

- *Teaching Digital Literacy & Internet Safety in Our Homeschools* 2/22/21 @ 6:00 pm
- MDIP Presents: *Holocaust Remembrance* 1/27/21 @ 2:00 pm for grades 7-12

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Cal/OSHA COVID-19 Reopening Plan

Updated guidance from CDPH, for schools that have already opened for in-person instruction:

By February 1, 2021, post a COVID-19 Safety Plan and a Cal/OSHA COVID-19 Prevention Program Safety Plan for In-person Instruction on the school's website.

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JHVA

Junior High Virtual Academy

Carrie Carlson
JHVA Program Administrator

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JHVA Background & Vision

JHVA launched in the fall of 2020. We just completed our first official semester:

- T/TH classes for 7th/8th grades
- 6 teachers - live instruction 2x/per week
- Math, Language Arts, Science, Study Skills/Growth Mindset
- 175 students - multiple classes
- 90% pass rate in all classes
  - 88% C or better
- Office hours/mentorship

Junior High Virtual Academy (JHVA) is an academic program that offers core content instruction for students in 7th and 8th grades. Our program engages learners through direct instruction, thoughtful classroom discussion, relevant projects, and local meetups/field trips. Junior High Virtual Academy is designed to meet the academic, social, and developmental needs of students while preparing them for a successful high school experience.

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Future Plans and Goals

Spring Semester 2021

- Science Fair
- Virtual Field Trips
  - California Museum “Time of Remembrance”
- Partner w/MDIP, CC, & Parent Ed
  - Holocaust Survivor Event
  - Digital Literacy & Internet Safety
- Spring Student Showcase
  - Winter Performance

2021/2022 School Year

- Add M/W classes
- Social Studies & Electives
- Exploring partnership with Central Schools
- In person meet ups/field trips

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Thank you!

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Coversheet

Approve Minutes (p. 16-21)

Section: I. Opening Items
Item: F. Approve Minutes (p. 16-21)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Scheduled Board Meeting on December 9, 2020

APPROVED

Clarksville Charter School

Minutes

Regular Scheduled Board Meeting

Date and Time
Wednesday December 9, 2020 at 7:00 PM

Zoom Link: https://zoom.us/j/99211506364

Meeting ID: 992 1150 6364
Join by Phone: (669) 900-6833

Directors Present
Emily Allen (remote), Kelley Laliberte (remote), Keri Dalebout (remote), Lisa Jobe (remote)

Directors Absent
Kathleen Burwell-Callero

Guests Present
Darlington Ahaiwe (remote), Deanna Dyer (remote), Jenell Sherman (remote), Kathy Fagundo (remote), Shausta Eckland (remote), Tricia Blum (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Emily Allen called a meeting of the board of directors of Clarksville Charter School to order on Wednesday Dec 9, 2020 at 7:04 PM.

C. Approval of the Agenda (p. 1-2)

Emily Allen made a motion to approve the agenda.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Keri Dalebout	Aye
Kelley Laliberte	Aye
Lisa Jobe	Aye
Emily Allen	Aye

D. Public Comments

No public comments were made.

E. Closed Session

Emily Allen made a motion to move to closed session at 7:06 PM.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Kathleen Burwell-Callero	Absent
Kelley Laliberte	Aye
Emily Allen	Aye
Lisa Jobe	Aye
Keri Dalebout	Aye

F. Announcement of Any Action Taken During Closed Session

Emily Allen made a motion to return to open session at 8:27 PM and reported that no action was taken during closed session.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Kathleen Burwell-Callero	Absent
Keri Dalebout	Aye
Emily Allen	Aye
Lisa Jobe	Aye
Kelley Laliberte	Aye

G. Executive Director's Report (p. 3-16)

Jenell Sherman presented the Executive Director's report.

H.

Multi-Cultural Diversity Inclusion Perspectives Update (p. 17-25)

Deanna Dyer presented the Multi-Cultural Diversity Inclusion Perspectives update.

I. Approve Minutes (p. 26-31)

Emily Allen made a motion to approve the minutes from Regular Scheduled Board Meeting on 10-29-20.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Kelley Laliberte	Aye
Keri Dalebout	Aye
Lisa Jobe	Aye
Emily Allen	Aye
Kathleen Burwell-Callero	Absent

J. Approve Minutes (p. 32-36)

Emily Allen made a motion to approve the minutes from Special Board Meeting on 12-03-20.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Kathleen Burwell-Callero	Absent
Emily Allen	Aye
Keri Dalebout	Aye
Lisa Jobe	Aye
Kelley Laliberte	Aye

II. Finance

A. October Financials & First Interim Report (p. 37-80)

Emily Allen made a motion to approve the October Financials & First Interim Report.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Keri Dalebout	Aye
Lisa Jobe	Aye
Emily Allen	Aye
Kathleen Burwell-Callero	Absent
Kelley Laliberte	Aye

B. Budget Overview for Parents (p. 81-84)

Emily Allen made a motion to approve the Budget Overview for Parents.

Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Emily Allen	Aye
Keri Dalebout	Aye
Kelley Laliberte	Aye
Kathleen Burwell-Callero	Absent
Lisa Jobe	Aye

C. Finance Training Workshop - Part 2 (p. 85-97)

This item was tabled due to time.

D. Charter School Capital Presentation (p. 98-114)

Shausta Eckland and Tricia Blum presented an overview of Charter School Capital.

E. Shared Staffing Memorandum of Understanding for High School (p. 115-129)

Emily Allen made a motion to approve the Shared Staffing Memorandum of Understanding for High School.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Emily Allen	Aye
Kelley Laliberte	Aye
Kathleen Burwell-Callero	Absent
Keri Dalebout	Aye
Lisa Jobe	Aye

III. Operations

A. Comprehensive Safety Plan (p. 130 - 241)

Emily Allen made a motion to approve the Comprehensive Safety Plan.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Keri Dalebout	Aye
Kelley Laliberte	Aye
Lisa Jobe	Aye
Emily Allen	Aye
Kathleen Burwell-Callero	Absent

B. Employee Handbook (p. 242-316)

Emily Allen made a motion to approve the Employee Handbook.

Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Keri Dalebout	Aye
Kathleen Burwell-Callero	Absent
Lisa Jobe	Aye
Emily Allen	Aye
Kelley Laliberte	Aye

IV. Closing Items

A. Board of Director's Comments & Requests

No comments or requests from the board.

B. Announcement of Next Regular Scheduled Board Meeting

January 28, 2021 at 7:00 PM

C. Adjourn Meeting

Emily Allen made a motion to adjourn the meeting at 10:02pm.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Emily Allen	Aye
Lisa Jobe	Aye
Kelley Laliberte	Aye
Kathleen Burwell-Callero	Absent
Keri Dalebout	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:02 PM.

Respectfully Submitted,
Emily Allen

Prepared by:
Kathy Fagundo

Noted by:

Board Secretary

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Coversheet

Approve Minutes (p. 22-26)

Section: I. Opening Items
Item: G. Approve Minutes (p. 22-26)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on January 19, 2021

APPROVED

Clarksville Charter School

Minutes

Special Board Meeting

Date and Time
Tuesday January 19, 2021 at 6:00 PM

Zoom Link: https://zoom.us/j/96568347400

Meeting ID: 965 6834 7400
Join by Phone: (669) 900-6833

Directors Present
Emily Allen (remote), Kathleen Burwell-Callero (remote), Kelley Laliberte (remote), Keri Dalebout (remote), Lisa Jobe (remote)

Directors Absent
None

Guests Present
Jenell Sherman (remote), Royce Gough (remote), Spencer Styles (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Emily Allen called a meeting of the board of directors of Clarksville Charter School to order on Tuesday Jan 19, 2021 at 6:04 PM.

C. Approval of the Agenda (p. 1-2)

Emily Allen made a motion to approve the agenda.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Kelley Laliberte	Aye
Kathleen Burwell-Callero	Aye
Keri Dalebout	Aye
Lisa Jobe	Aye
Emily Allen	Aye

D. Public Comments

- No public comments

II. Finance

A. Finance Training Workshop - Part 2 (p. 3-15)

The board participated in an interactive exercise where Spencer Styles presented an example financial package and the board members identified areas of potential conversation that they would like to hear more about.

III. Operations

A. Shared Services Presentation (p. 16-23)

Royce Gough presented on forming a Charter Services Organization (CSO): a membership-driven non-profit organization controlled by its members. The goal of this organizational structure is to collaboratively represent the joint interests between Lake View Charter School, Clarksville Charter School, Feather River Charter School, and Winship Community School and to strengthen their identity. The presentation included:

- Initial steps to get started
- Six-month timeline overview for getting the Charter Services Organization up and running

B. Uniform Complaint Policy and Procedures (p. 24-35)

Emily Allen made a motion to table the Uniform Complaint Policy and Procedures until Jenell Sherman gets legal clarification.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Lisa Jobe	Aye
Keri Dalebout	Aye
Kathleen Burwell-Callero	Aye
Emily Allen	Aye
Kelley Laliberte	Aye

C. Admissions & Enrollment Policy (p. 36-40)

Emily Allen made a motion to Admissions & Enrollment Policy with amendments.
Lisa Jobe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Kelley Laliberte	Aye
Lisa Jobe	Aye
Emily Allen	Aye
Kathleen Burwell-Callero	Aye
Keri Dalebout	Aye

IV. Closing Items

A. Board of Director's Comments & Requests

- Lisa Jobe commented on cashflow review.
- Emily Allen appreciated Spencer Style's Financial Workshop.
- Lisa Jobe mentioned Facebook chatter regarding in-person services update.
- Discussion of rollover funds.
- Katie Burwell suggested a Financial Workshop for parents.

B. Announcement of Next Regular Scheduled Board Meeting

- January 28, 2021 at 7:00 p.m.

C. Adjourn Meeting

Emily Allen made a motion to adjourn the meeting.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Kathleen Burwell-Callero	Aye
Kelley Laliberte	Aye
Emily Allen	Aye
Keri Dalebout	Aye
Lisa Jobe	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,
Emily Allen

Prepared by:
Jenell Sherman

Noted by:

Board Secretary

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Coversheet

December Financials (p. 27-56)

Section: II. Finance
Item: A. December Financials (p. 27-56)
Purpose: Vote
Submitted by:
Related Material: Clarksville_Financial Package_December 2020 - Final.pdf

CHARTER IMPACT

Clarksville Charter School

Monthly Financial Presentation – December 2020

CLARKSVILLE - Highlights

- Year-end revenue projections decreased by $44k.
- Year-end expense projections increased by $128k.
- Year-end surplus projected at $139k. (October; $311k)
- Senate Bill-740 Requirements:

· 40/80 Expense Ratio ✓

Cert.	Instr.
45.2%	81.4%
603,545	187,349

· 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio
19.63 :1

CLARKSVILLE - Revenue

Variance Analysis:

- **Federal Revenue:** Full recognition of Learning Loss Mitigation Funds- CRF
- **Other State Revenue:** Adjustment to previously recognized Learning Loss Mitigation Funds- GF
- **Other Local Revenue:** Removal of projected furniture sale.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Revenue						
State Aid-Rev Limit	$ 3,796,734	$ 3,946,085	$ (149,351)	$ 10,467,912	$ 10,468,696	$ (783)
Federal Revenue	72,938	50,869	22,069	210,758	137,820	72,938
Other State Revenue	483,597	282,681	200,916	1,087,991	985,879	102,112
Other Local Revenue	22,461	-	22,461	22,461	-	22,461
Total Revenue	**$ 4,375,730**	**$ 4,279,635**	**$ 96,095**	**$ 11,789,122**	**$ 11,592,395**	**$ 196,727**

CLARKSVILLE - Expenses

Variance Analysis:

- **Certificated Salaries & Benefits**: Increase in certificated staffing.
- **Books and Supplies**: Increase in projected software expense.
- **Sub agreement Services:** Projected credit from shared staff invoicing.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Expenses						
Certificated Salaries	$ 2,396,010	$ 2,261,932	$ (134,079)	$ 4,738,505	$ 4,523,864	$ (214,641)
Classified Salaries	258,255	248,000	(10,255)	510,804	496,000	(14,804)
Benefits	769,720	775,027	5,307	1,520,918	1,564,754	43,836
Books and Supplies	706,161	606,677	(99,484)	1,400,134	1,333,685	(66,449)
Subagreement Services	941,703	974,597	32,894	1,946,405	2,061,927	115,523
Operations	96,028	27,500	(68,528)	123,528	55,000	(68,528)
Facilities	35,490	32,400	(3,090)	67,890	64,800	(3,090)
Professional Services	572,464	585,670	13,206	1,156,842	1,234,309	77,467
Depreciation	1,076	1,100	24	2,176	2,200	24
Interest	108,055	174,972	66,917	182,803	185,441	2,638
Total Expenses	**$ 5,884,963**	**$ 5,687,875**	**$ (197,088)**	**$ 11,650,005**	**$ 11,521,980**	**$ (128,025)**

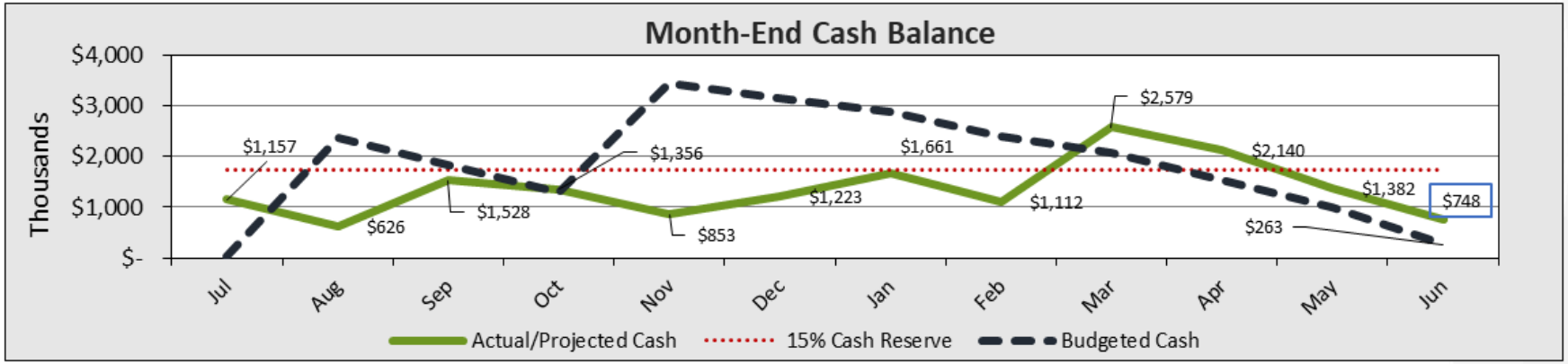
CLARKSVILLE - Fund Balance

- Projected year-end surplus & fund balance exceed budget.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (1,509,233)**	**$ (1,408,240)**	**$ 23,070,992**	**$ 139,117**	**$ 70,415**	**$ 68,702**
Beginning Fund Balance	288,347	288,347		288,347	288,347	
Ending Fund Balance	**$ (1,220,886)**	**$ (1,119,893)**		**$ 427,464**	**$ 358,762**	
As a % of Annual Expenses	*-10.5%*	*-9.7%*		*3.7%*	*3.1%*	

CLARKSVILLE - Cash Balance

- Positive cash projected through year-end.
- Next receivable sale projected for March 2021.



CLARKSVILLE - Compliance Reporting

Due Date	Description	Completed By
Jan-22	**Mid-Year Expenditure Report due to SELPA** - Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact
Jan-29	**CALPADS - Fall 1 Amendment deadline** - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by CV
Jan-31	**IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage -** Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees.	CV with Charter Impact support
Feb-01	**School Accountability Report Card -** All public schools in California are required to prepare an annual SARC (2019/20). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	CV
Feb-20	**Certification of the First Principal Apportionment -** The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact
Feb-24	**E-Rate FCC Form 470 Due date (FY2021)** - To requests bids for service, applicants certify an FCC Form 470 in the E-rate Productivity Center (EPC). This is a formal process to identify and request the products and services you need so that potential service providers can review your requests and submit bids. The FCC Form 470 must be certified in EPC at least 28 days before the close of the filing window. February 24, 2021 is the deadline to certify an FY2021 FCC Form 470 and still be able to certify an FCC Form 471 within the FY2021 filing window.	CV

CLARKSVILLE - Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Due-To/Due-From Balance

Clarksville Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 1/13/2021

ADA = 1158.15

CHARTER IMPACT

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues															ADA = 1158.15	
State Aid - Revenue Limit																
8011 LCFF State Aid	-	409,292	409,292	736,726	736,726	736,726	736,726	736,726	342,691	131,243	131,243	131,243	2,909,225	**8,147,860**	8,185,847	(37,988)
8012 Education Protection Account	-	-	-	57,908	-	-	57,908	-	-	57,907	-	-	57,908	**231,630**	231,630	-
8096 In Lieu of Property Taxes	-	125,305	250,611	167,074	167,074	-	167,074	167,074	348,070	174,035	174,035	174,035	174,035	**2,088,422**	2,051,218	37,204
	-	534,597	659,903	961,708	903,800	736,726	961,708	903,800	690,761	363,185	305,278	305,278	3,141,168	**10,467,912**	**10,468,696**	**(783)**
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	12,374	12,374	22,615	22,615	22,615	22,615	22,615	**137,820**	137,820	-
8296 Other Federal Revenue	-	-	28,575	-	-	44,363	-	-	-	-	-	-	-	**72,938**	-	72,938
	-	-	28,575	-	-	44,363	12,374	12,374	22,615	22,615	22,615	22,615	22,615	**210,758**	**137,820**	**72,938**
Other State Revenue																
8311 State Special Education	-	31,083	38,693	-	125,596	125,596	62,388	62,388	49,829	49,829	49,829	49,829	49,829	**694,890**	694,890	-
8550 Mandated Cost	-	-	-	-	-	26,151	-	-	-	-	-	-	-	**26,151**	26,198	(47)
8560 State Lottery	-	-	-	-	-	-	57,478	-	-	57,478	-	-	115,517	**230,472**	230,472	-
8598 Prior Year Revenue	107,903	-	-	-	-	-	-	-	-	-	-	-	-	**107,903**	-	107,903
8599 Other State Revenue	-	-	-	89,535	-	(60,960)	-	-	-	-	-	-		**28,575**	34,320	(5,745)
	107,903	31,083	38,693	89,535	125,596	90,787	119,865	62,388	49,829	107,307	49,829	49,829	165,346	**1,087,991**	**985,879**	**102,112**
Other Local Revenue																
8689 Other Fees and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
8980 Contributions, Unrestricted	-	-	-	-	-	22,461	-	-	-	-	-	-	-	**22,461**	-	22,461
	-	-	-	-	-	22,461	-	-	-	-	-	-	-	**22,461**	**-**	**22,461**
Total Revenue	**107,903**	**565,680**	**727,171**	**1,051,243**	**1,029,396**	**894,337**	**1,093,947**	**978,562**	**763,205**	**493,107**	**377,722**	**377,722**	**3,329,128**	**11,789,122**	**11,592,395**	**196,727**
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	274,965	288,472	301,968	291,237	273,406	282,971	284,568	284,568	284,568	284,568	284,568	284,568	-	**3,420,427**	3,254,507	(165,920)
1175 Teachers' Extra Duty/Stipends	550	-	4,050	14,325	26,845	28,018	14,228	14,228	14,228	14,228	14,228	14,228	-	**159,158**	130,180	(28,978)
1200 Pupil Support Salaries	13,966	14,766	15,716	15,903	15,931	15,931	15,931	15,931	15,931	15,931	15,931	15,931	-	**187,798**	164,088	(23,710)
1300 Administrators' Salaries	79,726	67,650	68,500	69,058	68,840	70,840	69,340	69,340	69,340	69,340	69,340	69,340	-	**840,653**	786,000	(54,653)
1900 Other Certificated Salaries	13,941	16,461	15,678	16,348	14,975	14,975	6,348	6,348	6,348	6,348	6,348	6,348	-	**130,468**	189,088	58,620
	383,148	387,349	405,912	406,871	399,997	412,735	390,416	390,416	390,416	390,416	390,416	390,416	-	- **4,738,505**	**4,523,864**	**(214,641)**
Classified Salaries																
2200 Support Salaries	31,871	30,408	32,417	32,837	32,075	29,481	30,262	30,262	30,262	30,262	30,262	30,262	-	**370,663**	361,000	(9,663)
2400 Clerical and Office Staff Salaries	4,424	4,039	4,231	4,291	4,054	4,438	4,631	4,631	4,631	4,631	4,631	4,631	-	**53,261**	50,000	(3,261)
2900 Other Classified Salaries	7,683	7,183	7,183	7,243	7,198	7,198	7,198	7,198	7,198	7,198	7,198	7,198	-	**86,879**	85,000	(1,879)
	43,978	41,630	43,831	44,371	43,327	41,117	42,091	42,091	42,091	42,091	42,091	42,091	-	- **510,804**	**496,000**	**(14,804)**
Benefits																
3101 STRS	59,840	60,075	62,855	62,704	62,352	64,337	63,718	63,718	63,718	63,718	63,718	63,718	-	**754,468**	832,391	77,923
3202 PERS	-	-	-	-	-	-	1,616	1,616	1,616	1,616	1,616	1,616	-	**9,695**	19,295	9,600
3301 OASDI	2,610	2,465	2,601	2,635	2,570	2,455	2,581	2,581	2,581	2,581	2,581	2,581	-	**30,818**	30,752	(66)
3311 Medicare	5,972	6,008	6,321	6,347	6,226	6,378	6,324	6,324	6,324	6,324	6,324	6,324	-	**75,199**	72,788	(2,411)
3401 Health and Welfare	41,875	61,161	51,705	51,532	52,006	51,611	40,625	40,625	40,625	40,625	40,625	40,625	-	**553,639**	502,500	(51,139)
3501 State Unemployment	4,673	1,498	236	524	160	146	9,065	7,252	3,626	1,813	1,813	1,813	-	**32,618**	36,750	4,132
3601 Workers' Compensation	5,857	2,179	4,018	4,018	4,018	4,018	6,106	6,106	6,106	6,106	6,106	6,106	-	**60,745**	70,278	9,533
3901 Other Benefits	10,404	-	-	(6,669)	-	-	-	-	-	-	-	-	-	**3,735**	-	(3,735)
	131,231	133,386	127,736	121,089	127,332	128,945	130,034	128,221	124,595	122,782	122,782	122,782	-	**1,520,918**	**1,564,754**	**43,836**
Books and Supplies																
4302 School Supplies	36,976	129,247	89,248	89,007	58,445	106,083	73,486	60,757	26,762	76,365	153,682	106,426	-	**1,006,484**	1,006,484	-
4305 Software	4,026	10,631	65,340	(8,513)	16,678	11,675	9,200	9,200	9,200	9,200	9,200	9,200	-	**155,037**	110,400	(44,637)
4310 Office Expense	10,533	216	2,022	1,604	2,627	3,350	742	742	742	742	742	742	-	**24,802**	8,900	(15,902)
4311 Business Meals	-	-	79	199	183	-	75	75	75	75	75	75	-	**910**	900	(10)
4312 School Fundraising Expense	-	-	-	-	-	-	17	17	17	17	17	17	-	**100**	200	100
4400 Noncapitalized Equipment	158	30,495	12,480	2,041	-	31,332	20,133	16,646	7,332	20,922	42,105	29,158	-	**212,801**	206,801	(6,000)
	51,692	170,589	169,169	84,338	77,932	152,440	103,652	87,436	44,127	107,320	205,820	145,617	-	**1,400,134**	**1,333,685**	**(66,449)**
Subagreement Services																
5102 Special Education	451	16,364	17,409	52,595	122,438	24,432	28,125	28,125	28,125	28,125	28,125	28,125	-	**402,440**	337,500	(64,940)
5105 Security	-	-	-	-	-	-	75	75	75	75	75	75	-	**450**	900	450
5106 Other Educational Consultants	8,777	33,570	135,324	29,184	41,652	166,074	78,601	64,987	28,625	81,681	164,381	113,835	-	**946,691**	1,136,662	189,972
5107 Instructional Services	49,551	48,260	48,905	48,906	48,905	48,906	50,565	50,565	50,565	50,565	50,565	50,565	-	**596,824**	586,865	(9,959)
	58,779	98,195	201,638	130,685	212,996	239,412	157,367	143,752	107,390	160,446	243,146	192,600	-	**1,946,405**	- **2,061,927**	**115,523**
Operations and Housekeeping																
5201 Auto and Travel	-	-	88	-	-	-	1,108	1,108	1,108	1,108	1,108	1,108	-	**6,738**	13,300	6,562
5300 Dues & Memberships	-	-	85	1,070	-	-	342	342	342	342	342	342	-	**3,205**	4,100	895
5400 Insurance	3,125	17,687	10,406	12,183	11,174	10,405	3,125	3,125	3,125	3,125	3,125	3,125	-	**83,730**	37,500	(46,230)
5501 Utilities	-	-	651	-	-	908	-	-	-	-	-	-	-	**1,558**	-	(1,558)
5900 Communications	-	-	4,008	849	531	16,377	-	-	-	-	-	-	-	**21,766**	-	(21,766)
5901 Postage and Shipping	123	1,073	155	163	796	985	8	8	8	8	8	8	-	**3,344**	100	(3,244)
	3,248	18,760	15,393	15,953	13,251	29,424	4,583	4,583	4,583	4,583	4,583	4,583	-	**123,528**	**55,000**	**(68,528)**
Facilities, Repairs and Other Leases																
5601 Rent	9,116	3,760	3,760	3,760	3,760	3,760	5,000	5,000	5,000	5,000	5,000	5,000	-	**57,916**	60,000	2,084
5602 Additional Rent	1,122	1,122	1,122	1,122	1,122	1,122	-	-	-	-	-	-	-	**6,734**	-	(6,734)
5603 Equipment Leases	-	-	-	-	-	-	42	42	42	42	42	42	-	**250**	500	250
5604 Other Leases	-	-	-	-	-	-	358	358	358	358	358	358	-	**2,150**	4,300	2,150
5610 Repairs and Maintenance	-	840	-	-	-	-	-	-	-	-	-	-	-	**840**	-	(840)
	10,239	5,722	4,882	4,882	4,882	4,882	5,400	5,400	5,400	5,400	5,400	5,400	-	**67,890**	**64,800**	**(3,090)**
Professional/Consulting Services																
5802 Audit & Taxes	-	-	-	-	4,500	-	-	-	-	-	-	-	-	**4,500**	6,300	1,800

Clarksville Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 1/13/2021

ADA = 1158.15

CHARTER IMPACT

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
5803 Legal	-	15,557	464	4,512	7,716	3,290	1,708	1,708	1,708	1,708	1,708	1,708	-	**41,789**	20,500	(21,289)
5804 Professional Development	-	-	180	274	-	3,365	242	242	242	242	242	242	-	**5,269**	2,900	(2,369)
5805 General Consulting	-	200	300	800	700	2,213	283	283	283	283	283	283	-	**5,913**	3,400	(2,513)
5806 Special Activities/Field Trips	-	96	-	1,204	1,133	14,776	22,404	18,523	8,159	23,282	46,854	32,447	-	**168,877**	168,877	-
5807 Bank Charges	560	980	464	739	752	836	200	200	200	200	200	200	-	**5,530**	2,300	(3,230)
5808 Printing	39	-	-	-	-	-	-	-	-	-	-	-	-	**39**	-	(39)
5809 Other taxes and fees	1,103	119	1,500	48	30	30	1,780	1,780	1,780	1,780	1,780	1,780	-	**13,509**	20,470	6,961
5810 Payroll Service Fee	974	1,700	336	1,252	1,870	979	794	794	794	794	794	794	-	**11,875**	9,656	(2,218)
5811 Management Fee	66,313	65,271	65,842	65,841	66,163	63,466	66,928	66,928	66,928	66,928	66,928	66,928	-	**794,462**	789,732	(4,731)
5812 District Oversight Fee	-	-	-	-	-	103,980	9,617	9,038	6,908	3,632	3,053	3,053	(34,601)	**104,679**	209,374	104,695
5815 Public Relations/Recruitment	-	-	-	-	-	-	67	67	67	67	67	67	-	**400**	800	400
	68,989	83,924	69,085	74,670	82,863	192,933	104,023	99,563	87,068	98,915	121,908	107,501	(34,601)	**1,156,842**	**1,234,309**	**77,467**
Depreciation																
6900 Depreciation Expense	179	4,538	4,538	(8,537)	179	179	183	183	183	183	183	183	-	**2,176**	2,200	24
	179	4,538	4,538	(8,537)	179	179	183	183	183	183	183	183	-	**2,176**	**2,200**	**24**
Interest																
7438 Interest Expense	21,434	-	35,996	-	-	50,625	28,053	-	46,695	-	-	-	-	**182,803**	185,441	2,638
	21,434	-	35,996	-	-	50,625	28,053	-	46,695	-	-	-	-	**182,803**	**185,441**	**2,638**
Total Expenses	**772,917**	**944,092**	**1,078,180**	**874,322**	**962,760**	**1,252,693**	**965,802**	**901,647**	**852,550**	**932,138**	**1,136,331**	**1,011,174**	**(34,601)**	**11,650,005**	**11,521,980**	**(128,025)**
Monthly Surplus (Deficit)	**(665,014)**	**(378,412)**	**(351,009)**	**176,921**	**66,636**	**(358,356)**	**128,144**	**76,915**	**(89,346)**	**(439,031)**	**(758,609)**	**(633,452)**	**3,363,729**	**139,117**	**70,415**	**68,702**
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(665,014)	(378,412)	(351,009)	176,921	66,636	(358,356)	128,144	76,915	(89,346)	(439,031)	(758,609)	(633,452)	3,363,729	**139,117**		
Cash flows from operating activities																
Depreciation/Amortization	179	4,538	4,538	(8,537)	179	179	183	183	183	183	183	183	-	**2,176**		
Public Funding Receivables	1,199,028	129,282	397	40,147		108,875			-	-	-	-	(3,329,128)	**(1,851,399)**		
Grants and Contributions Rec.	1,775,280	-	267,704	262,413	-	(5,881)	-	-	-	-	-	-	-	**2,299,516**		
Prepaid Expenses	(87,196)	14,424	(880)	(11,815)	14,424	(25)	-	-	-	-	-	-	-	**(71,068)**		
Other Assets	(100,000)	-	-	-	-	-	-	-	-	-	-	-	-	**(100,000)**		
Accounts Payable	5,792	239,394	18,135	(364,911)	123,467	46,456	-	-	-	-	-	-	(34,601)	**33,732**		
Accrued Expenses	121,304	70,452	(26,078)	25,668	(143,443)	118,360	-	-	-	-	-	-	-	**166,263**		
Deferred Revenue	-	-	44,363	-	-	16,597	-	-	-	-	-	-	-	**60,960**		
Other Liabilities	(1,774,400)	-	-	-	-	-	-	-	-	-	-	-	-	**(1,774,400)**		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	(261,500)	-	261,500	-	-	-	-	-	-	-	-	-	**-**		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Cash flows from financing activities																
Proceeds from Factoring	626,200		1,252,400	-	-		935,100		1,556,500	-			-	**4,370,200**		
Payments on Factoring	(834,300)	(348,700)	(307,700)	(553,900)	(564,100)	(626,200)	(626,200)	(626,200)	-				-	**(4,487,300)**		
						1,070,700										
Total Change in Cash	266,874	(530,522)	901,868	(172,514)	(502,836)	370,706	437,228	(549,102)	1,467,338	(438,848)	(758,425)	(633,269)				
Cash, Beginning of Month	889,812	1,156,685	626,163	1,528,031	1,355,517	852,681	1,223,387	1,660,615	1,111,513	2,578,851	2,140,003	1,381,578				
Cash, End of Month	**1,156,685**	**626,163**	**1,528,031**	**1,355,517**	**852,681**	**1,223,387**	**1,660,615**	**1,111,513**	**2,578,851**	**2,140,003**	**1,381,578**	**748,309**				

Cert.	Instr.
45.2%	81.4%
603,545	187,349

Pupil:Teacher Ratio	
19.63	:1

Clarksville Charter School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ 736,726	$ 736,726	$ (0)	$ 3,028,762	$ 3,028,763	$ (1)	$ 8,185,847
Education Protection Account	-	-	-	57,908	57,908	1	231,630
In Lieu of Property Taxes	-	163,698	(163,698)	710,064	859,414	(149,350)	2,051,218
Total State Aid - Revenue Limit	736,726	900,424	(163,698)	3,796,734	3,946,085	(149,351)	10,468,696
Federal Revenue							
Special Education - Entitlement	-	12,374	(12,374)	-	50,869	(50,869)	137,820
Other Federal Revenue	44,363	-	44,363	72,938	-	72,938	-
Total Federal Revenue	44,363	12,374	31,989	72,938	50,869	22,069	137,820
Other State Revenue							
State Special Education	125,596	62,388	63,208	320,968	256,483	64,485	694,890
Mandated Cost	26,151	26,198	(47)	26,151	26,198	(47)	26,198
State Lottery	-	-	-	-	-	-	230,472
Prior Year Revenue	-	-	-	107,903	-	107,903	-
Other State Revenue	(60,960)	-	(60,960)	28,575	-	28,575	34,320
Total Other State Revenue	90,787	88,585	2,202	483,597	282,681	200,916	985,879
Other Local Revenue							-
Contributions, Unrestricted	22,461	-	22,461	22,461	-	22,461	-
Total Other Local Revenue	22,461	-	22,461	22,461	-	22,461	-
Total Revenues	**$ 894,337**	**$ 1,001,383**	**$ (107,046)**	**$ 4,375,730**	**$ 4,279,635**	**$ 96,095**	**$ 11,592,395**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 282,971	$ 271,209	$ (11,762)	$ 1,713,019	$ 1,627,254	$ (85,766)	$ 3,254,508
Teachers' Extra Duty/Stipends	28,018	10,848	(17,169)	73,788	65,090	(8,697)	130,180
Pupil Support Salaries	15,931	13,674	(2,257)	92,212	82,044	(10,168)	164,088
Administrators' Salaries	70,840	65,500	(5,340)	424,613	393,000	(31,613)	786,000
Other Certificated Salaries	14,975	15,757	782	92,378	94,544	2,166	189,088
Total Certificated Salaries	412,735	376,989	(35,746)	2,396,010	2,261,932	(134,079)	4,523,864
Classified Salaries							
Support Salaries	29,481	30,083	603	189,089	180,500	(8,589)	361,000
Clerical and Office Staff Salaries	4,438	4,167	(272)	25,477	25,000	(477)	50,000
Other Classified Salaries	7,198	7,083	(115)	43,689	42,500	(1,189)	85,000
Total Classified Salaries	41,117	41,333	216	258,255	248,000	(10,255)	496,000
Benefits							
State Teachers' Retirement System, certificated positions	64,337	69,366	5,029	372,163	416,195	44,033	832,391
Public Employees' Retirement System, classified positions	-	1,608	1,608	-	9,648	9,648	19,295
OASDI/Medicare/Alternative, certificated positions	2,455	2,563	108	15,335	15,376	41	30,752
Medicare/Alternative, certificated positions	6,378	6,066	(313)	37,253	36,394	(859)	72,788
Health and Welfare Benefits, certificated positions	51,611	41,875	(9,736)	309,889	251,250	(58,639)	502,500
State Unemployment Insurance, certificated positions	146	1,838	1,692	7,236	11,025	3,789	36,750
Workers' Compensation Insurance, certificated positions	4,018	5,857	1,839	24,108	35,139	11,031	70,278
Other Benefits, certificated positions	-	-	-	3,735	-	(3,735)	-
Total Benefits	128,945	129,171	226	769,720	775,027	5,307	1,564,754
Books & Supplies							
School Supplies	106,083	55,779	(50,304)	509,006	453,331	(55,675)	1,006,484
Software	11,675	9,200	(2,475)	99,837	55,200	(44,637)	110,400
Office Expense	3,350	742	(2,609)	20,352	4,450	(15,902)	8,900
Business Meals	-	75	75	460	450	(10)	900
School Fundraising Expense	-	17	17	-	100	100	200
Noncapitalized Equipment	31,332	11,461	(19,871)	76,505	93,145	16,640	206,801
Total Books & Supplies	152,440	77,273	(75,167)	706,161	606,677	(99,484)	1,333,685
Subagreement Services							
Special Education	24,432	28,125	3,693	233,690	168,750	(64,940)	337,500
Security	-	75	75	-	450	450	900
Other Educational Consultants	166,074	62,994	(103,080)	414,581	511,965	97,384	1,136,662
Instructional Services	48,906	48,905	(1)	293,433	293,433	(0)	586,865
Total Subagreement Services	239,412	140,099	(99,313)	941,703	974,597	32,894	2,061,927

Clarksville Charter School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	-	1,108	1,108	88	6,650	6,562	13,300
Dues & Memberships	-	342	342	1,155	2,050	895	4,100
Insurance	10,405	3,125	(7,280)	64,980	18,750	(46,230)	37,500
Utilities	908	-	(908)	1,558	-	(1,558)	-
Janitorial Services	750	-	(750)	3,188	-	(3,188)	-
Communications	16,377	-	(16,377)	21,766	-	(21,766)	-
Postage and Shipping	985	8	(976)	3,294	50	(3,244)	100
Total Operations & Housekeeping	29,424	4,583	(24,840)	96,028	27,500	(68,528)	55,000
Facilities, Repairs & Other Leases							
Rent	3,760	5,000	1,240	27,916	30,000	2,084	60,000
Additional Rent	1,122	-	(1,122)	6,734	-	(6,734)	-
Equipment Leases	-	42	42	-	250	250	500
Other Leases	-	358	358	-	2,150	2,150	4,300
Repairs and Maintenance	-	-	-	840	-	(840)	-
Total Facilities, Repairs & Other Leases	4,882	5,400	518	35,490	32,400	(3,090)	64,800
Professional/Consulting Services							
Audit & Taxes	-	2,100	2,100	4,500	6,300	1,800	6,300
Legal	3,290	1,708	(1,581)	31,539	10,250	(21,289)	20,500
Professional Development	3,365	242	(3,123)	3,819	1,450	(2,369)	2,900
General Consulting	2,213	283	(1,929)	4,213	1,700	(2,513)	3,400
Special Activities/Field Trips	14,776	9,359	(5,417)	17,208	76,064	58,855	168,877
Bank Charges	836	200	(636)	4,330	1,100	(3,230)	2,300
Printing	-	-	-	39	-	(39)	-
Other Taxes and Fees	30	1,780	1,750	2,829	9,790	6,961	20,470
Payroll Service Fee	979	805	(174)	7,111	4,828	(2,283)	9,656
Management Fee	63,466	65,811	2,345	392,895	394,866	1,971	789,732
District Oversight Fee	103,980	18,008	(85,972)	103,980	78,922	(25,058)	209,374
Public Relations/Recruitment	-	67	67	-	400	400	800
Total Professional/Consulting Services	192,933	100,363	(92,570)	572,464	585,670	13,206	1,234,309
Depreciation							
Depreciation Expense	179	183	4	1,076	1,100	24	2,200
Total Depreciation	179	183	4	1,076	1,100	24	2,200
Interest							
Interest Expense	50,625	-	(50,625)	108,055	174,972	66,917	185,441
Total Interest	50,625	-	(50,625)	108,055	174,972	66,917	185,441
Total Expenses	**$ 1,252,693**	**$ 875,395**	**$ (377,297)**	**$ 5,884,963**	**$ 5,687,875**	**$ (197,088)**	**$ 11,521,980**
Change in Net Assets	**(358,356)**	**125,988**	**(484,343)**	**(1,509,233)**	**(1,408,240)**	**(100,993)**	**70,414**
Net Assets, Beginning of Period	(862,531)			288,347			
Net Assets, End of Period	**$ (1,220,886)**			**$ (1,220,886)**			

Clarksville Charter School

Statement of Financial Position

December 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	$ 1,223,388	$ 889,812	$ 333,576	37%
Accounts Receivable	14,733	539,849	(525,116)	-97%
Public Funding Receivables	13,107	1,490,836	(1,477,729)	-99%
Factored Receivables	(2,323,100)	(834,300)	(1,488,800)	178%
Due To/From Related Parties	780,413	780,413	-	0%
Prepaid Expenses	197,427	126,359	71,068	56%
Total Current Assets	**(94,032)**	**2,992,970**	**(3,087,002)**	**-103%**
Long-Term Assets				
Property & Equipment, Net	10,803	11,879	(1,076)	-9%
Deposits	105,500	5,500	100,000	1818%
Total Long Term Assets	**116,303**	**17,379**	**98,924**	**569%**
Total Assets	**$ 22,271**	**$ 3,010,350**	**$ (2,988,078)**	**-99%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 432,057	$ 363,724	$ 68,333	19%
Accrued Liabilities	732,775	566,512	166,263	29%
Deferred Revenue	78,326	1,791,766	(1,713,440)	-96%
Total Current Liabilities	**1,243,158**	**2,722,003**	**(1,478,845)**	**-54%**
Total Liabilities	**1,243,158**	**2,722,003**	**(1,478,845)**	**-54%**
Total Net Assets	**(1,220,886)**	**288,347**	**(1,509,233)**	**-523%**
Total Liabilities and Net Assets	**$ 22,271**	**$ 3,010,350**	**$ (2,988,078)**	**-99%**

Clarksville Charter School

Statement of Cash Flows

For the period ended December 31, 2020

	Month Ended 12/31/20	YTD Ended 12/31/20
Cash Flows from Operating Activities		
Change in Net Assets	$ (358,356)	$ (1,509,233)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	179	1,076
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	108,875	1,477,729
Grants, Contributions & Pledges Receivable	438,619	2,013,916
Prepaid Expenses	(25)	(71,068)
Other Assets	-	(100,000)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	46,456	68,333
Accrued Expenses	118,360	166,263
Deferred Revenue	16,597	(1,713,440)
Total Cash Flows from Operating Activities	**370,706**	**333,576**
Cash Flows from Investing Activities		
Purchase of Property & Equipment	-	-
Total Cash Flows from Investing Activities	**-**	**-**
Change in Cash & Cash Equivalents	370,706	333,576
Cash & Cash Equivalents, Beginning of Period	852,682	889,812
Cash and Cash Equivalents, End of Period	**$ 1,223,388**	**$ 1,223,388**

Clarksville Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10888	KiwiCo, Inc.	12/9/2020	VOID
11038	Bre Rice	12/9/2020	VOID
11078	El Dorado County Office of Education	12/1/2020	$ 27.57
11079	El Dorado County Office of Education	12/1/2020	2.09
11080	El Dorado County Office of Education	12/1/2020	102,994.53
11081	A Brighter Child	12/3/2020	3,725.89
11082	All About Learning Press, Inc.	12/3/2020	999.20
11083	All Star Gymnastics	12/3/2020	1777.48
11084	Alona Kravchuk	12/3/2020	600.00
11085	American River Speech Therapy	12/3/2020	400.00
11086	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	12/3/2020	768.00
11087	Beautiful Feet Books, Inc.	12/3/2020	589.34
11088	VOID	VOID	VOID
11089	BookShark	12/3/2020	4,738.61
11090	Bowman Martial Arts	12/3/2020	235
11091	Bright Thinker	12/3/2020	992.67
11092	Britton Parsons	12/3/2020	1,200.00
11093	Chappell Ranch, LLC	12/3/2020	500.00
11094	Charter Impact, Inc.	12/3/2020	16,607.18
11095	Chess At Three	12/3/2020	160.00
11096	Communication Tools	12/3/2020	1,570.00
11097	Diana Haynie	12/3/2020	80.00
11098	Drivers Ed Direct	12/3/2020	39.00
11099	E-Therapy LLC	12/3/2020	491.00
11100	eat2explore	12/3/2020	219.68
11101	Education.com Holdings, Inc.	12/3/2020	239.98
11102	Educational Development Corporation	12/3/2020	243.43
11103	Emily Allen	12/3/2020	100
11104	First Choice Tutoring	12/3/2020	294.00
11105	Hands 4 Building, LLC	12/3/2020	142.99
11106	Home Science Tools	12/3/2020	42.16
11107	Homeschool Spanish Academy	12/3/2020	1,597.00
11108	Institute for Excellence in Writing	12/3/2020	322.51
11109	Inversion Gym	12/3/2020	3,058.15
11110	It Takes The Village	12/3/2020	455.00
11111	Jabbergym	12/3/2020	740.00
11112	JacKris Publishing, LLC	12/3/2020	374.57
11113	Katie Burwell	12/3/2020	100.00
11114	Kelly Laliberte	12/3/2020	100.00
11115	Keri Dalebout	12/3/2020	100.00
11116	KiwiCo, Inc.	12/3/2020	6,329.27
11117	Lakeshore	12/3/2020	965.47
11118	Law Offices of Jennifer McQuarrie	12/3/2020	396.00
11119	Learning Without Tears	12/3/2020	415.02
11120	LEGO Education	12/3/2020	353.87
11121	Leighton Dance Project, Inc.	12/3/2020	100.00
11122	Lisa Bond-Torgerson	12/3/2020	950.00
11123	Lisa Jobe	12/3/2020	100.00
11124	Logic of English	12/3/2020	472.88
11125	Lotus Educational Services, Inc.	12/3/2020	2,316.90
11126	Math-U-See Inc	12/3/2020	608.00
11127	McColgan & Associates Inc.	12/3/2020	4,628.75
11128	MEL Science U.S., LLC	12/3/2020	972.10
11129	Moving Beyond the Page	12/3/2020	138.23
11130	Mystery Science	12/3/2020	98.00

Clarksville Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11131	NewSongs Music	12/3/2020	144.00
11132	Northern California Children's Chorus	12/3/2020	848.35
11133	Nunez Martial Arts Academy	12/3/2020	350.00
11134	Oak Meadow Inc.	12/3/2020	1,050.95
11135	Outside the Box Creation	12/3/2020	131.85
11136	Pamela Hayes Classical Ballet	12/3/2020	441.67
11137	Paula Vance	12/3/2020	400.00
11138	PresenceLearning, Inc.	12/3/2020	18,012.58
11139	Provenance	12/3/2020	71,546.41
11140	R&D Educational Systems Inc. Sombrero Time	12/3/2020	1,316.00
11141	VOID	VOID	VOID
11142	Rainbow Resource Center	12/3/2020	4,544.96
11143	Rocklin Music Academy	12/3/2020	910.00
11144	Sabado School Of Music Inc.	12/3/2020	1,390.00
11145	Satori Management, Inc	12/3/2020	680.00
11146	School of Rock Elk Grove & Roseville	12/3/2020	714.00
11147	School Pathways, LLC	12/3/2020	4281.34
11148	Sean Bianco	12/3/2020	260
11149	Singapore Math Inc.	12/3/2020	510.53
11150	Specialized Therapy Services, Inc	12/3/2020	2,067.50
11151	Stephanie Strong	12/3/2020	960.00
11152	Studies Weekly	12/3/2020	418.76
11153	Studio 65 Dance Company	12/3/2020	550.00
11154	Tahoe Speech Therapy LLC	12/3/2020	870.00
11155	Teacher Synergy, LLC	12/3/2020	8.50
11156	VOID	VOID	VOID
11157	Teaching Textbooks	12/3/2020	2,735.77
11158	The Critical Thinking Co.	12/3/2020	343.29
11159	Theory Dance LLC	12/3/2020	430.00
11160	Therapeutic Language Clinic, Inc.	12/3/2020	2,910.00
11161	Timberdoodle.com	12/3/2020	735.44
11162	Viktoria Dzhumara	12/3/2020	300.00
11163	Well Trained Mind Press	12/3/2020	103.10
11164	Writing With Kris	12/3/2020	716.00
11165	Y Corporation dba Mathnasium	12/3/2020	495.00
11166	Yuko Ray	12/3/2020	102.00
11167	Bre Rice	12/9/2020	3,740.00
11168	KiwiCo, Inc.	12/9/2020	128.70
11169	A Brighter Child	12/9/2020	3,467.90
11170	All About Learning Press, Inc.	12/9/2020	350.45
11171	American River Speech Therapy	12/9/2020	350.00
11172	BookShark	12/9/2020	680.51
11173	Brave Writer, LLC	12/9/2020	328.00
11174	Bright Thinker	12/9/2020	248.98
11175	Clemencia Massa	12/9/2020	800.00
11176	Education.com Holdings, Inc.	12/9/2020	119.88
11177	Evan-Moor	12/9/2020	314.25
11178	Foothill Taekwondo	12/9/2020	438.00
11179	Global Teletherapy	12/9/2020	28,246.00
11180	Haynes Family of Programs	12/9/2020	660.00
11181	Honest History Co	12/9/2020	0.00
11182	Institute for Excellence in Writing	12/9/2020	287.63
11183	Jennifer Steward	12/9/2020	655.00
11184	Kitchen Stewardship, LLC	12/9/2020	149.95
11185	KiwiCo, Inc.	12/9/2020	3,825.35
11186	Kline Music	12/9/2020	114.19

Clarksville Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11187	Kovar's Laguna	12/9/2020	1,000.00
11188	Lakeshore	12/9/2020	276.05
11189	Learning Without Tears	12/9/2020	11.50
11190	letme! Technologies	12/9/2020	330.00
11191	Lotus Educational Services, Inc.	12/9/2020	1,858.64
11192	Mariko Reeves	12/9/2020	500.00
11193	Math-U-See Inc	12/9/2020	58.00
11194	McColgan & Associates Inc.	12/9/2020	1,630.00
11195	Mr. D Math	12/9/2020	197.00
11196	Nancy Barcal	12/9/2020	770.00
11197	Provenance	12/9/2020	154.11
11198	Rainbow Resource Center	12/9/2020	550.54
11199	Robin Clary	12/9/2020	580.00
11200	Singapore Math Inc.	12/9/2020	171.41
11201	Teacher Synergy, LLC	12/9/2020	16.00
11202	Well Trained Mind Press	12/9/2020	735.00
11203	Yuko Ray	12/9/2020	102.00
11204	Momni Cafe	12/14/2020	412.50
11205	Provenance	12/16/2020	97,811.00
11206	3P Learning Inc	12/17/2020	598.50
11207	8x8, INC.	12/17/2020	200.69
11208	A Brighter Child	12/17/2020	3,115.85
11209	Activities for Learning, Inc.	12/17/2020	26.75
11210	Alexandr Popov	12/17/2020	400.00
11211	All About Learning Press, Inc.	12/17/2020	953.70
11212	Andrea Mae Horne	12/17/2020	260.50
11213	Ballet Rejoice School For The Arts	12/17/2020	310.00
11214	Black Oak Therapy	12/17/2020	322.00
11215	BookShark	12/17/2020	1,811.04
11216	Bowman Martial Arts	12/17/2020	235.00
11217	Brett Place	12/17/2020	340.00
11218	Carol Saulsberry	12/17/2020	150.00
11219	Charter Impact, Inc.	12/17/2020	95.70
11220	Chiung-Hwa Bryce	12/17/2020	550.00
11221	Christina Bollengier	12/17/2020	4,680.00
11222	Diana Haynie	12/17/2020	240.00
11223	DNA Dance Collective	12/17/2020	900.00
11224	E-Therapy LLC	12/17/2020	1,262.50
11225	eat2explore	12/17/2020	109.84
11226	Education.com Holdings, Inc.	12/17/2020	119.99
11227	Educational Development Corporation	12/17/2020	93.54
11228	Edventure	12/17/2020	1,600.00
11229	Elemental Science	12/17/2020	18.00
11230	Emily Allen	12/17/2020	200.00
11231	First Choice Tutoring	12/17/2020	551.25
11232	Gavin Dague	12/17/2020	500.00
11233	Gina Burdick	12/17/2020	375.00
11234	Golden State School Services	12/17/2020	180.00
11235	Growing Healthy Children Therapy Services, Inc.	12/17/2020	14,862.75
11236	Hawkins School of Performing Arts	12/17/2020	600.00
11237	Haynes Family of Programs	12/17/2020	725.00
11238	Home Science Tools	12/17/2020	106.85
11239	Imagine Music Instruction LLC	12/17/2020	540.00
11240	Institute for Excellence in Writing	12/17/2020	53.19
11241	It Takes The Village	12/17/2020	520.00
11242	JacKris Publishing, LLC	12/17/2020	119.96

Clarksville Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11243	Janelle Blocher	12/17/2020	140
11244	Jenny Thompson	12/17/2020	550
11245	Kelly BJJ	12/17/2020	588.00
11246	Kimberly Snow	12/17/2020	420.00
11247	KiwiCo, Inc.	12/17/2020	885.38
11248	KiwiCo, Inc.	12/17/2020	257.29
11249	Lakeshore	12/17/2020	723.81
11250	Learning Without Tears	12/17/2020	220.10
11251	Linda Reams	12/17/2020	735.00
11252	Little Global Citizens LLC	12/17/2020	239.00
11253	Little Passports	12/17/2020	881.77
11254	Live Education!	12/17/2020	489.90
11255	Logic of English	12/17/2020	80.43
11256	Mariko Reeves	12/17/2020	400.00
11257	Mary Frederick	12/17/2020	5,925.00
11258	Math-U-See Inc	12/17/2020	1,530.00
11259	MEL Science U.S., LLC	12/17/2020	314.10
11260	Michelle Jones	12/17/2020	260.00
11261	Moving Beyond the Page	12/17/2020	6.43
11262	Nancy Barcal	12/17/2020	990.00
11263	Natalie Rush	12/17/2020	80.00
11264	Natomas Music Square	12/17/2020	230.00
11265	Nessy Learning LLC	12/17/2020	155.00
11266	NewSongs Music	12/17/2020	144.00
11267	Nicole Howton	12/17/2020	390.00
11268	Nunez Martial Arts Academy	12/17/2020	350.00
11269	Pacific Institute of Music, LLC	12/17/2020	505.00
11270	Pamela Hayes Classical Ballet	12/17/2020	128.00
11271	Provenance	12/17/2020	471.02
11272	R&D Educational Systems Inc. Sombrero Time	12/17/2020	1,018.00
11273	Rainbow Resource Center	12/17/2020	1,870.45
11274	Rhonda Asbenson	12/17/2020	720.00
11275	Robin Clary	12/17/2020	145.00
11276	Sabado School Of Music Inc.	12/17/2020	1,300.00
11277	Sacramento Youth Symphony	12/17/2020	570.00
11278	School Pathways, LLC	12/17/2020	4,251.54
11279	Shannon Draper's Music Studio	12/17/2020	770.00
11280	Shooting Stars Tutoring	12/17/2020	800.00
11281	Starfall Education Foundation	12/17/2020	35.00
11282	Studies Weekly	12/17/2020	193.62
11283	Teacher Synergy, LLC	12/17/2020	72.40
11284	Teaching Textbooks	12/17/2020	198.10
11285	The Dance Academy	12/17/2020	135.00
11286	Timberdoodle.com	12/17/2020	77.74
11287	Time4Learning.com	12/17/2020	25
11288	Total Education Solutions, dba TES Therapy	12/17/2020	1,657.50
11289	Urban Arts Youth	12/17/2020	157.50
11290	Vanessa Shaw	12/17/2020	595.00
11291	Voice Academy	12/17/2020	160.00
11292	Wendy Stephens	12/17/2020	367.50
11293	Wilkinson Hadley King & Co. LLP	12/17/2020	4,500.00
11294	Writing With Kris	12/17/2020	1,032.00
11295	Y Corporation dba Mathnasium	12/17/2020	520.00
11296	Young, Minney & Corr, LLP - CA Trust	12/17/2020	3,500.00
11297	FJM Palms Associates, LLC	12/22/2020	4,907.00
11298	James Daniel MacKinnon	12/22/2020	$ 750.00

Clarksville Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount

Total Disbursements in December $ 524,963.24

Clarksville Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
8x8, INC.	2842616	12/1/2020	12/31/2020	$ 206	$ -	$ -	$ -	$ -	$ 206
A Brighter Child	53945	11/9/2020	12/9/2020	157	-	-	-	-	157
A Brighter Child	54649	12/11/2020	1/10/2021	220	-	-	-	-	220
A Brighter Child	56204	11/5/2020	12/5/2020	148	-	-	-	-	148
A Brighter Child	56205	11/5/2020	12/5/2020	89	-	-	-	-	89
Academics In A Box Inc	11991	12/14/2020	1/13/2021	87	-	-	-	-	87
Activities for Learning, Inc.	382122	11/18/2020	12/18/2020	107	-	-	-	-	107
Activities for Learning, Inc.	382146	11/19/2020	12/19/2020	107	-	-	-	-	107
All About Learning Press, Inc.	904622	10/9/2020	12/8/2020	48	-	-	-	-	48
All About Learning Press, Inc.	904730	10/16/2020	12/15/2020	90	-	-	-	-	90
All About Learning Press, Inc.	904826	10/23/2020	12/22/2020	223	-	-	-	-	223
All About Learning Press, Inc.	904828	10/23/2020	12/22/2020	96	-	-	-	-	96
All About Learning Press, Inc.	904964	11/9/2020	12/9/2020	64	-	-	-	-	64
All About Learning Press, Inc.	904991	11/10/2020	1/9/2021	25	-	-	-	-	25
All About Learning Press, Inc.	904992	11/10/2020	1/9/2021	53	-	-	-	-	53
All About Learning Press, Inc.	904994	11/10/2020	1/9/2021	35	-	-	-	-	35
All Star Gymnastics	409	12/1/2020	12/31/2020	80	-	-	-	-	80
Alona Kravchuk	91	11/30/2020	12/30/2020	200	-	-	-	-	200
Amazon Capital Services	1CMD-XHHJ-PCCL	6/18/2020	8/17/2020	(22)	-	-	-	-	(22)
Amazon Capital Services	1HHM-QGTM-47W1	7/14/2020	9/12/2020	(72)	-	-	-	-	(72)
Amazon Capital Services	1NQ1-RT4Y-C1RH	6/23/2020	8/22/2020	(18)	-	-	-	-	(18)
Amazon Capital Services	1PQY-69GN-3NQX	5/31/2020	6/30/2020	(18)	-	-	-	-	(18)
Amazon Capital Services	1T34-3QMC-17XR	7/10/2020	9/8/2020	(278)	-	-	-	-	(278)
Amazon Capital Services	1V76-Y1VY-WRHQ	8/25/2020	10/24/2020	(49)	-	-	-	-	(49)
Amazon Capital Services	1XX9-J9J3-F7FH	7/10/2020	9/8/2020	(91)	-	-	-	-	(91)
Amazon Capital Services	INQ1-RT4Y-C1RH	6/23/2020	8/22/2020	(18)	-	-	-	-	(18)
American River Speech Therapy	12032421	12/1/2020	12/31/2020	250	-	-	-	-	250
Amy Walters	AAW11302020	11/4/2020	12/4/2020	177	-	-	-	-	177
Apex Learning	SOINV00144541	12/3/2020	1/2/2021	300	-	-	-	-	300
Art of Problem Solving	900055	12/18/2020	1/17/2021	159	-	-	-	-	159
Asten Fallavollita	61	12/13/2020	1/12/2021	1,148	-	-	-	-	1,148
Ballet Rejoice School For The Arts	0579	11/30/2020	11/30/2020	310	-	-	-	-	310
Beautiful Feet Books, Inc.	13385	11/6/2020	12/6/2020	19	-	-	-	-	19
Beautiful Feet Books, Inc.	13483	12/11/2020	1/10/2021	244	-	-	-	-	244
Ben Gladstone	22-007	12/3/2020	1/2/2021	450	-	-	-	-	450
Bitsbox	3330	12/9/2020	12/9/2020	168	-	-	-	-	168
Black Oak Therapy	58	11/17/2020	12/17/2020	450	-	-	-	-	450
BookShark	31086909	11/5/2020	12/5/2020	57	-	-	-	-	57
BookShark	31087508	11/10/2020	12/10/2020	517	-	-	-	-	517
BookShark	31087514	11/10/2020	12/10/2020	553	-	-	-	-	553
BookShark	31091527	11/17/2020	12/17/2020	12	-	-	-	-	12
BookShark	31091714	11/18/2020	12/18/2020	8	-	-	-	-	8
BookShark	31091715	11/18/2020	12/18/2020	8	-	-	-	-	8
BookShark	31093259	11/20/2020	12/20/2020	174	-	-	-	-	174
BookShark	31094251	11/24/2020	12/24/2020	523	-	-	-	-	523
BookShark	31095624	12/2/2020	1/1/2021	171	-	-	-	-	171
BookShark	31096921	12/3/2020	1/2/2021	801	-	-	-	-	801

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BookShark	31097592	12/4/2020	1/3/2021	823	-	-	-	-	823
BookShark	31098229	12/4/2020	1/3/2021	4	-	-	-	-	4
BookShark	31098454	12/7/2020	1/6/2021	108	-	-	-	-	108
Boutwell Fay	32252	12/2/2020	12/2/2020	663	-	-	-	-	663
Brenda Williams	CLF20201	12/14/2020	1/13/2021	5,680	-	-	-	-	5,680
Bright Thinker	SINV2525	12/15/2020	1/14/2021	124	-	-	-	-	124
Carrie Morris	MAACLA2F20	12/10/2020	1/9/2021	3,135	-	-	-	-	3,135
CB Music	Invoice16363	12/15/2020	1/14/2021	1,208	-	-	-	-	1,208
Celia Frazer	101	12/7/2020	1/6/2021	150	-	-	-	-	150
Celia Frazer	201	12/7/2020	1/6/2021	150	-	-	-	-	150
Charter Impact, Inc.	PR121520	12/16/2020	12/16/2020	468	-	-	-	-	468
CharterSAFE	33443	12/1/2020	12/1/2020	14,423	-	-	-	-	14,423
Classical Learning Resource Center	2851	12/14/2020	12/14/2020	270	-	-	-	-	270
Classical Learning Resource Center	2855	12/14/2020	12/14/2020	960	-	-	-	-	960
Crafty School Crates	18237	11/6/2020	12/6/2020	375	-	-	-	-	375
Crocker House Creative Arts	11252020	11/25/2020	12/25/2020	990	-	-	-	-	990
Diana Haynie	34	11/29/2020	12/29/2020	240	-	-	-	-	240
Diana Haynie	35	12/18/2020	1/17/2021	240	-	-	-	-	240
Don Johnston Incorporated	00453073	11/19/2020	12/19/2020	65	-	-	-	-	65
Donna Dexter	104	12/3/2020	1/2/2021	1,200	-	-	-	-	1,200
Drivers Ed Direct	1169	11/12/2020	12/12/2020	39	-	-	-	-	39
E-Therapy LLC	16271	11/30/2020	12/30/2020	374	-	-	-	-	374
eat2explore	100797	11/13/2020	12/13/2020	110	-	-	-	-	110
Educational Development Corporation	DIR7898283	11/5/2020	12/5/2020	5	-	-	-	-	5
Educational Development Corporation	DIR8040639	11/18/2020	12/18/2020	83	-	-	-	-	83
Educational Development Corporation	DIR8309305	12/6/2020	2/4/2021	213	-	-	-	-	213
Educational Development Corporation	DIR8335585	12/8/2020	1/7/2021	10	-	-	-	-	10
Edventure	T1116	11/17/2020	12/17/2020	500	-	-	-	-	500
eDynamic Learning	20-0129 CREDIT	3/27/2020	4/26/2020	(265)	-	-	-	-	(265)
eDynamic Learning	20-2360	12/18/2020	1/17/2021	85	-	-	-	-	85
eDynamic Learning	20-3186	12/10/2020	1/9/2021	265	-	-	-	-	265
El Dorado County Office of Education	20012525	12/30/2020	12/30/2020	30	-	-	-	-	30
El Dorado County Office of Education	ELDO123020	12/30/2020	12/30/2020	103,906	-	-	-	-	103,906
Emily Allen	ALLE120720	12/7/2020	12/7/2020	200	-	-	-	-	200
Emily Allen	ALLE121120	12/11/2020	12/11/2020	200	-	-	-	-	200
Emily Layher	018	11/10/2020	12/10/2020	390	-	-	-	-	390
Evan-Moor	INV297095	11/5/2020	12/5/2020	100	-	-	-	-	100
First Choice Tutoring	476	11/20/2020	12/20/2020	650	-	-	-	-	650
First Choice Tutoring	478	12/3/2020	1/2/2021	294	-	-	-	-	294
First Choice Tutoring	479	12/3/2020	1/2/2021	392	-	-	-	-	392
First Choice Tutoring	482	12/10/2020	1/9/2021	180	-	-	-	-	180
First Choice Tutoring	483	12/10/2020	1/9/2021	180	-	-	-	-	180
Foothill Taekwondo	FH-03-20	12/3/2020	1/2/2021	73	-	-	-	-	73
Foothill Taekwondo	GH-03-20	12/3/2020	1/2/2021	73	-	-	-	-	73
Foothill Taekwondo	JH-03-20	12/3/2020	1/2/2021	73	-	-	-	-	73
Forever Dance Lake Tahoe	43590	12/14/2020	12/14/2020	640	-	-	-	-	640
Forever Dance Lake Tahoe	43682	12/9/2020	12/9/2020	310	-	-	-	-	310
Gavin Dague	2	12/8/2020	1/7/2021	400	-	-	-	-	400

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Gina Burdick	105	11/3/2020	12/3/2020	750	-	-	-	-	750
Gina Burdick	106	11/30/2020	12/30/2020	250	-	-	-	-	250
Gina Burdick	107	12/4/2020	1/3/2021	975	-	-	-	-	975
Gina Burdick	108	12/14/2020	1/13/2021	375	-	-	-	-	375
Gina Burdick	109	12/14/2020	1/13/2021	125	-	-	-	-	125
Gina Stowell	200512	12/7/2020	1/6/2021	750	-	-	-	-	750
Global Teletherapy	4114	11/9/2020	12/9/2020	26,958	-	-	-	-	26,958
Griffin Tutoring	2020-11-2	11/9/2020	12/9/2020	180	-	-	-	-	180
Griffin Tutoring	2020-12CLA-4	12/18/2020	1/17/2021	585	-	-	-	-	585
Growing Healthy Children Therapy Services, Inc.	ICVCS _2008-2009 A1	10/22/2020	11/21/2020	(76)	-	-	-	-	(76)
Gwendolyn Burton	112142020	12/14/2020	1/13/2021	560	-	-	-	-	560
Hands 4 Building, LLC	1934	12/1/2020	12/31/2020	143	-	-	-	-	143
Haynes Family of Programs	LAS399.1-03	11/16/2020	12/16/2020	660	-	-	-	-	660
Haynes Family of Programs	OT206.1-02	11/16/2020	12/16/2020	450	-	-	-	-	450
Hilary Anthony	091	12/9/2020	1/8/2021	690	-	-	-	-	690
Hilary Anthony	092	12/9/2020	1/8/2021	660	-	-	-	-	660
Hilary Anthony	093	12/9/2020	1/8/2021	245	-	-	-	-	245
Hilary Anthony	094	12/9/2020	1/8/2021	65	-	-	-	-	65
Hilary Anthony	095	12/9/2020	1/8/2021	65	-	-	-	-	65
History Unboxed LLC	wc-8839HU	11/11/2020	12/11/2020	235	-	-	-	-	235
History Unboxed LLC	wc-8840HU	11/11/2020	12/11/2020	123	-	-	-	-	123
History Unboxed LLC	wc-8926HU	12/9/2020	1/8/2021	66	-	-	-	-	66
History Unboxed LLC	wc-9026HU	12/16/2020	1/15/2021	66	-	-	-	-	66
History Unboxed LLC	wc-9027HU	12/16/2020	1/15/2021	123	-	-	-	-	123
History Unboxed LLC	wc-9043HU	12/19/2020	1/18/2021	471	-	-	-	-	471
Home Science Tools	1045021	8/26/2020	10/25/2020	141	-	-	-	-	141
Home Science Tools	1072384A	11/18/2020	12/18/2020	19	-	-	-	-	19
Home Science Tools	1081402A	12/10/2020	1/9/2021	25	-	-	-	-	25
Home Science Tools	1081423A	12/10/2020	1/9/2021	64	-	-	-	-	64
Home Science Tools	1081424A	12/10/2020	1/9/2021	126	-	-	-	-	126
Home Science Tools	1083737A	12/15/2020	1/14/2021	15	-	-	-	-	15
Home Science Tools	1083738A	12/15/2020	1/14/2021	15	-	-	-	-	15
Home Science Tools	1083739A	12/15/2020	1/14/2021	15	-	-	-	-	15
Home Science Tools	1084553A	12/17/2020	1/16/2021	82	-	-	-	-	82
Home Science Tools	1084791A	12/18/2020	1/17/2021	66	-	-	-	-	66
Home Science Tools	1084792A	12/18/2020	1/17/2021	101	-	-	-	-	101
Homeschool Spanish Academy	2077	11/4/2020	12/4/2020	1,467	-	-	-	-	1,467
Honest History Co	1197	10/12/2020	11/11/2020	96	-	-	-	-	96
Honest History Co	4387	11/24/2020	12/24/2020	21	-	-	-	-	21
Hooked on Phonics	HOP1189	12/7/2020	1/6/2021	214	-	-	-	-	214
Independent Study HQ	1047	11/11/2020	12/11/2020	1,100	-	-	-	-	1,100
Inspire Learning Academy	F20CCS1	11/10/2020	12/10/2020	350	-	-	-	-	350
Institute for Excellence in Writing	737637	11/19/2020	12/19/2020	193	-	-	-	-	193
Institute for Excellence in Writing	737891	11/24/2020	12/28/2020	102	-	-	-	-	102
Institute for Excellence in Writing	737892	11/24/2020	12/28/2020	38	-	-	-	-	38
Institute for Excellence in Writing	737907	11/24/2020	12/28/2020	49	-	-	-	-	49
Inversion Gym	1030	12/15/2020	1/14/2021	1,115	-	-	-	-	1,115
Irina Samarina	261	11/15/2020	12/15/2020	600	-	-	-	-	600

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It Takes The Village	21116	11/24/2020	12/24/2020	260	-	-	-	-	260
It Takes The Village	21117	11/24/2020	11/24/2020	585	-	-	-	-	585
It Takes The Village	21120	11/24/2020	12/24/2020	650	-	-	-	-	650
Jabbergym	13120	11/5/2020	12/5/2020	345	-	-	-	-	345
JacKris Publishing, LLC	1079	12/10/2020	1/9/2021	59	-	-	-	-	59
Jaime Layton	102	11/5/2020	12/5/2020	540	-	-	-	-	540
JCC Chabad of Roseville	INV-14726	11/12/2020	12/12/2020	280	-	-	-	-	280
JCC Chabad of Roseville	INV-14734	11/12/2020	12/12/2020	280	-	-	-	-	280
JCC Chabad of Roseville	INV-14736	11/12/2020	12/12/2020	280	-	-	-	-	280
JCC Chabad of Roseville	INV-14737	11/12/2020	12/12/2020	280	-	-	-	-	280
Jennifier Androkitis	2232 VCA F20	11/9/2020	12/9/2020	1,230	-	-	-	-	1,230
JJ Music Lessons	16	11/9/2020	12/9/2020	180	-	-	-	-	180
JJ Music Lessons	19	12/11/2020	1/10/2021	320	-	-	-	-	320
JJ Music Lessons	20	12/11/2020	1/10/2021	180	-	-	-	-	180
Justin H. Bingham	12	12/2/2020	1/1/2021	320	-	-	-	-	320
Kaitlyn Brennan	12020	11/24/2020	12/24/2020	428	-	-	-	-	428
Kaitlyn Brennan	22020	12/11/2020	1/10/2021	72	-	-	-	-	72
Kaizen Martial Arts Academy	1340CM	12/3/2020	1/2/2021	240	-	-	-	-	240
Kaizen Martial Arts Academy	1341CM	12/14/2020	1/13/2021	240	-	-	-	-	240
Kaizen Martial Arts Academy	BARB	4/30/2020	5/30/2020	(420)	-	-	-	-	(420)
Katie Burwell	BURW120720	12/7/2020	12/7/2020	200	-	-	-	-	200
Kelly Laliberte	LALI120720	12/7/2020	12/7/2020	200	-	-	-	-	200
Kelly Laliberte	LALI121120	12/11/2020	12/11/2020	200	-	-	-	-	200
Keri Dalebout	DALE120720	12/7/2020	12/7/2020	200	-	-	-	-	200
Keri Dalebout	DALE121120	12/11/2020	12/11/2020	200	-	-	-	-	200
Kimberly Snow	3458	12/10/2020	1/9/2021	420	-	-	-	-	420
KiwiCo, Inc.	Nov.20-CLA-2	12/1/2020	1/15/2021	2,828	-	-	-	-	2,828
KiwiCo, Inc.	Oct.20-CLA-2	11/3/2020	12/18/2020	1,664	-	-	-	-	1,664
Lakeshore	3098001120	11/23/2020	12/23/2020	106	-	-	-	-	106
Laura Hauge, Writing Maven Tutoring Services	200-2020	11/3/2020	12/3/2020	2,015	-	-	-	-	2,015
Laura Hauge, Writing Maven Tutoring Services	201-2020	12/1/2020	12/31/2020	4,243	-	-	-	-	4,243
Law Offices of Jennifer McQuarrie	2910	12/3/2020	12/3/2020	88	-	-	-	-	88
Learning Without Tears	INV100544	12/14/2020	1/13/2021	65	-	-	-	-	65
Learning Without Tears	INV100666	12/16/2020	1/15/2021	22	-	-	-	-	22
Learning Without Tears	INV99065	11/19/2020	12/19/2020	38	-	-	-	-	38
LEGO Education	1190446887	11/19/2020	1/18/2021	123	-	-	-	-	123
Leighton Dance Project, Inc.	201109	12/4/2020	12/4/2020	100	-	-	-	-	100
Leighton Dance Project, Inc.	201112	12/4/2020	12/4/2020	140	-	-	-	-	140
Leighton Dance Project, Inc.	201113	12/4/2020	12/4/2020	70	-	-	-	-	70
letme! Technologies	ICCS_2010	11/11/2020	12/11/2020	990	-	-	-	-	990
Linda Reams	31	11/28/2020	12/28/2020	558	-	-	-	-	558
Lisa Hindmarsh	104	12/11/2020	1/10/2021	2,592	-	-	-	-	2,592
Lisa Jobe	JOBE120720	12/7/2020	12/7/2020	200	-	-	-	-	200
Lisa Jobe	JOBE121120	12/11/2020	12/11/2020	200	-	-	-	-	200
Little Passports	114236048	11/15/2020	12/15/2020	205	-	-	-	-	205
Little Passports	114383518	11/30/2020	12/30/2020	129	-	-	-	-	129
Little Passports	114393623	11/30/2020	12/30/2020	225	-	-	-	-	225
Little Passports	CM-0000000149	10/21/2020	11/20/2020	(299)	-	-	-	-	(299)

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Logic of English	INW0224	11/7/2020	12/7/2020	64	-	-	-	-	64
Love of Learning	202009 CLA	11/24/2020	12/24/2020	4,050	-	-	-	-	4,050
Lynda Weiss	2012140001-1	12/14/2020	1/13/2021	180	-	-	-	-	180
Lynda Weiss	2012140002-2	12/14/2020	1/13/2021	540	-	-	-	-	540
Mariko Reeves	13	11/20/2020	12/20/2020	300	-	-	-	-	300
Math-U-See Inc	0673653-IN	10/19/2020	12/18/2020	119	-	-	-	-	119
Math-U-See Inc	0674994-IN	10/26/2020	12/25/2020	58	-	-	-	-	58
Math-U-See Inc	0675772-IN	10/29/2020	12/28/2020	119	-	-	-	-	119
Math-U-See Inc	0677268-IN	11/6/2020	1/5/2021	119	-	-	-	-	119
Math-U-See Inc	0677272-IN	11/6/2020	1/5/2021	119	-	-	-	-	119
Math-U-See Inc	0678008-IN	11/11/2020	1/10/2021	107	-	-	-	-	107
Math-U-See Inc	0678009-IN	11/11/2020	1/10/2021	119	-	-	-	-	119
Math-U-See Inc	0678248-IN	11/12/2020	1/11/2021	112	-	-	-	-	112
Math-U-See Inc	0678942-IN	11/17/2020	1/16/2021	58	-	-	-	-	58
Math-U-See Inc	0678948-IN	11/17/2020	1/16/2021	58	-	-	-	-	58
Math-U-See Inc	0678955-IN	11/17/2020	1/16/2021	58	-	-	-	-	58
Math-U-See Inc	0678958-IN	11/17/2020	1/16/2021	58	-	-	-	-	58
Math-U-See Inc	0678964-IN	11/17/2020	1/16/2021	123	-	-	-	-	123
Math-U-See Inc	0678965-IN	11/17/2020	1/16/2021	125	-	-	-	-	125
Math-U-See Inc	0682686-IN	12/17/2020	2/15/2021	58	-	-	-	-	58
Math-U-See Inc	0682705-IN	12/17/2020	2/15/2021	58	-	-	-	-	58
MEL Science U.S., LLC	JW2020121504	12/15/2020	1/14/2021	305	-	-	-	-	305
Miaplaza, Inc	3259	11/21/2020	12/21/2020	168	-	-	-	-	168
Michelle Jones	111	11/17/2020	12/17/2020	130	-	-	-	-	130
Michelle Jones	112	11/17/2020	12/17/2020	130	-	-	-	-	130
Michelle Jones	113	11/17/2020	12/17/2020	130	-	-	-	-	130
Michelle Jones	114	12/7/2020	1/6/2021	98	-	-	-	-	98
Michelle Jones	115	12/7/2020	1/6/2021	98	-	-	-	-	98
Michelle Jones	116	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	117	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	118	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	119	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	120	12/7/2020	1/6/2021	260	-	-	-	-	260
Michelle Jones	121	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	122	12/7/2020	1/6/2021	130	-	-	-	-	130
Michelle Jones	123	12/7/2020	1/6/2021	260	-	-	-	-	260
Michelle Jones	124	12/7/2020	1/6/2021	260	-	-	-	-	260
Michelle Jones	125	12/9/2020	1/8/2021	260	-	-	-	-	260
Moria McAfee	CCS_11232020	11/3/2020	12/23/2020	563	-	-	-	-	563
Moving Beyond the Page	238029	11/13/2020	12/13/2020	14	-	-	-	-	14
Moving Beyond the Page	238111	11/13/2020	12/13/2020	14	-	-	-	-	14
Moving Beyond the Page	239448	11/23/2020	12/23/2020	167	-	-	-	-	167
Moving Beyond the Page	240068	12/3/2020	12/3/2020	7	-	-	-	-	7
Moving Beyond the Page	240689	12/7/2020	12/7/2020	28	-	-	-	-	28
Moving Beyond the Page	240734	12/7/2020	12/7/2020	28	-	-	-	-	28
Moving Beyond the Page	241299	12/9/2020	1/8/2021	36	-	-	-	-	36
Moving Beyond the Page	241929	12/10/2020	1/9/2021	32	-	-	-	-	32
Moving Beyond the Page	242003	12/11/2020	1/10/2021	9	-	-	-	-	9

Clarksville Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Mr. D Math	1313	11/5/2020	12/5/2020	197	-	-	-	-	197
Multiple Measures LLC	68581	12/2/2020	1/1/2021	4,668	-	-	-	-	4,668
Mystery Science	112273	12/15/2020	1/9/2021	69	-	-	-	-	69
Mystery Science	112454	12/15/2020	1/9/2021	69	-	-	-	-	69
Nancy Barcal	CL-112020	10/30/2020	11/28/2020	770	-	-	-	-	770
Natalie Rush	4000	12/2/2020	1/1/2021	140	-	-	-	-	140
Natalie Rush	4001	12/2/2020	1/1/2021	60	-	-	-	-	60
Natasha Bagshaw	004	5/5/2020	6/3/2020	2,729	-	-	-	-	2,729
Natomas Music Square	203	12/1/2020	12/31/2020	230	-	-	-	-	230
NewSongs Music	36788	12/1/2020	12/1/2020	144	-	-	-	-	144
Nicole Thomas	2857	11/21/2020	12/21/2020	49	-	-	-	-	49
Nicole Thomas	2922	12/18/2020	1/17/2021	129	-	-	-	-	129
Nunez Martial Arts Academy	585	11/29/2020	12/29/2020	350	-	-	-	-	350
On The GO Academy	Fall 2020-16	11/24/2020	12/24/2020	250	-	-	-	-	250
Orr Piano Instruction	12162020-EYMANN	12/16/2020	1/15/2021	325	-	-	-	-	325
Outschool, Inc.	14275	3/16/2020	4/15/2020	13	-	-	-	-	13
Outschool, Inc.	20218	7/27/2020	8/26/2020	25	-	-	-	-	25
Pamela Hayes Classical Ballet	0033	12/3/2020	1/2/2021	148	-	-	-	-	148
Paula Vance	CH9016	12/2/2020	1/1/2021	190	-	-	-	-	190
Pearson Education Inc.	6001561057	1/22/2020	2/21/2020	(190)	-	-	-	-	(190)
PresenceLearning, Inc.	INV34682	9/7/2020	10/6/2020	172	-	-	-	-	172
PresenceLearning, Inc.	INV37205	12/4/2020	1/3/2021	10,715	-	-	-	-	10,715
Procopio, Cory, Hargreaves & Savich LLP	736089	11/19/2020	11/19/2020	1,138	-	-	-	-	1,138
Procopio, Cory, Hargreaves & Savich LLP	737962	12/8/2020	1/7/2021	1,401	-	-	-	-	1,401
Provenance	3818	11/5/2020	12/5/2020	301	-	-	-	-	301
Provenance	3836	11/10/2020	12/10/2020	7,379	-	-	-	-	7,379
Provenance	3902	11/16/2020	12/16/2020	100	-	-	-	-	100
Provenance	3955	11/17/2020	12/17/2020	5,477	-	-	-	-	5,477
Provenance	3961	11/17/2020	12/17/2020	16,575	-	-	-	-	16,575
Provenance	3981	11/19/2020	12/19/2020	17	-	-	-	-	17
Provenance	3987	11/19/2020	12/19/2020	36	-	-	-	-	36
Provenance	3988	11/19/2020	12/19/2020	16	-	-	-	-	16
Provenance	4017	11/20/2020	12/20/2020	513	-	-	-	-	513
Provenance	4021	11/20/2020	12/20/2020	208	-	-	-	-	208
Provenance	4025	11/30/2020	12/30/2020	1,795	-	-	-	-	1,795
Provenance	4036	11/30/2020	12/30/2020	208	-	-	-	-	208
Provenance	4041	12/3/2020	1/2/2021	186	-	-	-	-	186
Provenance	4053	1/1/2021	1/14/2021	97,811	-	-	-	-	97,811
Provenance	4130	12/15/2020	1/14/2021	1,585	-	-	-	-	1,585
Provenance	4143	12/15/2020	1/14/2021	73	-	-	-	-	73
Provenance	4147	12/16/2020	12/16/2020	250	-	-	-	-	250
R&D Educational Systems Inc. Sombrero Time	12355	12/1/2020	12/31/2020	240	-	-	-	-	240
R&D Educational Systems Inc. Sombrero Time	12357	12/1/2020	12/31/2020	149	-	-	-	-	149
Rachel Baker	6	11/18/2020	11/18/2020	1,100	-	-	-	-	1,100
Rachel Eldridge	1046	11/12/2020	12/12/2020	60	-	-	-	-	60
Rainbow Resource Center	3193639	11/5/2020	12/5/2020	38	-	-	-	-	38
Rainbow Resource Center	3197910	11/10/2020	12/10/2020	121	-	-	-	-	121
Rainbow Resource Center	3203600	11/16/2020	12/16/2020	57	-	-	-	-	57

Clarksville Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	3203602	11/16/2020	12/16/2020	486	-	-	-	-	486
Rainbow Resource Center	3203603	11/16/2020	12/16/2020	44	-	-	-	-	44
Rainbow Resource Center	3205146	11/17/2020	12/17/2020	121	-	-	-	-	121
Rainbow Resource Center	3207502	11/17/2020	12/17/2020	62	-	-	-	-	62
Rainbow Resource Center	3207503	11/17/2020	12/17/2020	98	-	-	-	-	98
Rainbow Resource Center	3210255	11/19/2020	12/19/2020	38	-	-	-	-	38
Rainbow Resource Center	3210768	11/19/2020	12/19/2020	39	-	-	-	-	39
Rainbow Resource Center	3212403	11/20/2020	12/20/2020	179	-	-	-	-	179
Rainbow Resource Center	3213248	11/23/2020	12/23/2020	232	-	-	-	-	232
Rainbow Resource Center	3213451	11/23/2020	12/23/2020	160	-	-	-	-	160
Rainbow Resource Center	3229860	12/2/2020	1/1/2021	79	-	-	-	-	79
Rainbow Resource Center	3230507	12/2/2020	1/1/2021	41	-	-	-	-	41
Rainbow Resource Center	3230515	12/2/2020	1/1/2021	65	-	-	-	-	65
Rainbow Resource Center	3233043	12/3/2020	1/2/2021	220	-	-	-	-	220
Rainbow Resource Center	3233052	12/3/2020	1/2/2021	449	-	-	-	-	449
Rainbow Resource Center	3233753	12/3/2020	1/2/2021	148	-	-	-	-	148
Rainbow Resource Center	3233755	12/3/2020	1/2/2021	175	-	-	-	-	175
Rainbow Resource Center	3233764	12/3/2020	1/2/2021	116	-	-	-	-	116
Rainbow Resource Center	3233931	12/3/2020	1/2/2021	135	-	-	-	-	135
Rainbow Resource Center	3233935	12/3/2020	1/2/2021	118	-	-	-	-	118
Rainbow Resource Center	3236209	12/4/2020	1/3/2021	78	-	-	-	-	78
Rainbow Resource Center	3237233	12/7/2020	1/6/2021	88	-	-	-	-	88
Rainbow Resource Center	3246500	12/9/2020	1/8/2021	95	-	-	-	-	95
Rainbow Resource Center	3246501	12/9/2020	1/8/2021	64	-	-	-	-	64
Rainbow Resource Center	3249482	12/11/2020	1/10/2021	155	-	-	-	-	155
Rainbow Resource Center	3250718	12/14/2020	1/13/2021	279	-	-	-	-	279
Rainbow Resource Center	3250720	12/14/2020	1/13/2021	15	-	-	-	-	15
Rainbow Resource Center	3258467	12/17/2020	1/16/2021	90	-	-	-	-	90
Rainbow Resource Center	3258471	12/17/2020	1/16/2021	109	-	-	-	-	109
Rainbow Resource Center	3258472	12/17/2020	1/16/2021	81	-	-	-	-	81
Rainbow Resource Center	3258478	12/17/2020	1/16/2021	99	-	-	-	-	99
Rainbow Resource Center	3258480	12/17/2020	1/16/2021	65	-	-	-	-	65
Rainbow Resource Center	3260016	12/18/2020	1/17/2021	64	-	-	-	-	64
Rainbow Resource Center	3260017	12/18/2020	1/17/2021	13	-	-	-	-	13
Rainbow Resource Center	3260018	12/18/2020	1/17/2021	19	-	-	-	-	19
Rainbow Resource Center	3260022	12/18/2020	1/17/2021	54	-	-	-	-	54
Rainbow Resource Center	3260029	12/18/2020	1/17/2021	25	-	-	-	-	25
Rainbow Resource Center	3260562	12/18/2020	1/17/2021	606	-	-	-	-	606
Rainbow Resource Center	3260694	12/18/2020	1/17/2021	41	-	-	-	-	41
Rainbow Resource Center	3260699	12/18/2020	1/17/2021	50	-	-	-	-	50
Rainbow Resource Center	3260712	12/18/2020	1/17/2021	106	-	-	-	-	106
Robin Clary	B0121	12/13/2020	1/12/2021	300	-	-	-	-	300
Rocklin Music Academy	2020-CrewP-12	12/18/2020	1/17/2021	130	-	-	-	-	130
Rocklin Music Academy	2020-PaxtonP-12	12/18/2020	1/17/2021	130	-	-	-	-	130
Sacramento Ballet Association	2021-1015-JD	11/6/2020	12/6/2020	285	-	-	-	-	285
Sacramento Ballet Association	2021-116-CD	11/6/2020	12/6/2020	525	-	-	-	-	525
Sacramento Spark	104	12/4/2020	12/4/2020	600	-	-	-	-	600
School Pathways, LLC	66954	11/30/2020	12/30/2020	4,359	-	-	-	-	4,359

Clarksville Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Scott J. Budnik	30	11/28/2020	12/28/2020	60	-	-	-	-	60
Sean Bianco	003	11/30/2020	12/30/2020	260	-	-	-	-	260
Sean Bianco	004	12/15/2020	1/14/2021	260	-	-	-	-	260
Sheri Joyce aka Well Read Fred Writing Classes	CCS-1020	11/4/2020	12/4/2020	180	-	-	-	-	180
Sheri Joyce aka Well Read Fred Writing Classes	CCS-1120	12/1/2020	12/31/2020	180	-	-	-	-	180
Silicon Valley High School Inc	20-2935	11/13/2020	11/13/2020	95	-	-	-	-	95
Silicon Valley High School Inc	20-2936	11/13/2020	11/13/2020	95	-	-	-	-	95
Silicon Valley High School Inc	20-2937	11/13/2020	11/13/2020	95	-	-	-	-	95
Silicon Valley High School Inc	20-2938	11/13/2020	11/13/2020	95	-	-	-	-	95
Singapore Math Inc.	52145	11/6/2020	12/6/2020	95	-	-	-	-	95
Singapore Math Inc.	52319	11/23/2020	12/23/2020	65	-	-	-	-	65
Singapore Math Inc.	52457	12/4/2020	1/3/2021	103	-	-	-	-	103
Souza's Tutoring Tools	1050	11/10/2020	12/10/2020	1,600	-	-	-	-	1,600
Souza's Tutoring Tools	1100	11/17/2020	12/17/2020	520	-	-	-	-	520
Specialized Therapy Services, Inc	CVCS01-1020	10/31/2020	12/10/2020	1,330	-	-	-	-	1,330
Studies Weekly	367025	12/3/2020	10/31/2020	32	-	-	-	-	32
Studies Weekly	374951	11/30/2020	12/19/2020	65	-	-	-	-	65
Studies Weekly	374970	11/23/2020	12/19/2020	32	-	-	-	-	32
Studies Weekly	375992	12/3/2020	1/2/2021	32	-	-	-	-	32
T-Mobile	202012021225	12/30/2020	1/29/2021	15,840	-	-	-	-	15,840
Tahoe Speech Therapy LLC	P1051-10	11/4/2020	12/4/2020	665	-	-	-	-	665
Tahoe Speech Therapy LLC	P1051-11	11/30/2020	12/30/2020	315	-	-	-	-	315
Teacher Synergy, LLC	135270413	11/20/2020	12/11/2020	30	-	-	-	-	30
Teacher Synergy, LLC	136379061	12/1/2020	12/22/2020	19	-	-	-	-	19
Teacher Synergy, LLC	136525460	12/2/2020	12/23/2020	12	-	-	-	-	12
Teacher Synergy, LLC	136703520	12/3/2020	12/24/2020	79	-	-	-	-	79
Teacher Synergy, LLC	136705456	12/3/2020	12/24/2020	14	-	-	-	-	14
Teacher Synergy, LLC	136739145	12/3/2020	12/24/2020	9	-	-	-	-	9
Teacher Synergy, LLC	136741524	12/3/2020	12/24/2020	21	-	-	-	-	21
Teacher Synergy, LLC	136874307	12/4/2020	12/25/2020	11	-	-	-	-	11
Teacher Synergy, LLC	137962691	12/14/2020	1/4/2021	3	-	-	-	-	3
Teacher Synergy, LLC	138384372	12/17/2020	1/7/2021	147	-	-	-	-	147
Teaching Textbooks	32785	11/30/2020	12/30/2020	108	-	-	-	-	108
Teaching Textbooks	32786	11/30/2020	12/30/2020	145	-	-	-	-	145
Teaching Textbooks	32817	12/1/2020	12/31/2020	43	-	-	-	-	43
Teaching Textbooks	32983	12/18/2020	1/17/2021	67	-	-	-	-	67
Teaching Textbooks	33037	12/18/2020	1/17/2021	43	-	-	-	-	43
The Lampo Group, LLC	8954465	12/2/2020	1/2/2021	137	-	-	-	-	137
The Lampo Group, LLC	8976574	12/8/2020	1/8/2021	20	-	-	-	-	20
The Lampo Group, LLC	8976611	12/8/2020	1/8/2021	20	-	-	-	-	20
The Lampo Group, LLC	8976615	12/8/2020	1/8/2021	20	-	-	-	-	20
The Music Store	3	12/14/2020	1/13/2021	665	-	-	-	-	665
The Serendipity Center For Leadership and Learning	ICF2020	12/15/2020	1/14/2021	1,070	-	-	-	-	1,070
Therapeutic Language Clinic, Inc.	3530	11/30/2020	12/30/2020	660	-	-	-	-	660
Therapeutic Language Clinic, Inc.	3531	11/30/2020	12/30/2020	330	-	-	-	-	330
Thinkwell Corporation	204731	12/9/2020	1/8/2021	150	-	-	-	-	150
Thomas Purvance	0008	11/4/2020	12/4/2020	696	-	-	-	-	696
Timberdoodle.com	334286	8/28/2020	10/26/2020	911	-	-	-	-	911

Clarksville Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Timberdoodle.com	351039	12/9/2020	2/7/2021	287	-	-	-	-	287
Total Education Solutions, dba TES Therapy	3053835	11/19/2020	12/18/2020	2,633	-	-	-	-	2,633
Urban Arts Youth	0000038	12/9/2020	1/8/2021	120	-	-	-	-	120
Urban Arts Youth	0000039	12/9/2020	1/8/2021	38	-	-	-	-	38
Vanessa Shaw	12	12/15/2020	1/14/2021	830	-	-	-	-	830
Viktoria Dzhumara	52	12/16/2020	1/15/2021	120	-	-	-	-	120
Wayne Geri Academy	670	12/7/2020	1/6/2021	200	-	-	-	-	200
Wayne Geri Academy	671	12/7/2020	1/6/2021	600	-	-	-	-	600
Wayne Geri Academy	672	12/7/2020	1/6/2021	600	-	-	-	-	600
Wendy Stephens	Dec 2020	12/16/2020	12/31/2020	220	-	-	-	-	220
Wieser Educational	94084	11/30/2020	12/30/2020	22	-	-	-	-	22
Williamsburg Learning	2446	11/26/2020	12/26/2020	1,875	-	-	-	-	1,875
WriteAtHome, Inc	20154222	12/15/2020	1/14/2021	179	-	-	-	-	179
WriteShop	20-1119	11/30/2020	12/30/2020	63	-	-	-	-	63
WriteShop	20-1120	11/21/2020	12/21/2020	135	-	-	-	-	135
WriteShop	20-1121	11/30/2020	12/30/2020	137	-	-	-	-	137
WriteShop	20-1203	12/2/2020	1/1/2021	137	-	-	-	-	137
WriteShop	20-1204	12/2/2020	1/1/2021	135	-	-	-	-	135
Writing With Kris	PO 20FallCV3	11/30/2020	12/30/2020	892	-	-	-	-	892
Y Corporation dba Mathnasium	60615	12/2/2020	1/1/2021	260	-	-	-	-	260
Y Corporation dba Mathnasium	60616	12/2/2020	1/1/2021	260	-	-	-	-	260
Y Corporation dba Mathnasium	60617	12/2/2020	1/1/2021	450	-	-	-	-	450
Yuko Ray	161	11/28/2020	12/28/2020	102	-	-	-	-	102
Total Outstanding Payables in December				**$ 432,057**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 432,057**

Clarksville Charter School

Due (To)/From All Inspire Charter School Locations

For the period ended December 31, 2020

Account	Account Description	Account Balance
9180	Due (to)/from Inspire Charter Service	$ 780,413.48
	Total Due (to)/from Balance	**$ 780,413**

Coversheet

Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities (p. 57-59)

Section: III. Academic Excellence
Item: A. Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities (p. 57-59)
Purpose: Vote
Submitted by:
Related Material: CofC Board Policy - Clarksville.pdf

CLARKSVILLE
CHARTER SCHOOL

Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities

Clarksville Charter School is committed to identifying and serving students who have exceptional needs and are eligible to receive special education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

The purpose of the Clarksville Charter School Governing Board approving this Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities is to accomplish the following:

1. Outline the Instruction for Students with Disabilities
2. Establish the High School Diploma and Certificate of Educational Achievement / Completion

1. Instruction: Clarksville Charter School ("Charter School") recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and Charter wide assessments. The IEP team shall also determine the appropriate graduation track for each student with a disability based on the student's ability to complete the Charter School's prescribed course of study to earn a high school diploma.

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities.

2. **High School Diploma and Certificate of Educational Achievement /Completion:** Instead of a high school diploma, a student with exceptional needs may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements:

(a) The student has satisfactorily completed a prescribed alternative course of study approved by the Board of Education of the school district which the student attended or the district with jurisdiction over the student as identified in his/her IEP; or

(b) The student has satisfactorily achieved his or her IEP goals and objectives during high school as determined by the IEP team; or

(c) The student has satisfactorily attended high school, participated in the instruction specified in his or her IEP, and has met the objectives of the statement of transition services.

A student with disabilities who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate.

In addition, the Executive Director or designee shall ensure that the student will continue to have access to special education related supports and services until the student meets Charter School's criteria to receive a high school diploma or until age 22.

Whether a student receives a certificate of completion or a diploma is confidential. The Charter School does not inform other students whether their peers are receiving a certificate or a diploma, and all students will participate equally graduation ceremonies and activities.

Legal References:

EDUCATION CODE
56341 Individualized Education Program Team
56345 Elements of the Individualized Education Program Team
56390-56393 Recognition for Educational Achievement or Completion of Program
60850-60859 High School Exit Exam

CODE OF REGULATIONS, TITLE 5
3070 Graduation

UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Individuals with Disabilities Education act, especially:
300.20 Definition of IEP

Adopted/Ratified: [INSERT]
Revision Date: [INSERT]

Coversheet

2021-2022 School Calendar (p. 60-61)

Section: III. Academic Excellence
Item: B. 2021-2022 School Calendar (p. 60-61)
Purpose: Vote
Submitted by:
Related Material: Clarksville 21-22 Draft Calendar 1.13.21.pdf

2021-2022 School Calendar

CLARKSVILLE CHARTER SCHOOL

July 2021

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

August 2021

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

22

September 2021

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

21

October 2021

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

21

November 2021

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

15

December 2021

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

13

January 2022

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

19

February 2022

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

18

March 2022

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

23

April 2022

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

15

May 2022

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

21

June 2022

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

2

190

School Year Dates	
Aug 2	Teachers Back to Work
Aug 16	First Day of School
Jan 7	End of Semester 1
Jan 13	Report Cards Due
May 25	Last Day of School
May 31	Report Cards Due
Jun 2	Last Teacher Day

Holidays	
Sep 6	Labor Day
Nov 11	Veteran's Day
Nov 19-26	Thanksgiving Vacation
Dec 20-Jan 3	Winter Break
Jan 14	Martin Luther King, Jr. Day
Feb 11	Lincoln Day
Feb 21	Washington Day
Apr 11-18	Spring Break
May 30	Memorial Day

Learning Period Dates	
LP1	8/16-9/17
LP2	9/20-10/15
LP4	10/18-11/12
LP4	11/15-1/7
LP5	1/10-2/10
LP6	2/14-3/11
LP7	3/14-4/8
LP8	4/19-5/25

Events - Dates TBD
Community Opportunities
Field Trips
190 teacher work days

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

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

School Closed

LP

Teacher In Service Days

Report Cards

Last Day of Semester 1

First & Last Day of School

Coversheet

Title IX Policy (p. 62-66)

Section: III. Academic Excellence
Item: C. Title IX Policy (p. 62-66)
Purpose: Vote
Submitted by:
Related Material: Title IX Policy - Clarksville.pdf

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 Clarksville 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 - Jenell Sherman
   Email – jenell.sherman@clarksvillecharter.org
   Phone Number – ~~(559) 376-0215~~ (916) 532-5923

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 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 to obtain a complaint form or you may file a discrimination complaint by using the on-line complaint form.

   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 enforcement office responsible for the state in which the institution is located.

   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.

6. **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

7. **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.

~~**Clarksville Charter School's Personalized Learning Creed**~~

~~*"Personalized Learning truly puts every student first by honoring and exploring your student's unique and special gifts, talents, and aspirations."*~~

Coversheet

Policy & Procedure for Opting Out of State Testing (p. 67-68)

Section:	III. Academic Excellence
Item:	D. Policy & Procedure for Opting Out of State Testing (p. 67-68)
Purpose:	Vote
Submitted by:	
Related Material:	Policy and Procedure for Opting Out of State Testing Clarksville.pdf

Policy and Procedure for Opting Out of State Testing

Clarksville Charter School pupils are required to participate in all statewide assessments that are applicable to pupils in non-charter public schools according to California Education Code Section 47605(c). Parents do indeed have the right to waive, *under specified conditions*, state testing requirements for the California Assessment of Student Performance and Progress (CAASPP) System according to California Education Code section 60615. A charter school cannot disregard or take away this parental right. However, the California Department of Education states that parent waivers do not exempt students from participation rate calculations.

The Every Student Succeeds Act (ESSA) requires states to test at least 95% of all eligible students and student groups in ELA and Mathematics. In 2020, the US Department of Education reviewed the California Department of Education (CDE)'s methodology and determined that it does not meet ESSA requirements.

Beginning with the 2020-2021 school year, instead of a 0.25 point penalty for each percentage point below 95%, the CDE will assign the Lowest Obtainable Score (LOSS) for each student needed to bring the school, district, or student group to a 95% participation rate.

Under the new methodology, the calculation will add the number of students needed to reach a 95% participation rate into the DFS calculations, and these students will be assigned a predetermined LOSS score. The calculation will assign the LOSS among the school's tested grade levels that penalizes the school the least.

In simpler terms, 95% of testing age students must participate or Clarksville Charter School will face severe penalties on the California Dashboard, the states' measurement of school accountability. This in turn will impact our ability to renew our charter and continue operations.

Exceptions to the Participation Rate Requirement
Students flagged with the "Medical Emergency" condition code will be automatically removed from the participation rate calculation unless they log onto both parts of the test. English learners new to the country (enrolled in a U.S. school for less than one year) are exempt from taking the ELA portion of the Smarter Balanced Summative Assessments. Note that the same LOSS will be applied to students who do not take the California Alternative Assessments as for those taking the Smarter Balanced Summative Assessments.

Opt-out Procedure for Clarksville Charter School
In order for a family to complete the opt-out process, the HST and the family will complete the following steps:

1. Parent communicates intent to opt out of state testing to HST
2. HST fills out this survey documenting the reason for the opt-out request
3. The Testing Team reviews the reason for the opt-out request, and then schedules an advisory phone call with the parent to discuss the reason for the opt-out request prior to the opt-out being processed
4. If after the conversation the parent still decides to opt-out, the testing team will complete a spreadsheet documenting the conversation and the resolution.

Coversheet

Publication of the School Accountability Report Card (SARC) (p. 69-92)

Section:	IV. Operations
Item:	A. Publication of the School Accountability Report Card (SARC) (p. 69-92)
Purpose:	Vote
Submitted by:	
Related Material:	Clarksville SARC 2020-2021.pdf

Clarksville Charter School

4818 Golden Foothill Parkway #9, El Dorado Hills, CA 95762 * (916) 597-0901 * Grades TK-12
Jenell Sherman, Principal/Executive Director

jenell.sherman@clarksvillecharter.org
https://clarksvillecharter.org/

2019-20 School Accountability Report Card Published During the 2020-21 School Year

BUCKEYE UNION SCHOOL DISTRICT

Buckeye Union School District

5049 Robert J. Mathews Parkway
El Dorado Hills, CA 95762

(530) 677-2261

www.buckeyeusd.org

District Governing Board

Jon Yoffie, President

Kirk Seal, Clerk

Dr. Brenda Hanson-Smith, Member

Gloria Silva, Member

Winston Pingrey, Member

District Administration

Dr. David Roth, Superintendent

Jackie McHaney, Assistant Superintendent

Nicole Schraeder, Director of Student Services

Patricia Randolph, Director of Curriculum and Instruction

Mike Henkel, Director of Fiscal Services

Brian McCahon, Director of Facilities, Maintenance & Operations

Nancy Ryan, Director of Transportation

Kim Andreasen, Director of Food Services

From Our Executive Director:

Dear Clarksville Charter School Families,

Welcome to Clarksville Charter School! Our community of teachers, staff, and homeschool families are happy to partner with you on your educational journey. Clarksville Charter School is student and parent focused. With this, our goals are to listen, research, and create a collaborative environment that helps ensure the best personalized learning for every student.

We would like to hear from you. Please give us a call or send us an email to share your thoughts, ideas, and questions with us!

Partnering with you,

Jenell Sherman
Principal, Clarksville Charter School
jenell.sherman@clarksvillecharter.org



Contact Information (School Year 2020–2021)

District Contact Information (School Year 2020-21)	
District Name	Buckeye Union Elementary
Phone Number	(530) 677-2261
Superintendent	David Roth
Email Address	droth@buckeyeusd.org
Website	http://www.buckeyeusd.org/

School Contact Information (School Year 2020–2021)	
School Name	Clarksville Charter School
Street	4818 Golden Foothills Parkway #9
City, State, Zip	El Dorado Hills, CA 95762-5752
Phone Number	(916) 241-8657
Principal	Jenell Sherman, Principal/Executive Director
Email Address	jenell.sherman@clarksvillecharter.org
Website	www.clarksvillecharter.org
County-District-School (CDS) Code	09618380136200

About Our School

Clarksville Charter School (CCS) opened in the fall of the 2017-18 school year. Clarksville Charter School is a WASC accredited, non-classroom based public charter school authorized by Buckeye Union Elementary School District in El Dorado County serving approximately 1180 students in El Dorado, Amador, Alpine, Sacramento & Placer Counties from transitional kindergarten through 12th-grade. We take great pride in being able to offer our students flexible personalized learning experiences through our many unique and dynamic programs. Our school values and supports parent choice and personalized learning for all students.

CCS Home School Teachers are California credentialed teachers who partner with families to nurture, guide and enhance a student's educational needs. A focus of collaboration with academic achievement and the development of the whole child with personalized learning is pivotal.

At Clarksville Charter School, we 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.

The Junior High Virtual Academy (JHVA) and High School Virtual Academy (HSVA) were developed this year to support students. Both programs were developed to teach live online instruction providing standards aligned courses by credentialed teachers.

CCS teachers collaborate with parents/learning coaches to create Learning Plans for students each learning period that outlines the lessons to be completed during a specified time frame. All students have access to online all access curriculum as well as curriculum to support educational standards. Internal benchmark diagnostic assessment data gathered from a computerized adaptable test, taken each fall, winter and spring, for grades TK-12, pinpoints the proficiency level of students across a range of subjects. The benchmark diagnostic assessments are specifically designed to provide meaningful information for gauging

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student progress toward mastery of the skills measured by the summative assessments. This data along with learning styles are used to build the individualized learning path for each student to target specific learning objectives and standards. Regular assessment determines the level of mastery and individualizing the Learning Plan helps students progress quickly.

Teachers can provide instruction and support either in person or online through web-conference platforms. This tool allows for teacher collaboration and instruction by using video, voice, text, and shared writing space. Students have twenty-four hour access to all curricula, and learning can take place at a variety of locations according to student and family preference, including libraries and the students' residences.

CCS has implemented an online direct instruction platform (four to six week direct instruction, intervention courses for mathematics and language arts), and other programs so that all students have the critical thinking skills to be successful in college and career pathways. CCS's tiered level of support is robust and differentiated for different learning styles. CCS is continuously planning and adjusting programs to meet the needs of the student population served. Clarksville Charter School's leadership and staff look forward to continuing their collaboration with the district in providing an option to students looking for an Independent study/homeschool program.

OUR MISSION

Clarksville Charter School ensures an individualized Learning Plan for each student is developed with both teacher, parent, and student with a focus on learning style fostering learning based on the student's natural interests and abilities. We are here to serve, support, and inspire the community within our school and all families on an educational journey with their children.

OUR VISION

Clarksville 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.

CLARKSVILLE STUDENTS ARE:

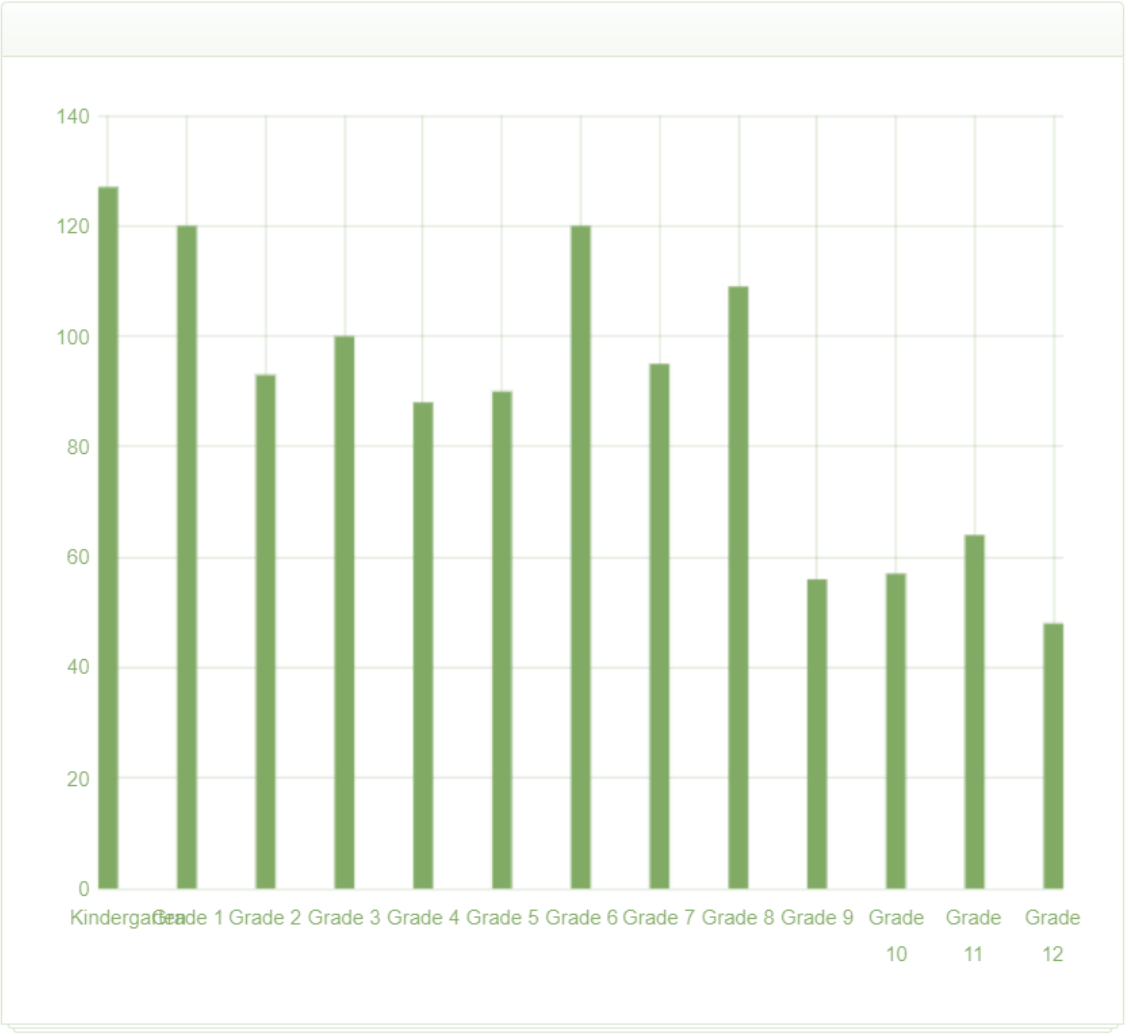
- Navigators of the Digital World - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- Self-Directed - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- Personalized Learners - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- Independent Critical Thinkers - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- Responsible Citizens - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.

About the SARC

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at https://www.cde.ca.gov/ta/ac/sa/.
- For more information about the LCFF or the LCAP, see the CDE LCFF webpage at https://www.cde.ca.gov/fg/aa/lc/.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

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2019-20 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	127
Grade 1	120
Grade 2	93
Grade 3	100
Grade 4	88
Grade 5	90
Grade 6	120
Grade 7	95
Grade 8	109
Grade 9	56

Grade Level	Number of Students
Grade 10	57
Grade 11	64
Grade 12	48
Total Enrollment	1167

Student Enrollment by Student Group (School Year 2019–2020)

Student Group	Percent of Total Enrollment
Black or African American	1.50 %
American Indian or Alaska Native	0.30 %
Asian	1.10 %
Filipino	0.00 %
Hispanic or Latino	13.50 %

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Student Group	Percent of Total Enrollment
Native Hawaiian or Pacific Islander	0.30 %
White	74.10 %
Two or More Races	5.80 %

Student Group (Other)	Percent of Total Enrollment
Socioeconomically Disadvantaged	34.90 %
English Learners	1.10 %
Students with Disabilities	9.10 %
Foster Youth	0.10 %
Homeless	0.40

State Priority: Basic

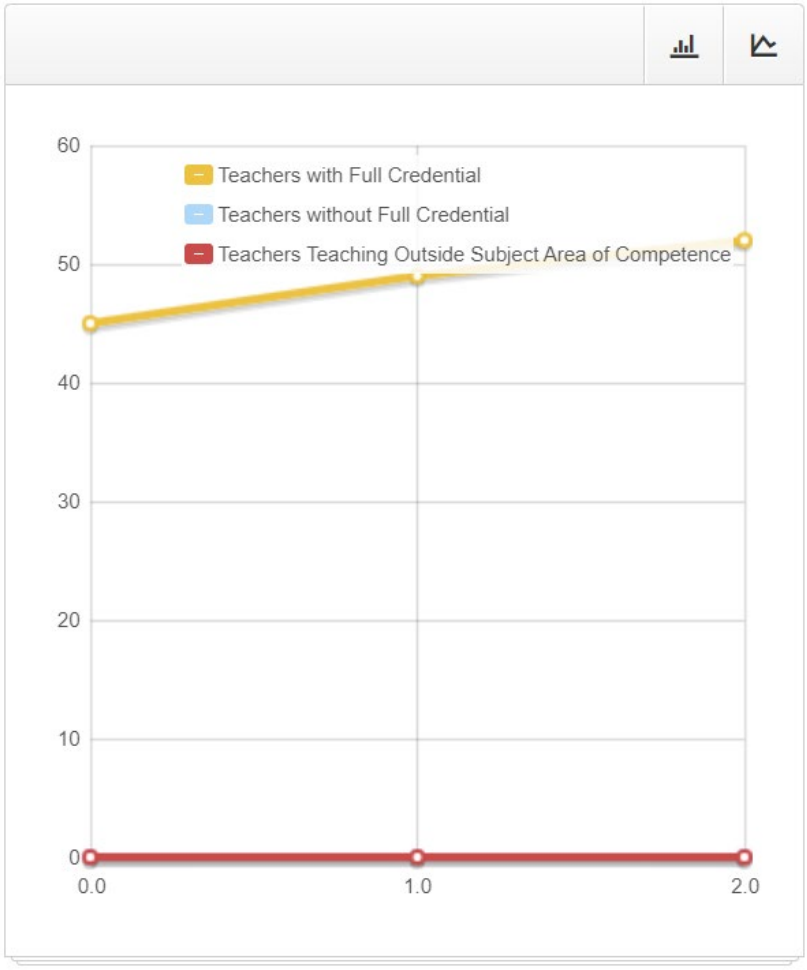
The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials

Teachers	School 2018–2019	School 2019–2020	School 2020–2021	District 2020–2021
With Full Credential	45	49	52	
Without Full Credential	0	0	0	
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

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Teacher Misassignments and Vacant Teacher Positions

Indicator	2018–2019	2019–2020	2020–2021
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

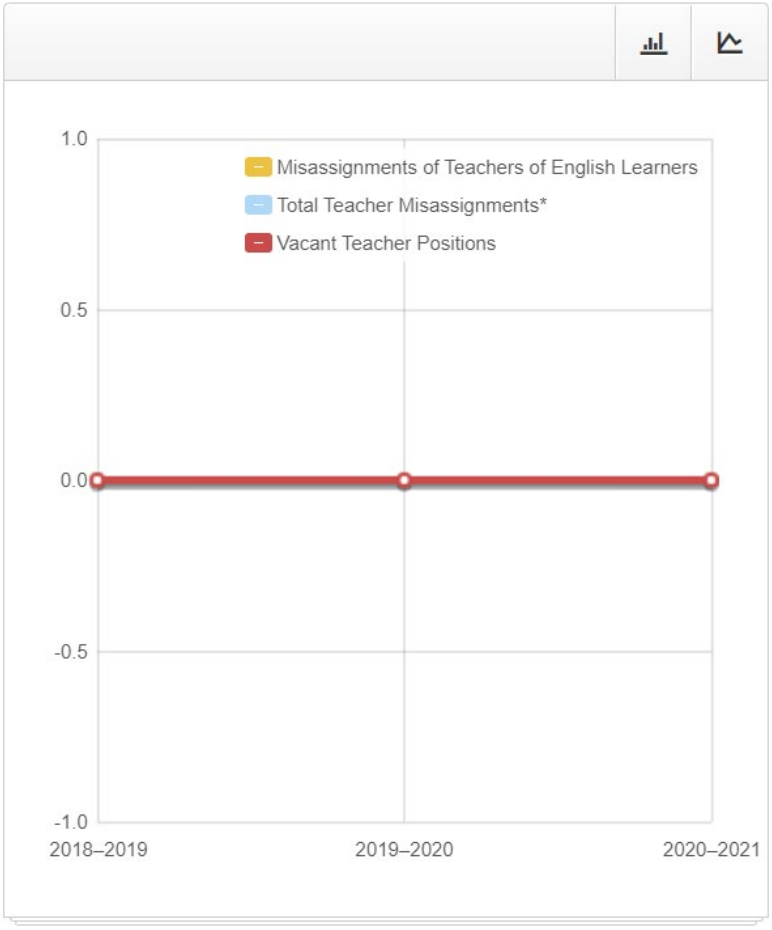
Note: “Misassignments” refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)

Year and month in which the data were collected: August 2020

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Note: “Misassignments” refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.
* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)

Year and month in which the data were collected: August 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-5) Acellus (grades k-8) McGraw Hill (grades tk-8) RedBird Math/ELA (grades k-7) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8)	Yes	0.00 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
	FuelEd (grades 6-8) BrightThinker (grades 3-8)		
Mathematics	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) RedBird Math/ELA (grades k-7) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd(grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %
Science	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %

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Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
History-Social Science	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %
Foreign Language	McGraw Hill Odysseyware EdMentum OPEd Academy Edgenuity StrongMind FuelEd BrightThinker	Yes	0.00 %
Health	K12 (grades K-5, PE only) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-12) Odysseyware (grades 7-8) EdMentum OPEd Academy(grades 6-12) Edgenuity (grades 6-12) StrongMind (grades 6-12) FuelEd (grades 6-12) BrightThinker (grades 3-6)	Yes	0.00 %
Visual and Performing Arts	Acellus (grades 9-12) McGraw Hill (grades 9-12) -Odysseyware (grades 9-12) EdMentum OPEd Academy(grades 9-12) Edgenuity (grades 9-12) StrongMind (grades 9-12) FuelEd (grades 9-12) BrightThinker (grades 9-12)	Yes	0.0 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Science Lab Equipment (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

Clarksville Charter School is an independent study non-classroom-based charter school and therefore does not maintain traditional school district site facilities. Clarksville Charter School operates a resource center within the authorizing district's boundaries in El Dorado Hills, California. The Resource Center is a lease only facility and the underlying rental agreements require the lessors to maintain the facilities in proper condition for the programs maintained at those facilities. The site maintains a Site Safety Plan.

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: December 2020

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	

System Inspected	Rating	Repair Needed and Action Taken or Planned
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: December 2020

Overall Rating	Exemplary

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven
Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
English Language Arts / Literacy (grades 3-8 and 11)	38.0%	N/A	69.0%	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	18.0%	N/A	61.0%	N/A	39%	N/A

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.
Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.
Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The

"Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waives the requirement for statewide testing for the 2019–2020 school year.

CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
Science (grades 5, 8, and high school)	28	N/A	52	N/A	30	N/A

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.
Note: The new California Science Test (CAST) was first administered operationally in the 2018–2019 school year.

CAASPP Tests Results in Science by Student Group
Grades Five, Eight and High School (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Career Technical Education (CTE) Programs (School Year 2019–2020)

Today's Career Tech Education (CTE) is a program of study integrating core academic knowledge with technical and occupational knowledge. Clarksville Charter School continues to develop and implement Career Technical Education (CTE) pathways to help prepare students for rapidly shifting workplace requirements. In alignment with the statewide Doing What Matters Initiative (DWMI), we strive to develop a CTE program that is responsive to the needs of regional economies. We actively collaborate with local college and industry representatives to implement CTE course pathways, internships, and/or industry certificates that will help prepare students for the regional labor market needs. Upon completion of a CTE pathway, students have the knowledge base required to sit for and pass the exam leading to industry certification, giving them the opportunity to apply for a career-ready job. Our CTE program is also intended to prepare students for college simultaneously. As such, we are actively aligning our CTE courses with the University of California A-G subject-area requirements. Further, our CTE program provides access to all students regardless of gender, socio-economic status, special needs, and/or English proficiency.

Career Technical Education (CTE) Participation (School Year 2019–2020)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	13
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

Courses for University of California (UC) and/or California State University (CSU) Admission

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	96.88%
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	14.29%

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2019–2020)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
	See note below.	See note below.	See note below.

Note: Cells with N/A values do not require data.
Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2020–2021)

Clarksville Charter School ensures parents, legal guardians, and teachers have an opportunity to participate in our school in a variety of ways. Board meetings, parent education workshops, weekly Community Connection events and weekly staff office hours are posted on school websites, social media, and shared with all families in a weekly email. The board of directors includes parents/guardians of current or previous students who have a direct impact on the governance of the school. These parent representatives provide insight as it is related to program planning, design, and implementation. By nature of our program, parents/guardians are directly involved in their student's education and may also assist with community events, park days, and other school-related activities such as curriculum swaps or book clubs. Parent satisfaction surveys are provided electronically to all parents annually in the spring. The surveys are developed specifically to assess parent input on effectiveness of all aspects of the school. In addition, the school has partnered with local community organizations and businesses to provide educational workshops, lessons, classes, and outreach that enrich the students' educational experience.

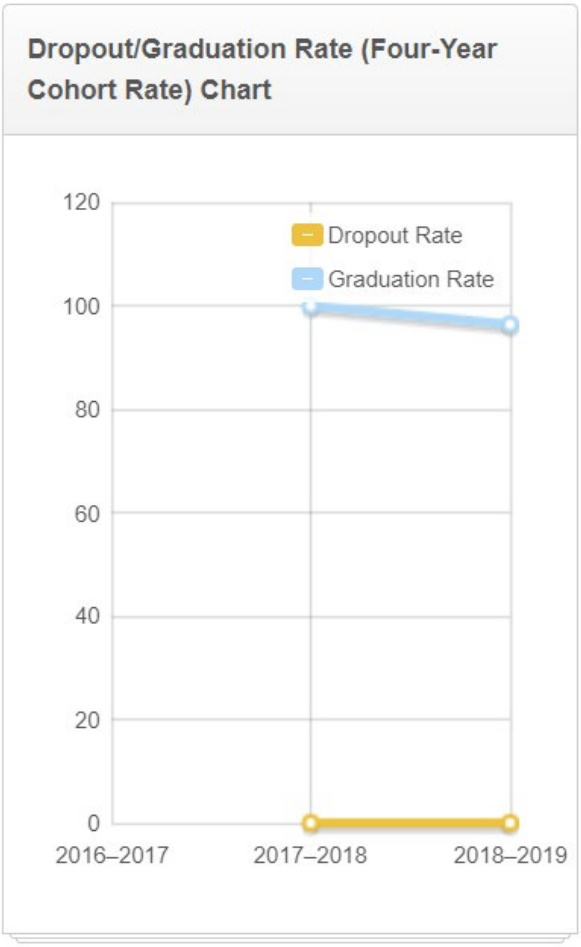
State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2016-2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Dropout Rate	--	0.00%	0.00%	--	0.00%	0.00%	9.10%	9.60%	9.00%
Graduation Rate	--	100.00%	96.40%	--	100.00%	96.40%	82.70%	83.00%	84.50%



State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions
(data collected between July through June, each full school year respectively)

Rate	School 2017–2018	School 2018–2019	District 2017–2018	District 2018–2019	State 2017–2018	State 2018–2019
Suspensions	0.00%	0.00%	1.60%	1.30%	3.50%	3.50%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.10%	0.10%

Suspensions and Expulsions for School Year 2019–2020 Only
(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019–2020	District 2019–2020	State 2019–2020
Suspensions	0.00%	0.00%	--
Expulsions	0.00%	0.00%	--

Note: The 2019–2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019–2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–2020 school year compared to prior years.

School Safety Plan (School Year 2020–2021)

Clarksville Charter School has a Comprehensive Safety Plan which is reviewed, updated, and discussed every fall before school resumes. The safety plan includes emergency procedures and contact information, evacuation routes, incident command system procedures, and an injury and illness prevention plan. The CCS approved the Comprehensive Safety Plan on February 20, 2020 for the upcoming 2020-2021 school year. The CCS Resource center is equipped with written and accessible "Readiness and Emergency Plans" with schoolwide crisis protocols. The school employs Psychologists and Counselors to provide support in the event of a crisis. The Governing Board of CCS recognizes that students and staff have the right to a safe and secure environment. Board policies have been created and adopted to support student safety. Board policies can be found on the school's website. All staff are required to complete safety training aligned with educational necessary content such as Mandated Reporting, Universal Precautions for Bloodborne Pathogens, Bullying Prevention, Sexual Harassment, and Suicide Prevention. CCS is continually enhancing training and board policies as needed for both student and staff safety.

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Ratio of Pupils to Academic Counselor (School Year 2019–2020)

Title	Ratio
Pupils to Academic Counselor*	2334.0

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Student Support Services Staff (School Year 2019–2020)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.50
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	1.30
Social Worker	

Title	Number of FTE* Assigned to School
Nurse	0.80
Speech/Language/Hearing Specialist	0.70
Resource Specialist (non-teaching)	
Other	16.80

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018–2019)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	$9696.00	$1062.00	$8634.00	$54820.00
District	N/A	N/A	--	$74972.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	$7750.12	$80565.00
Percent Difference – School Site and State	N/A	N/A	10.79%	-38.03%

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2019–2020)

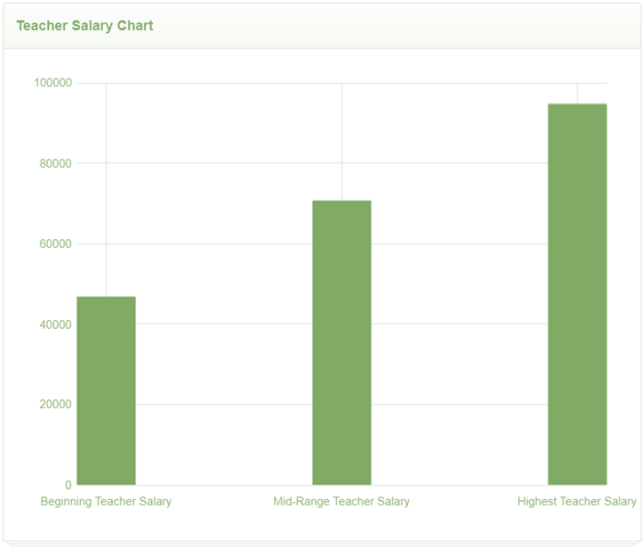
Clarksville Charter School is funded by State resources that include the Local Control Funding Formula (LCFF). The purpose of the LCFF is to address the Eight State Priorities for all students. Clarksville Charter School utilized the Learning Continuity Plan (LCP) and prior Learning Continuity and Attendance Plan (LCAP) to support actions that are carried out annually and continuously. The types of services that are funded include: instructional materials, provides comprehensive services to support students' academic development. Eligible students receive special education services to support their individualized Education Plan (IEP), students are provided resources such as technology and related educational materials. Counseling services (Academic and Career), Specialized services include Foster Youth, Homeless, and Social-Economically Disadvantaged students, Parent Education, and Staff Professional Development.

Teacher and Administrative Salaries (Fiscal Year 2018–2019)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	$46,804	$50,574
Mid-Range Teacher Salary	$70,694	$76,649
Highest Teacher Salary	$94,745	$98,993

Category	District Amount	State Average For Districts In Same Category
Average Principal Salary (Elementary)	$121,562	$125,150
Average Principal Salary (Middle)	$128,554	$129,394
Average Principal Salary (High)	$	$122,053
Superintendent Salary	$167,570	$193,925
Percent of Budget for Teacher Salaries	35.00%	34.00%
Percent of Budget for Administrative Salaries	5.00%	6.00%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at https://www.cde.ca.gov/ds/fd/cs/ .





Advanced Placement (AP) Courses (School Year 2019–2020)

Percent of Students in AP Courses 1.80%

Subject	Number of AP Courses Offered*
Computer Science	0
English	1
Fine and Performing Arts	0
Foreign Language	0
Mathematics	1
Science	0

Subject	Number of AP Courses Offered*
Social Science	0
Total AP Courses Offered*	2

*Where there are student course enrollments of at least one student.

Professional Development

Measure	2018–2019	2019–2020	2020–2021
Number of school days dedicated to Staff Development and Continuous Improvement	14	14	14

Coversheet

Resolution to Approve Membership in Charter Services Organization (CSO) (p. 93-108)

Section: IV. Operations
Item: B. Resolution to Approve Membership in Charter Services Organization (CSO) (p. 93-108)
Purpose: Vote
Submitted by:
Related Material: Clarskville CSO RESOLUTION.pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF
CLARKSVILLE CHARTER SCHOOL TO APPROVE
MEMBERSHIP IN SEQUOIA GROVE CHARTER ALLIANCE

WHEREAS, Clarksville Charter School ("School") is a California nonprofit public benefit corporation that operates a public charter school by the same name, Clarksville Charter School;

WHEREAS, Sequoia Grove Charter Alliance ("SGCA") is a California nonprofit public benefit corporation that formed to support School, as well as other public charter school operators or educational organizations, by providing task-related administrative support services;

WHEREAS, the Board of Directors ("Board") of School seeks to approve School as a member of SGCA, with the rights granted by Section 5056 of the California Nonprofit Corporation Law and SGCA's bylaws, to pay the 2020-21 annual dues for membership in SGCA, and to negotiate a contract with SGCA for task-related administrative support services that will be performed under the supervision of School and over which this Board shall retain ultimate decision-making authority;

WHEREAS, the Board has determined that membership in SGCS and contracting for support services from SGCA benefits School by allowing School to focus its attention on its charter operations and achieve cost savings and other scale benefits by sharing resources with the other charter schools and educational organizations that contract with SGCA;

NOW, THEREFORE, the Board of School finds and resolves as follows:

1. School approves membership in SGCA, with the rights and authorities granted in Section 5056 of the California Nonprofit Corporation Law and SGCA's bylaws, the form of which are attached hereto as Attachment A.

2. School approves the payment of $5,000 as annual dues, as set by SGCA, for the 2020-21 fiscal year.

3. School approves and ratifies the action of the incorporator of the SGCA to appoint [**insert name**] as the director on the SGCA board that represents School. In addition, School separately appoints [**insert name**] to serve as its representative to attend SGCA's member meetings, and meetings of the SGCA board if desired, subject to any limitations imposed by law.

4. The Executive Director of School, or a designee, are authorized and directed to negotiate a contract with SGCA for task-related administrative support services that will be performed under the supervision of School and over which this Board shall retain ultimate decision-making authority, and the proposed contract shall be presented to this Board for review and approval.

5. The officers of this Board, the Executive Director of School, or their designee, are individually authorized and directed to take or cause to be taken such other actions as may be required to fulfill the purposes of this resolution.

# # #

CERTIFICATE OF ADOPTION

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

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Clarksville Charter School, which was duly held on _____, 2021, at which meeting a quorum of the members of the Board of Directors was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WITNESS my hand this ____ day of _____, 2021.

_____
Secretary of the Board of Directors of
Clarksville Charter School

ATTACHMENT A

PROPOSED BYLAWS OF
SEQUOIA GROVE CHARTER ALLIANCE

[See Attached]

BYLAWS
OF
SEQUOIA GROVE CHARTER ALLIANCE
(A California Nonprofit Public Benefit Corporation)

- **. NAME**

Corporate Name. The name of this corporation is Sequoia Grove Charter Alliance (hereinafter the "Corporation").

• . OFFICES

Principal Office. The Corporation's principal office is located at 4305 South Meridian Road, Meridian, CA 95957. The Board of Directors ("Board") may change the principal office from one location to another within the State of California.

Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where this Corporation is qualified to conduct its activities.

• . PURPOSES

Description in Articles. The Corporation's general and specific purposes are described in its Articles of Incorporation.

• . DEDICATION OF ASSETS

Dedication of Assets. This Corporation's assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of the Corporation. Upon dissolution of the Corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed as set forth in its Articles of Incorporation.

• . MEMBERS

Identification of Members. The Corporation shall have one class of members that are identified in **Attachment 1**, which may be amended from time to time to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. The Corporation may use the term "member" to refer to other persons or entities associated with it, but such persons or entities shall not be members within the meaning of Section 5056 of the California Nonprofit Corporation Law or these Bylaws unless or until they are elected pursuant to Section 5.03.

Rights of Members. The members shall have the rights provided by Section 5056 of the California Nonprofit Corporation Law and as set forth in these Bylaws. Membership in this Corporation is not transferable.

Election and Qualification of Members. With the exception of the initial four (4) members, new members shall be elected by a majority vote of the existing members. Each member shall be a California nonprofit public benefit corporation that operates one or more public charter schools and qualifies for tax exemption pursuant to Internal Revenue Code Section 501(c)(3) and California Revenue & Taxation Code Section 23701d. All members shall pay any annual dues set by the Corporation and shall contract with the Corporation for task-related administrative support services as a condition of membership for the entirety of its membership in the Corporation.

Resignation or Termination of Membership. A member may resign at any time upon written notice to the CEO or to the Board, or to each of the other members of the Corporation, and such resignation shall be effective immediately unless the notice specifies a later effective date of such resignation. Membership shall be terminated in a fair and reasonable manner as required by Section 5341 of the California Nonprofit Corporation Law and as follows:

(a) the member shall be given at least sixty (60) days' prior notice of the proposed termination and the reasons therefor;

(b) the member shall have an opportunity to be heard, orally or in writing, by the other members not less than fifteen (15) days before the effective date of the proposed termination; and

(c) the decision whether to terminate the membership shall be made by a majority vote of the other members.

A member who resigns or is terminated may continue to contract with the Corporation for task-related administrative support services, and shall remain liable for any charges incurred, services or benefits actually rendered, dues, assessments or fees incurred before the resignation or termination, whether arising from contract or otherwise, if approved by the Corporation.

Meetings of the Members. The members shall meet at least annually for purposes of appointing representatives to the Board, and any other actions that require approval of the members. Meetings of the members may be called by the CEO or by the Board, or by a majority of the members. Notice of meetings shall be given to all current members, as of the date of the notice, at least fifteen (15) days before the meeting in order to give each member's representative sufficient time to consult with its board of directors, if necessary. The notice shall state the place, date and time of the meeting, and shall describe the general nature of the business to be transacted at the meeting, including those matters which the Board intends to present for action by the members. The CEO shall preside as chair during meetings of the members.

Quorum and Voting. Quorum for meetings of the members shall be a majority of the existing members. All current members, as of the date of the meeting, shall be entitled to vote at the meeting. Each member shall designate in writing one (1) representative to vote on behalf of the member and shall have one (1) vote on each matter submitted for a vote of the members. A member may authorize in writing for another member to act as its proxy at the meeting, subject to the limitations set forth in Section 5613 of the California Nonprofit Corporation Law.

Participation by Teleconference and Electronic Meetings; and Board Meetings. Members may participate in meetings of the members through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

- All members participating in the meeting can communicate with each other concurrently; and,

- Each member is provided with the means of participating in all matters before the members, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the members.

- Member representatives shall also have the right to attend meetings of the Board of the Corporation, subject to any limitations imposed by law.

- **. BOARD OF DIRECTORS**

General Powers. Subject to the powers of the members as provided by law and as set forth in these Bylaws, and limitations on the Board or this Corporation set forth in the Articles of Incorporation,

these Bylaws, or the California Nonprofit Corporation Law and other applicable laws, the Corporation's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the Corporation's activities to any person(s), management company, or committees, however composed, provided that the Corporation's activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Specific Powers. Without prejudice to such general powers, but subject to the same limitations, the Board shall have the following powers:

- To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the Corporation, and to prescribe such powers and duties for them as are compatible with law, the Articles of Incorporation, or these Bylaws; to fix their compensation;

- To conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefor which are not inconsistent with law, the Corporation's Articles of Incorporation, or these Bylaws;

- To change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; and conduct its activities in or outside California;

- To borrow money and incur indebtedness for the Corporation's purposes, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and security therefore;

- To carry on a business and apply any revenues in excess of expenses that result from the business activity to any activity that it may lawfully engage in;

- To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property;

- To act as trustee under any trust incidental to the principal object of the Corporation, and to receive, hold, administer, exchange, and expend funds and property subject to such trust; and

- To establish annual dues to be paid by members, in addition to fees to be paid under any service agreements, for capital or other non-recurring purposes;

- To enter into any contracts or other instruments, and do any and all other things incidental to or expedient for attainment of the Corporation's purposes.

Number and Appointment of Directors. The Board shall be comprised of five (5) Directors, which number may be modified from time to time by resolution of the Board to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. Each member of the Corporation shall appoint one (1) Director to serve on the Board. For so long as there are four (4)

members of the Corporation, the fifth (5th) Director shall be appointed by the four (4) members together or through a policy or process agreed upon by the four (4) members. All Directors shall have full voting rights. The members shall endeavor to appoint persons not currently serving as directors of the members.

Terms of Office. Each Director shall hold office for a two (2) year term, and until a successor has been appointed by the member represented by such office. The members may stagger the terms of the Directors. There shall be no limitation on the number of consecutive terms to which a Director may be reappointed.

Vacancies. A vacancy on the Board shall be deemed to exist if a Director dies, resigns, is removed, or if the number of Directors is increased to reflect new members. The Board or a majority of the members may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by a final order or judgment of any court to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law. Vacancies on the Board shall be filled by the member represented by such Director; provided that if the member fails to do so within 60 days, the Board may appoint a Director to fill the vacancy until such time as the member approves a replacement.

Removal. A Director may be removed by a majority vote of the entire Board, by the member that appointed such Director, or by a majority vote of all members. Any vacancy caused by the removal of a Director shall be filled as provided in Section 6.05.

Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the CEO, or the Board as a whole, unless the notice specifies a later time for the effectiveness of such resignation. The Corporation shall notify the member that appointed the resigning Director, and such member shall appoint a new Director to fill the vacancy. If the resignation is effective at a future time, a successor may be appointed by such member to take office when the resignation becomes effective. No Director may resign when the Corporation would then be left without at least one (1) Director in charge of its affairs.

Brown Act. In an effort to be transparent to its members and stakeholders at the members' public charter schools, the Corporation voluntarily agrees to comply with the notice and public participation requirements of the Ralph M. Brown Act (Government Code Sections 54950, *et seq*.) ("Brown Act") for meetings of the Board, in addition to rights of members pursuant to the provisions of Section 5.07(c).

Place of Meetings. Meetings of the Board may be held at the Corporation's principal office, or at any other place within or without the State of California that has been designated in the notice of the meeting, or if there is no notice, at such place as has been designated from time to time by resolution of the Board.

Annual Meetings. The Board shall meet annually for the purpose of organization, election of officers, approving the regular meeting schedule, and the transaction of such other business as may properly be brought before the meeting. The Secretary shall provide the current members a copy of the regular meeting schedule upon approval at the annual meeting.

Regular Meetings. Regular meetings of the Board, including the annual meetings, shall be held at such times and places as may be fixed by the Board and the agendas for such meetings will be posted seventy-two (72) hours prior to the meeting in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy of the agenda shall be sent to each of the Corporation's members representatives. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Special Meetings. Special meetings of the Board for any purpose may be called at any time by the CEO, the Secretary, or any two Directors. Notice of the time and place of special meetings shall be delivered to each Director personally or by telephone or email at least twenty-four (24) hours prior to the meeting, and shall be posted in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy sent to each of the Corporation's members representatives at the same time such notice is given to the Directors. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Quorum. A majority of the actual number of Directors then in office shall constitute a quorum. Every action taken or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directors, (c) creation of and appointments to committees of the Board, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, but no action can be taken unless and until a quorum is restored. Directors may not vote by proxy.

Participation by Teleconference and Electronic Meetings. Directors may participate in a meeting of the Board through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

- All Directors participating in the meeting can communicate with each other concurrently; and,

- Each Director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Corporation.

Waiver of Notice. Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to such Director prior thereto or at its commencement. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Action Without Meeting. Notwithstanding Section 6.08 of these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting if all Directors shall individually or collectively consent in writing to such action, provided that either: (1) the member representatives are given seven (7) days' notice of any such proposed action, or (2) such actions do not relate directly to the provision of services to the members' charter schools. Such consent(s) shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board. For purposes of this Section only, the phrase "all Directors" shall not include any "interested persons" as defined in Section 6.19 herein.

Fees and Compensation. The Directors shall receive no compensation for their service on the Board. The Board may approve the reimbursement of a Director's actual and necessary expenses incurred when conducting the Corporation's business. Subject to Section 6.19 herein and the California Nonprofit Public Benefit Corporation Law, nothing herein shall preclude a Director from serving the Corporation in any other capacity, including, but not limited to, as an officer, agent, or employee of the Corporation, and receiving compensation for such service.

Restriction on Interested Directors. Not more than forty-nine percent (49%) of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director for service on the Board; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Standard of Care.

- A Director shall perform the duties of a Director, including duties as committee-member of any committee of the Board on which the Director may serve, in good faith, in a manner such Director believes to be in the Corporation's best interests and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

- In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by: (i) one or more of the Corporation's officers or employees whom the Director believes to be reliable and competent in the matters presented; (ii) legal counsel, independent accountants, or other persons as to matters that the Director believes to be within such person's professional or expert competence; or (iii) a committee of the Board upon which the Director does not serve, as to matters within its designated authority, which committee the Director believes to merit confidence, so long as, in any such case, the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Non-Liability of Directors. No Director shall be personally liable for the Corporation's debts, liabilities, or other obligations.

Common Directorships. Pursuant to Section 5234 of the California Nonprofit Public Benefit Corporation Law, the Corporation shall not be a party to a transaction with another corporation, firm or association in which one or more of its Directors is also a director or directors ("Overlapping

Director(s)") unless, 1) prior to entering into the transaction, the material facts of the transaction and the Overlapping Director's other directorship are fully disclosed or known to the Board and the Board authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the Overlapping Director, or 2) the contract or transaction is just and reasonable to the Corporation at the time it is authorized, approved or ratified. This provision does not apply to transactions covered by Section 5233(b) of the California Nonprofit Public Benefit Corporation Law.

Executive Compensation Review. In any year in which this Corporation is legally required to do so pursuant to Section 5213 of the California Nonprofit Public Benefit Corporation Law, the Board (or a Board Committee) shall review any compensation packages (including all benefits) of the CEO, the President and the Treasurer or Chief Financial Officer, regardless of job title, and shall approve such compensation only after determining that the compensation is just and reasonable. This review and approval shall occur when such officer is hired, when the term of employment of such officer is renewed or extended, and when the compensation of such officer is modified, unless the modification applies to substantially all of the employees of this Corporation.

- **. OFFICERS**

Required Officers. The officers of this Corporation shall be a Chief Executive Officer (who may be referred to as the Executive Director), a President (who may be referred to as the Board Chair), a Secretary, and a Treasurer (who may be referred to as the Chief Financial Officer). Any number of offices may be held by the same person, except that the Secretary, the Treasurer, or the Chief Financial Officer, if any, may not serve concurrently as the President of the Board.

- Permitted Officers. The Board of Directors may elect one or more Vice Presidents, and such other Board officers as the business of the Corporation may require, such as a Chief Financial Officer who will serve the Board and who may be separate from the Treasurer, each of whom shall be elected to hold office, have such authority and perform such duties as the Board at its pleasure from time to time may determine.

Election. Except for initial officers appointed by Board resolution and the CEO who may serve by employment contract, the officers of this Corporation shall be elected annually by the Board, and each shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under contract of employment and subject to approval by the members.

Removal. Any officer may be removed, with or without cause, by the Board at any time, or by a majority vote of the members. Any removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Resignation. Any officer may resign at any time by giving written notice to the Board. Any such resignation shall take effect upon receipt of that notice or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of this Corporation under any contract to which the officer is a party.

Vacancies. A vacancy in any office for any reason shall be filled in the same manner as these Bylaws provide for election to that office, provided that such vacancies shall be filled as they occur.

Chief Executive Officer. The Corporation shall have a CEO (who may be referred to as the Executive Director) who shall be the general manager and chief executive officer of the Corporation, and, subject to the control of the Board and his or her contract of employment, shall generally supervise, direct, and control the activities, affairs, and employees of the Corporation; and shall see that all resolutions of the Board are carried into effect, and shall perform any and all other duties assigned by the Board, these Bylaws or his or her employment contract.

President of the Board. The Board may elect one Director to serve as Chair of the President. He or she shall preside as Chairperson at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Secretary. The Secretary shall supervise the keeping of a full and complete record of the proceedings of the members, the Board and its committees, shall supervise the giving of such notices as may be proper and necessary, shall supervise the keeping of the minute books of this Corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Treasurer. The Treasurer (who may be referred to as the Chief Financial Officer) shall be the chief financial officer of this Corporation and shall supervise the charge and custody of all funds of this Corporation, the deposit of such funds in the manner prescribed by the Board, and the keeping and maintaining of adequate and correct accounts of this Corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

- Compensation of Officers. The salaries of officers, if any, shall be fixed from time to time by resolution of the Board, or in the case subordinate officers appointed by the CEO, the CEO shall also have the authority to fix such officers' salaries, if any. In all cases, any salaries received by officers of the Corporation shall be fair and reasonable and given in return for services actually rendered for the Corporation which relate to the performance of the charitable purposes of the Corporation, and subject to Section 6.23 above, as applicable.

- **. COMMITTEES**

Board Committees. The Board may create one or more committees, each consisting of two (2) or more Directors to serve at the pleasure of the Board, and may delegate to such committee any of the authority of the Board, except with respect to:

- Final action on any matter that, by law, requires approval of all of the Directors or a majority of all of the Directors;

- The filling of vacancies on the Board or on any committee which has the authority of the Board;

- The fixing of compensation, if any, of the Directors for serving on the Board or on any committee;

- The amendment or repeal of the Corporation's Bylaws or the adoption of new Bylaws;

- The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;

- The appointment of other committees having the authority of the Board;

- The expenditure of corporate funds to support a nominee for Director; or

- The approval of any self-dealing transaction as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as permitted under Section 5233.

Committees must be created, and the committee-members thereof appointed, by resolution adopted by a majority of the actual number of Directors then in office. The Board may appoint, in the same manner, alternate committee-members who may replace an absent committee-member at any meeting of the committee.

Meetings and Action of Board Committees. Meetings and actions of Board committees shall be governed generally by, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board, including Section 5.07, but other than Section 6.08, except that special meetings of committees may also be called by resolution of the Board. The Board may prescribe the manner in which proceedings of any such committee shall be conducted, so long as such rules are consistent with these Bylaws. In the absence of any such rules by the Board, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each committee and shall be filed with the corporate records.

Revocation of Delegated Authority to Board Committees. The Board may, at any time, revoke or modify any or all of the authority so delegated to a committee, increase or decrease, but not below two (2), the numbers of its committee-members, and may fill vacancies therein from the Directors of the Board.

Advisory Committees. The Board or the CEO, subject to any limitations imposed by the Board, may establish one or more Advisory Committees to the Board. The Advisory Committee may consist of Directors or non-Directors and may be appointed as the Board determines. Advisory committees may not exercise the authority of the Board to make decisions on behalf of this Corporation, but shall be restricted to making recommendations to the Board or Board Committees, and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

Audit Committee. For any tax year in which this Corporation has gross revenues of $2 million or more, and if required by law, this Corporation shall have an Audit Committee whose committee-members shall be appointed by the Board, and who may include both Directors and non-Directors, subject to the following limitations: (a) members of the Finance Committee, if any, shall constitute less than one-half of the membership of the Audit Committee; (b) the Chair of the Audit Committee may not be a member of the Finance Committee, if any; (c) the Audit Committee may not include any of the Corporation's staff, including the CEO, the President, or the Treasurer or Chief Financial Officer; (d) the Audit Committee may not include any person who has a material financial interest in any entity doing business with this Corporation; and (e) Audit Committee-members who are not Directors may not receive compensation greater than the compensation paid to Directors for their Board service.

The Audit Committee shall: (1) recommend to the full Board for approval the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor; (2) subject to the supervision of the full Board, negotiate the compensation of the auditor on behalf of the Board; (3) confer with the auditor to satisfy the Audit Committee-members that the financial affairs of this Corporation are in order; (4) review and determine whether to accept the audit; and (5) approve performance of any non-audit services provided to this Corporation by the auditor's firm.

Other Committees.

- The President of the Board or the CEO, subject to any limitations imposed by the Board, may create other committees, either standing or special, permanent or temporary, to serve the Board which do not have the powers of the Board, and shall appoint committee-members to serve on such committees, and shall designate the Chair of the committee. If a Director is on such committee, he or she shall be the Chair of the committee.

- Meetings of a committee may be called by the President of the Board, the CEO, the Chair of the committee or a majority of the committee-members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee-members of the time and place of the meeting. A majority of the committee-members shall constitute a quorum for the transaction of business at any meeting of the committee, and a committee may take action by majority vote. Each committee may keep minutes of its proceedings and shall report periodically to the Board.

- Committee-members shall serve until resignation or removal. Any committee-member may resign at any time by giving written notice to the President of the Board or the CEO. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The President of the Board or the CEO, with prior approval of the Board if the Board so requires, or the Board, may remove any committee-member, and shall appoint a member to fill a vacancy in any committee or any position created by an increase in the committee-membership.

- **. INDEMNIFICATION AND INSURANCE**

Indemnification. To the fullest extent permitted by law, the Corporation shall indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses" shall have the same meaning herein as in Section 5238(a) of the Corporations Code. On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238(b) or Section 5238(c), the Board of Directors shall promptly decide under Corporations Code Section 5238(e) whether the applicable standard of conduct set forth in Corporations Code Section 5238(b) or Section 5238(c) has been met and, if so, the Board of Directors shall authorize indemnification.

Other Indemnification. No provision made by the Corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article.

Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising from the officer's, Director's, employee's, or agent's status as such.

- **. OTHER PROVISIONS**

Maintenance of Corporate Records. The Corporation shall keep (a) adequate and correct books and records of account; (b) written minutes of the proceedings of the Board and committees of the Board; (c) the original or a copy of its Articles of Incorporation and Bylaws, as amended to date; and (d) such reports and records as required by law. All such records shall be kept at the Corporation's principal office, or if its principal office is outside the State of California, at its principal office in this state.

Inspection. Every Director and member of the Corporation shall have the right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the Corporation, subject to applicable law. Such inspection by a Director or member may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts.

Annual Report. Pursuant to Corporations Code Section 6321, within 120 days after the close of its fiscal year the Corporation shall send each Director, each member, and any other persons designated by the Board, a report containing the following information in reasonable detail:

- The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
- The principal changes in the assets and liabilities, including trust funds, during the fiscal year.
- The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.
- The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors and members, or as a separate document if no annual report is issued, the Corporation shall, within 120 days after the end of the Corporation's fiscal year, annually prepare and deliver to each Director and member of the Corporation any information required by Corporations Code Section 6322 with respect to the preceding year.

Public Inspection and Disclosure. The Corporation shall have available for public inspection at its principal office a copy of each of its annual exempt organization information returns for each of the last three years and a copy of its state and federal applications for recognition of exemption.

Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

Fiscal Year. The fiscal year of the Corporation shall end on June 30 each year.

- **. AMENDMENTS**

Bylaw Amendments. Subject to Section 5.02 above, the Board may adopt, amend, or repeal these Bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these Bylaws requires a majority vote of the actual number of Directors, and is not effective until approved by the members. Any amendment to the Articles of Incorporation or these Bylaws which would terminate memberships or affect the rights of the members shall comply with the notice and approval requirements in Section 5342 of the California Nonprofit Corporation Law.

# # #

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing Bylaws of such corporation was duly adopted by the corporation's Board of Directors on January ___, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on January ___, 2021.

_____
Secretary, Sequoia Grove Charter Alliance

Attachment 1
Identification of Members
(Updated January ___, 2021)

As of the date indicated above, the members of Sequoia Grove Charter Alliance are the following nonprofit public benefit corporations:

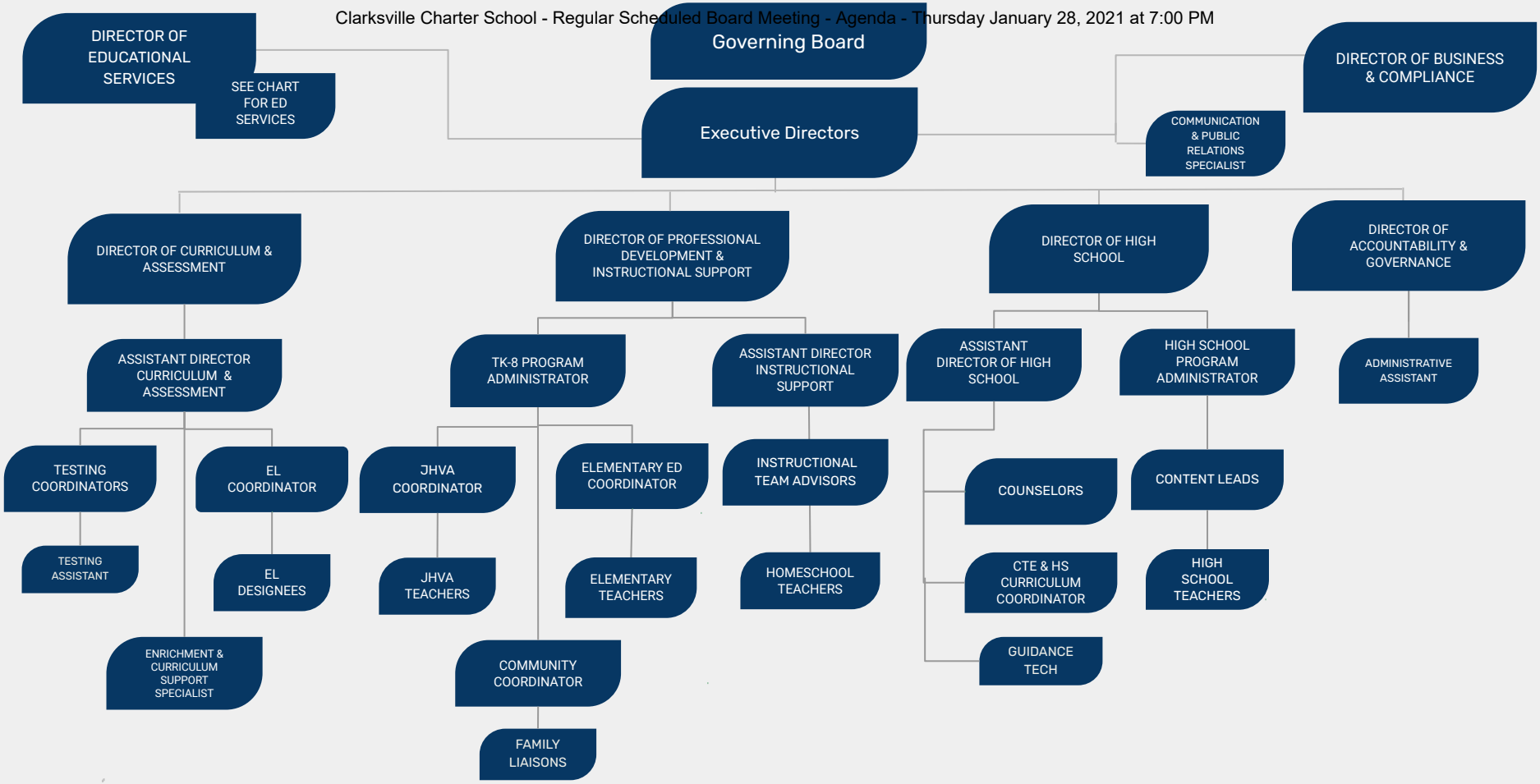
- Winship Community School;
- Feather River Charter School;

- Clarksville Charter School; and
- Lake View Charter School.

Coversheet

2021-2022 Organizational Chart (p. 109-111)

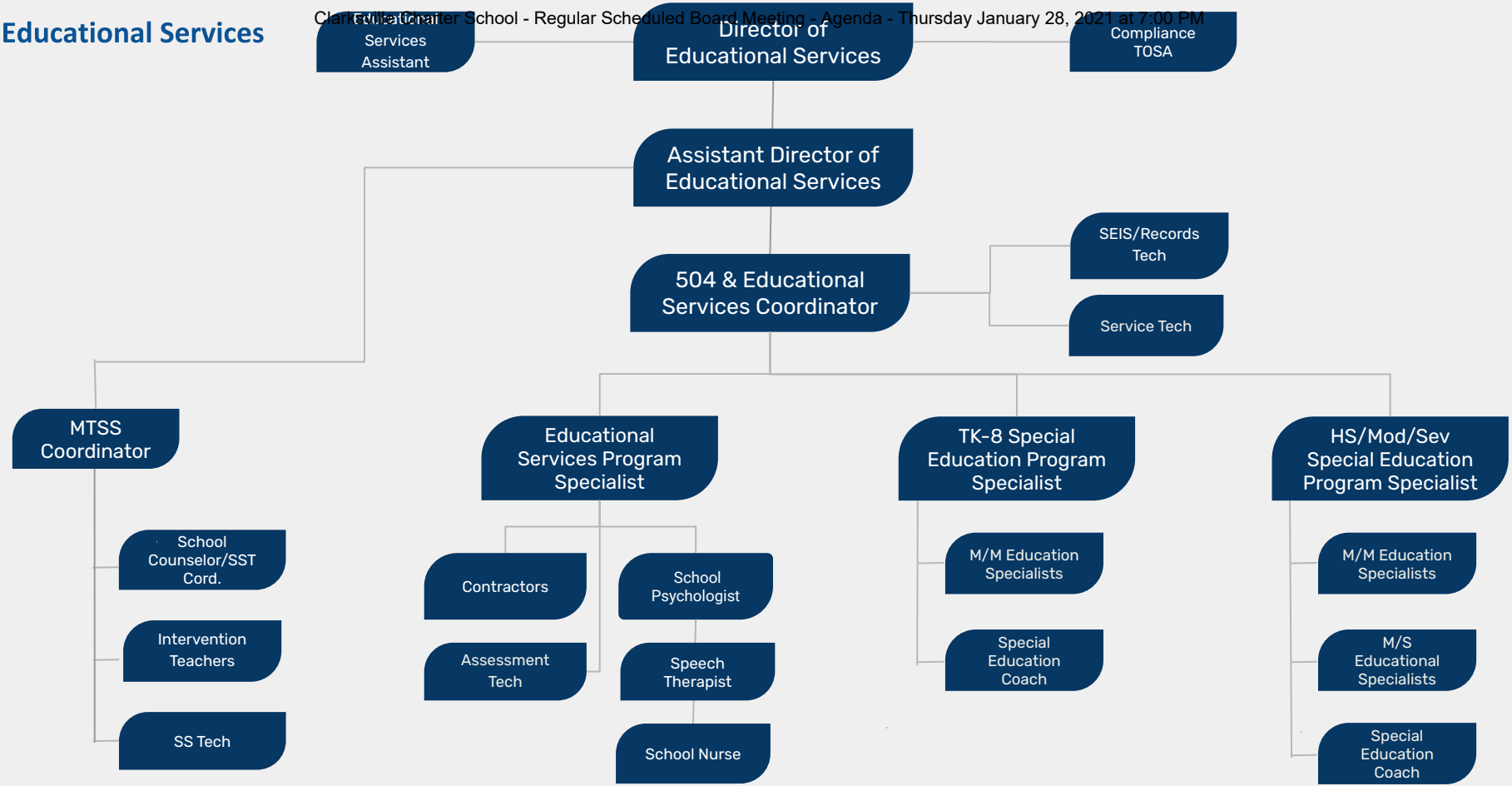
Section: IV. Operations
Item: C. 2021-2022 Organizational Chart (p. 109-111)
Purpose: Vote
Submitted by:
Related Material: North Draft Org Chart_01.23.21.pdf



*This draft organizational chart represents positions that will be shared across the school network as applicable

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Educational Services



*This draft organizational chart represents positions that will be shared across the school network as applicable

Coversheet

Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy (p. 112-114)

Section: IV. Operations
Item: D. Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy (p. 112-114)
Purpose: Vote
Submitted by:
Related Material: Sale or Disposal of Items Policy - Clarksville.pdf

Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

Clarksville Charter School is committed to having policies and procedures for the sale and disposal of surplus, obsolete, or unneeded books, equipment, and supplies.

The purpose of the Clarksville Charter School Governing Board approving this Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy is to accomplish the following:

1. Establish the Reasons the Charter School May Dispose of Materials
2. Outline the Methods that The Executive Director May Dispose of Materials
3. Establish the Evaluation Process of Obsolete and Surplus Items
4. Outline Where the Money Will be Deposited from the Sale of Items

1. **Reasons the Charter School May Dispose of Materials:** The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:
   - By donation to a governing board, county free library, or other state institution.
   - By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
   - By donation to a nonprofit charitable organization.
   - By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
   - By sale.

2. **Outline the Methods that The Executive Director May Dispose of Materials:** The Executive Director may dispose of surplus, obsolete, or unneeded school property of nominal value through any of the following methods: The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

   1. The Executive Director or designee may advertise the sale of items with a call for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids Property for which no qualified bid has been received may be sold, donated, or disposed of without further advertising.

   2. The property may be sold by means of a public auction conducted by school employees, employees of other public agencies or nonprofit organizations, or by contract with a private auction firm.

   3. The property may be sold, donated, or disposed of without advertising under any of the following conditions:

a. The property is sold to federal, state, or local government, to any other school, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.
b. If the Executive Director or designee determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization deemed appropriate by the Board or disposed of.

4. In all cases, the property shall be offered "as is," without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.

5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.

3. **Evaluation Process of Obsolete and Surplus Items:** The Charter School Administration will evaluate based on the definitions below and determine whether or not items are obsolete or surplus on an ongoing, as needed basis.
   - **Obsolete**: Old/outdated model/version/publication at the end of its product life cycle. Items that have not been used for more than a year and there is no foreseeable use in near future.
   - **Surplus Items**: Items whose stock surpasses the need of the school and or exceeds available storage space; Items that have not been used for more than a year and there is no foreseeable use in near future.

4. **Where the Money Will be Deposited:** Money received from the sale of surplus property shall be either deposited in the school reserve or general fund or credited to the fund from which the original purchase was made.

Coversheet

Uniform Complaint Policy & Procedures (p. 115-126)

Section: IV. Operations
Item: E. Uniform Complaint Policy & Procedures (p. 115-126)
Purpose: Vote
Submitted by:
Related Material: UCP Policy and Procedures - Clarksville.pdf

CLARKSVILLE
CHARTER SCHOOL

UNIFORM COMPLAINT POLICY AND PROCEDURES

Clarksville Charter School ("Charter School") complies with applicable federal and state laws and regulations. Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing ("UCP") for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.

2. Complaints alleging a violation of state or federal law or regulation governing the following programs:

   - Accommodations for Pregnant, Parenting or Lactating Students;
   - Adult Education;
   - Career Technical and Technical Education;
   - Career Technical and Technical Training;
   - Child Care and Development Programs;
   - Consolidated Categorical Aid;
   - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
   - Every Student Succeeds Act;
   - Migrant Education Programs;
   - Regional Occupational Centers and Programs; and/or
   - School Safety Plans.

3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

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a. "Educational activity" means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

b. "Pupil fee" means a fee, deposit or other charge imposed on students, or a student's parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

   i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.

   ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

   iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

c. A pupil fees complaint and complaints regarding local control and accountability plans ("LCAP") only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.

d. If Charter School finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, Charter School shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by Charter School to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.

e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Charter School and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

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Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Charter School will attempt to do so as appropriate. Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. Charter School shall ensure that complainants are protected from retaliation.

Compliance Officer

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure Charter School's compliance with law:

Darcy Belleza
Deputy Director
P.O. Box 760
Orangevale 95662
916- 664-8653

The Executive Director or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the Deputy Director, the compliance officer for that case shall be the Executive Director of the school named in the complaint.

Notifications

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on Charter School's website.

Charter School shall annually provide written notification of Charter School's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in Charter School speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.

2. A statement clearly identifying any California State preschool programs that Charter School is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that Charter School is operating pursuant to Title 22 licensing requirements.

3. A statement that Charter School is primarily responsible for compliance with federal and state laws and regulations.

4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.

6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

7. A statement that the complainant has a right to appeal Charter School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Charter School's decision, except if Charter School has used its UCP to address a complaint that is not subject to the UCP requirements.

8. A statement that a complainant who appeals Charter School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

9. A statement that if Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.

11. A statement that copies of Charter School's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that Charter School has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School Board of Directors approved the LCAP or the annual update was adopted by Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist the complainant in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Charter School's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Final Written Decision**

Charter School shall issue an investigation report (the "Decision") based on the evidence. Charter School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of Charter School's receipt unless the timeframe is extended with the written agreement of the complainant. Charter School's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.

2. The conclusion providing a clear determination for each allegation as to whether Charter School is in compliance with the relevant law.

3. Corrective actions, if Charter School finds merit in the complaint and any are warranted or required by law.

4. Notice of the complainant's right to appeal Charter School's Decision within thirty (30) calendar days to the CDE, except when Charter School has used its UCP to address complaints that are not subject to the UCP requirements.

5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of Charter School's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with Charter School and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. Charter School failed to follow its complaint procedures.

2. Relative to the allegations of the complaint, Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.

3. The material findings of fact in Charter School's Decision are not supported by substantial evidence.

4. The legal conclusion in Charter School's Decision is inconsistent with the law.

5. In a case in which Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.

2. A copy of the Decision.

3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.

4. A report of any action taken to resolve the complaint.

5. A copy of Charter School's complaint procedures.

6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to Charter School for resolution as a new complaint. If the CDE notifies Charter School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, Charter School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by Charter School when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, Charter School has not taken action within sixty (60) calendar days of the date the complaint was filed with Charter School.

Civil Law Remedies

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A complainant may pursue available civil law remedies outside of Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Charter School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

DRAFT

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- ☐ Adult Education
- ☐ Career Technical and Technical Education/Career Technical and Technical Training
- ☐ Child Care and Development
- ☐ Consolidated Categorical Aid Programs
- ☐ Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families
- ☐ Every Student Succeeds Act
- ☐ Local Control Funding Formula/ Local Control and Accountability Plan
- ☐ Migrant Education Programs
- ☐ Regional Occupational Centers and Programs
- ☐ School Plans for School Achievement
- ☐ School Safety Plan
- ☐ Pupil Fees
- ☐ Pregnant, Parenting or Lactating Students

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- ☐ Age
- ☐ Ancestry
- ☐ Color
- ☐ Disability (Mental or Physical)
- ☐ Ethnic Group Identification
- ☐ Gender / Gender Expression / Gender Identity
- ☐ Genetic Information
- ☐ Immigration Status/Citizenship
- ☐ Marital Status
- ☐ Medical Condition
- ☐ Nationality / National Origin
- ☐ Race or Ethnicity
- ☐ Religion
- ☐ Sex (Actual or Perceived)
- ☐ Sexual Orientation (Actual or Perceived)
- ☐ Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

_____

_____

_____

_____

_____

_____

_____

_____

_____

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

_____

_____

_____

_____

_____

_____

_____

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

   I have attached supporting documents. ☐ Yes ☐ No

Signature: _____ Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

Darcy Belleza
Deputy Director
P.O. Box 760
Orangevale 95662
916- 664-8653

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Coversheet

Employee Handbook (p. 127-201)

Section: IV. Operations
Item: F. Employee Handbook (p. 127-201)
Purpose: Vote
Submitted by:
Related Material: Employee Handbook 20-21 - Clarksville.pdf

CLARKSVILLE
CHARTER SCHOOL

EMPLOYEE HANDBOOK
2020-2021

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SECTION 1 – WELCOME

Welcome to Clarksville Charter School!

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

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

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

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

SECTION 2 – GENERAL

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

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

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

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

SECTION 3 – PHILOSOPHY

CORE PURPOSE

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

CORE VALUES

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

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

PERMISSION-TO-PLAY VALUES

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

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

STRATEGIC ANCHORS

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

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

School-wide Learning Outcomes

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

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

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

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

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

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

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

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CCS 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 CCS. 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. CCS will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

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

HARASSMENT

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

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

What is Harassment?

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

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national

origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages

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

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

Reporting

CCS 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, CCS 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. CCS recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. CCS is serious about enforcing its policy against harassment; however, CCS cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to CCS' attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Investigation/Complaint Procedure

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

CCS 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.

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

During the investigation, CCS will provide regular progress updates, as appropriate, to those directly involved. CCS 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.

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

Any conduct which CCS 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 CCS believes appropriate under the circumstances. Due to privacy protections, CCS may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

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 Coordinator is:

Title IX Coordinator - Jenell Sherman
Email – jenell.sherman@clarksvillecharter.org
Phone Number – (916) 532-5923

Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. CCS 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 CCS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

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

Training Requirements

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

AT WILL EMPLOYMENT

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

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

OPEN COMMUNICATION POLICY

We want to hear from you. CCS 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. CCS is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

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

LACTATION ACCOMMODATION POLICY

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

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

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

1. The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy. The School will respond accordingly, generally within two business days.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

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

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

These are the building blocks for our continued success:

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

WHISTLEBLOWER POLICY

CCS 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 CCS policy, specifically the policies contained in CCS' Employee Handbook.

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

CCS 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 CCS policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

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

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

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

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

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

Exempt

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

Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and 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. Teachers are B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

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

WORK SCHEDULES

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

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

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

WORKWEEK AND WORKDAY

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

VIRTUAL ACADEMY CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

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

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

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

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

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

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

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

Training:

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

Worksites:

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

SPECIAL EDUCATION TEACHING EMPLOYMENT CONDITIONS

Special Education Teachers/ Case Managers

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

Training:

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

State-wide Assessments:

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

Worksites:

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

ATTENDANCE AND PUNCTUALITY

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

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

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

PROFESSIONAL DEVELOPMENT

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

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

CCS 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 CCS' normal business hours with no additional pay.

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

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

TIME RECORDS (NON-EXEMPT EMPLOYEES)

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

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

OVERTIME

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

OFF THE CLOCK WORK

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

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

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

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

Meal Periods

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

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

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

Rest Periods

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

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

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

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

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

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

PAYDAYS

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

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

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

PAYROLL WITHHOLDINGS

CCS 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, CCS 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 CCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to

claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

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

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

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

TUBERCULOSIS TEST

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

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

CRIMINAL BACKGROUND CHECK

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

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

CHILD ABUSE AND NEGLECT REPORTING ACT

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

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

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

It is extremely important that CCS' 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 CCS' assistance, he or she is required to notify CCS 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 CCS.

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 CCS. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to

employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

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

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

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

Teachers:

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

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

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

CCS' 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 CCS' 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 CCS. Accordingly, either the employee or CCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Classified Staff:

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

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

SECTION 8 – LEAVES

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

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

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

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

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

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

3. The care of the employee's siblings, grandparents, grandchildren with a "serious health condition" for CFRA only;

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; or

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

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave

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

under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

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

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

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

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

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

NEW PARENT LEAVE ACT[2]

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

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

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

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

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

When an approved new parent leave ends, the employee will be reinstated to the same position or a comparable position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and

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

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

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

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

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

PREGNANCY DISABILITY LEAVE

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

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as

California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

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

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

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

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

ADDITIONAL LEAVES

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

*The School has 15 or more employees

**The School has 16 or more employees

***The School has 25 or more employees

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

MILITARY SPOUSE LEAVE***

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

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

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

WORKERS' COMPENSATION LEAVE

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

BEREAVEMENT LEAVE

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

JURY DUTY LEAVE

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

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

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

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever

allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

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

SCHOOL ACTIVITIES LEAVE***

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

The leave is subject to all of the following conditions:

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

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

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

CRIME VICTIM LEAVE

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

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

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

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

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

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE***

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

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

Certification may be sufficiently provided by any of the following:

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

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

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

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

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

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

MILITARY LEAVE

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

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

ADULT LITERACY LEAVE***

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for

participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE*

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

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

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

This leave does not run concurrently with FMLA/CFRA.

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

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***

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

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

VOLUNTEER CIVIL SERVICE LEAVE

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

CIVIL AIR PATROL LEAVE**

CCS 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 CCS for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

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

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

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

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

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

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

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

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

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

- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) - A BASIS ONLY

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

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

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

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

The following terms also apply to PTO:

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

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

SICK LEAVE

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

Eligible Employees

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

Permitted Use

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

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

Allotment

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

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

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

- All other eligible employees:

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

Limits on Use

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

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

Notification

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

Termination

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

No Discrimination or Retaliation

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

PAID SICK LEAVE DONATION POLICY

Personal Hardship

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

Eligibility

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

Requests for Donations

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

Donations of Paid Leave

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

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.

3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

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

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by CCS. 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 CCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

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

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

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CCS' 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 CCS group rates plus an administration fee. CCS or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CCS' health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

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

CCS 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 CCS policy and applicable law.

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

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

WORKER'S COMPENSATION INSURANCE

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

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

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

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

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

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

Offensive and Inappropriate Material

CCS' policy against discrimination and harassment, sexual or otherwise, applies fully to CCS' 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 CCS' computers. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director and Human Resources.

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

Solicitations

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

Licenses and Fees

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

Games and Entertainment Software

Employees may not use a CCS 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 CCS' "Confidential Information" policy, contained herein, for a general description of what CCS 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

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

Any CCS 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 CCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of CCS."

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 CCS' network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to CCS' network.

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

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

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

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

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

Due to security risks, employees must be cautious when installing the external applications that work with the social networking site. At a minimum, it is recommended that all employees should have all privacy settings set to "Only Friends". The settings "Friends of Friends" and "Networks and Friends" open your content to a large group of unknown people, including students.

Personal or Professional Blogs

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

You may not share information that is confidential and proprietary with regard to CCS. 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 CCS considers confidential and proprietary. If you have any questions about whether information has been released publicly or doubts of any kind, speak with your Executive Director and Human Resources.

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

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

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

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

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

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

EQUIPMENT POLICY

CCS attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and

any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

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

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

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

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

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 you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

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

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

Telephone Calls and Texting

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

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, CCS 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 CCS.

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 CCS 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 CCS.

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. CCS must approve any postings prior to posting.

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

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

Definitions

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

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

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

Employee Responsibility

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

ANTI -NEPOTISM POLICY

Policy Statement

It is the policy of CCS to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a CCS 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 CCS board members, employees, individual consultants hired or retained by CCS, and School Services Providers hired or retained by CCS.

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

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

(b) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the CCS board of directors.

(c) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the CCS board of directors.

Definitions

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

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

"**School Services Provider**" shall mean any provider of school services to CCS, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to CCS.

Procedures

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

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

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

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

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

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behavior

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

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

Unacceptable Behaviors

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

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

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

<u>Acceptable and Recommended Behaviors</u>

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

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

Reporting

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

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a

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

PROHIBITED CONDUCT

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

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

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

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

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

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

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

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

CONFLICTS OF INTEREST

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

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

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

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

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

Outside Employment

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

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

Your obligations to CCS must be given priority. Full time employees are hired and continue employment with the understanding that CCS 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 CCS 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 CCS. 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 CCS if any of the following apply:

1. It involves the use of CCS time, facilities, equipment, supplies, or the officer's or employee's position or influence with CCS, for private gain or advantage.
2. It involves receipt or acceptance by the officer of employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with CCS.
3. It involves the performance of an act as part of the outside activity that involves services performed for CCS.

4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use CCS' 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 CCS, the officer or employee shall obtain a written determination of the Executive Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

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

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

Policy Statement

It is the policy of CCS that CCS shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. CCS 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 CCS in order to obtain funds or thing of value from CCS. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with CCS 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 CCS, 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 CCS, resulting in the individual's receipt of funds or thing of value from CCS.

Procedures

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

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

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

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee of other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

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

PARKED VEHICLES

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

PERSONAL AUTOMOBILE

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

PERSONAL PROPERTY

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

SAFETY POLICY

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

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

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

ERGONOMICS

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

CHEMICAL EXPOSURE WARNING

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

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

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

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of ClarksvilleCharter School's ("CCS") 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 CCS' 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 CCS' policies.

In particular, I have read and understand CCS' 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 CCS at any time, CCS, 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 CCS for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of CCS, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between CCS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with CCS, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

CCS 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 CCS Board of Directors, no other entity or person has the authority to modify this Employee Handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____