Clarksville Charter School

Regular Scheduled Board Meeting

Date and Time

Thursday January 19, 2023 at 6:30 PM PST

Location

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

Meeting ID: 407 525 8260
Passcode: 546272

One tap mobile
+14086380968,,4075258260# US (San Jose)
+16699006833,,4075258260# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
Meeting ID: 407 525 8260
Find your local number: https://sequoiagrove-org.zoom.us/u/kcv9bkellW

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:30 PM**
A.	Record Attendance/ Establish Quorum		Emily Allen	
B.	Public Comment on Approval of Resolution Regarding Continuing to Meet Virtually Per AB361		Emily Allen	
C.	Approval of Resolution Regarding Continuing to Meet Virtually Per AB361		Emily Allen	
D.	Call the Meeting to Order		Emily Allen	
E.	Public Comment on Consent Agenda		Emily Allen	
F.	Approval of Consent Agenda		Emily Allen	

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

1. Approval of the Agenda
2. Approval of Minutes from December 8, 2022 Board Meeting
3. Extended School Year Dates 2023-2024
4. Employee Handbook
5. Fiscal Policies and Procedures
6. 21-22 Audit: Updated Information

G.	Public Comments on Agenda and Non-Agenda Items		Emily Allen	3 m
H.	Public Comment on Student Presentation		Emily Allen	
I.	Student Presentation			
J.	Public Comment on Charter School Organization (CSO) Update		Emily Allen	
K.	Charter School Organization (CSO) Update		Bob McGuire	
L.	Public Comment on Executive Director Report		Emily Allen	

		Purpose	Presenter	Time
M.	Presentation of Executive Director Report		Jenell Sherman	
II.	**Finances**			**6:33 PM**
A.	Public Comment on Approval of November 2022 Financials		Emily Allen	
B.	Approval of November 2022 Financials		James Surmeian	
C.	Public Comment on Approval of Enrollment Projections 2023-2024		Emily Allen	
D.	Approval of Enrollment Projections 2023-2024		Jenell Sherman	
E.	Public Comment on Approval of Student Funding 2023-2024		Emily Allen	
F.	Approval of Student Funding 2023-2024		Jenell Sherman	
III.	**Academic Excellence**			
A.	Public Comment on Approval of School Calendar 2023-2024		Emily Allen	
B.	Approval of School Calendar 2023-2024		Jenell Sherman	
C.	Public Comment on Approval of School Accountability Report Card (SARC)		Emily Allen	
D.	Approval of School Accountability Report Card (SARC)		Darcy Belleza	

The SARC Web Application is populated with data from California Department of Education (CDE), and these data are based on information that public schools/local educational agencies (LEAs) submitted to the CDE.
Please note that the 2021–22 school year data for Tables 6 and 7-Teacher Preparation
and Placement, Table 8-Teachers Without Credentials and Misassignments, Table 9-Credentialed Teachers Assigned Out-of-Field, and Table 10-Class Assignments are not
available at this time. For active public schools, we anticipate that the 2021–22 school year data for Tables 6, 7, 8, 9 and 10 will be available after the February 1 posting due

	Purpose	Presenter	Time

date and will not be editable. Nonpublic nonsectarian schools are expected to input their
information in the teacher data tables since the CDE does not have access to these data for these school types. We encourage all schools/LEAs to post their Board approved 2021–22 SARCs by February 1 without the aforementioned data tables. A second Board review/approval of the 2021–22 Teacher data once populated is not required.

IV. Operations

A.	Public Comment on Approval of Teacher Induction Policy		Emily Allen
B.	Approval of Teacher Induction Policy		Jenell Sherman
C.	Public Comment on Approval of Administrator Credential/Education Reimbursement Policy		Emily Allen
D.	Approval of Administrator Credential/Education Reimbursement Policy		Jenell Sherman
E.	Public Comment on Approval of Employment Agreements 2023-2024		Emily Allen
F.	Approval of Employment Agreements 2023-2024		Deanna Moreno
G.	Public Comments on Approval of Open Enrollment Dates 2023-2024		Emily Allen
H.	Approval of Open Enrollment Dates 2023-2024		Jenell Sherman

V. Governance

A.	Public Comment on Approval of Board Calendar 2023-2024		Emily Allen
B.	Approval of Board Calendar 2023-2024		Darcy Belleza
C.	Public Comment on Discussion and Potential Action on Board Meeting Location and Start Time		Emily Allen
D.	Discussion and Potential Action on Board Meeting Location and Start Time		Darcy Belleza

		Purpose	Presenter	Time
	CCS Resource Center, 4818 Golden Foothill Parkway, Ste. 9, El Dorado Hills, CA			
E.	Public Comment on Board Goal Check-in		Emily Allen	
F.	Board Goal Check-in		Emily Allen	
	For the 22-23 School Year, the CCS Governing Board will attend at least one virtual or in-person school-sponsored event per semester.			
G.	Public Comment on Approval of Resolution to Approve Amended SGCA Bylaws		Emily Allen	
H.	Approval of Resolution to Approve Amended SGCA Bylaws		Jenell Sherman	

VI. Closing Items

A.	Board Requests for Future Agenda Items		Emily Allen	
B.	Announcement of Next Regular Scheduled Board Meeting		Emily Allen	
	The Next Regular Scheduled Board Meeting is March 9, 2023 at 6:30 PM.			
C.	Adjourn Meeting		Emily Allen	

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

Public Comment Rules for Agenda Items: Members of the public may address the Board on agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board on that agenda item or simply communicate orally your desire to address the Board when the

Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Coversheet

Approval of Resolution Regarding Continuing to Meet Virtually Per AB361

Section: I. Opening Items
Item: C. Approval of Resolution Regarding Continuing to Meet Virtually Per AB361
Purpose:
Submitted by:
Related Material: Resolution_Re__AB_361_v6_CV.pdf

CLARKSVILLE CHARTER SCHOOL BOARD OF DIRECTORS
RESOLUTION NO. 2022-14 AUTHORIZING USE OF REMOTE TELECONFERENCING PROVISIONS (AB 361)

WHEREAS, the Governing Board of the Clarksville Charter School ("Board") is committed to open and transparent government, and full compliance with the Ralph M. Brown Act ("Brown Act"); and

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

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

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

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

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

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

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

[OR]

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

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

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

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

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

PASSED AND ADOPTED by the Clarksville Charter School Board of Directors on this 19 day of January 2023, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Secretary

Coversheet

Approval of Consent Agenda

Section: I. Opening Items
Item: F. Approval of Consent Agenda
Purpose:
Submitted by:
Related Material: 2022_12_08_board_meeting_minutes ccs.pdf
ESY 23-24.pdf
SGCA_Employee_Handbook_22-23 v4.docx
Fiscal_Policies_and_Procedures_-Clarksville_v6 DRAFT.docx
2021-22 Audit Report - Clarksville (#1891).pdf

DRAFT

Clarksville Charter School

Minutes

Regular Scheduled Board Meeting

Date and Time
Thursday December 8, 2022 at 6:30 PM

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

Meeting ID: 407 525 8260
Passcode: 546272

One tap mobile
+14086380968,,4075258260# US (San Jose)
+16699006833,,4075258260# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
Meeting ID: 407 525 8260
Find your local number: https://sequoiagrove-org.zoom.us/u/kcv9bkellW

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

Directors Present
Emily Allen (remote), Janeal Cimino (remote), Kelley Laliberte (remote), Tiffiny Farley (remote)

Directors Absent

None

Guests Present
Bob McGuire (remote), Darcy Belleza (remote), Dr. Amanda Fernandez (remote), James Surmeian (remote), Jenell Sherman (remote), Katie Royer (remote), Megan Nason (remote), Royce Gough (remote), Shannon Breckenridge (remote)

I. Opening Items

A. Record Attendance/ Establish Quorum

B. Public Comment on Approval of Resolution Regarding Continuing to Meet Virtually Per AB361

No public comment on Approval of Resolution Regarding Continuing to Meet Virtually per AB361.

C. Approval of Resolution Regarding Continuing to Meet Virtually Per AB361

Janeal Cimino made a motion to approve Resolution Regarding Continuing to Meet Virtually Per AB361.
Kelley Laliberte seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Call the Meeting to Order

Emily Allen called a meeting of the board of directors of Clarksville Charter School to order on Thursday Dec 8, 2022 at 6:33 PM.

E. Public Comment on Consent Agenda

No public comment on Consent Agenda.

F. Approval of Consent Agenda

Kelley Laliberte made a motion to approve Consent Agenda.
Janeal Cimino seconded the motion.
The board **VOTED** unanimously to approve the motion.
Kelley Laliberte made a motion to approve the minutes from Regular Scheduled Board Meeting on 10-20-22.
Janeal Cimino seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Public Comments on Agenda and Non-Agenda Items

No public comments.

H. Public Comment on Executive Director Report

No public comment on *Executive Director Report.*

I. Presentation of Executive Director Report

Jenell Sherman presented *Executive Director Report.*

II. Finances

A.

Public Comment on Approval of October 2022 Financials And First Interim Report

No public comment on approval of October 2022 Financials and First Interim Report.

B. Approval of October 2022 Financials

Janeal Cimino made a motion to approve October 2022 Financials.
Kelley Laliberte seconded the motion.
James Surmeian presented October 2022 Financials.
The board **VOTED** unanimously to approve the motion.

C. Approval of First Interim Report

Tiffiny Farley made a motion to approve First Interim Report.
Janeal Cimino seconded the motion.
James Surmeian presented First Interim Report.
The board **VOTED** unanimously to approve the motion.

D. Public Comment on Presentation of 2021-2022 Audit Report

No public comment on Presentation of 2021-2022 Audit Report.
Kelley Laliberte made a motion to change action on 2E to Presentation and Approval of 2021-2022 Audit Report.
Janeal Cimino seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Presentation and Approval of 2021-2022 Audit Report

Janeal Cimino made a motion to approve 2021-2022 Audit Report.
Tiffiny Farley seconded the motion.
James Surmeian presented 2021-2022 Audit Report.

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

III. Governance

A. Public Comment on Board Goal Discussion

No public comment on Board Goal Discussion.

B. Discussion of Board Goals

Board Goal: Attend one school event per semester

Discussion:

- Emily Allen attended a virtual event
- Janeal Cimino also attended a virtual event, monitors Facebook, and responded to a letter to the Board
- Tiffiy Farley attended a live event and is attending a field trip tomorrow
- Kelley Laliberte plans on attending Resource center event soon

C.

Public Comment on Approval of Educational Partners Survey of Governing Board Members

No public comment on Approval of Educational Partners Survey of Governing Board Members.

D. Approval of Educational Partners Survey of Governing Board Members

Janeal Cimino made a motion to approve Educational Partners Survey of Governing Board Members with noted change.
Tiffiny Farley seconded the motion.
Note:
add role of person completing the survey will be added i.e. student, parent, staff.

Governing Board would like a one-way communication with results ahead of the board meeting discussion.
The board **VOTED** unanimously to approve the motion.

E. Public Comment on Approval of Governing Board Self Evaluation

No public comment on Approval of Governing Board Self Evaluation.

F. Approval of Governing Board Self Evaluation

Kelley Laliberte made a motion to approve Governing Board Self Evaluation.
Tiffiny Farley seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Board Requests for Future Agenda Items

No requests from the Board.

B. Announcement of Next Regular Scheduled Board Meeting

Emily Allen announced the Next Regular Scheduled Board Meeting is January 19, 2023 at 6:30 PM.

C. Adjourn Meeting

Janeal Cimino made a motion to adjourn the meeting.
Tiffiny Farley seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:49 PM.

Respectfully Submitted,
Emily Allen

Prepared by:
Katie Royer

Noted by:

_____
Board Secretary

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

Public Comment Rules for Agenda Items: Members of the public may address the Board on agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board on that agenda item or simply communicate orally your desire to address the Board when the Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Extended School Year

23-24



May 31, 2023- June 28, 2023


SEQUOIA GROVE
CHARTER ALLIANCE
Employee Handbook
2022-23

Sequoia Grove Charter Alliance

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

We are happy to have you join us. We believe our Schools are truly unique and serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn. This handbook has been written to provide you with an overview of our Schools, its personnel policies and procedures, and your benefits as an employee.

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

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

Contents

Contents 3

Section 1 - General 8

Section 2 - Philosophy 8
- CORE PURPOSE 8
- CORE VALUES 8
- PERMISSION-TO-PLAY VALUES 8
- STRATEGIC ANCHORS 9

Section 3 - Employment 10
- EMPLOYMENT APPLICATIONS 10
- EQUAL EMPLOYMENT OPPORTUNITY 10
- HARASSMENT 10
  - What is Harassment? 12
  - What is abusive conduct/workplace bullying? 12
  - What is Retaliation? 12
  - Responsibility 13
  - Reporting 13
  - Universal Complaint Procedure 15
  - Conclusion 15
  - Training Requirements 15
- AT WILL EMPLOYMENT 16
- TRANSCRIPTS FOR SALARY ADJUSTMENT 17
- OPEN COMMUNICATION POLICY 18
- LACTATION ACCOMMODATION POLICY 18
- PUBLIC RELATIONS 19
- WHISTLEBLOWER POLICY 20

Section 4 - The Employment Process 21
- EMPLOYEE STATUS AND CLASSIFICATIONS 21
  - Exempt 21
  - Non-Exempt 21
  - Certificated Employee 21
  - Classified Employee 22
- WORK SCHEDULES 22
- WORKWEEK AND WORKDAY 22
- VIRTUAL TEACHING EMPLOYMENT CONDITIONS 22
  - Position Responsibilities 22

SPECIAL EDUCATION TEACHING EMPLOYMENT CONDITIONS 23
Special Education Teachers/ Case Managers 23
Worksites 23
ATTENDANCE AND PUNCTUALITY 24
PROFESSIONAL DEVELOPMENT 24
TIME RECORDS (NON-EXEMPT EMPLOYEES) 25
OVERTIME 25
OFF THE CLOCK WORK 25
MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES) 25
Meal Periods 25
Rest Periods 26
PAYDAYS 27
PAYROLL WITHHOLDINGS 28

Section 5 - Conditions of Employment 28
IMMIGRATION LAW COMPLIANCE 28
CREDENTIAL REQUIREMENTS 28
TEACHER INDUCTION 29
RESIDENCY REQUIREMENTS 29
TEMPORARY RESIDENCY 29
TUBERCULOSIS TEST 29
CRIMINAL BACKGROUND CHECK 30
CHILD ABUSE AND NEGLECT REPORTING ACT 30
PERSONNEL FILES 31
CHANGES IN EMPLOYEE INFORMATION 31

Section 6 - Performance 31
PERFORMANCE EVALUATIONS 31
Certificated Staff 31
Classified Staff 32

Section 7 - Leaves 32
FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT 32
PREGNANCY DISABILITY LEAVE 36
ADDITIONAL LEAVES 37
MILITARY SPOUSE LEAVE*** 38
WORKERS' COMPENSATION LEAVE 38
BEREAVEMENT LEAVE 38
JURY DUTY LEAVE 38
TIME OFF TO VOTE 39
SCHOOL ACTIVITIES LEAVE 39
SCHOOL APPEARANCE/SUSPENSION LEAVE 39

CRIME VICTIM LEAVE 41
MILITARY LEAVE 42
ADULT LITERACY LEAVE*** 42
ORGAN DONOR / BONE MARROW DONOR LEAVE* 43
DRUG & ALCOHOL REHABILITATION LEAVE*** 43
VOLUNTEER CIVIL SERVICE LEAVE 43
CIVIL AIR PATROL LEAVE** 43

Section 8 - Benefits 44
SCHOOL HOLIDAYS 44
PAID TIME OFF (PTO) - SCHEDULE D-ADMINISTRATION 45
SICK LEAVE 47
Eligible Employees 47
Permitted Use 47
Allotment 47
LIMITS ON USE 48
NOTIFICATION 48
TERMINATION 48
NO DISCRIMINATION OR RETALIATION 48
PAID SICK LEAVE DONATION POLICY 48
Personal Hardship 48
Eligibility 49
Requests for Donations 49
Donations of Paid Leave 49
Valuation of Donated PSL 49
INSURANCE BENEFITS 50
COBRA BENEFITS 50
SOCIAL SECURITY/MEDICARE 50
STATE DISABILITY INSURANCE (WAGE SUPPLEMENT) 51
PAID FAMILY LEAVE (WAGE SUPPLEMENT) 51
WORKER'S COMPENSATION INSURANCE 51

Section 9 - Employee Communications Policy 51
COMMUNICATIONS POLICY 51
No Expectation of Privacy 52
Professional Use of Communication Systems Required 53
Offensive and Inappropriate Material 53
Solicitations 53
Licenses and Fees 53
Games and Entertainment Software 54
Confidential Information 54

Copyrights and Trademarks 54
Maintenance and Security of the System 54
Violations of this Policy 55
Amendment and Modification of this Policy 55
SOCIAL MEDIA POLICY 55
Personal or Professional Blogs 56
EQUIPMENT POLICY 57
Laptop Computers 57
CELL PHONE POLICY 58
Telephone Calls and Texting 58
NO SOLICITATION/DISTRIBUTION POLICY 58
Definitions 59
Employee Responsibility 59
Policy Statement 59
Definitions 60
Procedures 60
Responsibilities 60
VIOLENCE IN THE WORKPLACE 61

Section 10 - Standards of Conduct 62
PERSONAL STANDARDS 62
TEACHER-STUDENT INTERACTIONS 63
Boundaries Defined 63
Acceptable and Unacceptable Behavior 63
Unacceptable Behaviors 64
Acceptable and Recommended Behaviors 64
Reporting 65
Investigating 65
Consequences 65
CUSTOMER & PUBLIC RELATIONS 65
PROHIBITED CONDUCT 66
CONFIDENTIAL INFORMATION 67
CONFLICTS OF INTEREST 67
Outside Employment 68
POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL 69
Policy Statement 69
Procedure 69
EXPENSE REIMBURSEMENT POLICY 69
~~Travel 70~~
~~Personal Cell Phones 73~~

~~Monthly Stipend for Phone and Utilities 73~~
~~Other Expenses 74~~
~~Office Supplies 74~~
~~Reporting 75~~
POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS 75
Policy Statement 75
Procedures 76

Section 11 - Safety 76
SUBSTANCE AND ALCOHOL POLICY 76
SMOKING 78
PARKED VEHICLES 78
PERSONAL AUTOMOBILE 78
PERSONAL PROPERTY 78
SAFETY POLICY 79
ERGONOMICS 79
CHEMICAL EXPOSURE WARNING 79

Section 12 - Termination 81
VOLUNTARY TERMINATION 81
INVOLUNTARY TERMINATION 81
EXIT INTERVIEWS 81
VERIFICATION AND REFERENCE POLICY 81

Section 13 - Employee Handbook Acknowledgement 82

Section 1 - General

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

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

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

Section 2 - Philosophy

CORE PURPOSE

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

CORE VALUES

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

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

PERMISSION-TO-PLAY VALUES

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

- Innovative
- Dynamic
- Results-oriented
- Data-driven
- Extraordinary
- Confident
- Energetic

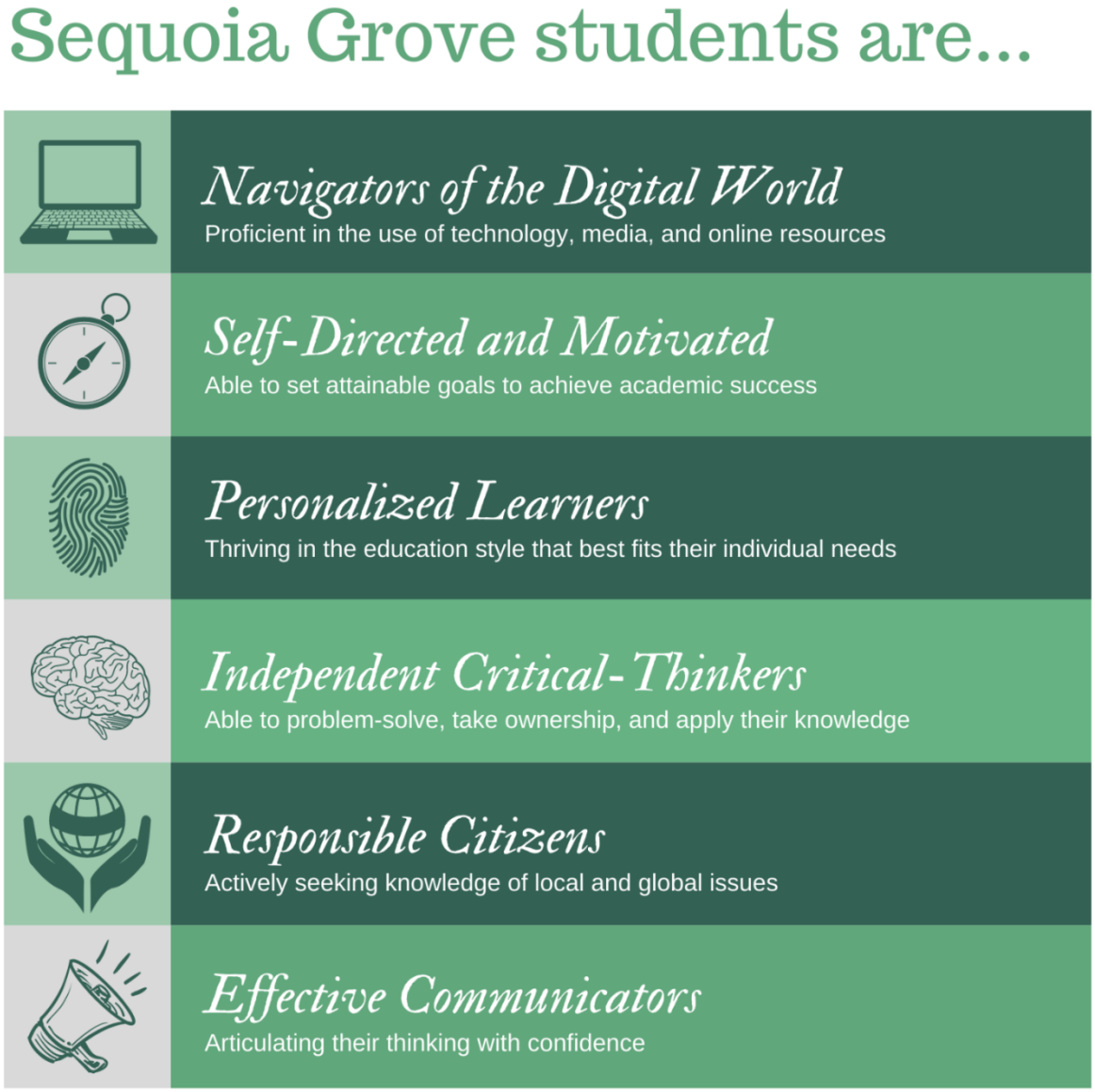
STRATEGIC ANCHORS

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

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

SCHOOLWIDE LEARNER OUTCOMES

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



Section 3 - Employment

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

Our School is an equal opportunity employer. In accordance with applicable law, our School prohibits discrimination, harassment, intimidation, and bullying based on

actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Our School will ensure that applicants and employees are treated equally in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, our School prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of your School.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, your School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to your School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. Our School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request. If the employee believes they have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of your School to ensure equal employment opportunity without discrimination, harassment, intimidation, or bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Our School prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors for both curriculum and enrichment along with community partners or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to your School (e.g. an outside community partner, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the

workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

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

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests
- Use of derogatory remarks, insults and/or epithets
- Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are

destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others

What is Retaliation?
Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to Human Resources and will be promptly investigated and addressed.

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

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

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

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

Reporting
School encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, our School encourages individuals who

believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Our School recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although anonymity cannot be guaranteed. Our School is serious about enforcing its policy against harassment; however, your School cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to your School's attention so it can take whatever steps are necessary to correct the problems.

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

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

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

If an employee has a complaint about Title IX, contact the Title IX Coordinator listed in the Title IX Policy. The employee has 180 days of the date of the alleged discrimination, unless the time for filing is extended for good cause by the Title IX Coordinator. Although the employee is not required to utilize the School's internal grievance procedure, the employee may do so prior to filing a complaint with the Office of Civil Rights (OCR). If the employee uses the School's internal grievance process, the Title IX complaint must be filed with the Office of Civil Rights within 60 days after the last act of the School's grievance process. Complaints pertaining to Title IX issues should be filed by using the Title IX Sexual Harassment Policy and Grievance Procendure and those procedures will be followed to resolve the complaint.

Questions, concerns or complaints regarding compliance with Title IX employee issues, please contact the Human Resources Director. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the Title IX Coordinator:

Title IX Coordinator: Deanna Moreno, Director of Human Resources
Clarksville Charter School
4818 Golden Foothill Parkway #9
El Dorado Hills, CA 95762

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

Universal Complaint Procedure

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

Our School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter. All employees are required to fully cooperate with your School's investigation which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

Our School will strive to complete its investigation as efficiently as possible in light of the allegations, and will reach any conclusions based on the evidence collected and credibility of the witnesses. Your School may investigate conduct in the absence of a formal complaint if our School has reason to believe that an individual has engaged in conduct that violates School policies or applicable law. Further, our School may continue its investigation even if the original complainant withdraws

his or her complaint during the course of the investigation. Any conduct which our School believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example; training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as our School believes appropriate under the circumstances. Due to privacy protections, our School may not be able to disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action. The employee may view the Universal Complaint Procedure on our school's website.

Conclusion

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

If the employee believes they have experienced discrimination, harassment, or abusive conduct the employee may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC.

Training Requirements

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

AT-WILL EMPLOYMENT

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

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

PROFESSIONAL DEVELOPMENT FOR SALARY ADVANCEMENT

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

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

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

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

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

EMPLOYEE PLACEMENT ON SALARY SCHEDULE

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

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

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

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

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

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

Note: Substitute teaching experience is not accepted

OPEN COMMUNICATION POLICY

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

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor, Executive Director or Human Resources. Employees are

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

LACTATION ACCOMMODATION POLICY

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

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations. Employees requesting an accommodation under this policy should comply with the following requirements:

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

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at your School and will be handled in accordance with your School's policy on discrimination and harassment. If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information,

contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

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

Below are several things employees can do to help leave people with a good impression of our School. These are the building blocks for our continued success:

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

WHISTLEBLOWER POLICY

Your School is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of School policy, specifically the policies contained in your School's Employee Handbook. An employee who wishes to report a suspected violation of law or School Policy may do so by contacting the Executive Director or Human Resources.

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

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately

report the retaliation to one of the following: the Executive Director or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

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

Section 4 - The Employment Process

EMPLOYEE STATUS AND CLASSIFICATIONS

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

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on the employee’s designation.

Exempt

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

Non-Exempt

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

Certificated Employee
Certificated Employees are teachers and administrators

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

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

- Salary Schedule E: Classified Employees

WORK SCHEDULES
All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether the employee works during the academic year or on an annual basis. The Executive Director or direct supervisor will assign the employee an individual work schedule. In order to accommodate the needs of our school(s), it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be available by phone, email or in-person with scheduled meeting(s)/event(s). If the employee needs to modify their schedule, request the change with Human Resources or their supervisor. All schedule changes or modifications must be approved by the Executive Director or their supervisor.

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

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

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

VIRTUAL TEACHING EMPLOYMENT CONDITIONS

Position Responsibilities:

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

SPECIAL EDUCATION TEACHING EMPLOYMENT CONDITIONS

Special Education Teachers/ Case Managers:

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

student IEP goals and special education taught courses
- Teachers will be responsible for all special education required record keeping and reporting. Training:
    - Teachers are required to attend training sessions hosted virtually or in-person
    - Special Education Teachers are required to attend two in-person schoolwide meetings/trainings per year. Mileage reimbursement will follow standard School protocols and procedures

Worksites:
- Special Education Teachers work remotely as all classes and sessions are taught virtually

ATTENDANCE AND PUNCTUALITY

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

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

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other scheduled school sponsored trainings. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism or early departures may result in disciplinary action. When an employee attends a school sponsored professional development and/or training, the time spent in attendance shall be counted as time worked.

For virtual attendance, video registration/chat or signing in on a Google Doc/Survey will serve as attendance. For in-person meetings, either online document or paper documentation will be required for the purpose of record keeping. These records will

serve as the official roster of attendance. Your School will pay hourly employees for attendance at mandatory trainings, lectures, and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of your School's normal business hours with no additional pay. In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training. Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and employee signature. Absences and overtime must be accurately identified on the employee's time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. Each employee must sign and submit his or her own time record. Incomplete and late timesheets will be held until the next pay period. No non-exempt employee will be paid until a correctly completed timesheet is submitted.

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

OVERTIME

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

OFF THE CLOCK WORK

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

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During the meal periods and rest periods, employees may not work at all and are excused from all duties. Required meal or rest periods may not be combined in order to take a longer break. Employees may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that an employee believes they cannot take a meal or rest period, or is unable to take a full meal or rest period pursuant to School policy or must begin the meal period more than five hours after the work period began, they must notify Human Resources in advance whenever possible and as soon as possible so that the proper measures may

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

Meal Periods

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

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

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

Rest Periods

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

Hours Worked	Number of Rest Periods
3.5 hours to 6 hours	One 10-minute rest period
Over 6 hours to 10 hours	Two 10-minute rest periods
Over 10 hours to 14 hours	Three 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below.

Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

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

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

PAYDAYS
Employees are paid semi-monthly in accordance with the School's payroll schedule. Employees who do not have direct deposit will receive their checks via mail. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be mailed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of a paycheck to any other person other than the employee. If automatic deposit is used for the paycheck, the funds will be deposited to the financial institution requested by the employee by the end of business on the scheduled payday. While an automatic deposit may actually credit to the employee's account before the actual "payday," the School is not responsible for automatic payments or withdraws dated prior to the actual payday and the employee should not depend on early deposits of pay. If a wage garnishment order is received by your School for an employee, the school is obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

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

The schools are offering an optional deferral (summer hold back program) starting in the 2022-2023 school year to assist staff with creating a paycheck for the remaining

two (2) or three (3) pay periods in the 2023-2024 school year. This will not impact the total salary of an employee.

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

PAYROLL WITHHOLDINGS

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

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

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 or DE4 form and submitting it to Human Resources.

Section 5 - Conditions of Employment

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

All credentialed employees must provide copies of credentials, official transcripts, and/or test scores prior to the first day of work. Failure to provide these documents may delay an employee's ability to begin work. Employees are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both the Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided. If an employee fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TEACHER INDUCTION

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

RESIDENCY REQUIREMENTS

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

TEMPORARY RESIDENCY

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

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

TUBERCULOSIS TEST

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

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

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation. The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

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

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

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required. All employees will be mandated child abuse reporters and will participate in annual training, follow all applicable reporting laws and the same policies. The School's Child Abuse and Neglect Policy will contain detailed policies and procedure for the immediate reporting of suspected child abuse and neglect. All appropriate staff are required to certify knowledge of the policy annually, and employees shall receive mandated reporter training annually. The school will

provide this training, as well as other trainings, mandated by law during the first month of the school year, or the first month of employment, should an employee start after the beginning of the school year.

It is extremely important that School employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity. Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without the School's assistance, he or she is required to notify the School of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with the School.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by the School. If the request includes a request for copies, the employee or former employee may be required to pay for the actual costs of copying. The Employer will respond to such a request within 30 days of receipt of the written request. Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

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

Section 6 - Performance

PERFORMANCE EVALUATIONS

The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by employees and to provide staff with important feedback to improve their practice and identify options for professional development and growth. Every staff member will be evaluated annually or biennially per administrator discretion. Evaluations will be conducted in the spring of each school year. The employee's supervisor may identify opportunities

for professional growth. It is not a right of any employee to be provided a performance plan. A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

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

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

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

Classified Staff:
Formal evaluations are generally held once each year. Employees will be provided a copy of the evaluation tool and as part of the process, will do a self-evaluation. The direct supervisor may schedule the evaluation time in advance so that the employee is prepared for the process. In addition to these more formal performance evaluations, the School encourages staff members and supervisors to discuss their job performance on an ongoing basis.

Section 7 - Leaves

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT[1]
The School complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which require the School to permit each eligible employee to take up to 12 work weeks of leave in any 12-month period for the

birth or adoption of a child, the employee's own serious health condition or for the serious health condition of the employee's child, parent, or spouse. CFRA further allows for 12 work weeks of leave to care for the serious health condition of the employee's grandchild, grandparent, parent-in-law, domestic partner, or sibling.

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

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

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

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

1. The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition";
3. The care of a grandchild, grandparent, parent-in-law, domestic partner, or sibling with a serious health condition. Leave taken pursuant to this section is available only through CFRA and not FMLA. As such, FMLA does not run concurrently with leave taken for the employee's grandchild, grandparent, domestic partner, or sibling with a serious health condition.
4. The "serious health condition" of the employee;
5. The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty or that existed

before the beginning of the member's active duty and was aggravated by service in the line of duty; or

6. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, registered domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Domestic partner leave under this section is only available through CFRA and not FMLA.

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

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against the employee's state and federal family and medical leave entitlements to the fullest extent permitted by law. The employee will be required to use any available sick time during unpaid family and medical leave. The employee will also be required to use any available paid sick leave during unpaid family and medical leave that is due to the employee's own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if continuously

employed. However, the employee must continue to pay his/her share of applicable premiums (for themselves and any dependents) during the leave.

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

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

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

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

2022 COVID-19 SUPPLEMENTAL PAID SICK LEAVE

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

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

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

Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises

* A full-time covered employee may take up to an additional 40 hours of leave *if the employee is unable to work or telework for either of the following reasons*:
- The covered employee tests positive for COVID-19
- The covered employee is caring for a family member who tested positive for COVID-19.*
  *A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

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

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

PREGNANCY DISABILITY LEAVE

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

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available sick leave.

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

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

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

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

If an employee has any questions regarding pregnancy disability leave, please contact Human Resources.

ADDITIONAL LEAVES

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

*The School has 15 or more employees
**The School has 16 or more employees
***The School has 25 or more employees

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

MILITARY SPOUSE LEAVE

An eligible employee-spouse or registered domestic partner of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict. An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required. The employee may use available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

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

BEREAVEMENT LEAVE

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

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits.

Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

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

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay. Please contact your supervisor or Human Resources if you are called to serve as a witness within the scope of your employment.

TIME OFF TO VOTE

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

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

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of his/her child(ren). If the employee is the parent, legal guardian, stepparent, foster parent, grandparent, person standing *in loco parentis* of a child who is in school up to grade 12, or who attends a licensed daycare facility, employee may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll the employee's child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time

off;
- Employees who do not have paid time off available will take the time off without pay;
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed childcare/day care facility.

SCHOOL APPEARANCE LEAVE

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

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

CRIME VICTIM LEAVE

Employees are allowed to be absent from work for various reasons related to crime or abuse if:
- The employee is a victim of a crime;
- An immediate family member is a victim of a crime (immediate family member means: spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner, a child to whom the employee stands in *loco parentis*, a person to whom the employee stood in *loco parentis* when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employer is the equivalent of any of these family relationships);
- “Victim of crime” means a victim of stalking, domestic violence, or sexual assault, victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury or a person whose immediate family member is deceased as the direct result of crime;
- Leave may be taken for any of the following reasons:
- An employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding;
- An employee victim may take time off to obtain or attempt to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- An employee victim to seek medical attention for injuries caused by crime or abuse;
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of crime or abuse;

- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse;
- An employee victim to participate in safety planning and to take other actions to increase safety from future crime or abuse, including temporary or permanent relocation;
- An employee is entitled to attend judicial proceedings relating to crimes listed below relating to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim: 1) A violent felony as defined in Penal Code section 667.5(c); 2) A serious felony as defined in Penal Code section 1192.7(c);or 3) A felony provision of law proscribing theft or embezzlement.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible. Documentation may be from any of the following:

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

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

Documentation may be from any of the following:

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

DOMESTIC VIOLENCE LEAVE

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

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

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

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

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") found at 38 U.S.C. Section 4301 et seq., ensure that employees are not adversely affected in their employment after taking leave for military service.

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

MILITARY SPOUSE LEAVE

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

ADULT LITERACY LEAVE

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

not provide paid time off for participation in an adult literacy education. However, the employee may utilize available PTO if the employee wants compensation for this time off. If the employee does not have any PTO available, the employee will be permitted to take the time off without pay.

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

The employee may take time off to learn to read if the below three conditions apply:
● The employee works for a private employer;
● The private employer regularly employs 25 or more employees;
● The employee is illiterate and discloses that illiteracy to his or her employer.

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

ORGAN DONOR / BONE MARROW DONOR LEAVE
Pursuant to California law, the School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. The School requires that bone marrow donors use up to five days of available accrued PSL or leave, including unpaid leave, during the course of the leave. Organ donors must use up to ten days of available accrued PSL or leave, including unpaid leave during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the School with written verification of the employee's status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the School will continue coverage under its group medical insurance plan, if applicable. However, employees

must continue to pay their portion of the applicable premiums. Employees should give the School as much notice as possible of the intended dates upon which the leave would begin and end.

This leave does not run concurrently with FMLA/CFRA. Employees may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

Your School will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. The employee may use allotted and unused sick leave. All reasonable measures to safeguard their privacy will be maintained.
This policy in no way restricts your School's right to discipline an employee, up to and including termination of employment, for violation of your School's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

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

CIVIL AIR PATROL LEAVE

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

To be eligible, employees must have been employed with the School for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken. Employees may use available paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of PTO under this policy.

Section 8 - Benefits

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

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

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays. Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

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

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

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

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather

- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) - SCHEDULE D-ADMINISTRATION & SCHEDULE E-CLASSIFIED

Full-time Administrative (Schedule D) and Full-Time Classified (Schedule E) school employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, and part time employees are not eligible to receive or accumulate PTO. PTO must be scheduled at least five (5) days in advance and approved by the supervisor, except in the case of an illness or emergency. In the case of illness or emergency the employee is required to contact their immediate supervisor at least one (1) hour before their shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Supervisors use their discretion to approve PTO without advance notice.

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

22/23 school year

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

Updates for the 23/24 school year

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

22/23	23/24
• Carry over a max of 40 unused PTO hrs from 21/22 • Received 40 PTO hrs • Max 80 PTO hrs	• No PTO carry over • Received 40 PTO hrs

Employees hired after July 1 will receive a prorated amount based off of months worked in the school year. This time will be accrued monthly at 3.33 hours per month. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

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

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

SICK LEAVE

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

Eligible Employees

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

Permitted Use

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

reasons related to domestic violence, stalking, or sexual assault.

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

- Full-time employees:
    - Each year, eligible employees will begin accruing PSL at 6.66 hours per month, up to ten days (80 hours) of PSL per school year (July 1 – June 30).
    - Unused PSL days will carry over year to year subject to a cap of 18 days (144 hours).
    - Employees hired after July 1 will receive a prorated amount based off of months worked in the school year. This time will be accrued monthly at 6.66 hours per month.
- All eligible PT employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on the first day of employment, even if hired mid-year. PSL days are “use it or lose it” and, as such, do not carry over from year to year.

Changes for PSL Accrual for 23/24 School Year

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

What does this mean?

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

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

Limits on Use
Eligible employees may use PSL beginning on the 90th day of employment. PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Notification
The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. If the employee is out using sick time for more than 3 consecutive days a doctor's note is required to return to work. If a

doctor's note is not supplied it will be unapproved unpaid time off unless previously arranged with the employee's Director.

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

No Discrimination or Retaliation
The School prohibits discrimination or retaliation against employees for using their PSL.

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

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

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

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

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall

remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

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

INSURANCE BENEFITS

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

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

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

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

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

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

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

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

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

WORKERS' COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when

suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance. If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

Section 9 - Employee Communications Policy

COMMUNICATIONS POLICY

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

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

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

No Expectation of Privacy

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

Even if employees use a password to access the Communication Systems (or any

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

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

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

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

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

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

networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to the School's blocking software.

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

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

Games and Entertainment Software
Employees may not use a School Internet connection to download games or other entertainment software, or to play games over the Internet.

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

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

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

Maintenance and Security of the System
Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited

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

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the School's network must do so through an approved Internet firewall. Employees should be cautious when downloading files from the Internet, accepting email attachments from outsiders, or using devices from non-School sources. If the employee suspects that a virus has been introduced into the School network, notify technology personnel immediately.

Violations of this Policy

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

Amendment and Modification of this Policy

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

SOCIAL MEDIA POLICY

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

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

With regard to social networking content, employees should not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any School-related business or policy, employee, student, or parent. Additionally, employees should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Employees should weigh whether a particular posting puts his/her effectiveness as a

School employee at risk. The School encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

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

Personal or Professional Blogs

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

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

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

All employees who engage in social networking may be legally liable for anything written or presented online. Employees can be disciplined, if appropriate, by the School for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates

employee rights under the National Labor Relations Act. Employees may not comment on a student's blog or a student's other social networking commentaries. Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director or designee. Failure to comply with the School's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

The School attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, staff uniforms and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

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

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School. Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

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

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

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

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary. Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Personal cell phones should not be used while the employee is working, if assigned to a location. If the employee is required to perform business on a cell phone for the School while driving, they must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on a cell phone while driving a vehicle or own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email. If assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

TELEPHONE CALLS AND TEXTING

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

NO SOLICITATION/DISTRIBUTION POLICY

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

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by the School. Any written materials shall not be posted on school social media platforms. Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks. Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by the School employees is

prohibited at all times in all working areas on School premises. Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by the School. School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. The School must approve any postings prior to posting.

The School reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business. Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

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

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.
Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

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

Policy Statement
It is the policy of the School to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between the School decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the

workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all the School board members, employees, individual consultants hired or retained by the School, and School Services Providers hired or retained by the School.

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

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

(a) Any time a Board Member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, at the discretion of the School Board of Directors
(b) Any time a Board Member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be at the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a Board Member, at the discretion of the School Board of Directors

Definitions

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

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

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

Procedures

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

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

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of the School, but such information may not be used as a basis for an employment decision except as stated herein. When a relationship that creates a conflict with this policy occurs during employment, the School will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and the School. If a mutual agreement is unattainable, the Board will determine, in the School's best interest, which employee is to be transferred or separated.

Responsibilities

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

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, employees must report the incident. There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

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

Section 10 - Standards of Conduct

PERSONAL STANDARDS

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

Consult your supervisor if there are any questions regarding appropriate attire. Staff are expected to wear their Sequoia Grove or charter school branded staff uniforms at school events unless otherwise informed. If employees wear other attire, the clothing should not include references that are political, religious, or anything (logos, images, and text) that may be viewed as offensive to others.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behavior

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

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

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation

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

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Ensuring all online platform interactions with students have another adult present
- Keeping reasonable and appropriate space between the employee and the student
- Stopping and correcting students if they cross the employee's own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if the employee finds themself in a difficult situation related to boundaries
- Involving the employee's supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)

- Making detailed notes about an incident that in the employee's best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co- workers
- Asking another staff member to be present, or within close supervisory distance, when the employee must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

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

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, the employee should immediately notify their supervisor, Human Resources, the Executive Director or designee. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. Human resources will open an investigation into the instance and document any findings. After the investigation has

concluded the report and the findings will be filed with Human Resources. If the employee witnesses conduct in violation of this policy, the employee should immediately bring it to the attention of their supervisor, Executive Director or designee. A Report will be created and documentation will be filed with Human Resources.

PROHIBITED CONDUCT

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

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record one's own work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during the employee's working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include the employee's meal and break periods)
- Failure to timely notify your supervisor when the employee is unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours

- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace during working hours, without authorization of the School and/or participant due to privacy and confidentiality concerns and protections. The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During employment with the School, employees will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. The employee must not disclose to the School any confidential or proprietary information or material belonging to former employers or others. Any violation of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

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

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

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

If the employee has any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director or designee to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination. This policy is in addition to the School's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

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

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

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

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

Policy Statement

It is the policy of the School that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of the School. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

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

1. It involves the use of the School time, facilities, equipment, supplies, or the officer's or employee's position or influence with the School, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with the School.
3. It involves the performance of an act as part of the outside activity that involves services performed for the School.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raises any ethical or conflict of interest concerns, or creates any conditions that impact the officer's or employee's job performance.
5. Officers and employees may not use the School's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

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

EXPENSE REIMBURSEMENT POLICY

Refer to the most recent Governing Board approved Expense Reimbursement Policy.

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

~~**TRAVEL: Mileage**~~

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

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

~~CATEGORY 2:~~
~~SPECIAL EDUCATION AND STUDENT SUPPORT~~
~~NURSE~~
~~VIRTUAL/OUT OF SERVICE AREA EMPLOYEES~~

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

~~CATEGORY 3:~~
~~FAMILY LIAISONS~~

- ~~All Family Liaisons: $500 stipend each semester to cover costs related to the use of personal vehicles~~
    - ~~The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities~~

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

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

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

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

Employees are required to submit:

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

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

HOTELS, AIRFARE & TRANSPORTATION, MEALS, AND GRATUITY

Non-School Conference

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

Hotels

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

- Staff may stay at the rate of up to two-times the federal per diem rate with the Executive Director or designee's pre-approval
- Lodging in excess of double the per diem rate (excluding room tax and

mandatory additional charges) must have the Executive Director or designee's advance approval

- If any employee exceeds the lodging allowance without prior approval, the Charter will only reimburse up to double the federal per diem rate

Airfare & Transportation

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

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

Meals

An employee can seek meal reimbursement based on the following:

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

Meal Allowance

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

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

Reimbursement Meal Rates Table:

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

Lunch*	$18
Dinner*	$25

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

Gratuity

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

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

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

Personal Cell Phones

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

Monthly Stipend for Phone and Utilities

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

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

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

**Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as

~~workload, part-time or full-time status of the employee and other relevant factors~~

~~Other Expenses~~

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

~~Office Supplies~~

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

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

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

~~Reporting~~

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

~~employee, in full, for all actual, reasonable and necessary business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all business-related expenses for the purpose of requesting reimbursement.~~

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

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

Policy Statement

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

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

Procedures

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

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

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

Section 11 - Safety

SUBSTANCE AND ALCOHOL POLICY

It is the intent of the School to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success. For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

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

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

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

stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee. This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. As a result, employees do not have an expectation of privacy in this regard. Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion. Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance. Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination. Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

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

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

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

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

PARKED VEHICLES
Employees are responsible for their own parked vehicles and the personal possessions within while parked on School property. Be cautious: keep school property and/or personal possessions out of sight and always keep the car locked. Ensuring that the parked vehicle and personal property are against loss and damage is recommended for the protection of the employee.

PERSONAL AUTOMOBILE
Employees who use their own automobiles for travel on authorized school business will utilize the Expense Reimbursement Policy under Mileage Reimbursement. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

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

SAFETY POLICY
The School is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor, Executive Director or designee immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor, Executive Director or designee immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director or designee regarding the problem. All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources. The School has in place a written Injury and Illness Prevention Program as required by law.

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

employees. You should report any ergonomic concerns to your Executive Director or designee.

CHEMICAL EXPOSURE WARNING
Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If there are any questions or concerns about possible chemical exposure in a work area, contact the Executive Director or designee.

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

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

Section 12 - Termination

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

INVOLUNTARY TERMINATION

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

EXIT INTERVIEWS

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

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees. With respect to verification requests, the School will disclose only the dates of employment and the title of the last position held. The School will verify or disclose additional information about the employee only if the employee provides written authorization for the School to provide the information. However, the School will provide information about current or former employees as required by law or court order. The School will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

Section 13 - Employee Handbook Acknowledgement

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

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

In particular, I have read and understand the School's Equipment/Laptop Computer Policy, Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or

Guardians, and restrictions and procedures to avoid Conflicts of Interest.

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

The School reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice. Other than the School Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

CLARKSVILLE CHARTER SCHOOL

Fiscal Policies and Procedures

Updated Draft

1/13/23

Table of Contents

OVERVIEW AND GENERAL BUSINESS POLICIES **1**
- Budget Development, Oversight Calendar and Responsibilities 1
- Budget Transfers 3
- Banking Arrangements 3
- Record Keeping 3
- Property Inventory 3
- Attendance Accounting 4
- Annual Financial Audit 4
- Required Budget and Other Fiscal Reports 5
- Property and Liability Insurance 5
- Board Compensation 5
- Fundraising, Grant Solicitation, and Donation Recognition 5
- Contracts 6

PURCHASING AND VENDOR PAYMENT **7**
- Segregation of Duties 7
- General Purchasing Procedures 7
- Purchase Orders 8
- Payment Authorization 8
- Accounts Payable Checks 9
- Bank Reconciliations 10

Cash Receipt Management **11**
- General Procedures for Non-Governmental Cash Receipts 11
- Volunteer Expenses 12
- Returned Check Policy 12
- Payroll Services and Setup 13
- Timesheets 13
- Overtime 13
- Payroll Processing 14
- Payroll Taxes and Record Keeping 14
- Expense Reports 15
- Travel 15
- Telephone Usage 15

FINANCE AND FINANCIAL REPORTING **16**
- Monthly Reporting 16
- Third Party Loans 16
- Fund Balance Reserve 16

Clarksville Charter School
Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

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

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

Budget Development, Oversight Calendar and Responsibilities

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

January - April

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

Clarksville Charter School
Fiscal Policies and Procedures

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

May – June

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

July – August

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

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

September – December

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

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

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

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

Clarksville Charter School
Fiscal Policies and Procedures

Budget Transfers

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

Banking Arrangements

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

Record Keeping

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

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

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

Property Inventory

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

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

Any excess or surplus property owned by the school may be sold or auctioned by the Executive Director provided the Executive Director engages in due diligence to maximize the value of the

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

Attendance Accounting

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

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

Annual Financial Audit

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

Clarksville Charter School
Fiscal Policies and Procedures

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

Required Budget and Other Fiscal Reports

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

Property and Liability Insurance and Workers Compensation

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

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

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

Board Compensation

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

Fundraising, Grant Solicitation, and Donation Recognition

Clarksville Charter School
Fiscal Policies and Procedures

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

Contracts

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

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

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

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

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

Clarksville Charter School
Fiscal Policies and Procedures

PURCHASING AND VENDOR PAYMENT

Segregation of Duties

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

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

General Purchasing Procedures

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

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

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

When approving purchases, the Executive Director or designee must:

a. Determine if the expenditure is budgeted

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

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

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

e. Determine if the price is competitive and prudent.

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

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

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

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

Purchase Orders

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

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

Payment Authorization

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

Clarksville Charter School
Fiscal Policies and Procedures

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

Accounts Payable Checks

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

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

b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.

c. Canceled Checks – maintained with the banking institution.

d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Bank Reconciliations

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

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

Cash Receipt Management

General Procedures for Non-Governmental Cash Receipts

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

1. For each fundraising or other event in which cash or checks will be collected, a Volunteer Coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
    a. The Volunteer Coordinator will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
    b. The cash, checks, receipt book, and deposit summary must be given to the school Staff designee by the end of the next school day, who will immediately put the funds in a secure, locked location.
    c. Both the Volunteer Coordinator and the Staff delegate will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the school office will be placed directly into a lock box by the person dropping off the cash/checks.

a. All funds are deposited into the lock box in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.

b. The Staff delegate and one other staff member will jointly open the lock box to verify the cash/check amounts and sign off on the amounts received.

c. The lock box will be emptied at least two times per week, corresponding to days when deposits are made.

3. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only"

4. A deposit slip will be completed by the Staff delegate and initialed by the Executive Director for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

5. Deposits totaling greater than $2,000 will be deposited the next business day by the designated school employee. Deposits totaling less than $2,000 will be made at least monthly by the designated school employee. All cash will be immediately put into a lock box.

6. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to Charter Impact to be filed and recorded weekly.

Volunteer Expenses

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

Returned Check Policy

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

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

In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until

payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or Governing Board. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Governing Board.

HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

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

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

Timesheets

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

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and employee signature. Absences and overtime must be accurately identified on the employee's time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. Each employee must sign and submit his or her own time record. Incomplete and late timesheets will be held until the next pay period. No non-exempt employee will be paid until a correctly completed timesheet is submitted.

Clarksville Charter School
Fiscal Policies and Procedures

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~~

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

~~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.~~

Clarksville Charter School
Fiscal Policies and Procedures

Payroll Processing

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

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

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

Payroll Taxes and Record Keeping

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

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

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

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

Expense Reports

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

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

Clarksville Charter School
Fiscal Policies and Procedures

~~Travel~~

~~TRAVEL: Mileage~~

~~CATEGORY 1:~~

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

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

~~CATEGORY 2:~~

~~SPECIAL EDUCATION AND STUDENT SUPPORT~~

~~NURSE~~

~~VIRTUAL/OUT OF SERVICE AREA EMPLOYEES~~

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

~~CATEGORY 3:~~

~~FAMILY LIAISONS~~

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

~~TRAVEL STIPEND~~

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

~~If an employee believes the stipend amount is insufficient to cover their employment related travel expenses, the employee must provide the School with receipts and documentation showing that the employee has incurred expenses above their stipend amount within 30 days of incurring the mileage. Employees are responsible for maintaining an accounting of their~~

~~mileage including locations traveled, reason(s) traveled and documentation of miles on a web-based map such as Google Maps. Employees who believe they will exceed the standard stipend should submit for pre- approval from the Executive Director or designee. The School may periodically request follow-up documentation to verify that the employee is incurring the expense.~~

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

~~MILEAGE REIMBURSEMENT~~

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

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

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

~~Nonschool Conference~~

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

~~Hotels~~

~~Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the approved event is more than 150 miles from either the employee's residence or the School site,~~

Clarksville Charter School
Fiscal Policies and Procedures

~~or at the pre-approval of the Executive Director or designee. In the event travel cannot occur within the employees daily working hours, the employee may seek approval from the Executive Director or designee to request a hotel stay. For travel that requires overnight stays, the Charter will pay for the employee's hotel stay. The hotel stay must be approved through the Charter's Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be $100 - $150 per night.~~

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

~~Airfare & Transportation~~

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

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

~~Meals~~

~~An employee can seek meal reimbursement based on the following:~~

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

~~Meal Allowance~~

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

~~Items needed for Upload:~~

- ~~Itemized receipts for meal reimbursements are required.~~

Clarksville Charter School
Fiscal Policies and Procedures

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

Reimbursement Meal Rates Table:

Meal Maximum Criteria	
Criteria for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	$12
Lunch*	$18
Dinner*	$25

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

Gratuity

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

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will submit a monthly financial report including:

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

Clarksville Charter School
Fiscal Policies and Procedures

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

Third Party Loans

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

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

Fund Balance Reserve

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

Clarksville Charter School

Charter #1891

Audit Report

June 30, 2022

WILKINSON HADLEY KING & CO. LLP
CPAs AND ADVISORS

Clarksville Charter School

Financial Statements and Supplemental Information
Year Ended June 30, 2022

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT 2

FINANCIAL STATEMENTS 4

Statement of Financial Position ... 4
Statement of Activities ... 5
Statement of Functional Expenses ... 6
Statement of Cash Flows ... 7
Notes to the Financial Statements ... 8

SUPPLEMENTARY INFORMATION 19

LEA Organization Structure ... 19
Schedule of Average Daily Attendance ... 20
Schedule of Instructional Time ... 21
Schedule of Financial Trends & Analysis ... 22
Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements ... 23
Notes to Supplementary Information ... 24

OTHER INDEPENDENT AUDITOR'S REPORTS 25

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* ... 25
Independent Auditor's Report on State Compliance and on Internal Control Over State Compliance ... 27

AUDITOR'S RESULTS, FINDINGS & RECOMMENDATIONS 30

Schedule of Auditor's Results ... 30
Schedule of Findings and Questioned Costs ... 31
Schedule of Prior Year Audit Findings ... 32

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report

To the Board of Directors
Clarksville Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Clarksville Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Clarksville Charter School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Clarksville Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Clarksville Charter School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Clarksville Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Clarksville Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The additional accompanying supplementary information, as identified in the Table of Contents and as required by the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting,* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information, as identified in the Table of Contents, are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 17, 2023, on our consideration of Clarksville Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Clarksville Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Clarksville Charter School's internal control over financial reporting and compliance.

Wilkinson Hadley King + CoLLP

El Cajon, California
January 17, 2023

Financial Statements

Clarksville Charter School

Statement of Financial Position
June 30, 2022

Assets		
Cash and cash equivalents		1,334,217
Accounts receivable		2,958,274
Accounts receivable - related entities		34,685
Prepaid expenses		180,782
Security deposits		105,500
Property and equipment, net		10,132
Total Assets	$	4,623,590
Liabilities and Net Assets		
Liabilities		
Accounts payable - vendors	$	1,258,368
Accounts payable - related entities		3,020
Accounts payable - grantor governments		293,079
Accrued payroll liabilities		205,877
Unearned revenue		493,766
Short term loans payable		1,033,400
Total Liabilities		3,287,510
Net Assets		
Without donor restrictions		
Undesignated		1,325,948
Invested in property and equipment, net of related debt		10,132
Total Net Assets		1,336,080
Total Liabilities and Net Assets	$	4,623,590

The accompanying notes are an integral part of this statement.

Clarksville Charter School

Statement of Activities
Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Local Control Funding Formula (LCFF) sources			
State aid	$ 10,942,026	$ -	$ 10,942,026
Education protection account state aid	310,728	-	310,728
Transfers in lieu of property taxes	3,360,101	-	3,360,101
Total LCFF sources	14,612,855	-	14,612,855
Federal contracts and grants	-	735,054	735,054
State contracts and grants	1,096,206	1,072,886	2,169,092
Interest income	2,332	-	2,332
Net assets released from restriction -			
Grant restrictions satisfied	2,216,452	(2,216,452)	-
Total revenue, support, and gains	17,927,845	(408,512)	17,519,333
Expenses and Losses			
Program services expense	13,901,760	-	13,901,760
Supporting services expense	3,004,052	-	3,004,052
Total expenses and losses	16,905,812	-	16,905,812
Change in Net Assets	1,022,033	(408,512)	613,521
Net Assets, Beginning of Year	314,047	408,512	722,559
Net Assets, End of Year	$ 1,336,080	$ -	$ 1,336,080

The accompanying notes are an integral part of this statement.

Clarksville Charter School

Statement of Functional Expenses
Year Ended June 30, 2022

	Program Services	Supporting Services	
	Educational Programs	Management and General	Total
Salaries and wages	$ 5,241,871	$ 1,256,952	$ 6,498,823
Pension expense	1,256,741	301,355	1,558,096
Other employee benefits	678,520	162,703	841,223
Payroll taxes	148,341	35,571	183,912
Fees for services:			
Management	-	595,786	595,786
Legal	-	49,639	49,639
Audit	-	9,450	9,450
Professional consulting	1,424,135	15,280	1,439,415
District oversight	-	294,157	294,157
Banking and service charges	-	20,648	20,648
Office expenses	172,796	-	172,796
Occupancy	60,885	-	60,885
Professional development	22,911	-	22,911
Interest	-	114,619	114,619
Depreciation	4,102	-	4,102
Insurance	-	147,892	147,892
Other expenses:			
Books and supplies	2,411,344	-	2,411,344
Noncapitalized equipment	707,846	-	707,846
Special education encroachment	686,186	-	686,186
Instructional	952,875	-	952,875
Student events	133,207	-	133,207
Total expenses by function	$ 13,901,760	$ 3,004,052	$ 16,905,812

The accompanying notes are an integral part of this statement.

Clarksville Charter School

Statement of Cash Flows
Year Ended June 30, 2022

Cash Flows from Operating Activities		
Receipts from federal, state, and local contracts and grants	$	15,517,152
Receipts from property taxes		3,360,101
Other reciepts		2,332
Payments for salaries and benefits		(9,133,594)
Payments to vendors		(6,803,805)
Interest paid		(114,619)
Net Cash Provided by Operating Activities		2,827,567
Cash Flows from Financing Activities		
Principal payments on short term loans payable		(2,165,722)
Net Cash Used For Financing Activities		(2,165,722)
Net Change in Cash and Cash Equivalents		661,845
Cash and Cash Equivalents, Beginning of Year		672,372
Cash and Cash Equivalents, End of Year	$	1,334,217
Reconciliation of Change in Net Assets to Net Cash Used For Operating Activities		
Change in net assets	$	613,521
Adjustments to reconcile change in net assets to net cash:		
Depreciation and amortization		4,102
Changes in operating assets and liabilities		
(Increase) Decrease in assets		
Accounts receivable		390,077
Accounts receivable - related entities		301,308
Prepaid expenses		135,386
Increase (Decrease) in liabilities		
Accounts payable - vendors		765,528
Accounts payable - related entities		318
Accounts payable grantor government		175,101
Accrued payroll liabilities		(51,540)
Unearned revenue		493,766
Net Cash Provided by Operating Activities	$	2,827,567

The accompanying notes are an integral part of this statement.

Clarksville Charter School

Notes to the Financial Statements
Year Ended June 30, 2022

A. Principal Activity and Summary of Significant Accounting Policies

Organization Structure

Clarksville Charter School (the School) was formed on May 24, 2017, as a charter school pursuant to California Education Code §47600 under a charter agreement with Buckeye Union Elementary School District (the District). The School became a nonprofit public benefit corporation on December 12, 2017. The charter agreement was approved by Buckeye Union Elementary School District and submitted to the California Board of Education in May 2017. The school began operations on July 1, 2017.

Clarksville Charter School is a tuition-free, K-12 independent study charter school. The School offers an online and offline based curriculum, academically accelerated instructional program with thematic units, project-based learning, and enriched to support students who have the desire to work ahead or work deeper in their studies.

Basis of Accounting

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. The School uses the accrual basis of accounting, under which revenues are recognized when they are earned, and expenditures are recognized in the accounting period in which the liability is incurred.

Cash and Cash Equivalents

The School considers all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents.

Accounts Receivable

Accounts receivable consist primarily of non-interest bearing amounts due to the School for federal, state, and local grants and contracts receivable. The amounts in accounts receivable are considered fully collectable and as such there has not been an allowance for uncollectable accounts or discount established for the School.

Property and Equipment

The School records property and equipment additions over $5,000 at cost, or if donated, at fair value on the date of donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 30 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed in the current period.

Powered by BoardOnTrack

The School reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2022.

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the School prior to the occurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the School has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized.

Investments

The School records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values on the statement of financial position. Net investment return/(loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Net Assets

Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The School recognizes revenue from sales when the products are transferred, and services are provided. The School records special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Some federal, state, and local contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expense. In such cases the revenue is recognized once all performance requirements have been met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to our program services, administration, and fundraising and developing activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and supporting services benefited.

Income Taxes

The School is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The School is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The School may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2022, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The School follows provisions of uncertain tax positions as addressed in ASC 958. The School recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2022.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the School to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

The School manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by the School to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the School has not experienced losses in any of these accounts. Credit risk associated with contributions receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from government agencies.

LCFF Revenues and Payments in Lieu of Property Taxes

The School’s primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes the local control funding formula (LCFF) on statewide charter school rates multiplied by the schools’ average daily attendance (ADA) as reported at the second principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the school, which is funding in lieu of property taxes, and education protection account funds paid by the state under Proposition 30. The remaining balance is paid from the state general fund, in the form of LCFF State Aid. LCFF funding sources, inclusive of state and local sources, made up 83% of the School’s revenue.

The School is not at risk of losing these funding sources, as long as the School maintains a steady level of ADA, as these funding sources are mandated by the California State Constitution to fund schools.

New Accounting Guidance

The Financial Accounting Standards Board (FASB) issues accounting standards updates and additional guidance for not-for-profit and for-profit agencies to establish consistent accounting across all organizations in the United States. The following table represents items that have been issued by FASB that became effective in the 2021-22 fiscal year:

Description	Date Issued
FASB Accounting Standards Update 2017-12 - *Derivatives and Hedging (Topic 815)*	Aug-17
FASB Accounting Standards Update 2018-10 - *Codification Improvements to Topic 842 Leases*	Jul-18
FASB Accounting Standards Update 2018-15 - *Intangibles, Goodwill and Other, Internal Use Software (Topic 350-40)*	Aug-18
FASB Accounting Standards Update 2018-16 - *Derivatives and Hedging (Topic 815)*	Oct-18
FASB Accounting Standards Update 2018-17 - *Consolidation (Topic 810)*	Oct-18
FASB Accounting Standards Update 2018-18 - *Collaborative Arrangements (Topic 808)*	Nov-18
FASB Accounting Standards Update 2019-02 - *Entertainment Film Costs (Topic 926-20)*	Mar-19
FASB Accounting Standards Update 2019-10 - *Derivatives and Hedging (Topic 815)*	Nov-19
FASB Accounting Standards Update 2020-07 - *Not-For-Profit Entities (Topic 958)*	Sep-20

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The School has adopted provisions of effective Accounting Standards Updates. The implementation of these items did not result in a change to financial presentation for the School.

Subsequent Events

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through January 17, 2023, the date the financial statements were available to be issued.

B. Liquidity and Availability

The School's financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	$	1,334,217
Accounts receivable		2,958,274
Accounts receivable - related entities		34,685
	$	4,327,176

C. Cash and Cash Equivalents

The School's cash and cash equivalents on June 30, 2022, consisted of the following:

Cash in bank accounts	$	1,334,217
Total cash and cash equivalents	$	1,334,217

Cash in Bank

The School's cash in bank, ($1,334,217 as of June 30, 2022) is held in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of $250,000 per depositor. As of June 30, 2022, the School held $1,244,813 in excess of the FDIC insured amounts. The School reduces its exposure to risk by maintaining such deposits with high quality financial institutions. The School has not experienced any losses in such accounts and believe it is not exposed to any significant credit risk.

D. Accounts Receivable

As of June 30, 2022, the School's accounts receivable consisted of the following:

Federal Government		
Special Education	$	154,689
ESSER II		188,603
Title I		114,816
State Government		
Education Protection Account		83,687
State Aid		1,525,477
Lottery Funding		241,341
Special Education		17,300
Other State Programs		2,240
Local Government		
Property Tax Payments		455,701
Other Local Sources		
Other Local Sources		174,420
Total Accounts Receivable	$	2,958,274

E. Prepaid Expenses

As of June 30, 2022, the School's prepaid expenses consisted of the following:

Prepaid rent	$	5,259
Prepaid insurance		18,029
Prepaid vendors		157,494
Total Prepaid Expenses	$	180,782

F. Property and Equipment

As of June 30, 2022, the School's property and equipment consisted of the following:

	Beginning Balance	Additions	Deletions	Ending Balance
Depreciable Capital Assets				
Leasehold Improvements	$ 10,762	$ -	$ -	$ 10,762
Computer Software	9,750	-	-	9,750
Total Depreciable Capital Assets	20,512	-	-	20,512
Total Capital Assets	20,512	-	-	20,512
Less Accumulated Depreciation	(6,278)	(4,102)	-	(10,380)
Capital Assets, Net	$ 14,234	$ (4,102)	$ -	$ 10,132

G. Unearned Revenue

At year end the School had performance obligations remaining to expend funds for multiple state and federal programs. As such, unexpended cash received is reflected in unearned revenue.

The following table provides information about significant changes in unearned revenue for the year ended June 30, 2022:

Unearned Revenue, beginning of period	$	-
Increases in unearned revenue due to cash received during the period		493,766
Decreases in unearned revenue due to performance obligations met during the period		-
Unearned Revenue, end of period	$	493,766

As of June 30, 2022, unearned revenue consisted of the following:

Federal		
ESSER III	$	213,870
ESSER II		26,960
GEER II		6,188
Title II		11,163
State		
Educator Effectiveness		133,699
Expanded Learning Opportunities		37,799
Universal Pre-K Planning		64,087
Total Unearned Revenue	$	493,766

H. Note Payable and Short-Term Loan Payable

Short Term Loan Payable

During the 2021-22 year the School entered into agreements with Charter School Capital (CSC), whereby CSC provided discounted cash up front secured by future accounts receivables. The receivables get collected by the School following which a payment is made to CSC. The total face value and discount of receivables is shown below.

Date of Agreement	Face Value of Receivable	Discount of Receivable	Cash Received	Effective Interest Rate
7/31/2020	$ 1,033,400	$ 11,168	$ 1,022,232	7.00%
Total	$ 1,033,400	$ 11,168	$ 1,022,232	

The amount of the short term loan that is outstanding as of June 30, 2022 is as follows:

2021-22 Short Term Loans	$ 3,199,122	$ 8,837,000	$ 11,002,722	$ 1,033,400

I. Related Party Transaction

Related parties as defined by generally accepted accounting standards include:

1. Affiliates of the entity,
2. Management and members of their immediate families, or
3. Other parties that can significantly influence management or operating policies.

Feather River Charter School, Winship Community School, and Lake View Charter School were related parties through common activities. In addition, the Executive Director Jenell Sherman in Clarksville Charter School is also the Executive Director at Feather River Charter School.

Beginning July 1, 2020, these organizations began efforts to separate from their former common leadership. The Schools are allowed to govern themselves fully now and determine if they wish to continue their affiliations with any of their former related parties.

The following represent related party accounts receivable at June 30, 2022:

Affiliated Organization	Receivable	Purpose	Repayment Term
Lake View Charter School	4,407	MOU Agreements	Due within 90 days
Feather River Charter School	27,174	MOU Agreements	Due within 90 days
Winship Community School	3,104	MOU Agreements	Due within 90 days
Total	$ 34,685		

The following represent related party accounts payable at June 30, 2022:

Affiliated Organization	Payable	Purpose	Repayment Term
Lake View Charter School	$ 3,020	MOU Agreements	Due within 90 days
Total	$ 3,020		

J. Employee Retirement System

Qualified employees are covered under a multiple-employer defined benefit pension plan by an agency of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS). The risks of participating in these multi-employer plans are different from single-employer plans in the following aspects:

a. Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.

b. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.

c. If the School chooses to stop participating in some of its multi-employer plans, the School may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The School's participation in this plan for the fiscal year ended June 30, 2022, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2022, 2021 and 2020 is for the plan's year-end at June 30, 2022, 2021 and 2020, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Period to Period Comparability:

Clarksville Charter School decreased in CalSTRS contributions from 2020 to 2021 by 3.90% followed by an additional increase in 2022 of 33.61%. The increases in CalSTRS contributions were in large due to rising contribution rates along with an increase in salaries.

		Pension Protection Act Zone Status Year Ended June 30,			
Pension Fund	EIN/ Pension Plan Number	2022	2021	2020	FIP/RP Status Pending/ Implemented
CalSTRS	09001	Yellow	Yellow	Yellow	No

	Contributions				
Pension Fund	2022	2021	2020	Number of Employees	Surcharge Imposed
CalSTRS	$ 993,010	$ 743,195	$ 773,373	81	No
Total	$ 993,010	$ 743,195	$ 773,373	81	

CalSTRS:

The School contributes to the California State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level of percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2022, active plan members were required to contribute between 10.205% and 10.25% of their salary, depending on their hire date. The employer contribution rate was 16.92% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The School made contributions as noted above. For the year ended June 30, 2022, the State contributed $637,240 (10.858% of certificated salaries) on behalf of the School.

K. Upcoming Changes in Accounting Pronouncements

The Financial Accounting Standards Board (FASB) has issued the following Accounting Standards Updates (ASU) that become effective over the next few fiscal years:

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2016-02 - *Leases (Topic 842)*	Feb-16	2022-23
FASB Accounting Standards Update 2016-13 - *Credit Losses (Topic326)*	Jun-16	2023-24
FASB Accounting Standards Update 2017-04 - *Intangibles, Goodwill & Other (Topic 350)*	Jan-17	2023-24
FASB Accounting Standards Update 2018-01 - *Leases (Topic 842)*	Jan-18	2022-23
FASB Accounting Standards Update 2018-11 - *Leases Targeted Improvements (Topic 842)*	Jul-18	2022-23
FASB Accounting Standards Update 2018-12 - *Financial Services Insurance (Topic 944)*	Aug-18	2024-25
FASB Accounting Standards Update 2018-14 - *Compensation, Retirement Benefits - Defined Benefit Plans (Topic 715-20)*	Aug-18	2022-23
FASB Accounting Standards Update 2018-19 - *Codification Improvements for Credit Losses (Topic 326)*	Nov-18	2023-24
FASB Accounting Standards Update 2018-20 - *Leases (Topic 842)*	Dec-18	2022-23
FASB Accounting Standards Update 2019-01 - *Leases (Topic 842)*	Mar-19	2022-23
FASB Accounting Standards Update 2019-09 - *Financial Services, Insurance (Topic 944)*	Nov-19	2024-25
FASB Accounting Standards Update 2019-10 - *Financial Instruments, Credit Losses*	Nov-19	2023-24
FASB Accounting Standards Update 2019-12 - *Income Taxes (Topic 740)*	Dec-19	2022-23
FASB Accounting Standards Update 2020-01 - *Investments (Topics 321, 323, and 815)*	Jan-20	2022-23
FASB Accounting Standards Update 2020-05 - *Revenue from Contracts with Customers (Topic 606)*	Jun-20	2022-23

Clarksville Charter School

Notes to the Financial Statements (Continued)
Year Ended June 30, 2022

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2020-05 - *Leases (Topic 842)*	Jun-20	2022-23
FASB Accounting Standards Update 2020-06 - *Debt (Topic 470-20)*	Aug-20	2024-25
FASB Accounting Standards Update 2020-06 - *Derivatives and Hedging (Topic 815-40)*	Aug-20	2024-25
FASB Accounting Standards Update 2020-08 - *Codification Improvements for Receivables (Topic 310-20)*	Oct-20	2022-23
FASB Accounting Standards Update 2020-10 - *Codification Improvements*	Nov-20	2025-26
FASB Accounting Standards Update 2021-02 - *Franchisors Revenue (Topic 952-606)*	Jan-21	2022-23
FASB Accounting Standards Update 2021-04 - *Earnings Per Share (Topic 260)*	May-21	2022-23
FASB Accounting Standards Update 2021-04 - *Debt Modifications and Extinguishments (Topic 470-50)*	May-21	2022-23
FASB Accounting Standards Update 2021-04 - *Stock Compensation (Topic 718)*	May-21	2022-23
FASB Accounting Standards Update 2021-04 - *Derivatives and Hedging (Topic 815-40)*	May-21	2022-23
FASB Accounting Standards Update 2021-05 - *Leases (Topic 842)*	Jul-21	2022-23
FASB Accounting Standards Update 2021-07 - *Stock Compensation (Topic 718)*	Oct-21	2022-23
FASB Accounting Standards Update 2021-08 - *Business Combinations (Topic 805)*	Oct-21	2024-25
FASB Accounting Standards Update 2021-09 - *Leases (Topic 842)*	Nov-21	2022-23
FASB Accounting Standards Update 2021-10 - *Government Assistance (Topic 832)*	Nov-21	2022-23
FASB Accounting Standards Update 2022-01 - *Derivatives and Hedging (Topic 815): Fair Value Hedging - Portfolio Layer Method*	Mar-22	2024-25
FASB Accounting Standards Update 2022-02 - *Financial Instruments-Credit Losses (Topic 326): Troubled Debt Restructurings and Vintage Disclosures*	Mar-22	2023-24
FASB Accounting Standards Update 2022-03 - *Fair Value Measurement (Topic 820): Fair Value Measurement of Equity Securities Subject to Contractual Sale Restrictions*	Jun-22	2025-26
FASB Accounting Standards Update 2022-04 - *Liabilities-Supplier Finance Programs (Subtopic 405-50): Disclosure of Supplier Finance Program Obligations*	Sep-22	2023-24

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The updates effective during the future fiscal years are not expected to impact the financial accounting or presentation for the School.

Supplementary Information

Clarksville Charter School

LEA Organization Structure
Year Ended June 30, 2022

Clarksville Charter School (Charter #1891) began operations in 2016-17. The authorizing entity is Buckeye Union Elementary School District. Clarksville Charter School provides non-classroom based services for Kindergarten through Twelfth Grade.

GOVERNING BOARD

Name	Office	Term and Term Expiration
Emily Allen	President	Two Year Term Expires June 2023
Keri Dalebout	Treasurer	Two Year Term Expires September 2022
Tiffany Farley	Member	Two Year Term Expires June 2023
Kelley Laliberte	Member	Two Year Term Expires August 2024
Lisa Jobe	Director	Two Year Term Expires August 2022

ADMINISTRATION

Jenell Sherman
Executive Director

Julie Haycock
Executive Director

See Accompanying Notes to Supplementary Information

Powered by BoardOnTrack

Clarksville Charter School

Schedule of Average Daily Attendance
Year Ended June 30, 2022

	Second Period Report		Annual Report	
	Original	Revised	Original	Revised
	2096C188	N/A	5BD592D2	N/A
Non-Classroom Based Attendance				
Grades TK/K-3	594.93	N/A	601.55	N/A
Grades 4-6	414.77	N/A	419.94	N/A
Grades 7-8	267.80	N/A	272.35	N/A
Grades 9-12	276.14	N/A	277.22	N/A
Total Non-Classroom Based Attendance	1,553.64	N/A	1,571.06	N/A
Total ADA	1,553.64	N/A	1,571.06	N/A

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

See Accompanying Notes to Supplementary Information

Clarksville Charter School

Schedule of Instructional Time
Year Ended June 30, 2022

Grade Level	Annual Minutes Requirement	Actual Minutes Offered	J-13A Minutes	Total Minutes	Number of Actual Days Offered (Traditional)	J-13A Days	Total Instructional Days	Status
Transitional Kindergarten	N/A	N/A	N/A	N/A	175	0	175	Complied
Kindergarten	N/A	N/A	N/A	N/A	175	0	175	Complied
1st Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
2nd Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
3rd Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
4th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
5th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
6th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
7th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
8th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
9th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
10th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
11th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
12th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied

N/A – The School operates as a non-classroom based charter school. The requirements for annual minutes do not apply to non-classroom based charter schools.

See Accompanying Notes to Supplementary Information

Powered by BoardOnTrack

Clarksville Charter School

Schedule of Financial Trends & Analysis
Year Ended June 30, 2022

	Budget 2023	2022	2021	2020
Revenues	$ 18,081,044	$ 17,519,333	$ 12,569,019	$ 11,261,803
Expenses	17,452,335	16,905,812	12,342,766	10,848,882
Change in Net Assets	628,709	613,521	226,253	412,921
Ending Net Assets	$ 1,964,789	$ 1,336,080	$ 722,559	$ 496,306
Unrestricted Net Assets	$ 1,964,789	$ 1,336,080	$ 314,047	$ 496,306
Unrestricted net assets as a percentage of total expenses	11.26%	7.90%	2.54%	4.57%
Total Long Term Debt	$ -	$ -	$ -	$ -
ADA at P2	1,862	1,554	N/A	1,158

The School's ending net assets has increased by $839,774 (169%) over the past two fiscal years. The significant increase is in large due to additional funding received as a result of the COVID-19 pandemic. Restricted ending net assets include multi-year grants that will be expended over the next two to three years.

Average daily attendance (ADA) has increased by 396 over the past two years. As a result of the COVID-19 pandemic there was no reporting for the 2020-21 fiscal year. Each LEA was funded based on the 2019-20 average daily attendance (ADA) reported.

The 2022-23 budget is presented for purposes of analysis only and has not been audited. Net assets are projected to increase by $628,709 and ADA is projected to be 1,862 for the 2022-23 fiscal year.

See Accompanying Notes to Supplementary Information

Clarksville Charter School

Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements
Year Ended June 30, 2022

June 30, 2022 annual financial alternative form net assets:	$	1,108,493
Adjustments and reclassifications:		
Understatement of accounts receivable		1,115,650
Overstatement of accounts payable		145,337
Understatement of short term loan payable		(1,033,400)
Total adjustments and reclassifications		227,587
June 30, 2022 audited financial statements net assets:	$	1,336,080

See Accompanying Notes to Supplementary Information

Powered by BoardOnTrack

Clarksville Charter School

Notes to Supplementary Information
Year Ended June 30, 2022

A. Purpose of Schedules

LEA Organization Structure

This schedule provides information about the School's charter number, district of authorization, members of the governing board, and members of administration.

Schedule of Average Daily Attendance

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

Schedule of Instructional Time

This schedule provides information regarding compliance with Education Code §47612.

Compliance with Education Code §47612 includes the following:

1) Charter schools may operate up to 5 tracks for attendance reporting.
2) Each track must be operated for a minimum of 175 days.
3) Each track must offer the required number of instructional minutes specified in Education Code §47612.5.
4) No track shall have less than 55% of its school days before April 15 each school year.

Compliance with Education Code §47612 involves offering a minimum number of annual instructional minutes as defined by grade level. Non-classroom based charters do not have a requirement for auditing/testing offered instructional minutes, as a result the offerings are not reported in the schedule of instructional time.

An LEA that closed due to a qualifying emergency in the 2021-22 fiscal year may submit a Form J-13A to avoid a penalty for not meeting the annual instructional day requirements. The School did not have an emergency closure and as such there are no credited days to account for on the Schedule of Instructional Time.

Schedule of Financial Trends & Analysis

This schedule displays summarized information from the current year and two previous years, along with budget information for the upcoming year. The information from this schedule is used to evaluate whether there are any financial indicators the School will not be able to continue operations in the next fiscal year. Based upon the information presented, the School appears to have sufficient reserves to continue operations for the 2022-23 fiscal year.

Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements

This schedule provides information necessary to reconcile between the audited financial statements and the financial data submitted to the sponsoring school district via the unaudited actual financial report.

Powered by BoardOnTrack

Other Independent Auditor’s Reports

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
Clarksville Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Clarksville Charter School(a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 17, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Clarksville Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Clarksville Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Clarksville Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Clarksville Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co LLP

El Cajon, California
January 17, 2023

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on State Compliance and on Internal Control Over State Compliance

To the Board of Directors
Clarksville Charter School

Report on Compliance for Applicable State Programs

Opinion on Each Applicable State Program

We have audited Clarksville Charter School's compliance with the requirements specified in the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 applicable to the Charter School's statutory requirements identified below for the year ended June 30, 2022.

In our opinion, Clarksville Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its applicable state programs for the year ended June 30, 2022.

Basis for Opinion on Each Applicable State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 (the Audit Guide). Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Clarksville Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each applicable state program. Our audit does not provide a legal determination of Clarksville Charter School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Clarksville Charter School's state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Clarksville Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide will always detect material noncompliance when it exists.

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Clarksville Charter School's compliance with the requirements of each applicable state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Clarksville Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Clarksville Charter School's internal control over state compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of Clarksville Charter School's internal control over compliance. Accordingly, no such opinion is expressed.
- Select and test transactions and records to determine the Charter School's compliance with the state laws and regulations applicable to the following items:

	Procedures Performed
School Districts, County Offices of Education, and Charter Schools	
T. California Clean Energy Jobs Act….	N/A
U. After/Before School Education and Safety Program….	N/A
V. Proper Expenditure of Education Protection Account Funds….	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts….	Yes
X. Local Control and Accountability Plan….	Yes
Y. Independent Study - Course Based….	N/A
Z. Immunizations….	N/A
AZ. Educator Effectiveness….	Yes
BZ. Expanded Learning Opportunities Grant (ELO-G)….	Yes
CZ. Career Technical Education Incentive Grant….	N/A
DZ. In Person Instruction Grant….	N/A
Charter Schools	
AA. Attendance….	Yes
BB. Mode of Instruction….	Yes
CC. Nonclassroom Based Instruction/Independent Study….	Yes
DD. Determination of Funding for Nonclassroom Based Instruction….	Yes
EE. Annual Instructional Minutes - Classroom Based….	N/A
FF. Charter School Facility Grant Program….	N/A

N/A – The School did not offer the program during the current fiscal year or the program applies to a different type of Local Education Agency.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over State Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Audit Guide. Accordingly, this report is not suitable for any other purpose.

Wilkinson Hadley King + Co LLP

El Cajon, California
January 17, 2023

Auditor’s Results, Findings & Recommendations

Clarksville Charter School

Schedule of Auditor's Results
Year Ended June 30, 2022

FINANCIAL STATEMENTS

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
One or more material weakness(es) identified?	____ Yes	X No
One or more significant deficiencies identified that are not considered material weakness(es)?	____ Yes	X No
Noncompliance material to financial statements noted?	____ Yes	X No

STATE PROGRAMS

Type of auditor's report issued on compliance for state programs:	Unmodified	
Internal control over applicable state programs:		
One or more material weakness(es) identified?	____ Yes	X No
One or more significant deficiencies identified that are not considered material weakness(es)?	____ Yes	X No
Any audit findings disclosed that are required to be reported in accordance with *2021-22 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting*?	____ Yes	X No

Clarksville Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

Findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards,* Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance),or the *2021-22 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting* (the Audit Guide). Finding codes as identified in the Audit Guide are as follows:

Five Digit Code	AB 3627 Finding Type
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

A. Financial Statement Findings

None

B. State Award Findings

None

Clarksville Charter School

Schedule of Prior Year Audit Findings
Year Ended June 30, 2022

Finding/Recommendation	Status	Explanation if Not Implemented
There were no findings in the prior year audit.	N/A	N/A

Coversheet

Student Presentation

Section: I. Opening Items
Item: I. Student Presentation
Purpose:
Submitted by:
Related Material: _CCS January Student Presentations.pptx

Shelby



Shelby is an 11th grade CV Student who performed in the Placer Theatre Ballet Nutcracker as Chinese Tea, Spanish Chocolate, and a Flower. She also received the Standing Ovation Award for exemplifying PTB values such as hard work, exceptional dedication, and personal conduct.

CLARKSVILLE
CHARTER SCHOOL

Coversheet

Presentation of Executive Director Report

Section: I. Opening Items
Item: M. Presentation of Executive Director Report
Purpose:
Submitted by:
Related Material: January_2023_ED_Report_CV.pdf

Executive Director Report

January 2023



AGENDA

- Enrollment
- Staff Development
- Department Updates
- Community Updates
- LCAP
- Start of Semester 2
- 2023-2024 Planning



CLARKSVILLE
CHARTER SCHOOL

Enrollment Update from Principal
Clarksville Charter School

Current Enrollment by County/Gradelevel as of 01/09/23

Grade	Alpine	Amador	El Dorado	Placer	Sacramento	Totals
TK	0	4	24	7	11	46
KN	0	18	86	29	41	174
1	0	19	114	19	48	200
2	0	15	86	22	33	156
3	0	15	81	27	43	166
4	0	16	114	24	35	189
5	1	18	90	22	40	171
6	0	17	99	28	37	181
7	2	16	90	22	38	168
8	1	8	89	29	27	154
9	1	10	50	30	26	117
10	0	4	43	26	24	97
11	1	5	46	19	21	92
12	0	3	18	11	18	50
Current Total	6	168	1030	315	442	1961

January 2023 Staff Development

Friday, January 27th
All Staff, Non-Instructional Day for Students

- Virtual format
- Conference style - teachers select the sessions they wish to attend
- Sessions led by ITAs, Staff & Teachers
- Opening with an Guest Speaker who has been doing training with our leadership team this year

Special Education

Semester Updates

- Total SPED Students: 219
- Special Education goal progress has gone out to all families
- Our teachers are all working hard to ensure the best possible support is being provided to our students
- Caseload numbers have been kept more manageable this school year allowing staff to spend more time focused on each of their students and provide very detailed and targeted teaching and IEP writing



High School

5 Cadets attended leadership training at Camp San Luis Obispo



- Successful administration of the PSAT. One of our 11th graders is very likely to be a National Merit Scholar
- Academic Decathlon - team conducted a practice match, getting ready for spring events

Adventure Academy

Continuing to Innovate....

Jumpstart Series

SOS Series: SOS math facts and SOS writing classes

New! Step Up Series: Step Up Your Writing series (2nd-4th) & Step Up Your Reading class (TK-1st)

New! Study Skills Series

Class connections

Upgraded Park Days



Community & Library Team partnering to offer **Parks & Crafts Days** in 5 parks across the regions:
Elk Grove (Kammerer Park)
Rocklin (Johnson-Springview Park)
Chico (Wildwood Park)
Ukiah (Todd Grove Park)
Kelseyville (Lakeside Park)
Clarksville Resource Center

Goals:

- Increase attendance at park days
- Promote school wide library services
- Address the learning needs of students by offering standards-based activities
- Supports the UPK Plan
- Monitor attendance and look at increasing locations in 23/24



Connecting with Families



*E*very month, you can tune it and watch as our Community Programs Coordinator and SGN News Anchor Jenna Clifton *shares stories about our students that will inspire and delight*. Here is the link to access the Episode 4.

The Sequoia Breeze



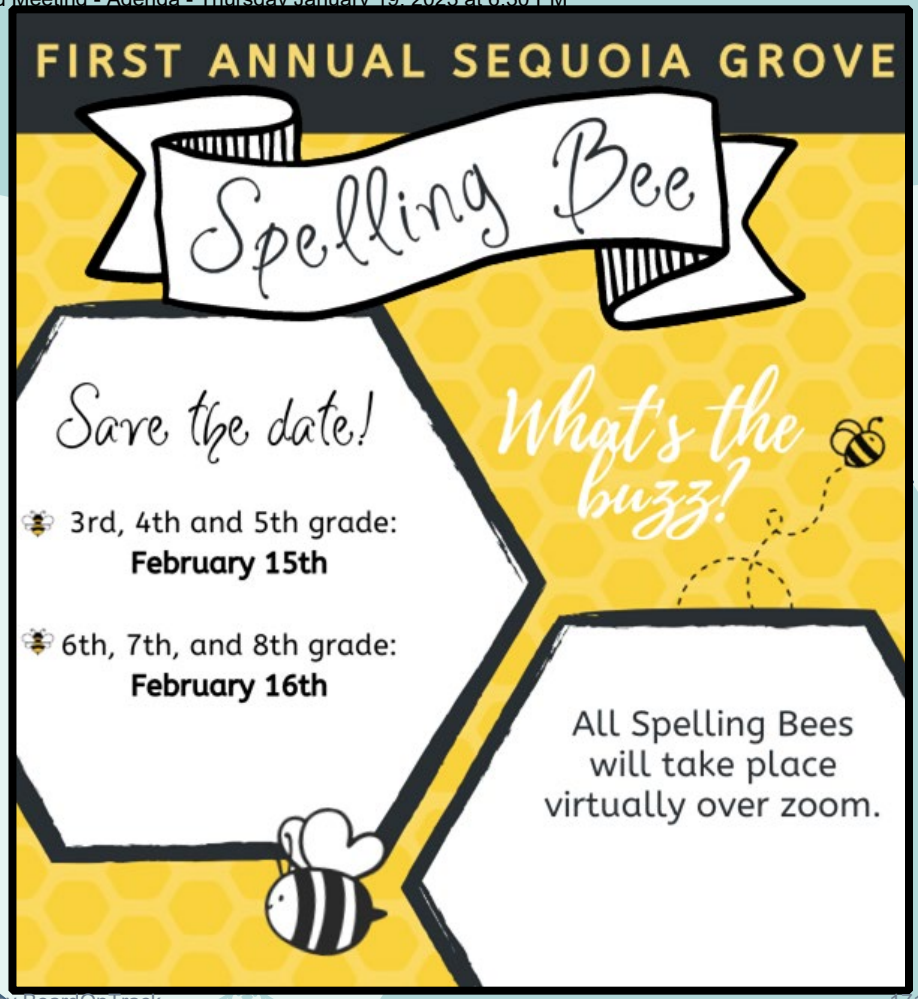
Season 2 included 11 episodes which covered a variety of topics.
Highlights include:

- The Importance of Reading Aloud
- Executive Director interview
- Interviews of several staff members who share ideas about how to approach teaching Math, Science, Art, Music & Theater, and History
- An interview with CNN anchor Carl Azuz who hosted the popular CNN in 10 a news report specifically for kids

Season 3 is scheduled to start airing on February 1st.

The podcast has had over 2500 downloads (listens) so far!!!!

We will be hosting our First Annual Sequoia Grove Virtual Spelling Bee on February 15th and 16th. The Spelling Bee is open to students in 3rd-8th grades.



What are SGCA's LCAP Goals for 2021-22 Through 2023-24?

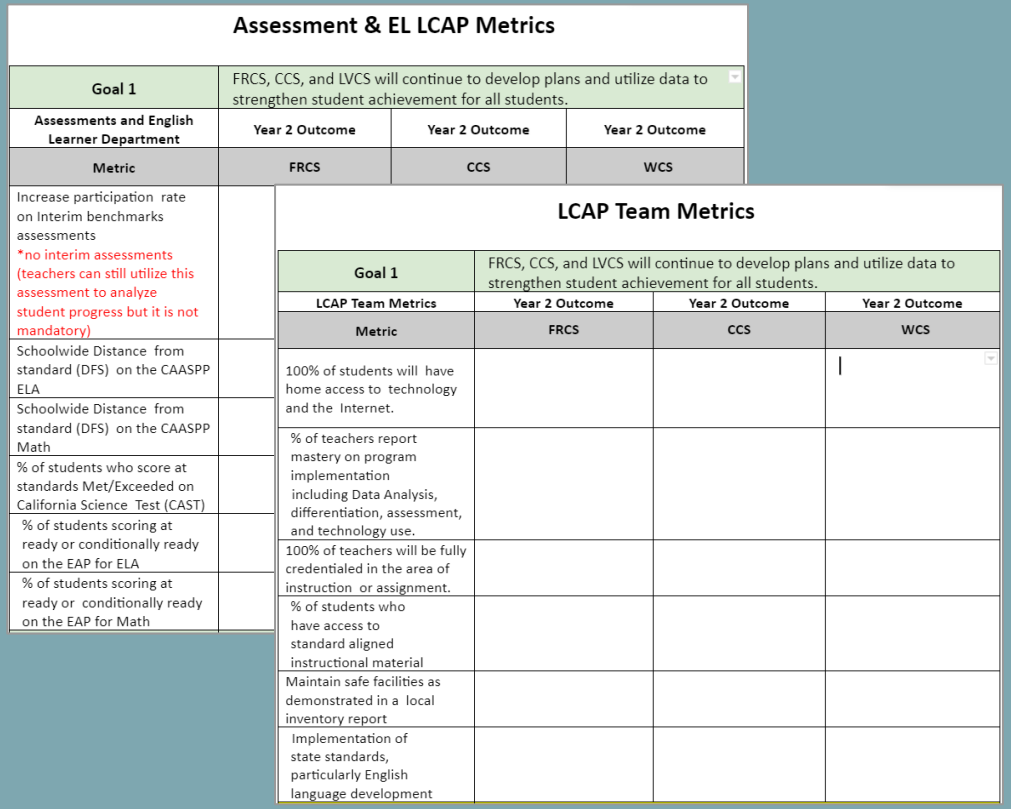
Goal 1: Conditions of Learning	Goal 2: Engagement	Goal 3: Student Outcomes
State Priorities 1, 2, & 7	State Priorities 3, 5, & 6	State Priorities 4 & 8
Continue to develop plans and utilize data to strengthen student achievement for all students.	Promote a safe, healthy, and engaged learning environment for all students.	Increase the number of students who are high school, college, career, and life ready.







What Do the Actions Look Like?



Assessment & EL LCAP Metrics

Goal 1	FRCS, CCS, and LVCS will continue to develop plans and utilize data to strengthen student achievement for all students.		
Assessments and English Learner Department	Year 2 Outcome	Year 2 Outcome	Year 2 Outcome
Metric	FRCS	CCS	WCS
Increase participation rate on Interim benchmarks assessments *no interim assessments (teachers can still utilize this assessment to analyze student progress but it is not mandatory)			
Schoolwide Distance from standard (DFS) on the CAASPP ELA			
Schoolwide Distance from standard (DFS) on the CAASPP Math			
% of students who score at standards Met/Exceeded on California Science Test (CAST)			
% of students scoring at ready or conditionally ready on the EAP for ELA			
% of students scoring at ready or conditionally ready on the EAP for Math			

LCAP Team Metrics

Goal 1	FRCS, CCS, and LVCS will continue to develop plans and utilize data to strengthen student achievement for all students.		
LCAP Team Metrics	Year 2 Outcome	Year 2 Outcome	Year 2 Outcome
Metric	FRCS	CCS	WCS
100% of students will have home access to technology and the Internet.			
% of teachers report mastery on program implementation including Data Analysis, differentiation, assessment, and technology use.			
100% of teachers will be fully credentialed in the area of instruction or assignment.			
% of students who have access to standard aligned instructional material			
Maintain safe facilities as demonstrated in a local inventory report			
Implementation of state standards, particularly English language development			

- LCAP Metrics
  - Schoolwide
  - Departmental
- We are currently in Year 2 of our LCAP cycle
- Current LCAPs posted on each school website: About Us>School Accountability

Mid-cycle LCAP check in:

- Completed LCAP overview presentation with Admin and Leadership
- Met with Administrative, Department Leads, and Leadership to discuss goals and metrics
- Created and adjusted goals/metrics with feedback
- January check in to discuss if there are any further adjustments
- Revising LCAP Feedback survey to educational partners, families, staff and students to be sent out in March ‘23

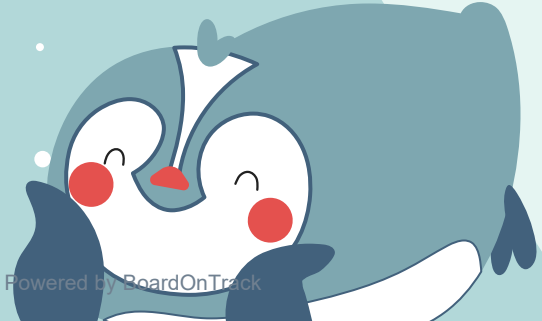
The Local Control and Accountability Plan is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes.

Semester 2 is Here!

January 12

- Start of LP5
- Teachers completing report cards & closing out Semester 1
- New session of Adventure Academy Classes

- HSVA & JHVA new classes starting
- New session of Clubs
- New field trips planned
- ELPAC, PFT & CAASPP testing



Planning for the 23-24 School Year

Our staff has begun planning for the upcoming school year:

- School Calendar
- Budget Planning
- Staffing
- Enrollment Goals & Timeline
- Intent to Return process for Staff & Families

Thank You

Your dedication to our school and the success of our students is appreciated.



Coversheet

Approval of November 2022 Financials

Section: II. Finances
Item: B. Approval of November 2022 Financials
Purpose:
Submitted by:
Related Material: 22.11 CCS Board Package.pdf

CHARTER IMPACT

Clarksville Charter School

November 2022 Financial Presentation

CLARKSVILLE – Highlights

- Enrollment higher than budget – 1958 through November vs. 1900 Budgeted
- Revenues forecasted to be $1.9 million higher than budget
- Expenses currently forecasted to be 1.2 million higher than budget
- Year-end surplus projected at $2.26M vs. $1.525M budgeted

- Senate Bill-740 Requirements:
  - 40/80 Expense Ratio X

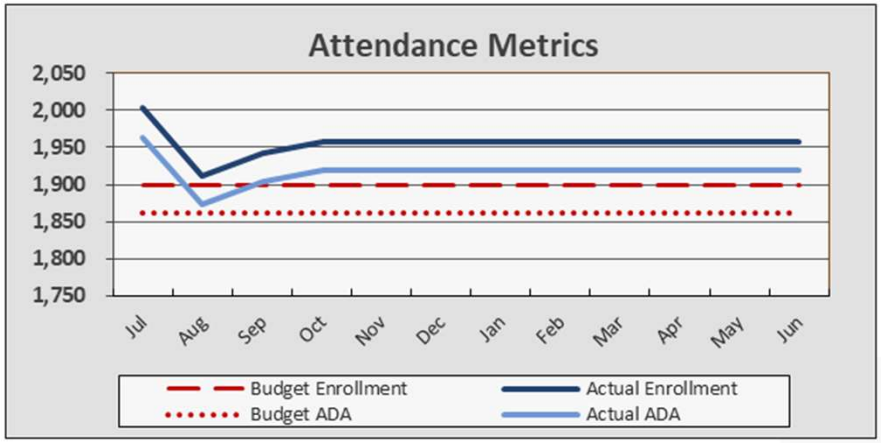
Cert.	Instr.
45.0%	79.6%
1,179,958	(93,871)

  - 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio
21.32 :1

Attendance Data and Metrics

Enrollment & Per Pupil Data			
	Actual	**Forecast**	**Budget**
Average Enrollment	*1957*	*1958*	*1900*
ADA	*1918*	*1919*	*1862*
Attendance Rate	*98.0%*	*98.0%*	*98.0%*
Unduplicated %	*34.1%*	*34.1%*	*34.6%*
Revenue per ADA		*$12,366*	*$11,695*
Expenses per ADA		*$11,188*	*$10,876*



CLARKSVILLE - Revenue

- Higher Enrollment and Increased Funding

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	$ 4,861,776	$ 4,588,182	$ 273,594	$ 20,710,306	$ 18,757,802	$ 1,952,504
Federal Revenue	153,819	95,950	57,869	854,221	980,571	(126,350)
Other State Revenue	495,679	335,182	160,497	2,164,388	2,038,999	125,388
Other Local Revenue	-	-	-	-	-	-
Total Revenue	**$ 5,511,274**	**$ 5,019,314**	**$ 491,960**	**$ 23,728,915**	**$ 21,777,372**	**$ 1,951,543**

CLARKSVILLE - Expenses

- Higher Expenses due to higher enrollment and increased funding

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	$ 3,550,343	$ 3,230,694	$ (319,649)	$ 8,555,685	$ 7,987,185	$ (568,500)
Classified Salaries	205,272	164,403	(40,869)	507,933	394,567	(113,366)
Benefits	1,189,047	1,158,714	(30,333)	2,946,936	2,851,706	(95,230)
Books and Supplies	1,026,227	1,199,018	172,791	3,087,919	3,375,841	287,922
Subagreement Services	1,117,175	1,308,182	191,007	3,961,499	3,399,364	(562,135)
Operations	163,603	120,292	(43,311)	412,002	288,700	(123,302)
Facilities	28,002	27,284	(718)	64,815	65,482	666
Professional Services	682,616	641,255	(41,361)	1,877,336	1,721,826	(155,510)
Depreciation	1,709	1,710	1	4,103	4,104	1
Interest	50,694	73,485	22,791	50,694	163,180	112,486
Total Expenses	**$ 8,014,687**	**$ 7,925,036**	**$ (89,651)**	**$ 21,468,923**	**$ 20,251,954**	**$ (1,216,969)**

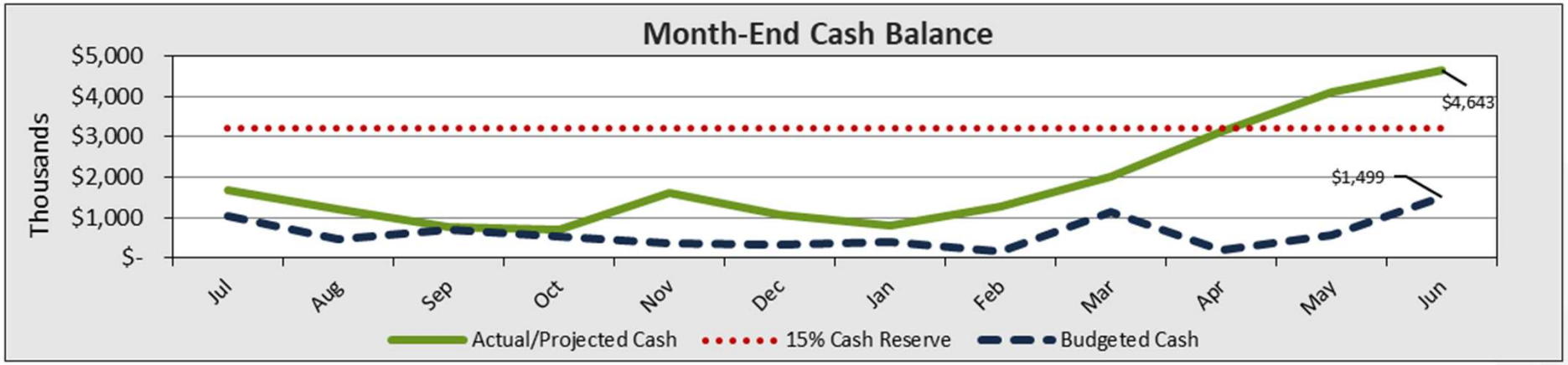
CLARKSVILLE - Fund Balance

- Current Surplus now 10.52% of Annual Expenses

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (2,503,413)**	**$ (2,905,722)**	**$ 402,309**	**$ 2,259,992**	**$ 1,525,418**	**$ 734,574**
Beginning Fund Balance	1,336,078	1,336,078		1,336,078	1,336,078	
Ending Fund Balance	**$ (1,167,334)**	**$ (1,569,644)**		**$ 3,596,070**	**$ 2,861,497**	
As a % of Annual Expenses	*-5.4%*	*-7.8%*		*16.8%*	*14.1%*	

CLARKSVILLE - Cash Balance

- No concerns projected in cash balance
- Factoring to end in January 2023
- Year-end cash projected at $4.64M



CLARKSVILLE – Compliance Reports

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jan-18	**Mid-Year Expenditure Report due to SELPA (LACOE)** - Interim financial reporting for actuals through December 31 are due to LACOE Charter SELPA.	Charter Impact	No	No	https://www.lacountycharterselpa.org/
FINANCE	Jan-13	**Federal Stimulus Reporting** - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2021 - December 31, 2021.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
FINANCE	Jan-18	**Mid-Year Expenditure Report due to SELPA (EDCOE) -** Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-18	**SELPA Pandemic Dispute Prevention & Learning Recovery Funding Reports due (EDCOE)** - Expenditure reports are due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-23	**SELPA ADA/Enrollment report #2 (EDCOE)** - Interim financial reporting due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-13	**Federal Stimulus Annual Report** - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period July 1, 2021 - June 30, 2022.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/cr/anreporthelp.asp
FINANCE	Jan-30	**ASES Grant Renewal** - After School Education and Safety Program applications and renewals due to the CDE for fiscal year 2023/24. Grants are scheduled to be renewed every three years.	Client	No	Yes	https://www.cde.ca.gov/ls/ex/asesrenewalcycles.asp
FINANCE	Jan-31	ASES - 2nd Quarter Expenditure Report - The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	https://www.cde.ca.gov/ls/ex/asesduedates.asp
FINANCE	Jan-31	**Federal Cash Management - Period 3 -** The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	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.	Client with Charter Impact support	No	No	https://www.irs.gov/forms-pubs/about-form-1095-c
FINANCE	Jan-31	**SELPA ADR & Learning Recovery Funding Reports due (LACOE)** - Expenditure reports are due to LACOE Charter SELPA.	Charter Impact	No	No	https://www.lacountycharterselpa.org/
DATA	Feb-01	**School Accountability Report Card -** All public schools in California are required to prepare an annual SARC (2021/22). 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.	Client	Yes	No	http://www.cde.ca.gov/ta/ac/sa/
FINANCE	Feb-10	**ASES - New applicants for 2023/24 -** These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. Funding is designed to: (1) maintain existing before and after school program funding; and (2) provide eligibility to all elementary and middle schools that submit quality applications throughout California. The application is for new grantees as well as existing grant recipients who wish to increase funding.	Client with Charter Impact support	No	Yes	https://www.cde.ca.gov/fg/fo/r27/ases23rfa.asp
FINANCE	Feb-15	**Board of Equalization Property Tax Exemption** - Property used exclusively for public schools, community colleges, state colleges, and state universities is exempt from property taxation (article XIII, section 3, subd. (d), Revenue and Taxation Code section 202, subd. (a)(3)). The property is exempt from taxation on the basis of its exclusive use for public school purposes. If the property is not owned by the public school, the owner of the property is required to file a claim for the Lessor's Exemption. If the owner of the property does not claim the exemption, the public school may file the Public School Exemption claim.	Charter Impact	No	Yes	https://www.boe.ca.gov/proptaxes/lessor_exemption.htm
FINANCE	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	No	No	https://www.cde.ca.gov/fg/aa/pa/
DATA	Feb-24	**CALPADS - Fall 2 deadline** - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services. Students' course enrollments, teacher course assigments, staff job assignments, FTE count and English Learner education services are reported datasets.	Charter Impact submits with data provided by Client	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Set by Authorizer (by Mar 15)	**2nd Interim Financial Report** - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second is due March 15 for the period ending January 31	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp

CLARKSVILLE - Appendix

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

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 12/12/2022

ADA = 1918.84

CHARTER IMPACT

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
LCFF State Aid	0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
New School/New Grade Apportionment	0.0%	0.0%	0.0%	37.0%	0.0%	0.0%	18.0%	0.0%	n/a	n/a	n/a	n/a	n/a			
In Lieu of Property Taxes	0.0%	6.0%	6.0%	8.0%	8.0%	8.0%	8.0%	8.0%	33.3%	16.7%	16.7%	16.7%	16.7%			
New School In Lieu of Property Taxes	0.0%	0.0%	0.0%	26.0%	8.0%	8.0%	8.0%	8.0%	n/a	n/a	n/a	n/a	n/a			
Special Education	0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
Revenues															ADA = 1862.11	
State Aid - Revenue Limit																
LCFF - New Grade	-	-	-	-	-	-	-	-						-	-	-
LCFF - Continuing Charters	-	650,349	650,349	1,170,628	1,170,628	1,170,628	1,170,628	1,170,628	1,819,376	1,819,376	1,819,376	1,819,376	1,746,336	**16,177,680**	14,391,289	1,786,390
8011 LCFF State Aid	-	650,349	650,349	1,170,628	1,170,628	1,170,628	1,170,628	1,170,628	1,819,376	1,819,376	1,819,376	1,819,376	1,746,336	**16,177,680**	14,391,289	1,786,390
8012 Education Protection Account	-	-	-	77,682	-	-	77,682	-	-	77,682	-	-	150,722	**383,768**	372,422	11,346
8019 State Aid - Prior Year	-	6,903	-	-	(6,903)	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	201,554	403,108	268,739	268,739	268,739	268,739	268,739	733,501	366,750	366,750	366,750	366,750	**4,148,858**	3,994,091	154,767
	-	858,806	1,053,457	1,517,049	1,432,464	1,439,367	1,517,049	1,439,367	2,552,877	2,263,809	2,186,127	2,186,127	2,263,809	**20,710,306**	**18,757,802**	**1,952,504**
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	17,478	17,478	17,478	37,484	37,484	37,484	37,484	37,484	**239,855**	232,763	7,092
8290 Title I, Part A - Basic Low Income	-	-	6,279	-	(6,279)	122,488	-	-	-	-	-	-	40,829	**163,317**	141,486	21,831
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	18,603	-	-	-	-	-	-	6,201	**24,804**	24,804	-
8296 Other Federal Revenue	-	-	112,953	-	6,279	-	120,000	-	-	32,426	-	120,000	-	**391,658**	581,517	(189,859)
8299 Prior Year Federal Revenue	-	-	-	-	34,587	-	-	-	-	-	-	-	-	**34,587**	-	34,587
	-	-	119,232	-	34,587	158,569	137,478	17,478	37,484	69,910	37,484	157,484	84,514	**854,221**	**980,571**	**(126,350)**
Other State Revenue																
8311 State Special Education	59,951	59,951	107,912	110,706	116,604	110,464	110,464	110,464	145,874	145,874	145,874	145,874	145,874	**1,515,884**	1,434,754	81,130
8550 Mandated Cost	-	-	-	-	-	37,507	-	-	-	-	-	-	-	**37,507**	37,507	-
8560 State Lottery	-	-	-	-	-	-	92,053	-	-	92,053	-	-	270,659	**454,765**	424,561	30,205
8598 Prior Year Revenue	-	-	-	-	14,054	-	-	-	-	-	-	-	-	**14,054**	-	14,054
8599 Other State Revenue	-	7,768	4,751	6,991	6,991	-	-	-	-	-	-	115,677	-	**142,178**	142,178	0
	59,951	67,719	112,663	117,697	137,649	147,971	202,517	110,464	145,874	237,927	145,874	261,551	416,532	**2,164,388**	**2,038,999**	**125,388**
Total Revenue	**59,951**	**926,525**	**1,285,352**	**1,634,746**	**1,604,700**	**1,745,907**	**1,857,044**	**1,567,309**	**2,736,235**	**2,571,645**	**2,369,484**	**2,605,161**	**2,764,855**	**23,728,915**	**21,777,372**	**1,951,543**
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	445,799	524,235	484,755	479,513	482,170	482,658	482,658	482,658	482,658	482,658	482,658	482,658	-	**5,795,075**	5,837,466	42,391
1175 Teachers' Extra Duty/Stipends	22,018	53,140	108,047	63,975	55,225	57,322	57,322	57,322	57,322	57,322	57,322	57,322	-	**703,658**	834,000	130,342
1200 Pupil Support Salaries	21,392	24,788	24,567	23,315	26,843	30,372	30,372	30,372	30,372	30,372	30,372	30,372	-	**333,507**	338,000	4,493
1300 Administrators' Salaries	82,167	97,265	91,078	91,728	91,378	91,475	91,475	91,475	91,475	91,475	91,475	91,475	-	**1,093,942**	895,219	(198,723)
1900 Other Certificated Salaries	44,659	50,817	53,673	53,723	54,073	53,223	53,223	53,223	53,223	53,223	53,223	53,223	-	**629,503**	82,500	(547,003)
	616,034	750,245	762,120	712,254	709,689	715,049	715,049	715,049	715,049	715,049	715,049	715,049	-	- **8,555,685**	**7,987,185**	**(568,500)**
Classified Salaries																
2200 Support Salaries	-	-	504	-	-	-	-	-	-	-	-	-	-	**504**	-	(504)
2300 Classified Administrators' Salaries	5,063	-	-	-	-	-	-	-	-	-	-	-	-	**5,063**	81,960	76,898
2400 Clerical and Office Staff Salaries	5,433	22,138	22,926	21,046	21,574	21,581	21,581	21,581	21,581	21,581	21,581	21,581	-	**244,184**	206,116	(38,067)
2900 Other Classified Salaries	17,358	24,161	23,214	21,176	20,681	21,656	21,656	21,656	21,656	21,656	21,656	21,656	-	**258,183**	106,490	(151,693)
	27,854	46,299	46,643	42,221	42,255	43,237	43,237	43,237	43,237	43,237	43,237	43,237	-	- **507,933**	**394,567**	**(113,366)**
Benefits																
3101 STRS	115,267	137,540	140,007	130,543	130,206	136,057	136,057	136,057	136,057	136,057	136,057	136,057	-	**1,605,961**	1,538,666	(67,295)
3301 OASDI	1,667	2,790	2,811	2,546	2,542	2,738	2,738	2,738	2,738	2,738	2,738	2,738	-	**31,524**	24,463	(7,060)
3311 Medicare	9,094	11,289	11,459	10,675	10,635	10,969	10,969	10,969	10,969	10,969	10,969	10,969	-	**129,936**	122,531	(7,405)
3401 Health and Welfare	150,549	(4,281)	93,798	84,669	86,990	86,692	86,692	86,692	86,692	86,692	86,692	86,692	-	**1,018,567**	1,000,000	(18,567)
3501 State Unemployment	3,967	899	15	82	328	2,322	11,610	9,288	4,644	2,322	2,322	2,322	-	**40,119**	47,740	7,621
3601 Workers' Compensation	5,697	6,782	6,782	6,782	8,521	6,657	6,657	6,657	6,657	6,657	6,657	6,657	-	**81,164**	118,306	37,142
3901 Other Benefits	2,726	4,085	3,863	3,859	3,863	3,039	3,039	3,039	3,039	3,039	3,039	3,039	-	**39,666**	-	(39,666)
	288,969	159,105	258,733	239,155	243,084	248,473	257,761	255,439	250,795	248,473	248,473	248,473	-	**2,946,936**	**2,851,706**	**(95,230)**
Books and Supplies																
4100 Textbooks and Core Materials	389	1,262	-	1,480	-	-	-	-	-	-	-	-	-	**3,130**	53,100	49,970
4200 Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,900	25,900
4302 School Supplies	44,936	162,703	268,371	186,363	114,252	203,150	128,025	217,307	279,947	311,320	230,337	313,033	-	**2,459,742**	2,404,485	(55,257)
4305 Software	14,430	32,649	31,333	111,885	3,549	39,092	39,092	39,092	39,092	39,092	39,092	39,092	-	**467,487**	500,100	32,613
4310 Office Expense	-	-	695	-	-	1,408	1,408	1,408	1,408	1,408	1,408	1,408	-	**10,553**	14,400	3,847
4311 Business Meals	83	409	-	-	-	125	125	125	125	125	125	125	-	**1,367**	1,500	133
4400 Noncapitalized Equipment	16,084	576	8,243	18,779	7,755	11,370	7,165	12,162	15,668	17,424	12,891	17,520	-	**145,638**	376,356	230,718
	75,922	197,600	308,642	318,507	125,556	255,145	175,815	270,094	336,240	369,369	283,853	371,177	-	**3,087,919**	**3,375,841**	**287,922**

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 12/12/2022

ADA = 1918.84

CHARTER IMPACT

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																
5101 Nursing	-	-	-	133	-	-	-	-	-	-	-	-	-	**133**	-	(133)
5102 Special Education	-	895	48,362	78,990	83,789	70,450	70,450	70,450	70,450	70,450	70,450	70,450	-	**705,185**	699,100	(6,085)
5106 Other Educational Consultants	115	(54,232)	70,238	172,216	221,673	200,139	126,127	214,086	275,798	306,707	226,923	308,394	-	**2,068,184**	1,449,742	(618,441)
5107 Instructional Services	102,621	194,378	99,000	-	99,000	99,000	99,000	99,000	99,000	99,000	99,000	99,000	-	**1,187,998**	1,250,522	62,524
	102,736	141,040	217,599	251,338	404,461	369,589	295,577	383,536	445,248	476,157	396,373	477,844	-	**3,961,499**	- **3,399,364**	**(562,135)**
Operations and Housekeeping																
5201 Auto and Travel	-	248	682	304	1,299	75	75	75	75	75	75	75	-	**3,058**	900	(2,158)
5300 Dues & Memberships	5,700	1,130	7,068	1,334	-	1,142	1,142	1,142	1,142	1,142	1,142	1,142	-	**23,224**	13,300	(9,924)
5400 Insurance	16,711	19,894	19,894	19,894	19,894	19,894	19,894	19,894	19,894	19,894	19,894	19,894	-	**235,545**	174,700	(60,845)
5501 Utilities	550	1,703	955	753	(698)	550	550	550	550	550	550	550	-	**7,114**	6,600	(514)
5502 Janitorial Services	-	1,760	880	880	880	992	992	992	992	992	992	992	-	**11,342**	11,500	158
5900 Communications	332	-	14,781	12,358	12,511	11,833	11,833	11,833	11,833	11,833	11,833	11,833	-	**122,815**	69,700	(53,115)
5901 Postage and Shipping	22	143	769	860	112	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	**8,906**	12,000	3,094
	23,315	24,878	45,029	36,383	33,998	35,486	35,486	35,486	35,486	35,486	35,486	35,486	-	**412,002**	**288,700**	**(123,302)**
Facilities, Repairs and Other Leases																
5601 Rent	4,067	4,067	4,067	4,067	4,067	4,067	4,067	4,067	4,067	4,067	4,067	4,067	-	**48,803**	46,920	(1,883)
5602 Additional Rent	1,192	1,192	1,192	1,192	1,192	1,192	1,192	1,192	1,192	1,192	1,192	1,192	-	**14,304**	14,662	358
5604 Other Leases	-	500	1,449	(241)	-	-	-	-	-	-	-	-	-	**1,708**	-	(1,708)
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	3,900	3,900
	5,259	5,759	6,708	5,018	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	-	**64,815**	**65,482**	**666**
Professional/Consulting Services																
5802 Audit & Taxes	-	4,125	1,255	-	-	3,000	-	-	-	-	-	-	-	**8,380**	9,000	620
5803 Legal	-	(4,967)	1,144	225	7,111	6,033	6,033	6,033	6,033	6,033	6,033	6,033	-	**45,746**	70,300	24,554
5804 Professional Development	1,650	6,059	(241)	2,011	4,752	8,809	8,809	8,809	8,809	8,809	8,809	8,809	-	**75,892**	104,704	28,812
5805 General Consulting	-	(400)	6,165	1,000	7,675	1,550	1,550	1,550	1,550	1,550	1,550	1,550	-	**25,290**	18,000	(7,290)
5806 Special Activities/Field Trips	2,648	10,591	28,178	39,625	26,194	27,685	17,447	29,615	38,151	42,427	31,390	42,660	-	**336,612**	185,824	(150,788)
5807 Bank Charges	1,203	543	138	594	496	900	900	900	900	900	900	900	-	**9,273**	10,800	1,527
5809 Other taxes and fees	1,351	344	160	847	96	1,083	1,083	1,083	1,083	1,083	1,083	1,083	-	**10,381**	13,000	2,619
5810 Payroll Service Fee	1,500	-	1,211	850	862	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	**14,922**	18,000	3,078
5811 Management Fee	69,739	121,064	35,470	77,748	77,748	79,266	79,266	79,266	79,266	79,266	79,266	79,266	-	**936,633**	917,042	(19,591)
5812 District Oversight Fee	-	-	-	102,672	43,181	28,787	30,341	28,787	51,058	45,276	43,723	43,723	(3,342)	**414,206**	375,156	(39,050)
	78,090	137,358	73,481	225,572	168,114	158,614	146,930	157,544	188,350	186,845	174,255	185,524	(3,342)	**1,877,336**	**1,721,826**	**(155,510)**
Depreciation																
6900 Depreciation Expense	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,103**	4,104	1
	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,103**	**4,104**	**1**
Interest																
7438 Interest Expense	15,589	-	-	17,254	17,851	-	-	-	-	-	-	-	-	**50,694**	163,180	112,486
	15,589	-	-	17,254	17,851	-	-	-	-	-	-	-	-	**50,694**	**163,180**	**112,486**
Total Expenses	**1,234,110**	**1,462,625**	**1,719,298**	**1,848,044**	**1,750,610**	**1,831,195**	**1,675,456**	**1,865,986**	**2,020,006**	**2,080,217**	**1,902,327**	**2,082,391**	**(3,342)**	**21,468,923**	**20,251,955**	**(1,216,968)**
Monthly Surplus (Deficit)	**(1,174,159)**	**(536,100)**	**(433,946)**	**(213,298)**	**(145,910)**	**(85,288)**	**181,588**	**(298,677)**	**716,228**	**491,429**	**467,157**	**522,770**	**2,768,197**	- **2,259,992**	- **1,525,417**	**734,574**

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 12/12/2022

ADA = 1918.84

CHARTER IMPACT

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Budget
Cash Flow Adjustments														
Monthly Surplus (Deficit)	(1,174,159)	(536,100)	(433,946)	(213,298)	(145,910)	(85,288)	181,588	(298,677)	716,228	491,429	467,157	522,770	2,768,197	**2,259,992**
Cash flows from operating activities														
Depreciation/Amortization	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,103**
Public Funding Receivables	2,266,246				104,978	637,292	517,456	-	-	637,292	517,456	-	(2,764,855)	**1,915,865**
Grants and Contributions Rec.	6,984	82,249	64,242		-	(103,736)	33,146	779,264	-	-	-	-	-	**862,150**
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Prepaid Expenses	(27,340)	118,278	(123,530)	(76,054)	(692)	-	-	-	-	-	-	-	-	**(109,339)**
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Accounts Payable	(904,904)	(292,026)	25,285	195,486	(114,015)	-	-	-	-	-	-	-	(3,342)	**(1,093,516)**
Accrued Expenses	280,880	129,456	76,401	(101,175)	31,232	-	-	-	-	-	-	-	-	**416,795**
Deferred Revenue	25,978	239	(28,561)	43,500	44,665	-	-	-	-	-	-	-	-	**85,821**
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Cash flows from financing activities														
Proceeds from Factoring	918,200	-	-	995,000	995,000	-	-	-	-	-	-	-	-	**2,908,200**
Payments on Factoring	(1,033,400)	-	-	(918,200)	-	(995,000)	(995,000)	-	-	-	-	-	-	**(3,941,600)**
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Total Change in Cash	358,827	(497,562)	(419,767)	(74,399)	915,600	(546,390)	(262,468)	480,929	716,570	1,129,063	984,955	523,112		
Cash, Beginning of Month	1,334,217	1,693,044	1,195,482	775,716	701,317	1,616,916	1,070,527	808,059	1,288,988	2,005,558	3,134,621	4,119,576		
Cash, End of Month	**1,693,044**	**1,195,482**	**775,716**	**701,317**	**1,616,916**	**1,070,527**	**808,059**	**1,288,988**	**2,005,558**	**3,134,621**	**4,119,576**	**4,642,688**		

Original Budget Total	Favorable / (Unfav.)
Cert.	Instr.
45.0%	79.6%
1,179,958	(93,871)

Pupil:Teacher Ratio
21.32

Clarksville Charter School

Budget vs Actual

For the period ended November 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ 1,170,628	$ 1,080,657	$ 89,971	$ 3,641,954	$ 3,362,044	$ 279,910	$ 14,391,289
Education Protection Account	-	-	-	77,682	93,105	(15,423)	372,422
State Aid - Prior Year	(6,903)	-	(6,903)	-	-	-	0
In Lieu of Property Taxes	268,739	266,596	2,143	1,142,140	1,133,033	9,107	3,994,091
Total State Aid - Revenue Limit	1,432,464	1,347,253	85,211	4,861,776	4,588,182	273,594	18,757,802
Federal Revenue							
Special Education - Entitlement	-	17,478	(17,478)	-	54,377	(54,377)	232,764
Title I, Part A - Basic Low Income	(6,279)	-	(6,279)	-	35,372	(35,372)	141,486
Title II, Part A - Teacher Quality	-	-	-	-	6,201	(6,201)	24,804
Other Federal Revenue	6,279	-	6,279	119,232	-	119,232	581,517
Prior Year Federal Revenue	34,587	-	34,587	34,587	-	34,587	-
Total Federal Revenue	34,587	17,478	17,109	153,819	95,950	57,869	980,571
Other State Revenue							
State Special Education	116,604	107,737	8,867	455,124	335,182	119,942	1,434,754
Mandated Cost	-	-	-	-	-	-	37,507
State Lottery	-	-	-	-	-	-	424,561
Prior Year Revenue	14,054	-	14,054	14,054	-	14,054	-
Other State Revenue	6,991	-	6,991	26,501	-	26,501	142,178
Total Other State Revenue	137,649	107,737	29,912	495,679	335,182	160,497	2,038,999
Total Revenues	**$ 1,604,700**	**$ 1,472,468**	**$ 132,232**	**$ 5,511,274**	**$ 5,019,314**	**$ 491,960**	**$ 21,777,372**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 482,170	$ 486,456	$ 4,285	$ 2,416,472	$ 2,432,278	$ 15,805	$ 5,837,466
Teachers' Extra Duty/Stipends	55,225	83,400	28,175	302,405	250,200	(52,205)	834,000
Pupil Support Salaries	26,843	28,167	1,323	120,904	140,833	19,929	338,000
Administrators' Salaries	91,378	74,602	(16,777)	453,617	373,008	(80,609)	895,219
Other Certificated Salaries	54,073	6,875	(47,198)	256,945	34,375	(222,570)	82,500
Total Certificated Salaries	709,689	679,499	(30,191)	3,550,343	3,230,694	(319,649)	7,987,185
Classified Salaries							
Support Salaries	-	-	-	504	-	(504)	-
Supervisors' and Administrators' Salaries	-	6,830	6,830	5,063	34,150	29,088	81,960
Clerical and Office Staff Salaries	21,574	17,176	(4,398)	93,116	85,882	(7,235)	206,116
Other Classified Salaries	20,681	8,874	(11,806)	106,589	44,371	(62,218)	106,490
Total Classified Salaries	42,255	32,881	(9,374)	205,272	164,403	(40,869)	394,567
Benefits							
State Teachers' Retirement System, certificated positions	130,206	130,900	694	653,564	622,367	(31,197)	1,538,666
OASDI/Medicare/Alternative, certificated positions	2,542	2,039	(503)	12,355	10,193	(2,162)	24,463
Medicare/Alternative, certificated positions	10,635	10,414	(221)	53,153	49,632	(3,520)	122,531
Health and Welfare Benefits, certificated positions	86,990	83,333	(3,657)	411,725	416,667	4,942	1,000,000
State Unemployment Insurance, certificated positions	328	2,387	2,059	5,291	11,935	6,644	47,740
Workers' Compensation Insurance, certificated positions	8,521	10,055	1,534	34,564	47,921	13,357	118,306
Other Benefits, certificated positions	3,863	-	(3,863)	18,396	-	(18,396)	-
Total Benefits	243,084	239,128	(3,957)	1,189,047	1,158,714	(30,333)	2,851,705
Books & Supplies							
Textbooks and Core Materials	-	4,425	4,425	3,130	22,125	18,995	53,100
Books and Reference Materials	-	2,158	2,158	-	10,792	10,792	25,900
School Supplies	114,252	156,411	42,159	776,625	822,380	45,755	2,404,485
Software	3,549	41,675	38,126	193,846	208,375	14,529	500,100
Office Expense	-	1,200	1,200	695	6,000	5,305	14,400
Business Meals	-	125	125	492	625	133	1,500
Noncapitalized Equipment	7,755	24,482	16,727	51,438	128,721	77,283	376,356
Total Books & Supplies	125,556	230,476	104,920	1,026,227	1,199,018	172,791	3,375,841
Subagreement Services							
Nursing	-	-	-	133	-	(133)	-
Special Education	83,789	58,258	(25,531)	212,035	291,292	79,257	699,100
Other Educational Consultants	221,673	94,305	(127,367)	410,009	495,840	85,831	1,449,742
Instructional Services	99,000	104,210	5,211	494,998	521,051	26,053	1,250,522
Total Subagreement Services	404,461	256,774	(147,687)	1,117,175	1,308,182	191,007	3,399,364

Clarksville Charter School

Budget vs Actual

For the period ended November 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	1,299	75	(1,224)	2,533	375	(2,158)	900
Dues & Memberships	-	1,108	1,108	15,232	5,542	(9,690)	13,300
Insurance	19,894	14,558	(5,336)	96,287	72,792	(23,495)	174,700
Utilities	(698)	550	1,248	3,264	2,750	(514)	6,600
Janitorial Services	880	958	78	4,400	4,792	392	11,500
Communications	12,511	5,808	(6,703)	39,982	29,042	(10,940)	69,700
Postage and Shipping	112	1,000	889	1,906	5,000	3,094	12,000
Total Operations & Housekeeping	33,998	24,058	(9,939)	163,603	120,292	(43,311)	288,700
Facilities, Repairs & Other Leases							
Rent	4,067	3,910	(157)	20,334	19,550	(784)	46,920
Additional Rent	1,192	1,222	30	5,960	6,109	149	14,662
Other Leases	-	-	-	1,708	-	(1,708)	-
Repairs and Maintenance	-	325	325	-	1,625	1,625	3,900
Total Facilities, Repairs & Other Leases	5,259	5,457	198	28,002	27,284	(718)	65,482
Professional/Consulting Services							
Audit & Taxes	-	3,000	3,000	5,380	6,000	620	9,000
Legal	7,111	5,858	(1,252)	3,513	29,292	25,779	70,300
Professional Development	4,752	8,725	3,973	14,231	43,627	29,396	104,704
General Consulting	7,675	1,500	(6,175)	14,440	7,500	(6,940)	18,000
Special Activities/Field Trips	26,194	12,088	(14,106)	107,235	63,555	(43,680)	185,824
Bank Charges	496	900	404	2,973	4,500	1,527	10,800
Printing	-	-	-	-	-	-	-
Other Taxes and Fees	96	1,083	987	2,798	5,417	2,619	13,000
Payroll Service Fee	862	1,500	639	4,422	7,500	3,078	18,000
Management Fee	77,748	76,420	(1,328)	381,770	382,101	331	917,042
District Oversight Fee	43,181	26,945	(16,236)	145,853	91,764	(54,090)	375,156
Total Professional/Consulting Services	168,114	138,020	(30,094)	682,616	641,255	(41,361)	1,721,826
Depreciation							
Depreciation Expense	342	342	0	1,709	1,710	1	4,104
Total Depreciation	342	342	0	1,709	1,710	1	4,104
Interest							
Interest Expense	17,851	36,742	18,891	50,694	73,485	22,791	163,180
Total Interest	17,851	36,742	18,891	50,694	73,485	22,791	163,180
Total Expenses	**$ 1,750,610**	**$ 1,643,377**	**$ (107,233)**	**$ 8,014,687**	**$ 7,925,036**	**$ (89,651)**	**$ 20,251,954**
Change in Net Assets	**(145,910)**	**(170,908)**	**24,999**	**(2,503,413)**	**(2,905,722)**	**402,309**	**1,525,418**
Net Assets, Beginning of Period	(1,021,425)			1,336,078			
Net Assets, End of Period	**$ (1,167,334)**			**$ (1,167,334)**			

Clarksville Charter School

Statement of Financial Position

November 30, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	$ 1,037,330	$ 1,334,217	$ (296,888)	-22%
Restricted Cash	579,587	-	579,587	0%
Total Cash & Cash Equivalents	1,616,916	1,334,217	282,699	21%
Accounts Receivable	4,671	209,105	(204,434)	-98%
Public Funding Receivables	463,588	2,783,854	(2,320,266)	-83%
Factored Receivables	(1,990,000)	(1,033,400)	(956,600)	93%
Prepaid Expenses	290,121	180,782	109,339	60%
Total Current Assets	**385,297**	**3,474,559**	**(3,089,262)**	**-89%**
Long-Term Assets				
Property & Equipment, Net	8,422	10,132	(1,709)	-17%
Deposits	105,500	105,500	-	0%
Total Long Term Assets	**113,922**	**115,632**	**(1,709)**	**-1%**
Total Assets	**$ 499,219**	**$ 3,590,190**	**$ (3,090,971)**	**-86%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 208,806	$ 1,298,980	$ (1,090,174)	-84%
Accrued Liabilities	878,161	461,366	416,795	90%
Deferred Revenue	579,587	493,766	85,821	17%
Total Current Liabilities	**1,666,553**	**2,254,112**	**(587,558)**	**-26%**
Total Liabilities	**1,666,553**	**2,254,112**	**(587,558)**	**-26%**
Total Net Assets	**(1,167,334)**	**1,336,078**	**(2,503,413)**	**-187%**
Total Liabilities and Net Assets	**$ 499,219**	**$ 3,590,190**	**$ (3,090,971)**	**-86%**

Clarksville Charter School

Statement of Cash Flows

For the period ended November 30, 2022

	Month Ended 11/30/22	YTD Ended 11/30/22
Cash Flows from Operating Activities		
Change in Net Assets	$ (145,910)	$ (2,503,413)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	342	1,709
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	104,978	2,320,266
Grants, Contributions & Pledges Receivable	995,000	1,161,034
Prepaid Expenses	(692)	(109,339)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(114,015)	(1,090,174)
Accrued Expenses	31,232	416,795
Deferred Revenue	44,665	85,821
Total Cash Flows from Operating Activities	**915,600**	**282,699**
Change in Cash & Cash Equivalents	915,600	282,699
Cash & Cash Equivalents, Beginning of Period	701,317	1,334,217
Cash and Cash Equivalents, End of Period	**$ 1,616,916**	**$ 1,616,916**

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
4EEE	EF22-002	11/6/2022	12/6/2022	$ 1,927	$ -	$ -	$ -	$ -	$ 1,927
A Brighter Child	63111	11/6/2022	12/6/2022	46	-	-	-	-	46
A Brighter Child	63395	11/3/2022	12/6/2022	442	-	-	-	-	442
A Brighter Child	63396	11/6/2022	12/6/2022	52	-	-	-	-	52
A Brighter Child	63400	11/6/2022	12/6/2022	374	-	-	-	-	374
A Brighter Child	63416	11/6/2022	12/6/2022	56	-	-	-	-	56
Activities for Learning, Inc.	386972	11/16/2022	12/16/2022	246	-	-	-	-	246
Alec Monterrojas	308	11/3/2022	12/3/2022	1,320	-	-	-	-	1,320
All About Learning Press, Inc.	913655	11/3/2022	12/3/2022	104	-	-	-	-	104
All About Learning Press, Inc.	913697	11/10/2022	12/10/2022	32	-	-	-	-	32
All About Learning Press, Inc.	913754	11/16/2022	12/16/2022	55	-	-	-	-	55
All Star Gymnastics	436	11/1/2022	12/1/2022	2,386	-	-	-	-	2,386
All Star Gymnastics	437	11/16/2022	12/16/2022	1,644	-	-	-	-	1,644
AllGood Driving School, Inc	OCT2022CV	11/8/2022	12/8/2022	300	-	-	-	-	300
Amazon Capital Services	114G-D6TC-CRJQ	11/3/2022	12/18/2022	39	-	-	-	-	39
Amazon Capital Services	114G-D6TC-M6C3	11/4/2022	12/19/2022	45	-	-	-	-	45
Amazon Capital Services	119D-91FF-M36G	11/10/2022	12/25/2022	259	-	-	-	-	259
Amazon Capital Services	11CW-13K1-KQKR	11/8/2022	12/22/2022	28	-	-	-	-	28
Amazon Capital Services	11F1-GMWD-39HT	11/3/2022	12/17/2022	28	-	-	-	-	28
Amazon Capital Services	11FY-3XWL-FCCN	11/6/2022	12/21/2022	71	-	-	-	-	71
Amazon Capital Services	11PX-C37G-3GKY	11/8/2022	12/22/2022	180	-	-	-	-	180
Amazon Capital Services	11PX-C37G-7MWR	11/8/2022	12/23/2022	9	-	-	-	-	9
Amazon Capital Services	11PX-C37G-LFVD	11/10/2022	12/25/2022	19	-	-	-	-	19
Amazon Capital Services	11PX-C37G-P9F9	11/10/2022	12/25/2022	24	-	-	-	-	24
Amazon Capital Services	11YP-NT6L-JJWF	11/10/2022	12/25/2022	128	-	-	-	-	128
Amazon Capital Services	1317-4VPC-GGCL	11/6/2022	12/21/2022	19	-	-	-	-	19
Amazon Capital Services	133K-WMCV-CKVY	11/6/2022	12/20/2022	129	-	-	-	-	129
Amazon Capital Services	1369-43HR-CHMM	11/9/2022	12/23/2022	40	-	-	-	-	40
Amazon Capital Services	13DT-RTDW-RM1P	11/2/2022	12/17/2022	135	-	-	-	-	135
Amazon Capital Services	13NW-W3PY-K4DX	11/8/2022	12/22/2022	25	-	-	-	-	25
Amazon Capital Services	13R3-NT96-PM6L	11/4/2022	12/19/2022	(16)	-	-	-	-	(16)
Amazon Capital Services	13RT-MWTJ-GMQP	11/4/2022	12/19/2022	13	-	-	-	-	13
Amazon Capital Services	13RT-MWTJ-LQQ7	11/4/2022	12/19/2022	(18)	-	-	-	-	(18)
Amazon Capital Services	13YG-476N-9J3J	11/3/2022	12/18/2022	126	-	-	-	-	126
Amazon Capital Services	141M-KNC7-636J	11/6/2022	12/19/2022	18	-	-	-	-	18
Amazon Capital Services	144T-3W9D-JFRK	11/10/2022	12/25/2022	55	-	-	-	-	55
Amazon Capital Services	146Q-MDG7-GVX4	11/10/2022	12/25/2022	100	-	-	-	-	100
Amazon Capital Services	147D-V6PP-C6XX	11/3/2022	12/18/2022	62	-	-	-	-	62
Amazon Capital Services	14CF-6JC7-1XG3	11/8/2022	12/22/2022	18	-	-	-	-	18
Amazon Capital Services	14CF-6JC7-7JNN	11/8/2022	12/23/2022	46	-	-	-	-	46
Amazon Capital Services	14CF-6JC7-KT6N	11/10/2022	12/25/2022	105	-	-	-	-	105
Amazon Capital Services	14GG-36XX-FV39	11/16/2022	12/31/2022	89	-	-	-	-	89
Amazon Capital Services	14LK-7KLP-6FGF	11/16/2022	12/31/2022	120	-	-	-	-	120
Amazon Capital Services	14LK-7KLP-HL7Y	11/16/2022	12/31/2022	129	-	-	-	-	129
Amazon Capital Services	14LK-7KLP-K3D1	11/16/2022	12/31/2022	57	-	-	-	-	57
Amazon Capital Services	14PQ-TMPH-DNR4	11/9/2022	12/23/2022	256	-	-	-	-	256
Amazon Capital Services	14PQ-TMPH-VHQC	11/14/2022	12/29/2022	51	-	-	-	-	51
Amazon Capital Services	14X6-JH4K-4699	11/15/2022	12/30/2022	21	-	-	-	-	21

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	14X6-JH4K-96WM	11/16/2022	12/31/2022	63	-	-	-	-	63
Amazon Capital Services	14YD-LK4T-19DD	11/8/2022	12/22/2022	118	-	-	-	-	118
Amazon Capital Services	14YD-LK4T-CFQT	11/9/2022	12/23/2022	151	-	-	-	-	151
Amazon Capital Services	14YD-LK4T-CFVL	11/9/2022	12/23/2022	27	-	-	-	-	27
Amazon Capital Services	14YD-LK4T-GLQF	11/10/2022	12/25/2022	37	-	-	-	-	37
Amazon Capital Services	14YD-LK4T-JMLJ	11/10/2022	12/25/2022	14	-	-	-	-	14
Amazon Capital Services	164L-R6HV-9FDK	11/6/2022	12/20/2022	6	-	-	-	-	6
Amazon Capital Services	167V-3Y3N-RYMC	11/10/2022	12/25/2022	130	-	-	-	-	130
Amazon Capital Services	169V-RXWM-1C79	11/15/2022	12/30/2022	157	-	-	-	-	157
Amazon Capital Services	16CV-3DPY-1HQY	11/15/2022	12/30/2022	48	-	-	-	-	48
Amazon Capital Services	16CX-G9M6-61G7	11/14/2022	12/29/2022	199	-	-	-	-	199
Amazon Capital Services	16CX-G9M6-CLGG	11/15/2022	12/30/2022	110	-	-	-	-	110
Amazon Capital Services	16DW-PYJK-6HDH	11/2/2022	12/16/2022	35	-	-	-	-	35
Amazon Capital Services	16K6-1X1M-GQ6K	11/10/2022	12/25/2022	148	-	-	-	-	148
Amazon Capital Services	16RC-1HMK-7GNY	11/14/2022	12/29/2022	203	-	-	-	-	203
Amazon Capital Services	16VC-R73L-66TM	11/14/2022	12/29/2022	103	-	-	-	-	103
Amazon Capital Services	16VC-R73L-7K4M	11/14/2022	12/29/2022	75	-	-	-	-	75
Amazon Capital Services	16VG-JKV6-CFWX	11/16/2022	12/31/2022	11	-	-	-	-	11
Amazon Capital Services	16VG-JKV6-DVGG	11/16/2022	12/31/2022	14	-	-	-	-	14
Amazon Capital Services	16Y6-FQ11-3CPQ	10/31/2022	12/15/2022	22	-	-	-	-	22
Amazon Capital Services	171K-QQV6-GFDP	11/10/2022	12/25/2022	114	-	-	-	-	114
Amazon Capital Services	1793-TGYY-DY4R	11/9/2022	12/24/2022	121	-	-	-	-	121
Amazon Capital Services	17C1-6Y3J-GMQT	11/10/2022	12/25/2022	85	-	-	-	-	85
Amazon Capital Services	17D7-D39N-L6VJ	11/2/2022	12/17/2022	32	-	-	-	-	32
Amazon Capital Services	17HK-N4HL-1797	11/16/2022	12/31/2022	275	-	-	-	-	275
Amazon Capital Services	17HK-N4HL-1FLD	11/16/2022	12/31/2022	21	-	-	-	-	21
Amazon Capital Services	17HM-FLWX-6HDC	11/16/2022	12/31/2022	27	-	-	-	-	27
Amazon Capital Services	17PD-YLJN-41H6	11/6/2022	12/19/2022	11	-	-	-	-	11
Amazon Capital Services	17TJ-L1JD-CRCP	11/6/2022	12/21/2022	60	-	-	-	-	60
Amazon Capital Services	17VV-VWCH-39KJ	11/3/2022	12/17/2022	6	-	-	-	-	6
Amazon Capital Services	1933-FWJ1-VR6K	11/14/2022	12/29/2022	154	-	-	-	-	154
Amazon Capital Services	199N-HNXP-6RT6	11/14/2022	12/29/2022	66	-	-	-	-	66
Amazon Capital Services	19CD-WMGM-6CYV	11/16/2022	12/31/2022	61	-	-	-	-	61
Amazon Capital Services	19CD-WMGM-CDLG	11/16/2022	12/31/2022	39	-	-	-	-	39
Amazon Capital Services	19CD-WMGM-DTDF	11/16/2022	12/31/2022	9	-	-	-	-	9
Amazon Capital Services	19CD-WMGM-DW3R	11/16/2022	12/31/2022	38	-	-	-	-	38
Amazon Capital Services	19D3-977L-9XXK	11/16/2022	12/31/2022	70	-	-	-	-	70
Amazon Capital Services	19D3-977L-C6MW	11/16/2022	12/31/2022	50	-	-	-	-	50
Amazon Capital Services	19DF-VPPV-CXYX	11/15/2022	12/30/2022	103	-	-	-	-	103
Amazon Capital Services	19GY-QQLF-C3KW	11/9/2022	12/24/2022	13	-	-	-	-	13
Amazon Capital Services	19GY-QQLF-HY1P	11/8/2022	12/24/2022	255	-	-	-	-	255
Amazon Capital Services	19MW-7KCY-7C6M	11/6/2022	12/20/2022	61	-	-	-	-	61
Amazon Capital Services	19MW-7KCY-F96D	11/6/2022	12/21/2022	112	-	-	-	-	112
Amazon Capital Services	19MW-7KCY-FKCR	11/6/2022	12/21/2022	60	-	-	-	-	60
Amazon Capital Services	19PL-3XHX-7HKF	11/8/2022	12/23/2022	267	-	-	-	-	267
Amazon Capital Services	19QK-6NNK-MMN4	11/3/2022	12/18/2022	38	-	-	-	-	38
Amazon Capital Services	19QL-7NKC-VDXP	11/14/2022	12/29/2022	180	-	-	-	-	180
Amazon Capital Services	19W1-KQX1-41QR	11/15/2022	12/30/2022	85	-	-	-	-	85
Amazon Capital Services	19YQ-MGMY-1DHC	11/16/2022	12/31/2022	470	-	-	-	-	470

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	1C1N-QVMY-1MLY	11/16/2022	12/31/2022	13	-	-	-	-	13
Amazon Capital Services	1C6V-CT9M-9TTL	11/9/2022	12/24/2022	144	-	-	-	-	144
Amazon Capital Services	1C6V-CT9M-9VRM	11/9/2022	12/23/2022	51	-	-	-	-	51
Amazon Capital Services	1C6V-CT9M-FJNY	11/9/2022	12/23/2022	11	-	-	-	-	11
Amazon Capital Services	1C6V-CT9M-WCPY	11/14/2022	12/29/2022	10	-	-	-	-	10
Amazon Capital Services	1CG4-4XPJ-7R3V	11/16/2022	12/31/2022	102	-	-	-	-	102
Amazon Capital Services	1CPQ-KXN6-6FWX	11/4/2022	12/18/2022	27	-	-	-	-	27
Amazon Capital Services	1CPQ-KXN6-KDY1	11/4/2022	12/19/2022	134	-	-	-	-	134
Amazon Capital Services	1CPX-GL37-FL1Q	11/15/2022	12/30/2022	205	-	-	-	-	205
Amazon Capital Services	1CQ1-PQVL-7JHF	11/14/2022	12/29/2022	158	-	-	-	-	158
Amazon Capital Services	1CQK-JT9R-D346	11/15/2022	12/30/2022	137	-	-	-	-	137
Amazon Capital Services	1CR4-3RTP-17CF	11/14/2022	12/29/2022	269	-	-	-	-	269
Amazon Capital Services	1CR4-3RTP-6FJK	11/14/2022	12/29/2022	25	-	-	-	-	25
Amazon Capital Services	1CRH-TN4Y-7YVH	11/16/2022	12/31/2022	85	-	-	-	-	85
Amazon Capital Services	1CX6-6VRR-6CPK	11/14/2022	12/29/2022	30	-	-	-	-	30
Amazon Capital Services	1DCX-RJ7Y-6LRP	11/6/2022	12/19/2022	51	-	-	-	-	51
Amazon Capital Services	1DHN-HLHK-777Q	11/14/2022	12/29/2022	150	-	-	-	-	150
Amazon Capital Services	1DN9-4PRK-6FWY	11/4/2022	12/19/2022	(13)	-	-	-	-	(13)
Amazon Capital Services	1DN9-4PRK-JDVH	11/6/2022	12/21/2022	180	-	-	-	-	180
Amazon Capital Services	1DPT-6CC3-JD9W	11/10/2022	12/25/2022	29	-	-	-	-	29
Amazon Capital Services	1DPT-6CC3-XJJC	11/14/2022	12/29/2022	151	-	-	-	-	151
Amazon Capital Services	1DR7-JNXY-7CH9	11/3/2022	12/18/2022	164	-	-	-	-	164
Amazon Capital Services	1DR7-JNXY-N1JH	11/3/2022	12/18/2022	38	-	-	-	-	38
Amazon Capital Services	1DTY-MFKT-JF94	11/6/2022	12/21/2022	81	-	-	-	-	81
Amazon Capital Services	1DVC-71L3-71MQ	11/16/2022	12/31/2022	32	-	-	-	-	32
Amazon Capital Services	1DVC-N91R-LHTF	11/10/2022	12/25/2022	92	-	-	-	-	92
Amazon Capital Services	1DVC-N91R-LJRG	11/10/2022	12/25/2022	57	-	-	-	-	57
Amazon Capital Services	1DVH-WVDN-CQTX	11/6/2022	12/21/2022	12	-	-	-	-	12
Amazon Capital Services	1DVH-WVDN-GR44	11/6/2022	12/21/2022	276	-	-	-	-	276
Amazon Capital Services	1DXH-LKGM-JXKM	11/10/2022	12/25/2022	64	-	-	-	-	64
Amazon Capital Services	1DXH-LKGM-T7WW	11/10/2022	12/25/2022	101	-	-	-	-	101
Amazon Capital Services	1F1Q-THFJ-6CL7	11/8/2022	12/22/2022	5	-	-	-	-	5
Amazon Capital Services	1F1Q-THFJ-6VPF	11/8/2022	12/23/2022	14	-	-	-	-	14
Amazon Capital Services	1F1Q-THFJ-6VV1	11/8/2022	12/23/2022	93	-	-	-	-	93
Amazon Capital Services	1F1Q-THFJ-T4HC	11/10/2022	12/25/2022	65	-	-	-	-	65
Amazon Capital Services	1F1V-L4TT-4VNX	11/8/2022	12/22/2022	29	-	-	-	-	29
Amazon Capital Services	1F1V-L4TT-CFXK	11/9/2022	12/24/2022	17	-	-	-	-	17
Amazon Capital Services	1F4D-6LJP-64RY	11/14/2022	12/29/2022	62	-	-	-	-	62
Amazon Capital Services	1F4Y-9JMG-FPHX	11/15/2022	12/30/2022	23	-	-	-	-	23
Amazon Capital Services	1FHT-FPQQ-3KFD	11/8/2022	12/22/2022	221	-	-	-	-	221
Amazon Capital Services	1FHT-FPQQ-K1WQ	11/10/2022	12/25/2022	62	-	-	-	-	62
Amazon Capital Services	1FKJ-P6FK-64CP	11/6/2022	12/21/2022	39	-	-	-	-	39
Amazon Capital Services	1FRG-HCMV-CDV6	11/4/2022	12/18/2022	6	-	-	-	-	6
Amazon Capital Services	1FRG-HCMV-JM16	11/4/2022	12/19/2022	47	-	-	-	-	47
Amazon Capital Services	1FRG-HCMV-JWF7	11/4/2022	12/19/2022	49	-	-	-	-	49
Amazon Capital Services	1G33-YNCC-DYHT	11/16/2022	12/31/2022	16	-	-	-	-	16
Amazon Capital Services	1GKP-HL3Q-3RDF	11/15/2022	12/30/2022	20	-	-	-	-	20
Amazon Capital Services	1GKP-HL3Q-F36T	11/16/2022	12/31/2022	122	-	-	-	-	122
Amazon Capital Services	1GNJ-KF3Q-43XN	11/15/2022	12/30/2022	69	-	-	-	-	69

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	1GNJ-KF3Q-CGV6	11/16/2022	12/31/2022	63	-	-	-	-	63
Amazon Capital Services	1GRF-H4T1-DWML	11/16/2022	12/31/2022	28	-	-	-	-	28
Amazon Capital Services	1GTR-9MXR-1MNR	11/15/2022	12/30/2022	53	-	-	-	-	53
Amazon Capital Services	1GXX-R3GN-3VVC	11/14/2022	12/29/2022	17	-	-	-	-	17
Amazon Capital Services	1GYC-MPX1-7L7J	11/16/2022	12/31/2022	114	-	-	-	-	114
Amazon Capital Services	1GYC-MPX1-CJ9D	11/16/2022	12/31/2022	228	-	-	-	-	228
Amazon Capital Services	1GYM-KC9Y-1N9G	11/15/2022	12/30/2022	26	-	-	-	-	26
Amazon Capital Services	1H1T-HQYT-6HKT	11/4/2022	12/18/2022	105	-	-	-	-	105
Amazon Capital Services	1H1T-HQYT-WCDW	11/6/2022	12/21/2022	120	-	-	-	-	120
Amazon Capital Services	1H3W-X4YP-663M	11/6/2022	12/21/2022	52	-	-	-	-	52
Amazon Capital Services	1H3W-X4YP-CMVC	11/6/2022	12/21/2022	85	-	-	-	-	85
Amazon Capital Services	1H3W-X4YP-CYD1	11/6/2022	12/21/2022	28	-	-	-	-	28
Amazon Capital Services	1H63-M96N-49Q7	11/8/2022	12/22/2022	212	-	-	-	-	212
Amazon Capital Services	1HCM-3HP7-4H1W	11/15/2022	12/30/2022	11	-	-	-	-	11
Amazon Capital Services	1HDN-GR33-6M4R	11/8/2022	12/22/2022	242	-	-	-	-	242
Amazon Capital Services	1HF3-QXDF-LQ1R	11/6/2022	12/19/2022	47	-	-	-	-	47
Amazon Capital Services	1HF3-QXDF-TQL6	11/6/2022	12/21/2022	237	-	-	-	-	237
Amazon Capital Services	1HF3-QXDF-WMVK	11/6/2022	12/21/2022	98	-	-	-	-	98
Amazon Capital Services	1HG4-J6PL-PKG7	11/14/2022	12/29/2022	115	-	-	-	-	115
Amazon Capital Services	1HHQ-N6GQ-GVHR	11/10/2022	12/25/2022	122	-	-	-	-	122
Amazon Capital Services	1HJV-HQFX-3J9R	11/8/2022	12/22/2022	22	-	-	-	-	22
Amazon Capital Services	1HJV-HQFX-T7TD	11/10/2022	12/25/2022	74	-	-	-	-	74
Amazon Capital Services	1HPM-XPLM-4HV4	11/14/2022	12/29/2022	64	-	-	-	-	64
Amazon Capital Services	1HPM-XPLM-FLK6	11/15/2022	12/30/2022	16	-	-	-	-	16
Amazon Capital Services	1HVJ-CL47-94YM	11/16/2022	12/31/2022	152	-	-	-	-	152
Amazon Capital Services	1HXP-KHJW-6Q1V	11/14/2022	12/29/2022	68	-	-	-	-	68
Amazon Capital Services	1J41-4TQJ-JNW7	11/6/2022	12/21/2022	87	-	-	-	-	87
Amazon Capital Services	1J41-4TQJ-KK3W	11/6/2022	12/22/2022	351	-	-	-	-	351
Amazon Capital Services	1J6N-GTHK-1799	11/8/2022	12/23/2022	133	-	-	-	-	133
Amazon Capital Services	1J73-MP46-1K94	11/16/2022	12/31/2022	17	-	-	-	-	17
Amazon Capital Services	1JD3-C6H4-R9GW	11/3/2022	12/17/2022	11	-	-	-	-	11
Amazon Capital Services	1JF9-7C3K-DDQ7	11/6/2022	12/21/2022	239	-	-	-	-	239
Amazon Capital Services	1JF9-7C3K-GLVK	11/6/2022	12/21/2022	33	-	-	-	-	33
Amazon Capital Services	1JHC-VQ4K-4317	11/15/2022	12/30/2022	256	-	-	-	-	256
Amazon Capital Services	1JL3-X49H-37VN	11/4/2022	12/19/2022	210	-	-	-	-	210
Amazon Capital Services	1JMC-KHMW-DCR7	11/16/2022	12/31/2022	83	-	-	-	-	83
Amazon Capital Services	1JTJ-XKVD-LJHP	11/15/2022	12/30/2022	174	-	-	-	-	174
Amazon Capital Services	1JTJ-XKVD-MTLY	11/15/2022	12/30/2022	55	-	-	-	-	55
Amazon Capital Services	1JYK-HR7X-4GKP	11/15/2022	12/30/2022	41	-	-	-	-	41
Amazon Capital Services	1JYQ-C6G4-749M	11/4/2022	12/18/2022	24	-	-	-	-	24
Amazon Capital Services	1JYQ-C6G4-FR3X	11/4/2022	12/19/2022	167	-	-	-	-	167
Amazon Capital Services	1K1C-3R7L-3RGY	11/15/2022	12/30/2022	364	-	-	-	-	364
Amazon Capital Services	1K1C-3R7L-76GF	11/8/2022	12/23/2022	63	-	-	-	-	63
Amazon Capital Services	1K6L-QFPJ-1FJV	11/3/2022	12/17/2022	282	-	-	-	-	282
Amazon Capital Services	1KCP-R741-17XH	11/15/2022	12/30/2022	11	-	-	-	-	11
Amazon Capital Services	1KCR-PR9C-3R7D	11/14/2022	12/29/2022	23	-	-	-	-	23
Amazon Capital Services	1KD1-QDJ1-W4VP	11/14/2022	12/29/2022	109	-	-	-	-	109
Amazon Capital Services	1KP7-YJL1-GXYT	11/4/2022	12/18/2022	10	-	-	-	-	10
Amazon Capital Services	1KQN-RTX6-6HQY	11/14/2022	12/29/2022	93	-	-	-	-	93

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	1KTK-YRKG-1QC3	11/4/2022	12/19/2022	(63)	-	-	-	-	(63)
Amazon Capital Services	1KTK-YRKG-1RFV	11/14/2022	12/29/2022	64	-	-	-	-	64
Amazon Capital Services	1KTK-YRKG-4G6J	11/14/2022	12/29/2022	70	-	-	-	-	70
Amazon Capital Services	1KTK-YRKG-73LR	11/14/2022	12/29/2022	151	-	-	-	-	151
Amazon Capital Services	1KTK-YRKG-97T3	11/14/2022	12/29/2022	20	-	-	-	-	20
Amazon Capital Services	1KTW-RTWX-4W4R	11/6/2022	12/19/2022	32	-	-	-	-	32
Amazon Capital Services	1KTW-RTWX-DTP9	11/6/2022	12/21/2022	39	-	-	-	-	39
Amazon Capital Services	1KTW-RTWX-DTWT	11/6/2022	12/21/2022	13	-	-	-	-	13
Amazon Capital Services	1L1H-CPL6-36VQ	11/15/2022	12/30/2022	24	-	-	-	-	24
Amazon Capital Services	1L4D-F6TW-1LL3	11/15/2022	12/30/2022	14	-	-	-	-	14
Amazon Capital Services	1L6V-MWMH-4Q3Q	11/6/2022	12/19/2022	35	-	-	-	-	35
Amazon Capital Services	1L6V-MWMH-DJ3L	11/6/2022	12/21/2022	15	-	-	-	-	15
Amazon Capital Services	1LCP-RRWV-9K1J	11/14/2022	12/29/2022	82	-	-	-	-	82
Amazon Capital Services	1LDG-FPT4-6C4T	11/14/2022	12/29/2022	108	-	-	-	-	108
Amazon Capital Services	1LDG-FPT4-6PLH	11/14/2022	12/29/2022	65	-	-	-	-	65
Amazon Capital Services	1LY4-9DRJ-GDHV	11/6/2022	12/21/2022	63	-	-	-	-	63
Amazon Capital Services	1LYX-VK9V-4GC4	11/3/2022	12/17/2022	55	-	-	-	-	55
Amazon Capital Services	1LYX-VK9V-4KXM	11/3/2022	12/17/2022	34	-	-	-	-	34
Amazon Capital Services	1M31-7M7C-7VYQ	11/16/2022	12/31/2022	201	-	-	-	-	201
Amazon Capital Services	1M6Y-GMWW-F1VV	11/6/2022	12/21/2022	13	-	-	-	-	13
Amazon Capital Services	1M7N-GPV9-1M1L	11/6/2022	12/19/2022	72	-	-	-	-	72
Amazon Capital Services	1M91-D93W-7JKH	11/6/2022	12/20/2022	16	-	-	-	-	16
Amazon Capital Services	1M9F-RJFN-6Y17	11/14/2022	12/29/2022	362	-	-	-	-	362
Amazon Capital Services	1M9L-7Q3H-M7Q4	11/10/2022	12/25/2022	35	-	-	-	-	35
Amazon Capital Services	1M9P-DF3M-RXTP	11/10/2022	12/25/2022	75	-	-	-	-	75
Amazon Capital Services	1MM9-N1RL-1FM4	11/15/2022	12/30/2022	84	-	-	-	-	84
Amazon Capital Services	1MM9-N1RL-1GRQ	11/14/2022	12/29/2022	6	-	-	-	-	6
Amazon Capital Services	1MM9-N1RL-7RHQ	11/16/2022	12/31/2022	101	-	-	-	-	101
Amazon Capital Services	1MQD-CXWF-9NK3	11/4/2022	12/18/2022	85	-	-	-	-	85
Amazon Capital Services	1MR6-CVQQ-434W	11/15/2022	12/30/2022	42	-	-	-	-	42
Amazon Capital Services	1MRW-D7KL-14JP	11/8/2022	12/22/2022	69	-	-	-	-	69
Amazon Capital Services	1N6M-RM6D-3J9X	11/6/2022	12/19/2022	24	-	-	-	-	24
Amazon Capital Services	1N79-F4RV-3D47	11/3/2022	12/17/2022	72	-	-	-	-	72
Amazon Capital Services	1N79-F4RV-FGNG	11/3/2022	12/18/2022	32	-	-	-	-	32
Amazon Capital Services	1N79-F4RV-G7PH	11/3/2022	12/18/2022	97	-	-	-	-	97
Amazon Capital Services	1N9H-T1NF-CCMF	11/9/2022	12/23/2022	11	-	-	-	-	11
Amazon Capital Services	1NDH-XYDX-667F	11/16/2022	12/31/2022	117	-	-	-	-	117
Amazon Capital Services	1NDH-XYDX-C7CW	11/16/2022	12/31/2022	342	-	-	-	-	342
Amazon Capital Services	1NDH-XYDX-CXC6	11/16/2022	12/31/2022	28	-	-	-	-	28
Amazon Capital Services	1NLY-C4HT-4MJH	11/3/2022	12/17/2022	21	-	-	-	-	21
Amazon Capital Services	1NMJ-7YVP-4WW9	11/4/2022	12/19/2022	(86)	-	-	-	-	(86)
Amazon Capital Services	1NMJ-7YVP-6FP4	11/6/2022	12/19/2022	73	-	-	-	-	73
Amazon Capital Services	1NRL-CF7H-DDKT	11/6/2022	12/21/2022	19	-	-	-	-	19
Amazon Capital Services	1NRM-LDGW-4FLM	11/4/2022	12/19/2022	(15)	-	-	-	-	(15)
Amazon Capital Services	1NRM-LDGW-DJMY	11/6/2022	12/21/2022	115	-	-	-	-	115
Amazon Capital Services	1NRM-LDGW-DNY3	11/6/2022	12/21/2022	44	-	-	-	-	44
Amazon Capital Services	1NRM-LDGW-DQCH	11/6/2022	12/21/2022	148	-	-	-	-	148
Amazon Capital Services	1NRQ-YK4H-TGRL	11/6/2022	12/21/2022	278	-	-	-	-	278
Amazon Capital Services	1NY6-C47X-1CGJ	11/15/2022	12/30/2022	54	-	-	-	-	54

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	1PMR-T7JP-1THG	11/3/2022	12/17/2022	10	-	-	-	-	10
Amazon Capital Services	1PTL-DRPR-GCNH	11/6/2022	12/21/2022	160	-	-	-	-	160
Amazon Capital Services	1PVL-6K9N-DCTV	11/16/2022	12/31/2022	55	-	-	-	-	55
Amazon Capital Services	1PYN-THPJ-CH3W	11/14/2022	12/29/2022	30	-	-	-	-	30
Amazon Capital Services	1Q44-XKRW-DK6X	11/6/2022	12/21/2022	70	-	-	-	-	70
Amazon Capital Services	1Q6X-FPF4-7QX6	11/16/2022	12/31/2022	17	-	-	-	-	17
Amazon Capital Services	1Q6X-FPF4-CYFX	11/16/2022	12/31/2022	111	-	-	-	-	111
Amazon Capital Services	1Q7W-F4CL-4XGJ	11/16/2022	12/31/2022	96	-	-	-	-	96
Amazon Capital Services	1QLC-PGL7-4V3T	11/2/2022	12/16/2022	4	-	-	-	-	4
Amazon Capital Services	1QLC-PGL7-FTLD	11/2/2022	12/16/2022	324	-	-	-	-	324
Amazon Capital Services	1QLC-PGL7-G1WF	11/2/2022	12/17/2022	46	-	-	-	-	46
Amazon Capital Services	1QNM-YVLG-4RWH	11/6/2022	12/21/2022	13	-	-	-	-	13
Amazon Capital Services	1QVM-V7DL-7VG4	11/16/2022	12/31/2022	29	-	-	-	-	29
Amazon Capital Services	1QX7-T3WV-736F	11/16/2022	12/31/2022	235	-	-	-	-	235
Amazon Capital Services	1QX7-T3WV-GC4T	11/16/2022	12/31/2022	240	-	-	-	-	240
Amazon Capital Services	1R4K-M31X-GD66	11/9/2022	12/24/2022	11	-	-	-	-	11
Amazon Capital Services	1R64-YMPM-GWD9	11/10/2022	12/25/2022	53	-	-	-	-	53
Amazon Capital Services	1R64-YMPM-LMQC	11/10/2022	12/25/2022	19	-	-	-	-	19
Amazon Capital Services	1R7W-WR7G-44FW	11/16/2022	12/31/2022	57	-	-	-	-	57
Amazon Capital Services	1RFT-R9QY-XDKH	11/14/2022	12/29/2022	146	-	-	-	-	146
Amazon Capital Services	1RFV-L4H7-C4VC	11/15/2022	12/30/2022	119	-	-	-	-	119
Amazon Capital Services	1RGV-F9LT-46HR	11/6/2022	12/19/2022	47	-	-	-	-	47
Amazon Capital Services	1RHG-VKK3-L1D3	11/8/2022	12/22/2022	41	-	-	-	-	41
Amazon Capital Services	1RKJ-THMW-69Y9	11/14/2022	12/29/2022	29	-	-	-	-	29
Amazon Capital Services	1RKQ-CJJJ-6CMJ	11/14/2022	12/29/2022	202	-	-	-	-	202
Amazon Capital Services	1RKQ-CJJJ-7TJ6	11/14/2022	12/29/2022	104	-	-	-	-	104
Amazon Capital Services	1RRD-KTGN-PY3T	11/10/2022	12/25/2022	33	-	-	-	-	33
Amazon Capital Services	1RVH-D3JQ-HN91	11/3/2022	12/18/2022	46	-	-	-	-	46
Amazon Capital Services	1T4H-7LGX-CRCF	11/9/2022	12/23/2022	9	-	-	-	-	9
Amazon Capital Services	1T4Q-GMHX-9TRK	11/4/2022	12/19/2022	21	-	-	-	-	21
Amazon Capital Services	1T4Q-GMHX-GMLT	11/4/2022	12/18/2022	30	-	-	-	-	30
Amazon Capital Services	1T4Q-GMHX-J6L4	11/4/2022	12/18/2022	11	-	-	-	-	11
Amazon Capital Services	1T7V-CFKQ-DFNC	11/6/2022	12/21/2022	9	-	-	-	-	9
Amazon Capital Services	1T7V-CFKQ-GPJ6	11/6/2022	12/21/2022	29	-	-	-	-	29
Amazon Capital Services	1THD-3744-1QDD	11/14/2022	12/29/2022	76	-	-	-	-	76
Amazon Capital Services	1THD-3744-CPDV	11/15/2022	12/30/2022	203	-	-	-	-	203
Amazon Capital Services	1TQH-MWTF-GHTK	11/2/2022	12/17/2022	15	-	-	-	-	15
Amazon Capital Services	1TQH-MWTF-L7VD	11/2/2022	12/17/2022	77	-	-	-	-	77
Amazon Capital Services	1V4D-PR1P-9VF1	11/14/2022	12/29/2022	67	-	-	-	-	67
Amazon Capital Services	1V4D-PR1P-DYRV	11/15/2022	12/30/2022	182	-	-	-	-	182
Amazon Capital Services	1VCH-3N17-FDTT	11/9/2022	12/23/2022	57	-	-	-	-	57
Amazon Capital Services	1VG6-NN4M-6HJ3	11/14/2022	12/29/2022	163	-	-	-	-	163
Amazon Capital Services	1VG6-NN4M-DDML	11/15/2022	12/30/2022	100	-	-	-	-	100
Amazon Capital Services	1WDK-HXGN-4PLY	11/15/2022	12/30/2022	54	-	-	-	-	54
Amazon Capital Services	1WFH-VKGR-9C6H	11/4/2022	12/18/2022	18	-	-	-	-	18
Amazon Capital Services	1WFH-VKGR-D96D	11/4/2022	12/19/2022	16	-	-	-	-	16
Amazon Capital Services	1WFH-VKGR-DRX6	11/4/2022	12/18/2022	8	-	-	-	-	8
Amazon Capital Services	1WFH-VKGR-DX7K	11/4/2022	12/18/2022	7	-	-	-	-	7
Amazon Capital Services	1WFH-VKGR-RD94	11/6/2022	12/21/2022	288	-	-	-	-	288

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Amazon Capital Services	1WG1-F97X-41QN	11/15/2022	12/30/2022	11	-	-	-	-	11
Amazon Capital Services	1WG1-F97X-DJ7W	11/16/2022	12/31/2022	371	-	-	-	-	371
Amazon Capital Services	1WJ1-HH44-H3H1	11/6/2022	12/21/2022	59	-	-	-	-	59
Amazon Capital Services	1WJL-YJ14-3GGY	11/8/2022	12/22/2022	24	-	-	-	-	24
Amazon Capital Services	1WYD-MQVN-3F7W	11/2/2022	12/16/2022	6	-	-	-	-	6
Amazon Capital Services	1WYD-MQVN-G4XX	11/2/2022	12/16/2022	14	-	-	-	-	14
Amazon Capital Services	1WYD-MQVN-MF31	11/2/2022	12/17/2022	127	-	-	-	-	127
Amazon Capital Services	1X39-6H1X-3314	11/8/2022	12/22/2022	16	-	-	-	-	16
Amazon Capital Services	1X39-6H1X-4N4C	11/8/2022	12/22/2022	36	-	-	-	-	36
Amazon Capital Services	1X6V-NQWD-DDY4	11/6/2022	12/21/2022	162	-	-	-	-	162
Amazon Capital Services	1X9J-XTTG-4X1J	11/14/2022	12/29/2022	67	-	-	-	-	67
Amazon Capital Services	1X9J-XTTG-66JC	11/14/2022	12/29/2022	160	-	-	-	-	160
Amazon Capital Services	1XFP-KV3T-KFGW	11/2/2022	12/17/2022	20	-	-	-	-	20
Amazon Capital Services	1XNP-XJRT-GCXM	11/6/2022	12/21/2022	27	-	-	-	-	27
Amazon Capital Services	1XNP-XJRT-JXLK	11/6/2022	12/22/2022	56	-	-	-	-	56
Amazon Capital Services	1XNY-X6L7-3Q1R	11/14/2022	12/29/2022	34	-	-	-	-	34
Amazon Capital Services	1XNY-X6L7-4QD4	11/14/2022	12/29/2022	17	-	-	-	-	17
Amazon Capital Services	1XPL-CWLC-6NWR	11/6/2022	12/21/2022	143	-	-	-	-	143
Amazon Capital Services	1XRF-66X9-91YG	11/4/2022	12/18/2022	34	-	-	-	-	34
Amazon Capital Services	1XRF-66X9-QT1K	11/6/2022	12/21/2022	44	-	-	-	-	44
Amazon Capital Services	1XRF-66X9-QT4F	11/6/2022	12/21/2022	19	-	-	-	-	19
Amazon Capital Services	1XRF-66X9-R3MY	11/6/2022	12/21/2022	29	-	-	-	-	29
Amazon Capital Services	1XT7-TTKK-34WG	11/14/2022	12/29/2022	144	-	-	-	-	144
Amazon Capital Services	1XXF-P97G-1GGJ	11/16/2022	12/31/2022	32	-	-	-	-	32
Amazon Capital Services	1XXY-DNPC-GLXC	11/3/2022	12/18/2022	13	-	-	-	-	13
Amazon Capital Services	1XXY-DNPC-J97Y	11/3/2022	12/18/2022	93	-	-	-	-	93
Amazon Capital Services	1Y74-KJNQ-CJVJ	11/6/2022	12/20/2022	21	-	-	-	-	21
Amazon Capital Services	1YCQ-176X-37CR	11/16/2022	12/31/2022	123	-	-	-	-	123
Amazon Capital Services	1YKF-PF7G-6J96	11/14/2022	12/29/2022	199	-	-	-	-	199
Amazon Capital Services	1YKF-PF7G-CKM3	11/15/2022	12/30/2022	93	-	-	-	-	93
Amazon Capital Services	1YMQ-L7FH-4MW9	11/14/2022	12/29/2022	85	-	-	-	-	85
Amazon Capital Services	1YQK-K913-6J14	11/14/2022	12/29/2022	59	-	-	-	-	59
Annalee Layton	001	11/14/2022	12/14/2022	2,775	-	-	-	-	2,775
Art of Problem Solving	INV228018	11/2/2022	12/2/2022	20	-	-	-	-	20
Art of Problem Solving	INV228062	11/8/2022	12/8/2022	38	-	-	-	-	38
Bach to Rock	B2R11162022	11/16/2022	12/16/2022	115	-	-	-	-	115
Bailey Meyer	CCS-01	11/16/2022	12/16/2022	180	-	-	-	-	180
Beautiful Feet Books, Inc.	18534	11/6/2022	1/5/2023	68	-	-	-	-	68
Beautiful Feet Books, Inc.	18556	11/14/2022	12/14/2022	259	-	-	-	-	259
Beautiful Feet Books, Inc.	18558	11/14/2022	12/14/2022	347	-	-	-	-	347
Becker Music Studio, Inc.	2210HendA	11/9/2022	12/9/2022	175	-	-	-	-	175
Becker Music Studio, Inc.	2210HendJ	11/9/2022	12/9/2022	175	-	-	-	-	175
Becker Music Studio, Inc.	2211 Hendr	11/9/2022	12/9/2022	175	-	-	-	-	175
Becker Music Studio, Inc.	2211HendA	11/9/2022	12/9/2022	175	-	-	-	-	175
Bennati's Martial Arts	DMAG1022	11/2/2022	12/2/2022	169	-	-	-	-	169
Bennati's Martial Arts	ECONK1022	11/2/2022	12/2/2022	169	-	-	-	-	169
Bennati's Martial Arts	EP1022	11/2/2022	12/2/2022	169	-	-	-	-	169
Bennati's Martial Arts	HUNJ1022	11/2/2022	12/2/2022	189	-	-	-	-	189
Bennati's Martial Arts	JMAG1022	11/2/2022	12/2/2022	144	-	-	-	-	144

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Bennati's Martial Arts	NSEA1022	11/2/2022	12/2/2022	169	-	-	-	-	169
Bennati's Martial Arts	RVW1022	11/2/2022	12/2/2022	169	-	-	-	-	169
Bennati's Martial Arts	SVW1022	11/2/2022	12/2/2022	144	-	-	-	-	144
BookShark	BI0015497	11/6/2022	12/4/2022	70	-	-	-	-	70
BookShark	BI0015523	11/8/2022	12/7/2022	52	-	-	-	-	52
Bowman Martial Arts	C10-22	11/1/2022	12/1/2022	745	-	-	-	-	745
Brandy Ruscica	83	11/1/2022	12/1/2022	38	-	-	-	-	38
Brandy Ruscica	84	11/8/2022	12/8/2022	38	-	-	-	-	38
Brandy Ruscica	85	11/15/2022	12/15/2022	38	-	-	-	-	38
Brandy Ruscica	88	11/16/2022	12/16/2022	250	-	-	-	-	250
Bre Rice	CCCSF221	11/16/2022	12/16/2022	3,990	-	-	-	-	3,990
Bright Thinker	SINV5522	11/10/2022	12/10/2022	249	-	-	-	-	249
Capitol Jiu Jitsu	97122-C006-CCS	11/16/2022	12/16/2022	100	-	-	-	-	100
Carrie Morris	CCS22-5	11/4/2022	12/4/2022	2,170	-	-	-	-	2,170
CB Music	22-51763	11/16/2022	12/16/2022	2,688	-	-	-	-	2,688
CB Music	22-51770	11/16/2022	12/16/2022	2,559	-	-	-	-	2,559
Celia Frazer	110016	11/6/2022	12/6/2022	160	-	-	-	-	160
Celia Frazer	11024	11/6/2022	12/6/2022	160	-	-	-	-	160
Celia Frazer	12018	11/6/2022	12/6/2022	160	-	-	-	-	160
Celia Frazer	15236	11/6/2022	12/6/2022	160	-	-	-	-	160
Celia Frazer	16996	11/6/2022	12/6/2022	160	-	-	-	-	160
Chapel Bell Farms	052033	10/31/2022	11/30/2022	560	-	-	-	-	560
Chapel Bell Farms	052044	11/9/2022	12/9/2022	780	-	-	-	-	780
Coreena Blum	1	11/8/2022	12/8/2022	98	-	-	-	-	98
Coreena Blum	2	11/8/2022	12/8/2022	136	-	-	-	-	136
Coreena Blum	3	11/8/2022	12/8/2022	142	-	-	-	-	142
Cornerstone Educational Solutions	CORN110922	11/9/2022	12/9/2022	6,050	-	-	-	-	6,050
Crocker House Creative Arts	10312022	11/1/2022	12/1/2022	350	-	-	-	-	350
Day by Day Spanish	30039	10/31/2022	11/30/2022	180	-	-	-	-	180
Debora Belardino	Oct-22	11/1/2022	12/1/2022	65	-	-	-	-	65
Department of Justice	618968	11/18/2022	12/18/2022	81	-	-	-	-	81
DeRoche LLC	202210	11/3/2022	12/3/2022	510	-	-	-	-	510
Divergence Dance Conservatory	29	11/4/2022	12/4/2022	80	-	-	-	-	80
Dolphin Swim School	104	11/1/2022	12/1/2022	456	-	-	-	-	456
E-Therapy LLC	0399-01112022-342885-952	11/18/2022	12/18/2022	8,159	-	-	-	-	8,159
E-Therapy LLC	27804	11/3/2022	12/3/2022	10,259	-	-	-	-	10,259
eat2explore	101363	10/22/2022	11/21/2022	-	172	-	-	-	172
Equine Unlimited, Inc.	0623	11/16/2022	12/16/2022	160	-	-	-	-	160
Equine Unlimited, Inc.	0624	11/4/2022	12/3/2022	275	-	-	-	-	275
Equine Unlimited, Inc.	0637	10/18/2022	11/17/2022	-	300	-	-	-	300
Equine Unlimited, Inc.	0654	11/2/2022	12/1/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0655	11/2/2022	12/1/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0656	11/2/2022	12/1/2022	90	-	-	-	-	90
Equine Unlimited, Inc.	0657	11/2/2022	12/1/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0658	11/2/2022	12/1/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0659	11/2/2022	12/1/2022	305	-	-	-	-	305
Equine Unlimited, Inc.	0663	11/2/2022	12/1/2022	165	-	-	-	-	165
Equine Unlimited, Inc.	0664	11/2/2022	12/1/2022	480	-	-	-	-	480
Equine Unlimited, Inc.	0665	11/2/2022	12/1/2022	600	-	-	-	-	600

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Equine Unlimited, Inc.	0666	11/3/2022	12/1/2022	165	-	-	-	-	165
Equine Unlimited, Inc.	0668	11/3/2022	12/3/2022	110	-	-	-	-	110
Equine Unlimited, Inc.	0669	11/3/2022	12/3/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0670	11/3/2022	12/3/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0671	11/3/2022	12/3/2022	55	-	-	-	-	55
Equine Unlimited, Inc.	0674	11/15/2022	12/15/2022	90	-	-	-	-	90
Equine Unlimited, Inc.	0675	11/15/2022	12/15/2022	275	-	-	-	-	275
Equine Unlimited, Inc.	0678	11/15/2022	12/15/2022	110	-	-	-	-	110
Equine Unlimited, Inc.	0679	11/15/2022	12/15/2022	55	-	-	-	-	55
Erin Gabriele	101909-C005-CCS	10/31/2022	11/30/2022	130	-	-	-	-	130
Evan-Moor	INV358695	11/10/2022	12/10/2022	32	-	-	-	-	32
Evan-Moor	INV358696	11/10/2022	12/10/2022	32	-	-	-	-	32
Evitta Gantt	2 CL. F2022	10/31/2022	11/30/2022	480	-	-	-	-	480
Evitta Gantt	3 CL. F 2022	10/31/2022	11/30/2022	480	-	-	-	-	480
Evitta Gantt	4 CL. F 2022	10/31/2022	11/30/2022	480	-	-	-	-	480
Flip 2 It Sports Center	1029	11/8/2022	12/8/2022	1,330	-	-	-	-	1,330
Forever Dance	55240	11/3/2022	11/3/2022	-	320	-	-	-	320
Fusion	LiviaFall22	10/9/2022	11/8/2022	-	470	-	-	-	470
Galaxy Dance Arts, LLC	CC-JK-10-2022	11/6/2022	12/6/2022	105	-	-	-	-	105
Garden Valley Eden Center	2002	11/6/2022	12/6/2022	360	-	-	-	-	360
Gina Burdick	202	11/3/2022	12/3/2022	385	-	-	-	-	385
Gina Illingworth	166	11/16/2022	12/16/2022	185	-	-	-	-	185
Gina Illingworth	167	11/16/2022	12/16/2022	130	-	-	-	-	130
Gina Illingworth	168	11/16/2022	12/16/2022	85	-	-	-	-	85
Gina Illingworth	169	11/16/2022	12/16/2022	70	-	-	-	-	70
Gina Illingworth	170	11/16/2022	12/16/2022	130	-	-	-	-	130
Gina Illingworth	171	11/16/2022	12/16/2022	70	-	-	-	-	70
Gina Illingworth	172	11/16/2022	12/16/2022	70	-	-	-	-	70
Gina Illingworth	173	11/16/2022	12/16/2022	70	-	-	-	-	70
Gina Illingworth	174	11/16/2022	12/16/2022	130	-	-	-	-	130
Gina Illingworth	175	11/16/2022	12/16/2022	85	-	-	-	-	85
Gina Illingworth	176	11/16/2022	12/16/2022	225	-	-	-	-	225
Gina Illingworth	177	11/16/2022	12/16/2022	185	-	-	-	-	185
Gina Illingworth	178	11/16/2022	12/16/2022	225	-	-	-	-	225
Gina Illingworth	179	11/16/2022	12/16/2022	225	-	-	-	-	225
Gina Illingworth	180	11/16/2022	12/16/2022	170	-	-	-	-	170
Golden State Speech Pathology Services, Inc.	11142022C	11/14/2022	12/14/2022	475	-	-	-	-	475
Growing Healthy Children Therapy Services, Inc.	CVCS_2210	11/15/2022	12/15/2022	12,254	-	-	-	-	12,254
Hawkins School of Performing Arts	10742	9/20/2022	10/20/2022	-	-	183	-	-	183
Hawkins School of Performing Arts	10947	11/8/2022	12/8/2022	192	-	-	-	-	192
Hawkins School of Performing Arts	10948	11/10/2022	12/10/2022	192	-	-	-	-	192
Hawkins School of Performing Arts	30009	11/10/2022	12/10/2022	336	-	-	-	-	336
Hawkins School of Performing Arts	80000	11/8/2022	12/8/2022	300	-	-	-	-	300
Hawkins School of Performing Arts	90000	11/8/2022	12/8/2022	80	-	-	-	-	80
Hawkins School of Performing Arts	90001	11/8/2022	12/8/2022	70	-	-	-	-	70
Hawkins School of Performing Arts	90002	11/8/2022	12/8/2022	80	-	-	-	-	80
Heather Williams	22529	11/10/2022	12/10/2022	35	-	-	-	-	35
Heather Williams	22530	11/10/2022	12/10/2022	35	-	-	-	-	35
Heather Williams	22531	11/10/2022	12/10/2022	39	-	-	-	-	39

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Heather Williams	22532	11/10/2022	12/10/2022	39	-	-	-	-	39
Heather Williams	22533	11/14/2022	12/14/2022	39	-	-	-	-	39
Heather Williams	22534	11/14/2022	12/14/2022	39	-	-	-	-	39
Hilary Anthony	122	11/8/2022	12/8/2022	50	-	-	-	-	50
Hilary Anthony	123	11/8/2022	12/8/2022	50	-	-	-	-	50
History Unboxed LLC	wc-16048HU	11/8/2022	12/8/2022	61	-	-	-	-	61
History Unboxed LLC	wc-16084HU	11/15/2022	12/15/2022	609	-	-	-	-	609
History Unboxed LLC	wc-16209HU	11/15/2022	12/15/2022	884	-	-	-	-	884
HTP Services, Inc.	ORD141270	11/16/2022	12/16/2022	47	-	-	-	-	47
HTP Services, Inc.	ORD141387	11/16/2022	12/16/2022	47	-	-	-	-	47
HTP Services, Inc.	ORD141427	11/16/2022	12/16/2022	47	-	-	-	-	47
HTP Services, Inc.	ORD141585	11/16/2022	12/16/2022	47	-	-	-	-	47
HTP Services, Inc.	ORD141586	11/16/2022	12/16/2022	47	-	-	-	-	47
HTP Services, Inc.	ORD141588	11/16/2022	12/16/2022	47	-	-	-	-	47
Institute for Excellence in Writing	956345	11/2/2022	12/2/2022	38	-	-	-	-	38
Institute for Excellence in Writing	957991	11/16/2022	12/16/2022	100	-	-	-	-	100
Institute for Excellence in Writing	958494	11/16/2022	12/16/2022	59	-	-	-	-	59
Institute for Excellence in Writing	958496	11/16/2022	12/16/2022	237	-	-	-	-	237
Jabbergym	6829	11/15/2022	12/15/2022	546	-	-	-	-	546
JacKris Publishing, LLC	16302	11/11/2022	12/11/2022	110	-	-	-	-	110
Jeffery Gee	001	10/4/2022	11/3/2022	-	180	-	-	-	180
Jeffery Gee	003	10/23/2022	11/22/2022	-	180	-	-	-	180
Jeffery Gee	004	10/23/2022	11/22/2022	-	180	-	-	-	180
Jeffery Gee	005	10/23/2022	11/22/2022	-	180	-	-	-	180
Jennifier Androkitis	2600 F22- Corrected	11/9/2022	12/9/2022	4,100	-	-	-	-	4,100
Jenny Thompson	001-bb	11/14/2022	12/14/2022	300	-	-	-	-	300
Jonathan Holowaty	1091	11/8/2022	12/7/2022	800	-	-	-	-	800
JR Saddle Club	13	11/2/2022	12/2/2022	360	-	-	-	-	360
JR Saddle Club	14	11/3/2022	12/3/2022	495	-	-	-	-	495
JR Saddle Club	15	11/3/2022	12/3/2022	45	-	-	-	-	45
Kalmykov Tatyana	100403-C005-CCS	9/29/2022	10/29/2022	-	-	60	-	-	60
Katie Prust Education Services	702201	11/2/2022	11/2/2022	-	2,960	-	-	-	2,960
Kelly BJJ	203	11/2/2022	12/2/2022	150	-	-	-	-	150
Kelly BJJ	204	11/2/2022	12/2/2022	150	-	-	-	-	150
Kelly BJJ	205	11/2/2022	12/2/2022	150	-	-	-	-	150
Kidtopia at Jentopia Farm	0028	11/6/2022	12/6/2022	225	-	-	-	-	225
Kidtopia at Jentopia Farm	0030	11/10/2022	12/10/2022	250	-	-	-	-	250
Kidtopia at Jentopia Farm	0033	11/10/2022	12/10/2022	140	-	-	-	-	140
Kimberly Mordecai	581	11/10/2022	12/10/2022	240	-	-	-	-	240
Kimberly Mordecai	582	11/10/2022	12/10/2022	240	-	-	-	-	240
KiwiCo, Inc.	670	11/3/2022	12/15/2022	1,391	-	-	-	-	1,391
KiwiCo, Inc.	GROUP #621	10/24/2022	11/23/2022	-	2,819	-	-	-	2,819
KiwiCo, Inc.	KE-CDD135DF10262258	11/3/2022	12/18/2022	134	-	-	-	-	134
KMC Archery LLC	140	11/6/2022	12/6/2022	460	-	-	-	-	460
Kovar's Martial Arts	RSV-Sep/Oct'22	11/4/2022	12/4/2022	2,190	-	-	-	-	2,190
Kovar's Satori Academy Martial Arts and Fitness Elk Grove - Waterm	W-SMITHEOCT22	11/6/2022	12/6/2022	219	-	-	-	-	219
Lake View Charter School	6218	10/11/2022	11/10/2022	-	257	-	-	-	257
Lakeshore	434241083022	10/10/2022	11/9/2022	-	309	-	-	-	309
Lakeshore	446170090822	10/10/2022	11/9/2022	-	329	-	-	-	329

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Law Offices of Jennifer McQuarrie	3666	11/9/2022	12/9/2022	499	-	-	-	-	499
Law Offices of Young, Minney & Corr, LLP	1755	11/9/2022	12/9/2022	3,562	-	-	-	-	3,562
Learning Without Tears	4569109	11/15/2022	12/15/2022	28	-	-	-	-	28
LEGO Education	1190529509	11/14/2022	12/14/2022	145	-	-	-	-	145
Linda Reams	13-2022-CV	11/4/2022	12/4/2022	112	-	-	-	-	112
Lisa Bond-Torgerson	2202	11/3/2022	12/3/2022	580	-	-	-	-	580
Little Passports	IN-0000994242	11/16/2022	12/16/2022	180	-	-	-	-	180
Little Passports	IN-0000994259	11/16/2022	12/16/2022	180	-	-	-	-	180
Lotus & Ivy, LLC	102238-C001-CCS	11/2/2022	12/2/2022	235	-	-	-	-	235
Lydia Flaherty	648	11/10/2022	12/10/2022	60	-	-	-	-	60
Maestro Music Lessons	000167	11/9/2022	12/9/2022	100	-	-	-	-	100
Margaret Johnson	41521-C013-CCS	11/3/2022	12/3/2022	300	-	-	-	-	300
Margaret Johnson	41621-C006-CCS	11/3/2022	12/3/2022	50	-	-	-	-	50
Mariya Salas	22-02782782022	11/10/2022	12/10/2022	181	-	-	-	-	181
Mariya Salas	22-02792792022	11/10/2022	12/10/2022	181	-	-	-	-	181
McColgan & Associates Inc.	4774	11/10/2022	12/10/2022	1,889	-	-	-	-	1,889
MEL Science U.S., LLC	AL2022110708	11/3/2022	12/7/2022	377	-	-	-	-	377
MEL Science U.S., LLC	MM2022102803	10/28/2022	11/27/2022	-	226	-	-	-	226
MEL Science U.S., LLC	RO2022102505	10/28/2022	11/24/2022	-	338	-	-	-	338
MEL Science U.S., LLC	SO2022102504	10/28/2022	11/24/2022	-	150	-	-	-	150
Miaplaza, Inc	3482	11/4/2022	12/4/2022	208	-	-	-	-	208
Moving Beyond the Page	269307	11/14/2022	12/14/2022	153	-	-	-	-	153
Natalya Tuzlov	2	11/15/2022	12/15/2022	200	-	-	-	-	200
National TeleTherapy Resources	3067	11/7/2022	12/7/2022	1,036	-	-	-	-	1,036
National TeleTherapy Resources	3139	11/15/2022	12/15/2022	571	-	-	-	-	571
NewSongs Music	41142	11/2/2022	12/2/2022	160	-	-	-	-	160
NewSongs Music	41144	11/2/2022	12/2/2022	160	-	-	-	-	160
NewSongs Music	41146	11/2/2022	12/2/2022	160	-	-	-	-	160
NewSongs Music	41171	11/2/2022	12/2/2022	160	-	-	-	-	160
NewSongs Music	41233	11/2/2022	12/2/2022	160	-	-	-	-	160
NewSongs Music	41234	11/2/2022	12/2/2022	160	-	-	-	-	160
Northern California Children's Chorus	588	11/10/2022	12/10/2022	330	-	-	-	-	330
Oak Meadow Inc.	134543	11/8/2022	12/8/2022	187	-	-	-	-	187
Oak Meadow Inc.	136097	11/15/2022	12/15/2022	303	-	-	-	-	303
Oak Meadow Inc.	136106	11/15/2022	12/15/2022	834	-	-	-	-	834
Outschool, Inc.	12345707921	10/17/2022	11/16/2022	-	36	-	-	-	36
Outschool, Inc.	12345708492	11/6/2022	12/7/2022	60	-	-	-	-	60
Outschool, Inc.	12345708493	11/9/2022	12/7/2022	15	-	-	-	-	15
Outschool, Inc.	12345708494	11/6/2022	12/7/2022	15	-	-	-	-	15
Outschool, Inc.	12345708495	11/6/2022	12/7/2022	48	-	-	-	-	48
Outschool, Inc.	12345708496	11/8/2022	12/7/2022	24	-	-	-	-	24
Outschool, Inc.	12345708497	11/8/2022	12/7/2022	63	-	-	-	-	63
Outschool, Inc.	12345708498	11/6/2022	12/7/2022	105	-	-	-	-	105
Outschool, Inc.	12345708499	11/6/2022	12/7/2022	48	-	-	-	-	48
Outschool, Inc.	12345708500	11/8/2022	12/7/2022	84	-	-	-	-	84
Outschool, Inc.	12345708501	11/6/2022	12/7/2022	84	-	-	-	-	84
Outschool, Inc.	12345708668	11/15/2022	12/15/2022	48	-	-	-	-	48
Outschool, Inc.	12345708669	11/15/2022	12/15/2022	30	-	-	-	-	30
Outschool, Inc.	12345708670	11/15/2022	12/15/2022	12	-	-	-	-	12

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Owings Martial Arts	2223-026187	11/3/2022	12/3/2022	185	-	-	-	-	185
Pamelot a School of Dance	311-PSD2022	11/16/2022	12/16/2022	400	-	-	-	-	400
Pearson Education Inc.	6001561057	1/22/2020	2/21/2020	-	-	-	-	(190)	(190)
PG&E	PGEX103122-7986	10/31/2022	11/20/2022	-	(349)	-	-	-	(349)
PresenceLearning, Inc.	INV54781	11/9/2022	12/9/2022	26,673	-	-	-	-	26,673
Procopio, Cory, Hargreaves & Savich LLP	809495	8/16/2022	9/15/2022	-	-	-	(5,364)	-	(5,364)
Procopio, Cory, Hargreaves & Savich LLP	822497	11/17/2022	12/17/2022	32	-	-	-	-	32
Rainbow Resource Center	4876131	11/2/2022	12/2/2022	159	-	-	-	-	159
Rainbow Resource Center	4876431	11/2/2022	12/2/2022	188	-	-	-	-	188
Rainbow Resource Center	4876808	11/14/2022	12/14/2022	48	-	-	-	-	48
Rainbow Resource Center	4876825	11/3/2022	12/3/2022	122	-	-	-	-	122
Rainbow Resource Center	4876828	11/3/2022	12/3/2022	38	-	-	-	-	38
Rainbow Resource Center	4877378	11/4/2022	12/4/2022	154	-	-	-	-	154
Rainbow Resource Center	4878581	11/8/2022	12/8/2022	36	-	-	-	-	36
Rainbow Resource Center	4878600	11/8/2022	12/8/2022	117	-	-	-	-	117
Rainbow Resource Center	4879012	11/10/2022	12/10/2022	42	-	-	-	-	42
Rainbow Resource Center	4879015	11/10/2022	12/10/2022	152	-	-	-	-	152
Rainbow Resource Center	4879022	11/10/2022	12/10/2022	66	-	-	-	-	66
Rainbow Resource Center	4879028	11/10/2022	12/10/2022	118	-	-	-	-	118
Rainbow Resource Center	4879029	11/10/2022	12/10/2022	118	-	-	-	-	118
Rainbow Resource Center	4879038	11/10/2022	12/10/2022	118	-	-	-	-	118
Rainbow Resource Center	4879040	11/10/2022	12/10/2022	33	-	-	-	-	33
Rainbow Resource Center	4879952	11/14/2022	12/14/2022	189	-	-	-	-	189
Rainbow Resource Center	4879956	11/14/2022	12/14/2022	292	-	-	-	-	292
Rainbow Resource Center	4879959	11/14/2022	12/14/2022	160	-	-	-	-	160
Rainbow Resource Center	4879961	11/14/2022	12/14/2022	88	-	-	-	-	88
Rainbow Resource Center	4881667	11/15/2022	12/15/2022	52	-	-	-	-	52
Rainbow Resource Center	4881688	11/15/2022	12/15/2022	176	-	-	-	-	176
Rainbow Resource Center	4881695	11/15/2022	12/15/2022	123	-	-	-	-	123
Rainbow Resource Center	4881790	11/16/2022	12/16/2022	207	-	-	-	-	207
Rainbow Resource Center	4882084	11/16/2022	12/16/2022	138	-	-	-	-	138
Rainbow Resource Center	4882089	11/16/2022	12/16/2022	30	-	-	-	-	30
Rainbow Resource Center	4882094	11/16/2022	12/16/2022	34	-	-	-	-	34
Rainbow Resource Center	4882099	11/16/2022	12/16/2022	24	-	-	-	-	24
Rainbow Resource Center	4882102	11/16/2022	12/16/2022	140	-	-	-	-	140
Rainbow Resource Center	4882107	11/16/2022	12/16/2022	95	-	-	-	-	95
Rainbow Resource Center	4882279	11/16/2022	12/16/2022	281	-	-	-	-	281
Robert Raymond Westphal	AD-02-2022	11/3/2022	12/3/2022	90	-	-	-	-	90
Robert Raymond Westphal	EB-02-2022	11/3/2022	12/3/2022	119	-	-	-	-	119
Robert Raymond Westphal	NI-03-2022	11/3/2022	12/3/2022	110	-	-	-	-	110
Robert Raymond Westphal	NR-02-2022	11/3/2022	12/3/2022	119	-	-	-	-	119
Robert Raymond Westphal	OB-02-2022	11/3/2022	12/3/2022	119	-	-	-	-	119
Robert Raymond Westphal	TJS-02-2022	11/3/2022	12/3/2022	119	-	-	-	-	119
Rosemarie Kelliher	111	11/2/2022	12/2/2022	890	-	-	-	-	890
Ruth Noland Piano	1212	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1213	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1214	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1215	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1216	10/25/2022	11/24/2022	-	60	-	-	-	60

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Ruth Noland Piano	1217	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1218	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1219	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1220	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1221	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1222	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1223	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1224	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1225	10/25/2022	11/24/2022	-	60	-	-	-	60
Ruth Noland Piano	1226	10/25/2022	11/24/2022	-	60	-	-	-	60
Sarah McFadyen	Winiecki202211	11/2/2022	12/2/2022	240	-	-	-	-	240
School of Rock Elk Grove & Roseville Sacramento	1570	11/8/2022	12/7/2022	169	-	-	-	-	169
School of Rock Elk Grove & Roseville Sacramento	1571	11/8/2022	12/7/2022	169	-	-	-	-	169
School of Rock Elk Grove & Roseville Sacramento	1572	11/8/2022	12/7/2022	159	-	-	-	-	159
School of Rock Elk Grove & Roseville Sacramento	1573	11/8/2022	12/7/2022	125	-	-	-	-	125
Sean Bianco	010	10/5/2022	11/4/2022	-	140	-	-	-	140
Sequoia Grove Charter Alliance	121303	11/7/2022	12/7/2022	1,654	-	-	-	-	1,654
Sequoia Grove Charter Alliance	121307	11/7/2022	12/7/2022	112	-	-	-	-	112
Sequoia Grove Charter Alliance	121310	11/10/2022	12/10/2022	3,003	-	-	-	-	3,003
Sequoia Grove Charter Alliance	121315	11/16/2022	12/16/2022	814	-	-	-	-	814
Sequoia Grove Charter Alliance	121318	11/17/2022	12/17/2022	468	-	-	-	-	468
Shana Westfall	WEST110722	11/7/2022	12/7/2022	262	-	-	-	-	262
Shana Westfall	WEST110722-01	11/7/2022	12/7/2022	40	-	-	-	-	40
Shauna Frost	4	11/16/2022	12/16/2022	440	-	-	-	-	440
Sheri Joyce aka Well Read Fred Writing Classes	CCS-1022	11/8/2022	12/8/2022	420	-	-	-	-	420
Silicon Valley High School Inc	50-7164	11/4/2022	12/4/2022	250	-	-	-	-	250
Silicon Valley High School Inc	50-7165	11/4/2022	12/4/2022	500	-	-	-	-	500
Silicon Valley High School Inc	50-7166	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7167	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7168	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7169	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7170	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7171	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7172	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7173	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7174	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7175	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7176	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7177	11/4/2022	12/4/2022	500	-	-	-	-	500
Silicon Valley High School Inc	50-7178	11/4/2022	12/4/2022	625	-	-	-	-	625
Silicon Valley High School Inc	50-7179	11/4/2022	12/4/2022	250	-	-	-	-	250
Silicon Valley High School Inc	50-7180	11/4/2022	12/4/2022	125	-	-	-	-	125
Silicon Valley High School Inc	50-7181	11/4/2022	12/4/2022	125	-	-	-	-	125
Stephens Educational Services, LLC	199674	11/10/2022	12/10/2022	124	-	-	-	-	124
Steve Wallen Swim School Roseville	113	11/2/2022	12/2/2022	420	-	-	-	-	420
Stevey Couvrette	2 Brooklyn	11/8/2022	12/8/2022	256	-	-	-	-	256
Stevey Couvrette	3 Brooklyn	11/8/2022	12/8/2022	256	-	-	-	-	256
Studio 65 Dance Company	912024 HT	11/10/2022	12/10/2022	500	-	-	-	-	500
Studio 65 Dance Company	912025 HT	11/10/2022	12/10/2022	500	-	-	-	-	500

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Tahoe Algebra	100020-C003-CCS	10/24/2022	11/23/2022	-	40	-	-	-	40
Tahoe Algebra	100020-C004-CCS	11/2/2022	12/2/2022	40	-	-	-	-	40
Tahoe Algebra	100020-C005-CCS	11/8/2022	12/8/2022	40	-	-	-	-	40
Tahoe Algebra	100020-C006-CCS	11/15/2022	12/15/2022	40	-	-	-	-	40
Tahoe Learning Lab	05F0A710-0007	11/3/2022	11/18/2022	-	310	-	-	-	310
Tahoe Learning Lab	05F0A710-0009	11/9/2022	12/9/2022	310	-	-	-	-	310
Tahoe Learning Lab	6B16F2F9-0009	11/16/2022	12/16/2022	310	-	-	-	-	310
Tahoe Learning Lab	76E5303B-0003	11/15/2022	12/15/2022	310	-	-	-	-	310
Tahoe Learning Lab	76E5303B-0004	11/15/2022	12/15/2022	310	-	-	-	-	310
Tahoe Learning Lab	9594B659-0009	11/2/2022	12/2/2022	155	-	-	-	-	155
Tahoe Learning Lab	9594B659-0010	11/3/2022	12/3/2022	310	-	-	-	-	310
Tahoe Learning Lab	D23F4609-0017	11/15/2022	12/15/2022	310	-	-	-	-	310
Tahoe Learning Lab	D23F4609-0018	11/15/2022	12/15/2022	310	-	-	-	-	310
Tahoe Learning Lab	D23F4609-0019	11/15/2022	12/15/2022	310	-	-	-	-	310
Tahoe Learning Lab	D23F4609-0020	11/15/2022	12/15/2022	310	-	-	-	-	310
Teacher Synergy, LLC	209626724	10/27/2022	11/17/2022	-	4	-	-	-	4
Teacher Synergy, LLC	210617655	11/10/2022	12/10/2022	25	-	-	-	-	25
Teacher Synergy, LLC	211009201	11/8/2022	11/29/2022	-	30	-	-	-	30
Teacher Synergy, LLC	211337679	11/10/2022	12/10/2022	29	-	-	-	-	29
Teacher Synergy, LLC	211489190	11/10/2022	12/10/2022	129	-	-	-	-	129
Teaching Textbooks	47501	11/4/2022	12/4/2022	102	-	-	-	-	102
Teaching Textbooks	47510	11/4/2022	12/4/2022	56	-	-	-	-	56
Technique Gymnastics	OCT 2022	11/9/2022	12/14/2022	745	-	-	-	-	745
Tennis with Cole	98840-C001-CCS	11/14/2022	12/14/2022	535	-	-	-	-	535
The Animation Course, LLC	111522-Sheeders	11/16/2022	12/16/2022	150	-	-	-	-	150
The Rockstar Music Academy	219	11/10/2022	12/10/2022	55	-	-	-	-	55
Timberdoodle.com	395414	11/16/2022	12/16/2022	305	-	-	-	-	305
TLC Stables Inc	2434	11/6/2022	12/6/2022	110	-	-	-	-	110
TNT Kidz Center	271M	11/14/2022	12/14/2022	128	-	-	-	-	128
TNT Kidz Center	272M	11/14/2022	12/14/2022	128	-	-	-	-	128
TNT Kidz Center	273M	11/14/2022	12/14/2022	128	-	-	-	-	128
TNT Kidz Center	274M	11/4/2022	12/4/2022	128	-	-	-	-	128
TNT Kidz Center	275M	11/9/2022	12/9/2022	128	-	-	-	-	128
TNT Kidz Center	277	11/14/2022	12/14/2022	125	-	-	-	-	125
TNT Kidz Center	278	11/14/2022	12/14/2022	125	-	-	-	-	125
TNT Kidz Center	279	11/14/2022	12/14/2022	125	-	-	-	-	125
TNT Kidz Center	285	11/16/2022	12/16/2022	406	-	-	-	-	406
Total Education Solutions, dba TES Therapy	5437674	11/17/2022	12/17/2022	4,594	-	-	-	-	4,594
Tumble Time Gymnastics, LLC	100042-C002-CCS	10/7/2022	11/6/2022	-	110	-	-	-	110
Tumble Time Gymnastics, LLC	100042-C003-CCS	11/16/2022	12/16/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	100500-C006-CCS	10/7/2022	11/6/2022	-	225	-	-	-	225
Tumble Time Gymnastics, LLC	100500-C011-CCS	11/14/2022	12/14/2022	225	-	-	-	-	225
Tumble Time Gymnastics, LLC	100760-C005-CCS	10/11/2022	11/10/2022	-	122	-	-	-	122
Tumble Time Gymnastics, LLC	100950-C003-CCS	11/14/2022	12/14/2022	106	-	-	-	-	106
Tumble Time Gymnastics, LLC	101131-C006-CCS	11/16/2022	12/16/2022	95	-	-	-	-	95
Tumble Time Gymnastics, LLC	101132-C006-CCS	11/16/2022	12/16/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	101296-C001-CCS	11/14/2022	12/14/2022	170	-	-	-	-	170
Tumble Time Gymnastics, LLC	101296-C003-CCS	10/7/2022	11/6/2022	-	180	-	-	-	180
Tumble Time Gymnastics, LLC	101296-C004-CCS	11/14/2022	12/14/2022	180	-	-	-	-	180

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Tumble Time Gymnastics, LLC	101390-C009-CCS	11/14/2022	12/14/2022	95	-	-	-	-	95
Tumble Time Gymnastics, LLC	101391-C008-CCS	11/14/2022	12/14/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	101596-C003-CCS	10/7/2022	11/6/2022	-	85	-	-	-	85
Tumble Time Gymnastics, LLC	101596-C004-CCS	11/14/2022	12/14/2022	85	-	-	-	-	85
Tumble Time Gymnastics, LLC	101765-C002-CCS	11/14/2022	12/14/2022	89	-	-	-	-	89
Tumble Time Gymnastics, LLC	101765-C003-CCS	11/14/2022	12/14/2022	89	-	-	-	-	89
Tumble Time Gymnastics, LLC	102068-C005-CCS	11/14/2022	12/14/2022	180	-	-	-	-	180
Tumble Time Gymnastics, LLC	102167-C003-CCS	10/7/2022	11/6/2022	-	116	-	-	-	116
Tumble Time Gymnastics, LLC	102167-C006-CCS	11/14/2022	12/14/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	102306-C004-CCS	11/16/2022	12/16/2022	95	-	-	-	-	95
Tumble Time Gymnastics, LLC	102770-C001-CCS	11/16/2022	12/16/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	37322-C003-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	54368-C002-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
Tumble Time Gymnastics, LLC	54368-C003-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
Tumble Time Gymnastics, LLC	65464-C007-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
Tumble Time Gymnastics, LLC	75031-C001-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
Tumble Time Gymnastics, LLC	75031-C002-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
Tumble Time Gymnastics, LLC	78937-C008-CCS	11/14/2022	12/14/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	95453-C004-CCS	11/14/2022	12/14/2022	95	-	-	-	-	95
Tumble Time Gymnastics, LLC	95454-C004-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	96599-C007-CCS	11/16/2022	12/16/2022	100	-	-	-	-	100
Tumble Time Gymnastics, LLC	96600-C007-CCS	11/16/2022	12/16/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	96601-C006-CCS	11/16/2022	12/16/2022	95	-	-	-	-	95
Tumble Time Gymnastics, LLC	96602-C004-CCS	11/16/2022	12/16/2022	100	-	-	-	-	100
Tumble Time Gymnastics, LLC	96980-C007-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	96980-C008-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	96981-C010-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	96981-C011-CCS	11/14/2022	12/14/2022	110	-	-	-	-	110
Tumble Time Gymnastics, LLC	96982-C016-CCS	11/14/2022	12/14/2022	116	-	-	-	-	116
Tumble Time Gymnastics, LLC	97594-C004-CCS	10/7/2022	11/6/2022	-	122	-	-	-	122
Tumble Time Gymnastics, LLC	97594-C006-CCS	11/14/2022	12/14/2022	122	-	-	-	-	122
University Cheer Force	100770-C001-CCS	10/3/2022	11/2/2022	-	120	-	-	-	120
University Cheer Force	100770-C002-CCS	10/3/2022	11/2/2022	-	120	-	-	-	120
University Cheer Force	100770-C003-CCS	11/16/2022	12/16/2022	120	-	-	-	-	120
University Cheer Force	85780-C001-CCS	10/3/2022	11/2/2022	-	165	-	-	-	165
University Cheer Force	85780-C002-CCS	10/3/2022	11/2/2022	-	165	-	-	-	165
University Cheer Force	85780-C003-CCS	10/3/2022	11/2/2022	-	165	-	-	-	165
University Cheer Force	85780-C004-CCS	10/3/2022	11/2/2022	-	120	-	-	-	120
University Cheer Force	85780-C005-CCS	10/3/2022	11/2/2022	-	120	-	-	-	120
University Cheer Force	85780-C006-CCS	10/3/2022	11/2/2022	-	120	-	-	-	120
Viktoria Dzhumara	41	11/14/2022	12/14/2022	440	-	-	-	-	440
Virtuoso Learning LLC , DBA Kumon Learning Center	1284	11/3/2022	11/30/2022	2,850	-	-	-	-	2,850
Vista Child Therapy	1022-11	11/8/2022	12/8/2022	660	-	-	-	-	660
Voice Academy	312	11/3/2022	12/3/2022	175	-	-	-	-	175
VoiceWire, LLC	005	11/6/2022	12/6/2022	360	-	-	-	-	360
West Point Driving School	221107	11/8/2022	12/8/2022	585	-	-	-	-	585
Wings Tutorial Services	57263-C001-CCS	11/15/2022	12/15/2022	50	-	-	-	-	50
Wings Tutorial Services	57263-C002-CCS	11/15/2022	12/15/2022	50	-	-	-	-	50
Wings Tutorial Services	57263-C003-CCS	11/15/2022	12/15/2022	50	-	-	-	-	50

Clarksville Charter School

Accounts Payable Aging

November 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	- 30 Days Past D	- 60 Days Past D	- 90 Days Past D	er 90 Days Past D	Total
Wings Tutorial Services	57263-C004-CCS	11/15/2022	12/15/2022	50	-	-	-	-	50
Total Outstanding Payables in November				**$ 201,580**	**$ 12,537**	**$ 243**	**$ (5,364)**	**$ (190)**	**$ 208,806**

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
16159	Mr. D Math, LLC	11/15/2022	VOID
16269	El Dorado County Office of Education	11/1/2022	32.95
16270	El Dorado County Office of Education	11/1/2022	196,452.78
16271	Sue Coulter	11/3/2022	750.00
16272	Amazon Capital Services	11/3/2022	184.20
16273	A Brighter Child	11/3/2022	1,115.50
16274	Adventure Oak	11/3/2022	560.00
16275	All About Learning Press, Inc.	11/3/2022	63.47
16276	Alona Kravchuk	11/3/2022	480.00
16277	Anne Soule	11/3/2022	1,355.00
16278	Annenkov Music School	11/3/2022	3,630.00
16279	Ballet Rejoice School For The Arts	11/3/2022	969.00
16280	Beautiful Feet Books, Inc.	11/3/2022	905.94
16281	BookShark	11/3/2022	160.86
16282	Boston Alley Fitness	11/3/2022	130.00
16283	Brandy Ruscica	11/3/2022	37.50
16284	BYU Independent Study	11/3/2022	1,410.00
16285	CharterSAFE	11/3/2022	26,676.00
16286	DBL Enterprises, Inc dba: Allstars Driving School	11/3/2022	1,690.00
16287	E-Therapy LLC	11/3/2022	10,378.29
16288	Forever Dance	11/3/2022	413.00
16289	Fusion	11/3/2022	45.00
16290	Galaxy Dance Arts, LLC	11/3/2022	105.00
16291	Gina Illingworth	11/3/2022	1,572.00
16292	Hawkins School of Performing Arts	11/3/2022	1,169.95
16293	History Unboxed LLC	11/3/2022	126.86
16294	Institute for Excellence in Writing	11/3/2022	86.12
16295	Jennifer Steward	11/3/2022	1,650.00
16296	Jonathan Holowaty	11/3/2022	720.00
16297	Jostens Inc	11/3/2022	288.90
16298	JR Saddle Club	11/3/2022	720.00
16299	KiwiCo, Inc.	11/3/2022	3,755.90
16300	Kovars Martial Arts - Roseville	11/3/2022	876.00
16301	Lakeshore	11/3/2022	121.64
16302	Laurel Brill	11/3/2022	5,185.00
16303	Lisa Bond-Torgerson	11/3/2022	1,200.00
16304	Lydia Flaherty	11/3/2022	240.00
16305	Mariya Salas	11/3/2022	362.00
16306	Mary Longacre	11/3/2022	1,250.00
16307	Math-U-See Inc	11/3/2022	442.22
16308	Mr. D Math, LLC	11/3/2022	6,134.00
16309	National TeleTherapy Resources	11/3/2022	453.20
16310	Nicole the Math Lady, LLC	11/3/2022	79.00
16311	Oak Meadow Inc.	11/3/2022	978.79
16312	Olha Shevchyk	11/3/2022	360.00
16313	Outschool, Inc.	11/3/2022	51.00
16314	Rachel Eldridge Violin	11/3/2022	350.00
16315	Rainbow Resource Center	11/3/2022	1,338.34
16316	Roseville Community School	11/3/2022	1,690.00
16317	School of Rock Elk Grove & Roseville Sacramento	11/3/2022	125.00
16318	School Pathways, LLC	11/3/2022	4,516.42
16319	Shauna Frost	11/3/2022	900.00
16320	Singapore Math Inc.	11/3/2022	109.62
16321	Stephens Educational Services, LLC	11/3/2022	812.60

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
16322	Summit Martial Arts and Leadership Academy	11/3/2022	312.10
16323	Tahoe Algebra	11/3/2022	40.00
16324	Teacher Synergy, LLC	11/3/2022	5.00
16325	Teaching Textbooks	11/3/2022	110.16
16326	Technique Gymnastics	11/3/2022	805.10
16327	The Learning Edventure	11/3/2022	100.00
16328	Tumble Time Gymnastics, LLC	11/3/2022	1,211.00
16329	Vanessa Shaw	11/3/2022	625.00
16330	Viktoria Dzhumara	11/3/2022	480.00
16331	Wild Roots Learning Center	11/3/2022	1,559.97
16332	Amazon Capital Services	11/10/2022	0.10
16333	A Brighter Child	11/10/2022	323.94
16334	Alec Monterrojas	11/10/2022	1,155.00
16335	Alec Monterrojas	11/10/2022	165.00
16336	All About Learning Press, Inc.	11/10/2022	300.42
16337	Angela Cantrell	11/10/2022	404.98
16338	Art of Problem Solving	11/10/2022	183.19
16339	Ballet Rejoice School For The Arts	11/10/2022	1,154.00
16340	Beautiful Feet Books, Inc.	11/10/2022	291.82
16341	Bennati's Martial Arts	11/10/2022	169.00
16342	Natalie Oltjenbruns	11/10/2022	2,450.00
16343	BookShark	11/10/2022	273.63
16344	Brandy Ruscica	11/10/2022	37.50
16345	Bright Thinker	11/10/2022	589.97
16346	E-Therapy LLC	11/10/2022	8,975.81
16347	eat2explore	11/10/2022	202.03
16348	Elemental Science	11/10/2022	133.99
16349	Equine Unlimited, Inc.	11/10/2022	1,265.00
16350	Evan-Moor	11/10/2022	99.99
16351	First Choice Tutoring	11/10/2022	588.00
16352	Flip 2 It Sports Center	11/10/2022	783.60
16353	Forever Dance	11/10/2022	1,346.00
16354	Garden Valley Eden Center	11/10/2022	120.00
16355	Gina Illingworth	11/10/2022	315.00
16356	Grace Hegy	11/10/2022	100.00
16357	Growing Healthy Children Therapy Services, Inc.	11/10/2022	11,637.35
16358	Hawkins School of Performing Arts	11/10/2022	544.00
16359	Haynes Family of Programs	11/10/2022	1,575.00
16360	Hear Say Speech & Language Services	11/10/2022	1,623.33
16361	History Unboxed LLC	11/10/2022	68.41
16362	Home Science Tools	11/10/2022	506.18
16363	Homeschool In a Box Inc. DBA Crafty School Crates	11/10/2022	137.80
16364	HTP Services, Inc.	11/10/2022	365.00
16365	Immersive Hub, Inc.	11/10/2022	2,869.20
16366	Institute for Excellence in Writing	11/10/2022	326.97
16367	JacKris Publishing, LLC	11/10/2022	145.70
16368	Jeff Norman	11/10/2022	480.00
16369	Kelly BJJ	11/10/2022	450.00
16370	Kelly Laliberte	11/10/2022	400.00
16371	Kimberly Mordecai	11/10/2022	1,200.00
16372	Kovar's Satori Academy - Carmichael	11/10/2022	657.00
16373	Kumon Math and Reading of El Dorado Hills Town Center	11/10/2022	175.00
16374	Lakeshore	11/10/2022	150.21
16375	Learning Without Tears	11/10/2022	33.93
16376	LEGO Education	11/10/2022	412.86

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
16377	Liliya Zakharnev	11/10/2022	130.00
16378	Lydia Flaherty	11/10/2022	320.00
16379	Mariya Salas	11/10/2022	350.00
16380	Math-U-See Inc	11/10/2022	265.20
16381	McColgan & Associates Inc.	11/10/2022	4,304.00
16382	MEL Science U.S., LLC	11/10/2022	214.42
16383	Moving Beyond the Page	11/10/2022	1,211.88
16384	Music Institute	11/10/2022	182.26
16385	Musical Mayhem Productions, Inc.	11/10/2022	900.00
16386	My Learning Farm	11/10/2022	70.00
16387	Mystery Science c/o Discovery Education, Inc	11/10/2022	79.00
16388	National TeleTherapy Resources	11/10/2022	1,369.03
16389	Oak Meadow Inc.	11/10/2022	393.03
16390	Outschool, Inc.	11/10/2022	659.00
16391	Pamelot a School of Dance	11/10/2022	1,008.00
16392	Penny Howell	11/10/2022	175.00
16393	Placer County Museums	11/10/2022	330.00
16394	PresenceLearning, Inc.	11/10/2022	34,545.40
16395	Rainbow Resource Center	11/10/2022	704.23
16396	Rosemarie Kelliher	11/10/2022	1,140.00
16397	Roseville Theatre Arts Academy	11/10/2022	650.00
16398	School of Rock Elk Grove & Roseville Sacramento	11/10/2022	1,006.10
16399	School Pathways, LLC	11/10/2022	28,491.80
16400	Singapore Math Live LLC	11/10/2022	350.00
16401	Steve Wallen Swim School - El Dorado Hills	11/10/2022	1,970.00
16402	Studies Weekly	11/10/2022	643.30
16403	Susan Wirgler	11/10/2022	200.00
16404	Tahoe Algebra	11/10/2022	40.00
16405	Tahoe Learning Lab	11/10/2022	620.00
16406	TalkBox.Mom, Inc.	11/10/2022	114.19
16407	Teacher Synergy, LLC	11/10/2022	5.60
16408	Teaching Textbooks	11/10/2022	430.52
16409	Timberdoodle.com	11/10/2022	1,855.67
16410	Total Education Solutions, dba TES Therapy	11/10/2022	2,157.50
16411	Tumble Time Gymnastics, LLC	11/10/2022	1,294.16
16412	Well Trained Mind Press	11/10/2022	77.90
16413	Young Music, LLC	11/10/2022	219.00
16414	Franchise Tax Board	11/16/2022	200.00
16415	PenServ Plan Services, Inc.	11/16/2022	9,298.93
16416	El Dorado County Office of Education	11/16/2022	16,244.25
16417	Amazon Capital Services	11/17/2022	1.52
16418	A Brighter Child	11/18/2022	301.96
16419	Activities for Learning, Inc.	11/18/2022	118.25
16420	Acutrans	11/18/2022	470.00
16421	Adventure Oak	11/18/2022	3,120.00
16422	All About Learning Press, Inc.	11/18/2022	749.00
16423	Alona Kravchuk	11/18/2022	480.00
16424	Alyssa Gluck	11/18/2022	120.00
16425	Amy Walters	11/18/2022	540.00
16426	Anne Roos	11/18/2022	180.00
16427	Anne Soule	11/18/2022	1,200.00
16428	Annenkov Music School	11/18/2022	3,210.00
16429	Art of Problem Solving	11/18/2022	204.88
16430	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	11/18/2022	1,739.00
16431	Beautiful Feet Books, Inc.	11/18/2022	358.37

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
16432	Biobox Labs	11/18/2022	210.94
16433	Bob Sweat M.Ed.MAT, Tutoring	11/18/2022	422.50
16434	Natalie Oltjenbruns	11/18/2022	1,250.00
16435	BookShark	11/18/2022	1,505.48
16436	Boston Alley Fitness	11/18/2022	770.00
16437	Brandy Ruscica	11/18/2022	75.00
16438	Department of Justice	11/18/2022	32.00
16439	eat2explore	11/18/2022	171.63
16440	Eaton Interpreting Services Inc	11/18/2022	240.00
16441	Embellish Kickboxing Academy	11/18/2022	140.00
16442	Emily Allen	11/18/2022	100.00
16443	Extreme Gymnastics	11/18/2022	225.00
16444	Focus Tutoring	11/18/2022	1,357.00
16445	Forever Dance	11/18/2022	640.00
16446	Fusion	11/18/2022	1,235.00
16447	Golden State Speech Pathology Services, Inc.	11/18/2022	142.50
16448	Heather Williams	11/18/2022	150.00
16449	History Unboxed LLC	11/18/2022	2,092.33
16450	Homeschool Planet	11/18/2022	74.95
16451	HTP Services, Inc.	11/18/2022	235.00
16452	Institute for Excellence in Writing	11/18/2022	265.36
16453	Jabbergym	11/18/2022	298.00
16454	JacKris Publishing, LLC	11/18/2022	123.71
16455	Janeal L. Cimino	11/18/2022	100.00
16456	Jeff Norman	11/18/2022	480.00
16457	Katie Brynn Toussaint	11/18/2022	240.00
16458	Kelly Laliberte	11/18/2022	100.00
16459	Kidtopia at Jentopia Farm	11/18/2022	435.00
16460	Kovar's Martial Arts	11/18/2022	438.00
16461	Lakeshore	11/18/2022	497.33
16462	Law Offices of Young, Minney & Corr, LLP	11/18/2022	3,018.18
16463	Linda Reams	11/18/2022	544.00
16464	Little Passports	11/18/2022	864.05
16468	Lydia Flaherty	11/18/2022	6,035.00
16469	Mary Longacre	11/18/2022	1,810.00
16470	Math-U-See Inc	11/18/2022	223.96
16471	Music Institute	11/18/2022	303.74
16472	My Learning Farm	11/18/2022	2,030.00
16473	Natalya Tuzlov	11/18/2022	200.00
16474	National TeleTherapy Resources	11/18/2022	714.69
16475	Nicole the Math Lady, LLC	11/18/2022	208.00
16476	NorCal Driving School	11/18/2022	49.99
16477	Oak Meadow Inc.	11/18/2022	1,612.02
16478	Outschool, Inc.	11/18/2022	531.00
16479	Pamelot a School of Dance	11/18/2022	1,072.00
16480	Placer Enrichment	11/18/2022	1,245.00
16482	Rainbow Resource Center	11/18/2022	2,030.94
16483	Rainwater Music Company	11/18/2022	612.00
16484	Reading Horizons	11/18/2022	199.00
16485	Satori Management, Inc	11/18/2022	2,788.90
16486	Seraphim Studio	11/18/2022	VOID
16487	Shauna Frost	11/18/2022	520.00
16488	Singapore Math Inc.	11/18/2022	75.35
16489	Slava Swim - Viacheslav Shyrshov	11/18/2022	400.00
16490	Souza's Tutoring Tools	11/18/2022	3,557.50

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
16491	Specialized Therapy Services, Inc	11/18/2022	8,601.25
16492	Speech Therapy Associates	11/18/2022	210.00
16493	Spotlight Music Lessons LLC	11/18/2022	520.00
16494	Stephens Educational Services, LLC	11/18/2022	97.00
16495	Summit Martial Arts and Leadership Academy	11/18/2022	624.20
16496	Sunshine Swim & Fitness Center	11/18/2022	785.00
16497	T-Mobile	11/18/2022	4,938.28
16498	Tahoe Learning Lab	11/18/2022	310.00
16499	Tahoe Speech Therapy LLC	11/18/2022	600.00
16500	Teacher Synergy, LLC	11/18/2022	318.03
16501	Teaching Textbooks	11/18/2022	186.13
16502	The Curious Brush	11/18/2022	1,266.68
16503	The Write Journey LLC	11/18/2022	180.00
16504	Tiffiny Farley	11/18/2022	100.00
16505	Time4Learning.com	11/18/2022	860.00
16506	TNT Kidz Center	11/18/2022	1,456.00
16507	Tumble Time Gymnastics, LLC	11/18/2022	1,125.50
16508	Vanessa Shaw	11/18/2022	500.00
16509	Verizon	11/18/2022	7,240.68
16510	Wild Roots Learning Center	11/18/2022	2,288.93
16511	Yuko Ray	11/18/2022	208.00
16512	FJM Palms Associates, LLC	11/23/2022	5,258.82
16513	James Daniel MacKinnon	11/23/2022	880.00
16514	Franchise Tax Board	11/29/2022	200.00
16515	PenServ Plan Services, Inc.	11/29/2022	13,166.45
16516	Seraphim Studio	11/30/2022	475.00
ACH	The Advantage Group	11/16/2022	1,200.81
ACH	The Advantage Group	11/29/2022	1,204.97
ACH	Amazon Capital Services	11/3/2022	24.76
ACH	Amazon Capital Services	11/3/2022	35.96
ACH	Amazon Capital Services	11/3/2022	11.55
ACH	Amazon Capital Services	11/3/2022	98.29
ACH	Amazon Capital Services	11/3/2022	56.50
ACH	Amazon Capital Services	11/3/2022	87.17
ACH	Amazon Capital Services	11/3/2022	291.77
ACH	Amazon Capital Services	11/3/2022	46.97
ACH	Amazon Capital Services	11/3/2022	123.38
ACH	Amazon Capital Services	11/3/2022	96.67
ACH	Amazon Capital Services	11/3/2022	18.22
ACH	Amazon Capital Services	11/3/2022	195.14
ACH	Amazon Capital Services	11/3/2022	172.28
ACH	Amazon Capital Services	11/3/2022	199.18
ACH	Amazon Capital Services	11/3/2022	8.65
ACH	Amazon Capital Services	11/3/2022	14.41
ACH	Amazon Capital Services	11/3/2022	19.28
ACH	Amazon Capital Services	11/3/2022	44.48
ACH	Amazon Capital Services	11/3/2022	6.51
ACH	Amazon Capital Services	11/3/2022	157.17
ACH	Amazon Capital Services	11/3/2022	96.66
ACH	Amazon Capital Services	11/3/2022	166.23
ACH	Amazon Capital Services	11/3/2022	30.43
ACH	Amazon Capital Services	11/3/2022	28.90
ACH	Amazon Capital Services	11/3/2022	14.41
ACH	Amazon Capital Services	11/3/2022	83.52
ACH	Amazon Capital Services	11/3/2022	49.22

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/3/2022	18.69
ACH	Amazon Capital Services	11/3/2022	123.95
ACH	Amazon Capital Services	11/3/2022	31.05
ACH	Amazon Capital Services	11/3/2022	19.56
ACH	Amazon Capital Services	11/3/2022	8.82
ACH	Amazon Capital Services	11/3/2022	199.85
ACH	Amazon Capital Services	11/3/2022	35.23
ACH	Amazon Capital Services	11/3/2022	37.49
ACH	Amazon Capital Services	11/3/2022	85.00
ACH	Amazon Capital Services	11/3/2022	42.24
ACH	Amazon Capital Services	11/3/2022	25.85
ACH	Amazon Capital Services	11/3/2022	73.88
ACH	Amazon Capital Services	11/3/2022	20.45
ACH	Amazon Capital Services	11/3/2022	59.39
ACH	Amazon Capital Services	11/3/2022	34.98
ACH	Amazon Capital Services	11/3/2022	149.79
ACH	Amazon Capital Services	11/3/2022	51.54
ACH	Amazon Capital Services	11/3/2022	18.22
ACH	Amazon Capital Services	11/3/2022	52.34
ACH	Amazon Capital Services	11/3/2022	11.25
ACH	Amazon Capital Services	11/3/2022	96.21
ACH	Amazon Capital Services	11/3/2022	39.62
ACH	Amazon Capital Services	11/3/2022	20.64
ACH	Amazon Capital Services	11/3/2022	109.70
ACH	Amazon Capital Services	11/3/2022	55.75
ACH	Chapel Bell Farms	11/3/2022	1,400.00
ACH	Chapel Bell Farms	11/3/2022	480.00
ACH	Charter Impact, Inc.	11/3/2022	849.75
ACH	Feather River Charter School	11/3/2022	14,648.71
ACH	Feather River Charter School	11/3/2022	18,604.29
ACH	Feather River Charter School	11/3/2022	6,869.13
ACH	Lake View Charter School	11/3/2022	12,049.41
ACH	Lake View Charter School	11/3/2022	36,048.64
ACH	Lake View Charter School	11/3/2022	4,183.66
ACH	Michelle Jones	11/3/2022	140.00
ACH	Shannon Draper's Music Studio	11/3/2022	690.63
ACH	Shannon Draper's Music Studio	11/3/2022	390.00
ACH	Carrie Morris	11/7/2022	1,485.00
ACH	Carrie Morris	11/7/2022	1,515.00
ACH	Carrie Morris	11/7/2022	8,010.00
ACH	Carrie Morris	11/7/2022	5,210.00
ACH	Amazon Capital Services	11/10/2022	375.78
ACH	Amazon Capital Services	11/10/2022	30.06
ACH	Amazon Capital Services	11/10/2022	63.89
ACH	Amazon Capital Services	11/10/2022	14.75
ACH	Amazon Capital Services	11/10/2022	52.89
ACH	Amazon Capital Services	11/10/2022	57.48
ACH	Amazon Capital Services	11/10/2022	48.03
ACH	Amazon Capital Services	11/10/2022	119.48
ACH	Amazon Capital Services	11/10/2022	45.19
ACH	Amazon Capital Services	11/10/2022	34.76
ACH	Amazon Capital Services	11/10/2022	7.57
ACH	Amazon Capital Services	11/10/2022	37.50
ACH	Amazon Capital Services	11/10/2022	10.66
ACH	Amazon Capital Services	11/10/2022	45.03

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	35.06
ACH	Amazon Capital Services	11/10/2022	15.02
ACH	Amazon Capital Services	11/10/2022	75.42
ACH	Amazon Capital Services	11/10/2022	299.71
ACH	Amazon Capital Services	11/10/2022	67.98
ACH	Amazon Capital Services	11/10/2022	80.73
ACH	Amazon Capital Services	11/10/2022	32.60
ACH	Amazon Capital Services	11/10/2022	113.46
ACH	Amazon Capital Services	11/10/2022	42.84
ACH	Amazon Capital Services	11/10/2022	167.50
ACH	Amazon Capital Services	11/10/2022	85.75
ACH	Amazon Capital Services	11/10/2022	63.16
ACH	Amazon Capital Services	11/10/2022	115.24
ACH	Amazon Capital Services	11/10/2022	38.55
ACH	Amazon Capital Services	11/10/2022	130.87
ACH	Amazon Capital Services	11/10/2022	168.77
ACH	Amazon Capital Services	11/10/2022	28.61
ACH	Amazon Capital Services	11/10/2022	5.59
ACH	Amazon Capital Services	11/10/2022	46.13
ACH	Amazon Capital Services	11/10/2022	28.13
ACH	Amazon Capital Services	11/10/2022	42.90
ACH	Amazon Capital Services	11/10/2022	23.65
ACH	Amazon Capital Services	11/10/2022	7.04
ACH	Amazon Capital Services	11/10/2022	78.18
ACH	Amazon Capital Services	11/10/2022	50.56
ACH	Amazon Capital Services	11/10/2022	110.48
ACH	Amazon Capital Services	11/10/2022	58.66
ACH	Amazon Capital Services	11/10/2022	108.52
ACH	Amazon Capital Services	11/10/2022	35.53
ACH	Amazon Capital Services	11/10/2022	222.88
ACH	Amazon Capital Services	11/10/2022	66.97
ACH	Amazon Capital Services	11/10/2022	51.84
ACH	Amazon Capital Services	11/10/2022	30.83
ACH	Amazon Capital Services	11/10/2022	39.52
ACH	Amazon Capital Services	11/10/2022	97.91
ACH	Amazon Capital Services	11/10/2022	135.45
ACH	Amazon Capital Services	11/10/2022	18.47
ACH	Amazon Capital Services	11/10/2022	230.53
ACH	Amazon Capital Services	11/10/2022	26.78
ACH	Amazon Capital Services	11/10/2022	45.10
ACH	Amazon Capital Services	11/10/2022	47.58
ACH	Amazon Capital Services	11/10/2022	56.56
ACH	Amazon Capital Services	11/10/2022	39.34
ACH	Amazon Capital Services	11/10/2022	85.82
ACH	Amazon Capital Services	11/10/2022	49.29
ACH	Amazon Capital Services	11/10/2022	21.74
ACH	Amazon Capital Services	11/10/2022	40.46
ACH	Amazon Capital Services	11/10/2022	8.04
ACH	Amazon Capital Services	11/10/2022	228.53
ACH	Amazon Capital Services	11/10/2022	9.69
ACH	Amazon Capital Services	11/10/2022	187.14
ACH	Amazon Capital Services	11/10/2022	27.87
ACH	Amazon Capital Services	11/10/2022	8.45
ACH	Amazon Capital Services	11/10/2022	58.74
ACH	Amazon Capital Services	11/10/2022	8.61

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	68.10
ACH	Amazon Capital Services	11/10/2022	37.50
ACH	Amazon Capital Services	11/10/2022	17.39
ACH	Amazon Capital Services	11/10/2022	38.88
ACH	Amazon Capital Services	11/10/2022	98.45
ACH	Amazon Capital Services	11/10/2022	21.42
ACH	Amazon Capital Services	11/10/2022	90.46
ACH	Amazon Capital Services	11/10/2022	56.00
ACH	Amazon Capital Services	11/10/2022	105.10
ACH	Amazon Capital Services	11/10/2022	10.81
ACH	Amazon Capital Services	11/10/2022	89.64
ACH	Amazon Capital Services	11/10/2022	105.53
ACH	Amazon Capital Services	11/10/2022	51.98
ACH	Amazon Capital Services	11/10/2022	49.75
ACH	Amazon Capital Services	11/10/2022	34.46
ACH	Amazon Capital Services	11/10/2022	48.64
ACH	Amazon Capital Services	11/10/2022	52.16
ACH	Amazon Capital Services	11/10/2022	43.79
ACH	Amazon Capital Services	11/10/2022	122.22
ACH	Amazon Capital Services	11/10/2022	74.03
ACH	Amazon Capital Services	11/10/2022	70.53
ACH	Amazon Capital Services	11/10/2022	41.79
ACH	Amazon Capital Services	11/10/2022	11.41
ACH	Amazon Capital Services	11/10/2022	202.14
ACH	Amazon Capital Services	11/10/2022	30.05
ACH	Amazon Capital Services	11/10/2022	50.06
ACH	Amazon Capital Services	11/10/2022	14.13
ACH	Amazon Capital Services	11/10/2022	31.64
ACH	Amazon Capital Services	11/10/2022	62.68
ACH	Amazon Capital Services	11/10/2022	19.29
ACH	Amazon Capital Services	11/10/2022	38.89
ACH	Amazon Capital Services	11/10/2022	72.84
ACH	Amazon Capital Services	11/10/2022	15.65
ACH	Amazon Capital Services	11/10/2022	74.66
ACH	Amazon Capital Services	11/10/2022	78.55
ACH	Amazon Capital Services	11/10/2022	45.58
ACH	Amazon Capital Services	11/10/2022	54.01
ACH	Amazon Capital Services	11/10/2022	65.56
ACH	Amazon Capital Services	11/10/2022	16.64
ACH	Amazon Capital Services	11/10/2022	23.47
ACH	Amazon Capital Services	11/10/2022	161.06
ACH	Amazon Capital Services	11/10/2022	30.29
ACH	Amazon Capital Services	11/10/2022	243.95
ACH	Amazon Capital Services	11/10/2022	17.26
ACH	Amazon Capital Services	11/10/2022	89.60
ACH	Amazon Capital Services	11/10/2022	12.71
ACH	Amazon Capital Services	11/10/2022	19.81
ACH	Amazon Capital Services	11/10/2022	209.85
ACH	Amazon Capital Services	11/10/2022	180.66
ACH	Amazon Capital Services	11/10/2022	58.98
ACH	Amazon Capital Services	11/10/2022	11.25
ACH	Amazon Capital Services	11/10/2022	59.85
ACH	Amazon Capital Services	11/10/2022	26.76
ACH	Amazon Capital Services	11/10/2022	4.07
ACH	Amazon Capital Services	11/10/2022	41.97

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	63.83
ACH	Amazon Capital Services	11/10/2022	267.05
ACH	Amazon Capital Services	11/10/2022	18.31
ACH	Amazon Capital Services	11/10/2022	121.93
ACH	Amazon Capital Services	11/10/2022	28.79
ACH	Amazon Capital Services	11/10/2022	87.24
ACH	Amazon Capital Services	11/10/2022	75.06
ACH	Amazon Capital Services	11/10/2022	32.16
ACH	Amazon Capital Services	11/10/2022	77.20
ACH	Amazon Capital Services	11/10/2022	57.42
ACH	Amazon Capital Services	11/10/2022	58.13
ACH	Amazon Capital Services	11/10/2022	95.13
ACH	Amazon Capital Services	11/10/2022	94.03
ACH	Amazon Capital Services	11/10/2022	103.59
ACH	Amazon Capital Services	11/10/2022	24.96
ACH	Amazon Capital Services	11/10/2022	12.87
ACH	Amazon Capital Services	11/10/2022	144.52
ACH	Amazon Capital Services	11/10/2022	93.25
ACH	Amazon Capital Services	11/10/2022	156.65
ACH	Amazon Capital Services	11/10/2022	72.15
ACH	Amazon Capital Services	11/10/2022	7.50
ACH	Amazon Capital Services	11/10/2022	63.53
ACH	Amazon Capital Services	11/10/2022	168.98
ACH	Amazon Capital Services	11/10/2022	160.86
ACH	Amazon Capital Services	11/10/2022	17.58
ACH	Amazon Capital Services	11/10/2022	79.57
ACH	Amazon Capital Services	11/10/2022	59.01
ACH	Amazon Capital Services	11/10/2022	267.78
ACH	Amazon Capital Services	11/10/2022	25.83
ACH	Amazon Capital Services	11/10/2022	177.93
ACH	Amazon Capital Services	11/10/2022	32.01
ACH	Amazon Capital Services	11/10/2022	185.30
ACH	Amazon Capital Services	11/10/2022	30.02
ACH	Amazon Capital Services	11/10/2022	107.64
ACH	Amazon Capital Services	11/10/2022	20.42
ACH	Amazon Capital Services	11/10/2022	20.37
ACH	Amazon Capital Services	11/10/2022	89.70
ACH	Amazon Capital Services	11/10/2022	91.35
ACH	Amazon Capital Services	11/10/2022	194.57
ACH	Amazon Capital Services	11/10/2022	12.26
ACH	Amazon Capital Services	11/10/2022	124.22
ACH	Amazon Capital Services	11/10/2022	117.86
ACH	Amazon Capital Services	11/10/2022	130.90
ACH	Amazon Capital Services	11/10/2022	11.05
ACH	Amazon Capital Services	11/10/2022	18.65
ACH	Amazon Capital Services	11/10/2022	14.46
ACH	Amazon Capital Services	11/10/2022	210.32
ACH	Amazon Capital Services	11/10/2022	293.64
ACH	Amazon Capital Services	11/10/2022	167.18
ACH	Amazon Capital Services	11/10/2022	58.78
ACH	Amazon Capital Services	11/10/2022	67.78
ACH	Amazon Capital Services	11/10/2022	51.82
ACH	Amazon Capital Services	11/10/2022	26.23
ACH	Amazon Capital Services	11/10/2022	259.52
ACH	Amazon Capital Services	11/10/2022	36.85

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	207.72
ACH	Amazon Capital Services	11/10/2022	46.35
ACH	Amazon Capital Services	11/10/2022	39.20
ACH	Amazon Capital Services	11/10/2022	62.66
ACH	Amazon Capital Services	11/10/2022	7.06
ACH	Amazon Capital Services	11/10/2022	38.60
ACH	Amazon Capital Services	11/10/2022	107.14
ACH	Amazon Capital Services	11/10/2022	40.98
ACH	Amazon Capital Services	11/10/2022	158.24
ACH	Amazon Capital Services	11/10/2022	45.29
ACH	Amazon Capital Services	11/10/2022	14.75
ACH	Amazon Capital Services	11/10/2022	88.55
ACH	Amazon Capital Services	11/10/2022	6.92
ACH	Amazon Capital Services	11/10/2022	9.69
ACH	Amazon Capital Services	11/10/2022	13.34
ACH	Amazon Capital Services	11/10/2022	76.01
ACH	Amazon Capital Services	11/10/2022	87.42
ACH	Amazon Capital Services	11/10/2022	242.82
ACH	Amazon Capital Services	11/10/2022	99.81
ACH	Amazon Capital Services	11/10/2022	285.12
ACH	Amazon Capital Services	11/10/2022	94.95
ACH	Amazon Capital Services	11/10/2022	52.51
ACH	Amazon Capital Services	11/10/2022	91.92
ACH	Amazon Capital Services	11/10/2022	27.99
ACH	Amazon Capital Services	11/10/2022	41.46
ACH	Amazon Capital Services	11/10/2022	55.23
ACH	Amazon Capital Services	11/10/2022	163.78
ACH	Amazon Capital Services	11/10/2022	68.39
ACH	Amazon Capital Services	11/10/2022	433.31
ACH	Amazon Capital Services	11/10/2022	25.16
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	Amazon Capital Services	11/10/2022	11.84
ACH	BeeLoved Farm	11/10/2022	450.00
ACH	CB Music	11/10/2022	2,688.00
ACH	Feather River Charter School	11/10/2022	29.59
ACH	Michelle Jones	11/10/2022	840.00
ACH	Mr. D Math, LLC	11/10/2022	1,461.00
ACH	Sequoia Grove Charter Alliance	11/10/2022	300.00
ACH	Amazon Capital Services	11/10/2022	44.35
ACH	Sequoia Grove Charter Alliance	11/10/2022	704.77
ACH	Sequoia Grove Charter Alliance	11/10/2022	11,212.11
ACH	Sequoia Grove Charter Alliance	11/10/2022	615.66
ACH	Sequoia Grove Charter Alliance	11/10/2022	1,405.43
ACH	Sequoia Grove Charter Alliance	11/10/2022	471.90
ACH	Sequoia Grove Charter Alliance	11/10/2022	692.27
ACH	Sequoia Grove Charter Alliance	11/10/2022	1,495.53
ACH	Amazon Capital Services	11/10/2022	24.49

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	37.88
ACH	Amazon Capital Services	11/10/2022	109.59
ACH	Amazon Capital Services	11/10/2022	49.35
ACH	Amazon Capital Services	11/10/2022	91.15
ACH	Amazon Capital Services	11/10/2022	102.42
ACH	Amazon Capital Services	11/10/2022	69.58
ACH	Amazon Capital Services	11/10/2022	147.27
ACH	Amazon Capital Services	11/10/2022	165.38
ACH	Amazon Capital Services	11/10/2022	34.71
ACH	Amazon Capital Services	11/10/2022	68.43
ACH	Amazon Capital Services	11/10/2022	27.46
ACH	Amazon Capital Services	11/10/2022	102.17
ACH	Amazon Capital Services	11/10/2022	9.72
ACH	Amazon Capital Services	11/10/2022	34.03
ACH	Amazon Capital Services	11/10/2022	55.73
ACH	Amazon Capital Services	11/10/2022	17.15
ACH	Amazon Capital Services	11/10/2022	105.01
ACH	Amazon Capital Services	11/10/2022	13.04
ACH	Amazon Capital Services	11/10/2022	56.94
ACH	Amazon Capital Services	11/10/2022	45.56
ACH	Amazon Capital Services	11/10/2022	36.36
ACH	Amazon Capital Services	11/10/2022	89.23
ACH	Amazon Capital Services	11/10/2022	81.68
ACH	Amazon Capital Services	11/10/2022	134.42
ACH	Amazon Capital Services	11/10/2022	102.11
ACH	Amazon Capital Services	11/10/2022	16.24
ACH	Amazon Capital Services	11/10/2022	108.48
ACH	Amazon Capital Services	11/10/2022	40.12
ACH	Amazon Capital Services	11/10/2022	8.60
ACH	Amazon Capital Services	11/10/2022	56.68
ACH	Amazon Capital Services	11/10/2022	150.31
ACH	Amazon Capital Services	11/10/2022	23.65
ACH	Amazon Capital Services	11/10/2022	8.65
ACH	Amazon Capital Services	11/10/2022	103.32
ACH	Amazon Capital Services	11/10/2022	15.87
ACH	Amazon Capital Services	11/10/2022	18.41
ACH	Amazon Capital Services	11/10/2022	25.86
ACH	Amazon Capital Services	11/10/2022	19.40
ACH	Amazon Capital Services	11/10/2022	84.52
ACH	Amazon Capital Services	11/10/2022	49.26
ACH	Amazon Capital Services	11/10/2022	57.90
ACH	Amazon Capital Services	11/10/2022	51.06
ACH	Amazon Capital Services	11/10/2022	151.90
ACH	Amazon Capital Services	11/10/2022	49.26
ACH	Amazon Capital Services	11/10/2022	19.43
ACH	Amazon Capital Services	11/10/2022	120.31
ACH	Amazon Capital Services	11/10/2022	6.42
ACH	Amazon Capital Services	11/10/2022	28.13
ACH	Amazon Capital Services	11/10/2022	12.86
ACH	Amazon Capital Services	11/10/2022	14.95
ACH	Amazon Capital Services	11/10/2022	32.29
ACH	Amazon Capital Services	11/10/2022	101.43
ACH	Amazon Capital Services	11/10/2022	24.89
ACH	Amazon Capital Services	11/10/2022	136.93
ACH	Amazon Capital Services	11/10/2022	16.33

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/10/2022	24.66
ACH	Amazon Capital Services	11/10/2022	26.69
ACH	Amazon Capital Services	11/10/2022	83.87
ACH	Amazon Capital Services	11/10/2022	33.34
ACH	Amazon Capital Services	11/10/2022	82.44
ACH	Amazon Capital Services	11/10/2022	32.60
ACH	Amazon Capital Services	11/10/2022	42.15
ACH	Amazon Capital Services	11/10/2022	25.21
ACH	Amazon Capital Services	11/10/2022	37.51
ACH	Amazon Capital Services	11/10/2022	223.03
ACH	Amazon Capital Services	11/10/2022	33.22
ACH	Amazon Capital Services	11/10/2022	80.09
ACH	Amazon Capital Services	11/10/2022	10.86
ACH	Mr. D Math, LLC	11/15/2022	1,082.00
ACH	Alexanders Boarding	11/18/2022	500.00
ACH	Alexanders Boarding	11/18/2022	500.00
ACH	Amazon Capital Services	11/18/2022	58.01
ACH	Amazon Capital Services	11/18/2022	43.98
ACH	Amazon Capital Services	11/18/2022	15.61
ACH	Amazon Capital Services	11/18/2022	59.46
ACH	Amazon Capital Services	11/18/2022	234.44
ACH	Amazon Capital Services	11/18/2022	25.20
ACH	Amazon Capital Services	11/18/2022	48.33
ACH	Amazon Capital Services	11/18/2022	27.83
ACH	Amazon Capital Services	11/18/2022	26.71
ACH	Amazon Capital Services	11/18/2022	37.50
ACH	Amazon Capital Services	11/18/2022	47.45
ACH	Amazon Capital Services	11/18/2022	64.34
ACH	Amazon Capital Services	11/18/2022	34.33
ACH	Amazon Capital Services	11/18/2022	28.90
ACH	Amazon Capital Services	11/18/2022	27.66
ACH	Amazon Capital Services	11/18/2022	126.54
ACH	Amazon Capital Services	11/18/2022	121.06
ACH	Amazon Capital Services	11/18/2022	221.44
ACH	Amazon Capital Services	11/18/2022	92.04
ACH	Amazon Capital Services	11/18/2022	66.25
ACH	Amazon Capital Services	11/18/2022	54.40
ACH	Amazon Capital Services	11/18/2022	53.27
ACH	Amazon Capital Services	11/18/2022	7.50
ACH	Amazon Capital Services	11/18/2022	138.62
ACH	Amazon Capital Services	11/18/2022	90.26
ACH	Amazon Capital Services	11/18/2022	13.00
ACH	Amazon Capital Services	11/18/2022	20.65
ACH	Amazon Capital Services	11/18/2022	176.15
ACH	Amazon Capital Services	11/18/2022	125.62
ACH	Amazon Capital Services	11/18/2022	41.75
ACH	Amazon Capital Services	11/18/2022	17.36
ACH	Amazon Capital Services	11/18/2022	85.53
ACH	Amazon Capital Services	11/18/2022	122.59
ACH	Amazon Capital Services	11/18/2022	108.84
ACH	Amazon Capital Services	11/18/2022	68.48
ACH	Amazon Capital Services	11/18/2022	117.75
ACH	Amazon Capital Services	11/18/2022	77.94
ACH	Amazon Capital Services	11/18/2022	55.22
ACH	Amazon Capital Services	11/18/2022	175.43

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	31.09
ACH	Amazon Capital Services	11/18/2022	185.14
ACH	Amazon Capital Services	11/18/2022	32.16
ACH	Amazon Capital Services	11/18/2022	54.51
ACH	Amazon Capital Services	11/18/2022	93.87
ACH	Amazon Capital Services	11/18/2022	159.08
ACH	Amazon Capital Services	11/18/2022	57.00
ACH	Amazon Capital Services	11/18/2022	37.08
ACH	Amazon Capital Services	11/18/2022	27.18
ACH	Amazon Capital Services	11/18/2022	34.43
ACH	Amazon Capital Services	11/18/2022	15.61
ACH	Amazon Capital Services	11/18/2022	71.80
ACH	Amazon Capital Services	11/18/2022	108.17
ACH	Amazon Capital Services	11/18/2022	170.93
ACH	Amazon Capital Services	11/18/2022	26.93
ACH	Amazon Capital Services	11/18/2022	71.14
ACH	Amazon Capital Services	11/18/2022	26.05
ACH	Amazon Capital Services	11/18/2022	36.44
ACH	Amazon Capital Services	11/18/2022	88.24
ACH	Amazon Capital Services	11/18/2022	91.30
ACH	Amazon Capital Services	11/18/2022	60.41
ACH	Amazon Capital Services	11/18/2022	143.37
ACH	Amazon Capital Services	11/18/2022	24.81
ACH	Amazon Capital Services	11/18/2022	7.60
ACH	Amazon Capital Services	11/18/2022	55.83
ACH	Amazon Capital Services	11/18/2022	53.61
ACH	Amazon Capital Services	11/18/2022	27.98
ACH	Amazon Capital Services	11/18/2022	19.80
ACH	Amazon Capital Services	11/18/2022	96.99
ACH	Amazon Capital Services	11/18/2022	122.56
ACH	Amazon Capital Services	11/18/2022	81.82
ACH	Amazon Capital Services	11/18/2022	22.61
ACH	Amazon Capital Services	11/18/2022	117.96
ACH	Amazon Capital Services	11/18/2022	50.12
ACH	Amazon Capital Services	11/18/2022	16.11
ACH	Amazon Capital Services	11/18/2022	11.30
ACH	Amazon Capital Services	11/18/2022	89.46
ACH	Amazon Capital Services	11/18/2022	17.31
ACH	Amazon Capital Services	11/18/2022	35.44
ACH	Amazon Capital Services	11/18/2022	72.73
ACH	Amazon Capital Services	11/18/2022	103.26
ACH	Amazon Capital Services	11/18/2022	25.05
ACH	Amazon Capital Services	11/18/2022	83.26
ACH	Amazon Capital Services	11/18/2022	57.83
ACH	Amazon Capital Services	11/18/2022	52.78
ACH	Amazon Capital Services	11/18/2022	34.25
ACH	Amazon Capital Services	11/18/2022	9.93
ACH	Amazon Capital Services	11/18/2022	14.47
ACH	Amazon Capital Services	11/18/2022	10.86
ACH	Amazon Capital Services	11/18/2022	83.54
ACH	Amazon Capital Services	11/18/2022	44.09
ACH	Amazon Capital Services	11/18/2022	16.22
ACH	Amazon Capital Services	11/18/2022	48.49
ACH	Amazon Capital Services	11/18/2022	95.54
ACH	Amazon Capital Services	11/18/2022	80.11

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	13.93
ACH	Amazon Capital Services	11/18/2022	41.61
ACH	Amazon Capital Services	11/18/2022	64.69
ACH	Amazon Capital Services	11/18/2022	167.66
ACH	Amazon Capital Services	11/18/2022	52.34
ACH	Amazon Capital Services	11/18/2022	60.93
ACH	Amazon Capital Services	11/18/2022	87.28
ACH	Amazon Capital Services	11/18/2022	63.56
ACH	Amazon Capital Services	11/18/2022	153.60
ACH	Amazon Capital Services	11/18/2022	20.91
ACH	Amazon Capital Services	11/18/2022	42.20
ACH	Amazon Capital Services	11/18/2022	75.19
ACH	Amazon Capital Services	11/18/2022	140.24
ACH	Amazon Capital Services	11/18/2022	92.07
ACH	Amazon Capital Services	11/18/2022	111.42
ACH	Amazon Capital Services	11/18/2022	9.67
ACH	Amazon Capital Services	11/18/2022	18.31
ACH	Amazon Capital Services	11/18/2022	54.86
ACH	Amazon Capital Services	11/18/2022	69.33
ACH	Amazon Capital Services	11/18/2022	17.30
ACH	Amazon Capital Services	11/18/2022	23.86
ACH	Amazon Capital Services	11/18/2022	20.43
ACH	Amazon Capital Services	11/18/2022	117.96
ACH	Amazon Capital Services	11/18/2022	265.34
ACH	Amazon Capital Services	11/18/2022	15.61
ACH	Amazon Capital Services	11/18/2022	85.05
ACH	Amazon Capital Services	11/18/2022	50.49
ACH	Amazon Capital Services	11/18/2022	22.50
ACH	Amazon Capital Services	11/18/2022	160.39
ACH	Amazon Capital Services	11/18/2022	60.99
ACH	Amazon Capital Services	11/18/2022	46.09
ACH	Amazon Capital Services	11/18/2022	318.80
ACH	Amazon Capital Services	11/18/2022	13.88
ACH	Amazon Capital Services	11/18/2022	36.58
ACH	Amazon Capital Services	11/18/2022	35.26
ACH	Amazon Capital Services	11/18/2022	4.13
ACH	Amazon Capital Services	11/18/2022	104.84
ACH	Amazon Capital Services	11/18/2022	18.84
ACH	Amazon Capital Services	11/18/2022	202.58
ACH	Amazon Capital Services	11/18/2022	133.51
ACH	Amazon Capital Services	11/18/2022	6.38
ACH	Amazon Capital Services	11/18/2022	8.57
ACH	Amazon Capital Services	11/18/2022	24.73
ACH	Amazon Capital Services	11/18/2022	24.46
ACH	Amazon Capital Services	11/18/2022	13.70
ACH	Amazon Capital Services	11/18/2022	25.88
ACH	Amazon Capital Services	11/18/2022	109.86
ACH	Amazon Capital Services	11/18/2022	94.10
ACH	Amazon Capital Services	11/18/2022	19.68
ACH	Amazon Capital Services	11/18/2022	24.89
ACH	Amazon Capital Services	11/18/2022	15.61
ACH	Amazon Capital Services	11/18/2022	56.61
ACH	Amazon Capital Services	11/18/2022	98.29
ACH	Amazon Capital Services	11/18/2022	140.06
ACH	Amazon Capital Services	11/18/2022	9.69

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	11.84
ACH	Amazon Capital Services	11/18/2022	5.75
ACH	Amazon Capital Services	11/18/2022	79.82
ACH	Amazon Capital Services	11/18/2022	220.94
ACH	Amazon Capital Services	11/18/2022	74.48
ACH	Amazon Capital Services	11/18/2022	62.46
ACH	Amazon Capital Services	11/18/2022	52.19
ACH	Amazon Capital Services	11/18/2022	49.72
ACH	Amazon Capital Services	11/18/2022	21.86
ACH	Amazon Capital Services	11/18/2022	131.91
ACH	Amazon Capital Services	11/18/2022	6.89
ACH	Amazon Capital Services	11/18/2022	182.63
ACH	Amazon Capital Services	11/18/2022	193.28
ACH	Amazon Capital Services	11/18/2022	36.46
ACH	Amazon Capital Services	11/18/2022	20.15
ACH	Amazon Capital Services	11/18/2022	110.33
ACH	Amazon Capital Services	11/18/2022	60.38
ACH	Amazon Capital Services	11/18/2022	132.61
ACH	Amazon Capital Services	11/18/2022	28.50
ACH	Amazon Capital Services	11/18/2022	15.65
ACH	Amazon Capital Services	11/18/2022	5.41
ACH	Amazon Capital Services	11/18/2022	45.06
ACH	Amazon Capital Services	11/18/2022	100.34
ACH	Amazon Capital Services	11/18/2022	10.71
ACH	Amazon Capital Services	11/18/2022	203.02
ACH	Amazon Capital Services	11/18/2022	23.07
ACH	Amazon Capital Services	11/18/2022	17.31
ACH	Amazon Capital Services	11/18/2022	97.42
ACH	Amazon Capital Services	11/18/2022	89.59
ACH	Amazon Capital Services	11/18/2022	64.40
ACH	Amazon Capital Services	11/18/2022	11.69
ACH	Amazon Capital Services	11/18/2022	63.23
ACH	Amazon Capital Services	11/18/2022	23.11
ACH	Amazon Capital Services	11/18/2022	57.33
ACH	Amazon Capital Services	11/18/2022	21.05
ACH	Amazon Capital Services	11/18/2022	20.83
ACH	Amazon Capital Services	11/18/2022	50.92
ACH	Amazon Capital Services	11/18/2022	21.74
ACH	Amazon Capital Services	11/18/2022	95.88
ACH	Amazon Capital Services	11/18/2022	15.11
ACH	Amazon Capital Services	11/18/2022	12.82
ACH	Amazon Capital Services	11/18/2022	30.61
ACH	Amazon Capital Services	11/18/2022	61.06
ACH	Amazon Capital Services	11/18/2022	9.64
ACH	Amazon Capital Services	11/18/2022	97.88
ACH	Amazon Capital Services	11/18/2022	10.39
ACH	Amazon Capital Services	11/18/2022	12.75
ACH	Amazon Capital Services	11/18/2022	102.97
ACH	Amazon Capital Services	11/18/2022	251.39
ACH	Amazon Capital Services	11/18/2022	42.89
ACH	Amazon Capital Services	11/18/2022	43.43
ACH	Amazon Capital Services	11/18/2022	78.76
ACH	Amazon Capital Services	11/18/2022	56.21
ACH	Amazon Capital Services	11/18/2022	249.58
ACH	Amazon Capital Services	11/18/2022	92.15

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	135.83
ACH	Amazon Capital Services	11/18/2022	126.23
ACH	Amazon Capital Services	11/18/2022	74.02
ACH	Amazon Capital Services	11/18/2022	61.35
ACH	Amazon Capital Services	11/18/2022	17.04
ACH	Amazon Capital Services	11/18/2022	20.66
ACH	Amazon Capital Services	11/18/2022	5.27
ACH	Amazon Capital Services	11/18/2022	56.55
ACH	Amazon Capital Services	11/18/2022	13.40
ACH	Amazon Capital Services	11/18/2022	130.05
ACH	Amazon Capital Services	11/18/2022	338.07
ACH	Amazon Capital Services	11/18/2022	69.48
ACH	Amazon Capital Services	11/18/2022	67.96
ACH	Amazon Capital Services	11/18/2022	177.03
ACH	Amazon Capital Services	11/18/2022	12.86
ACH	Amazon Capital Services	11/18/2022	50.22
ACH	Amazon Capital Services	11/18/2022	102.21
ACH	Amazon Capital Services	11/18/2022	46.19
ACH	Amazon Capital Services	11/18/2022	113.16
ACH	Amazon Capital Services	11/18/2022	78.28
ACH	Amazon Capital Services	11/18/2022	78.39
ACH	Amazon Capital Services	11/18/2022	85.69
ACH	Amazon Capital Services	11/18/2022	73.63
ACH	Amazon Capital Services	11/18/2022	23.68
ACH	Amazon Capital Services	11/18/2022	112.41
ACH	Amazon Capital Services	11/18/2022	16.11
ACH	Amazon Capital Services	11/18/2022	163.83
ACH	Amazon Capital Services	11/18/2022	24.17
ACH	Amazon Capital Services	11/18/2022	76.20
ACH	Amazon Capital Services	11/18/2022	54.11
ACH	Amazon Capital Services	11/18/2022	20.16
ACH	Amazon Capital Services	11/18/2022	57.90
ACH	Amazon Capital Services	11/18/2022	62.92
ACH	Amazon Capital Services	11/18/2022	98.31
ACH	Amazon Capital Services	11/18/2022	149.93
ACH	Amazon Capital Services	11/18/2022	94.52
ACH	Amazon Capital Services	11/18/2022	195.04
ACH	Amazon Capital Services	11/18/2022	22.72
ACH	Amazon Capital Services	11/18/2022	18.21
ACH	Amazon Capital Services	11/18/2022	99.78
ACH	Amazon Capital Services	11/18/2022	43.63
ACH	Amazon Capital Services	11/18/2022	7.12
ACH	Amazon Capital Services	11/18/2022	15.05
ACH	Amazon Capital Services	11/18/2022	10.76
ACH	Amazon Capital Services	11/18/2022	31.53
ACH	Amazon Capital Services	11/18/2022	41.24
ACH	Amazon Capital Services	11/18/2022	21.54
ACH	Amazon Capital Services	11/18/2022	351.79
ACH	Amazon Capital Services	11/18/2022	34.15
ACH	Amazon Capital Services	11/18/2022	95.23
ACH	Amazon Capital Services	11/18/2022	32.42
ACH	Amazon Capital Services	11/18/2022	43.43
ACH	Amazon Capital Services	11/18/2022	93.18
ACH	Amazon Capital Services	11/18/2022	80.12
ACH	Amazon Capital Services	11/18/2022	350.36

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	168.51
ACH	Amazon Capital Services	11/18/2022	100.58
ACH	Amazon Capital Services	11/18/2022	20.61
ACH	Amazon Capital Services	11/18/2022	250.65
ACH	Amazon Capital Services	11/18/2022	84.82
ACH	Amazon Capital Services	11/18/2022	129.69
ACH	Amazon Capital Services	11/18/2022	179.11
ACH	Amazon Capital Services	11/18/2022	55.91
ACH	Amazon Capital Services	11/18/2022	17.99
ACH	Amazon Capital Services	11/18/2022	7.06
ACH	Amazon Capital Services	11/18/2022	40.06
ACH	Amazon Capital Services	11/18/2022	10.92
ACH	Amazon Capital Services	11/18/2022	58.62
ACH	Amazon Capital Services	11/18/2022	44.44
ACH	Amazon Capital Services	11/18/2022	59.20
ACH	Amazon Capital Services	11/18/2022	47.57
ACH	Amazon Capital Services	11/18/2022	65.18
ACH	Amazon Capital Services	11/18/2022	35.68
ACH	Amazon Capital Services	11/18/2022	110.89
ACH	Amazon Capital Services	11/18/2022	24.02
ACH	Amazon Capital Services	11/18/2022	13.70
ACH	Auburn Gymnastics Center	11/18/2022	1,014.00
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Amazon Capital Services	11/18/2022	12.81
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Becker Academy of Guitar	11/18/2022	150.00
ACH	Blake Litschke	11/18/2022	120.00
ACH	Blake Litschke	11/18/2022	120.00
ACH	Blake Litschke	11/18/2022	120.00
ACH	CBC Therapeutic Horseback Riding Academy LLC	11/18/2022	890.00
ACH	Charter Impact, Inc.	11/18/2022	42,795.00
ACH	Amazon Capital Services	11/18/2022	71.84
ACH	Charter Impact, Inc.	11/18/2022	841.50
ACH	Charter Impact, Inc.	11/18/2022	20.00
ACH	Christine Land	11/18/2022	613.00
ACH	Feather River Charter School	11/18/2022	7,634.09
ACH	Feather River Charter School	11/18/2022	3,434.57
ACH	Feather River Charter School	11/18/2022	9,414.46
ACH	Feather River Charter School	11/18/2022	407.89
ACH	Feather River Charter School	11/18/2022	281.22
ACH	Feather River Charter School	11/18/2022	273.00
ACH	Feather River Charter School	11/18/2022	232.96
ACH	Amazon Capital Services	11/18/2022	146.60
ACH	Feather River Charter School	11/18/2022	55.00
ACH	Feather River Charter School	11/18/2022	80.00
ACH	Feather River Charter School	11/18/2022	473.25
ACH	Feather River Charter School	11/18/2022	469.00
ACH	Feather River Charter School	11/18/2022	400.86
ACH	Gina Burdick	11/18/2022	495.00
ACH	Inspire Dance Arts	11/18/2022	233.10
ACH	Jennifer VanderStoep	11/18/2022	2,100.00
ACH	Kimberly Snow	11/18/2022	140.00

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Lake View Charter School	11/18/2022	17,538.56
ACH	Amazon Capital Services	11/18/2022	32.04
ACH	Lake View Charter School	11/18/2022	1,957.07
ACH	Learning With Literature LLC	11/18/2022	3,460.00
ACH	Lotus & Ivy, LLC	11/18/2022	50.00
ACH	Lotus & Ivy, LLC	11/18/2022	80.00
ACH	Lotus & Ivy, LLC	11/18/2022	60.00
ACH	Lotus & Ivy, LLC	11/18/2022	80.00
ACH	Lotus & Ivy, LLC	11/18/2022	60.00
ACH	Lotus & Ivy, LLC	11/18/2022	50.00
ACH	Reyha Dance Center	11/18/2022	75.00
ACH	Rocklin Music Academy	11/18/2022	159.00
ACH	Amazon Capital Services	11/18/2022	183.53
ACH	Sabado School Of Music Inc.	11/18/2022	1,670.00
ACH	Sabado School Of Music Inc.	11/18/2022	250.00
ACH	Sara Schneider	11/18/2022	480.00
ACH	Sequoia Grove Charter Alliance	11/18/2022	98,999.64
ACH	Sequoia Grove Charter Alliance	11/18/2022	42,428.42
ACH	Sequoia Grove Charter Alliance	11/18/2022	2,698.50
ACH	Sequoia Grove Charter Alliance	11/18/2022	358.12
ACH	Sequoia Grove Charter Alliance	11/18/2022	35.54
ACH	Sequoia Grove Charter Alliance	11/18/2022	912.90
ACH	Sequoia Grove Charter Alliance	11/18/2022	45.20
ACH	Amazon Capital Services	11/18/2022	10.71
ACH	Sequoia Grove Charter Alliance	11/18/2022	692.27
ACH	Sequoia Grove Charter Alliance	11/18/2022	30,967.40
ACH	Sequoia Grove Charter Alliance	11/18/2022	7,153.33
ACH	Sequoia Grove Charter Alliance	11/18/2022	720.50
ACH	Sequoia Grove Charter Alliance	11/18/2022	34.82
ACH	Sequoia Grove Charter Alliance	11/18/2022	624.00
ACH	Shannon Draper's Music Studio	11/18/2022	325.00
ACH	Shannon Draper's Music Studio	11/18/2022	770.63
ACH	Shannon Draper's Music Studio	11/18/2022	700.00
ACH	Stephanie Strong	11/18/2022	1,430.00
ACH	Amazon Capital Services	11/18/2022	79.85
ACH	Tamraloo Music	11/18/2022	215.00
ACH	Wendy Stephens	11/18/2022	2,090.00
ACH	Amazon Capital Services	11/18/2022	21.80
ACH	Amazon Capital Services	11/18/2022	197.70
ACH	Amazon Capital Services	11/18/2022	228.05
ACH	Amazon Capital Services	11/18/2022	34.26
ACH	Amazon Capital Services	11/18/2022	66.98
ACH	Amazon Capital Services	11/18/2022	125.98
ACH	Amazon Capital Services	11/18/2022	184.02
ACH	Amazon Capital Services	11/18/2022	32.16
ACH	Amazon Capital Services	11/18/2022	57.31
ACH	Amazon Capital Services	11/18/2022	102.64
ACH	Amazon Capital Services	11/18/2022	42.05
ACH	Amazon Capital Services	11/18/2022	25.85
ACH	Amazon Capital Services	11/18/2022	61.08
ACH	Amazon Capital Services	11/18/2022	17.42
ACH	Amazon Capital Services	11/18/2022	55.89
ACH	Amazon Capital Services	11/18/2022	295.86
ACH	Amazon Capital Services	11/18/2022	109.07
ACH	Amazon Capital Services	11/18/2022	48.86

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	11/18/2022	187.73
ACH	Amazon Capital Services	11/18/2022	98.04
ACH	Amazon Capital Services	11/18/2022	146.53
ACH	Amazon Capital Services	11/18/2022	67.74
ACH	Amazon Capital Services	11/18/2022	45.24
ACH	Amazon Capital Services	11/18/2022	155.37
ACH	Amazon Capital Services	11/18/2022	100.30
ACH	Amazon Capital Services	11/18/2022	16.49
ACH	Amazon Capital Services	11/18/2022	27.38
ACH	Amazon Capital Services	11/18/2022	37.14
ACH	Amazon Capital Services	11/18/2022	53.47
ACH	Amazon Capital Services	11/18/2022	76.06
ACH	Amazon Capital Services	11/18/2022	69.03
ACH	Amazon Capital Services	11/18/2022	8.57
ACH	Amazon Capital Services	11/18/2022	12.86
ACH	Amazon Capital Services	11/18/2022	57.84
ACH	Amazon Capital Services	11/18/2022	122.31
ACH	Amazon Capital Services	11/18/2022	100.27
ACH	Amazon Capital Services	11/18/2022	105.78
ACH	Amazon Capital Services	11/18/2022	84.24
ACH	Amazon Capital Services	11/18/2022	43.49
ACH	Amazon Capital Services	11/18/2022	36.03
ACH	Amazon Capital Services	11/18/2022	61.93
ACH	Amazon Capital Services	11/18/2022	46.74
ACH	Amazon Capital Services	11/18/2022	32.61
ACH	Amazon Capital Services	11/18/2022	73.97
ACH	Amazon Capital Services	11/18/2022	40.21
ACH	Amazon Capital Services	11/18/2022	342.16
ACH	Amazon Capital Services	11/18/2022	53.69
ACH	Amazon Capital Services	11/18/2022	210.68
ACH	Amazon Capital Services	11/18/2022	6.94
ACH	Amazon Capital Services	11/18/2022	9.47
ACH	Amazon Capital Services	11/18/2022	84.38
ACH	Amazon Capital Services	11/18/2022	20.45
ACH	Amazon Capital Services	11/18/2022	14.47
ACH	Amazon Capital Services	11/18/2022	165.14
ACH	Amazon Capital Services	11/18/2022	8.95
ACH	Amazon Capital Services	11/18/2022	6.56
ACH	Amazon Capital Services	11/18/2022	349.30
ACH	Amazon Capital Services	11/18/2022	43.36
ACH	Mr. Code's Wild Ride	11/21/2022	4,000.00
ACH	Mr. Code's Wild Ride	11/21/2022	500.00
ACH	Mr. Code's Wild Ride	11/21/2022	325.00
ACH	Mr. Code's Wild Ride	11/21/2022	540.00
ACH	Sequoia Grove Charter Alliance	11/30/2022	52,678.09
ACH	Divvy Credit 1 LLC	11/30/2022	8,785.59
ACH	Employment Development Department	11/30/2022	168.89
ACH	Divvy Credit 1 LLC	11/30/2022	27,833.71
ACH	Internal Revenue Service	11/30/2022	42,515.16
ACH	Employment Development Department	11/30/2022	18,568.68
ACH	Wells Fargo	11/30/2022	495.78
ACH	Divvy Credit 1 LLC	11/30/2022	11,610.66
ACH	Divvy Credit 1 LLC	11/30/2022	23,704.27
ACH	Employment Development Department	11/30/2022	79.67
ACH	Employment Development Department	11/30/2022	18,281.63

Clarksville Charter School

Check Register

For the period ended November 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Internal Revenue Service	11/30/2022	41,955.92
ACH	Divvy Credit 1 LLC	11/30/2022	508.88
		Total Disbursements in November	**$ 1,295,608.96**

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jan-18	**Mid-Year Expenditure Report due to SELPA (LACOE)** - Interim financial reporting for actuals through December 31 are due to LACOE Charter SELPA.	Charter Impact	No	No	https://www.lacountycharterselpa.org/
FINANCE	Jan-13	**Federal Stimulus Reporting** - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2021 - December 31, 2021.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
FINANCE	Jan-18	**Mid-Year Expenditure Report due to SELPA (EDCOE) -** Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-18	**SELPA Pandemic Dispute Prevention & Learning Recovery Funding Reports due (EDCOE)** - Expenditure reports are due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-23	**SELPA ADA/Enrollment report #2 (EDCOE)** - Interim financial reporting due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Jan-13	**Federal Stimulus Annual Report** - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period July 1, 2021 - June 30, 2022.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/cr/anreporthelp.asp
FINANCE	Jan-30	**ASES Grant Renewal** - After School Education and Safety Program applications and renewals due to the CDE for fiscal year 2023/24. Grants are scheduled to be renewed every three years.	Client	No	Yes	https://www.cde.ca.gov/ls/ex/asesrenewalcycles.asp
FINANCE	Jan-31	ASES - 2nd Quarter Expenditure Report - The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	https://www.cde.ca.gov/ls/ex/asesduedates.asp
FINANCE	Jan-31	**Federal Cash Management - Period 3 -** The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	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.	Client with Charter Impact support	No	No	https://www.irs.gov/forms-pubs/about-form-1095-c
FINANCE	Jan-31	**SELPA ADR & Learning Recovery Funding Reports due (LACOE)** - Expenditure reports are due to LACOE Charter SELPA.	Charter Impact	No	No	https://www.lacountycharterselpa.org/
DATA	Feb-01	**School Accountability Report Card -** All public schools in California are required to prepare an annual SARC (2021/22). 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.	Client	Yes	No	http://www.cde.ca.gov/ta/ac/sa/
FINANCE	Feb-10	**ASES - New applicants for 2023/24 -** These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. Funding is designed to: (1) maintain existing before and after school program funding; and (2) provide eligibility to all elementary and middle schools that submit quality applications throughout California. The application is for new grantees as well as existing grant recipients who wish to increase funding.	Client with Charter Impact support	No	Yes	https://www.cde.ca.gov/fg/fo/r27/ases23rfa.asp
FINANCE	Feb-15	**Board of Equalization Property Tax Exemption** - Property used exclusively for public schools, community colleges, state colleges, and state universities is exempt from property taxation (article XIII, section 3, subd. (d), Revenue and Taxation Code section 202, subd. (a)(3)). The property is exempt from taxation on the basis of its exclusive use for public school purposes. If the property is not owned by the public school, the owner of the property is required to file a claim for the Lessor's Exemption. If the owner of the property does not claim the exemption, the public school may file the Public School Exemption claim.	Charter Impact	No	Yes	https://www.boe.ca.gov/proptaxes/lessor_exemption.htm
FINANCE	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	No	No	https://www.cde.ca.gov/fg/aa/pa/
DATA	Feb-24	**CALPADS - Fall 2 deadline** - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services. Students' course enrollments, teacher course assigments, staff job assignments, FTE count and English Learner education services are reported datasets.	Charter Impact submits with data provided by Client	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Set by Authorizer (by Mar 15)	**2nd Interim Financial Report** - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second is due March 15 for the period ending January 31	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp

Coversheet

Approval of Enrollment Projections 2023-2024

Section: II. Finances
Item: D. Approval of Enrollment Projections 2023-2024
Purpose:
Submitted by:
Related Material: 23-24 Enrollment Projection CV.pptx

Enrollment Projection 2023-2024

Clarksville Charter School

Current Budgeted 22-23: 1900
Actual 22-23 Enrollment Average: 1965
Projected 23-24: 2000

Coversheet

Approval of Student Funding 2023-2024

Section: II. Finances
Item: F. Approval of Student Funding 2023-2024
Purpose:
Submitted by:
Related Material: 2023-2024 FUNDING CHARTS- Student Planning Amounts.pdf

Student Planning Amounts			
Funding Schedule 2023-2024			
TK			
Enrollment Date	**Updated TOTAL**	**NEW FUNDS UPON ENROLLMENT**	**NEW DECEMBER 1ST FUNDS DROP**
7/1 - 10/2/23	2400	1300	1100
10/3 - 11/1/23	1550	650	900
11/2 - 1/12/24	1100	1100	
1/16 - 3/01/24	450	450	

K-8			
Enrollment Date	**Updated TOTAL**	**NEW FUNDS UPON ENROLLMENT**	**NEW DECEMBER 1ST FUNDS DROP**
7/1 - 10/2/23	2800	1700	1100
10/3 - 11/1/23	2150	1050	1100
11/2 - 1/12/24	1500	1500	
1/16 - 3/01/24	850	850	

9-12			
Enrollment Date	**Updated TOTAL**	**NEW FUNDS UPON ENROLLMENT**	**NEW DECEMBER 1ST FUNDS DROP**
7/1 - 10/2/23	3200	2100	1100
10/3 - 11/1/23	2450	1350	1100
11/2 - 1/12/24	1700	1700	
1/16 - 3/01/24	950	950	

End of Semester: 1/10/24

1st Semester High School Enrollment Cutoff: 10/6/23

Start of Semester: 1/11/24

2nd Semester High School Enrollment Cutoff: 3/1/24

Coversheet

Approval of School Calendar 2023-2024

Section: III. Academic Excellence
Item: B. Approval of School Calendar 2023-2024
Purpose:
Submitted by:
Related Material: CV_23-24_School_Calendar.pdf

2023-2024 School Calendar

CLARKSVILLE CHARTER SCHOOL

July 2023

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

August 2023

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

September 2023

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

October 2023

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

November 2023

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

December 2023

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

January 2024

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

February 2024

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		

March 2024

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

April 2024

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

May 2024

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

June 2024

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	30	

School Year Dates	
Aug 1	Teachers Return to Work
Aug 14	First Day of School
Jan 10	End of Semester 1
Jan 19	Report Cards Due
May 29	Last Day of School
Jun 3	Report Cards Due
Jun 4	Last Teacher Day

Non-Instructional Days	
Sep 4	Labor Day
Nov 8-9	Professional Development
Nov 10	Veterans Day
Nov 20-27	Thanksgiving Break
Dec 20-Jan 5	Winter Break
Jan 15	Martin Luther King, Jr. Day
Feb 16	Lincoln Day
Feb 19	Washington Day
Mar 25-Apr 1	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

Learning Period Dates	
LP1	8/14-9/15
LP2	9/18-10/13
LP3	10/16-11/7
LP4	11/13-1/10
LP5	1/11-2/9
LP6	2/12-3/8
LP7	3/11-4/12
LP8	4/15-5/29

Events - Dates TBD
Community Opportunities
Field Trips

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

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

School Closed

Last Day of Semester 1

Report Cards

First & Last Day of School

SEQUOIA GROVE CHARTER ALLIANCE

Coversheet

Approval of School Accountability Report Card (SARC)

Section: III. Academic Excellence
Item: D. Approval of School Accountability Report Card (SARC)
Purpose:
Submitted by:
Related Material:
2022_School_Accountability_Report_Card_Clarksville_Charter_School_20230113 (1).pdf

Clarksville Charter School

2021-2022 School Accountability Report Card
(Published During the 2022-2023 School Year)

CLARKSVILLE
CHARTER SCHOOL



General Information about the School Accountability Report Card (SARC)

SARC Overview



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 web page 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.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at https://dq.cde.ca.gov/dataquest/ that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) https://www.caschooldashboard.org/ reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2022-23 School Contact Information

School Name	Clarksville Charter School
Street	4818 Golden Foothill Parkway, Ste 9
City, State, Zip	El Dorado Hills
Phone Number	(916)-957-5802
Principal	Jenell Sherman
Email Address	jenell.sherman@clarksvillecharter.com
School Website	www.clarksvillecharterschool.org
County-District-School (CDS) Code	09 61838 0136200

2022-23 District Contact Information

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

2022-23 School Overview

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 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 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.

2022-23 School Overview

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 this School

2021-22 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	177
Grade 1	119
Grade 2	133
Grade 3	152
Grade 4	143
Grade 5	148
Grade 6	117
Grade 7	141
Grade 8	119
Grade 9	80
Grade 10	84
Grade 11	60
Grade 12	46
Total Enrollment	1519

2021-22 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	49
Male	51
Non-Binary	0
American Indian or Alaska Native	1
Asian	1
Black or African American	1
Filipino	1
Hispanic or Latino	13
Native Hawaiian or Pacific Islander	1
Two or More Races	6
White	74
English Learners	1
Foster Youth	1
Homeless	2
Migrant	0
Socioeconomically Disadvantaged	34
Students with Disabilities	10

A. Conditions of Learning

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

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	25.40	52.68	310.20	78.68	228366.10	83.12
Intern Credential Holders Properly Assigned	0	0	0.80	0.22	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.10	0.35	1.30	0.35	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	22.10	45.87	73.60	18.68	12115.80	4.41
Unknown	0.50	1.08	8.10	2.07	18854.30	6.86
Total Teaching Positions	48.30	100	394.30	100	274759.10	100

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)						
Intern Credential Holders Properly Assigned						
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)						
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)						
Unknown						
Total Teaching Positions						

Note: The data in this table is based on Full-Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020-21	2021-22
Permits and Waivers	0	0=
Misassignments	0	
Vacant Positions	0	
Total Teachers Without Credentials and Misassignments	0.10	

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2020-21	2021-22
Credentialed Teachers Authorized on a Permit or Waiver	0	
Local Assignment Options	22.10	
Total Out-of-Field Teachers	22.10	

2021-22 Class Assignments

Indicator	2020-21	2021-22
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0	
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	1.20	

Note: For more information refer to the Updated Teacher Equity Definitions web page at https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp.

2022-23 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Year and month in which the data were collected	December 2022

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)	Yes	0%

	RedBird Math/ELA (grades K-7) 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)		
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%
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)	Yes	0%

	Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)		
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%
Foreign Language	McGraw Hill Odysseyware EdMentum OPEd Academy Edgenuity StrongMind FuelEd BrightThinker	Yes	0%
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)	Yes	0%

	StrongMind (grades 6-12) FuelEd (grades 6-12) BrightThinker (grades 3-6)		
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%
Science Laboratory Equipment (grades 9-12)	NA	Yes	0%

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.

Year and month of the most recent FIT report	06/2022

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			
Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

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 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).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
4. **College and Career Ready**
   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.

SARC Reporting in the 2020-2021 School Year Only
Where the most viable option, LEAs were required to administer the statewide summative assessment in ELA and mathematics. Where a statewide summative assessment was not the most viable option for the LEA (or for one or more grade-level[s] within the LEA) due to the pandemic, LEAs were allowed to report results from a different assessment that met the criteria established by the State Board of Education (SBE) on March 16, 2021. The assessments were required to be:

- Aligned with CA CCSS for ELA and mathematics;
- Available to students in grades 3 through 8, and grade 11; and
- Uniformly administered across a grade, grade span, school, or district to all eligible students.

Options
Note that the CAAs could only be administered in-person following health and safety requirements. If it was not viable for the LEA to administer the CAAs in person with health and safety guidelines in place, the LEA was directed to not administer the tests. There were no other assessment options available for the CAAs. Schools administered the Smarter Balanced Summative Assessments for ELA and mathematics, other assessments that meet the SBE criteria, or a combination of both, and they could only choose one of the following:

- Smarter Balanced ELA and mathematics summative assessments;
- Other assessments meeting the SBE criteria; or
- Combination of Smarter Balanced ELA and mathematics summative assessments and other assessments.

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.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

The 2020-21 data cells have N/A values because these data are not comparable to other year data due to the COVID-19 pandemic during the 2020-21 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020-21 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020-21 school year to other school years.

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.

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.

Subject	School 2020-21	School 2021-22	District 2020-21	District 2021-22	State 2020-21	State 2021-22
English Language Arts/Literacy (grades 3-8 and 11)	N/A	47	N/A	61	N/A	47
Mathematics (grades 3-8 and 11)	N/A	30	N/A	49	N/A	33

2021-22 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA 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.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	959	912	95.10	4.90	40.16
Female	460	439	95.43	4.57	42.07
Male	498	472	94.78	5.22	38.23
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino	124	121	97.58	2.42	38.02
Native Hawaiian or Pacific Islander					
Two or More Races	106	99	93.40	6.60	42.42
White	696	662	95.11	4.89	39.29
English Learners	23	22	95.65	4.35	9.09
Foster Youth	0	0	0	0	0
Homeless					
Military					
Socioeconomically Disadvantaged	341	322	94.43	5.57	31.97
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	122	110	90.16	9.84	12.26

2021-22 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	959	913	95.20	4.80	29.81
Female	460	440	95.65	4.35	28.51
Male	498	472	94.78	5.22	31.10
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino	124	121	97.58	2.42	24.79
Native Hawaiian or Pacific Islander					
Two or More Races	106	99	93.40	6.60	35.35
White	696	663	95.26	4.74	29.12
English Learners	23	22	95.65	4.35	9.09
Foster Youth	0	0	0	0	0
Homeless					
Military					
Socioeconomically Disadvantaged	341	323	94.72	5.28	24.69
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	122	110	90.16	9.84	12.26

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

For any 2020–21 data cells with N/T values indicate that this school did not test students using the CAASPP for Science.

Subject	School 2020-21	School 2021-22	District 2020-21	District 2021-22	State 2020-21	State 2021-22
Science (grades 5, 8 and high school)	--	35.08	52.63	54.12	28.5	29.47

2021-22 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	415	368	88.67	11.33	35.08
Female	198	176	88.89	11.11	32.76
Male	217	192	88.48	11.52	37.23
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino	54	47	87.04	12.96	40.43
Native Hawaiian or Pacific Islander					
Two or More Races	39	36	92.31	7.69	33.33
White	307	272	88.93	11.07	33.71
English Learners					
Foster Youth	0	0	0	0	0
Homeless					
Military					
Socioeconomically Disadvantaged	144	125	86.81	13.19	24.39
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	51	43	84.31	15.69	10.00

2021-22 Career Technical Education Programs

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. Currently we are offering 10 CTE pathways in areas of Business & Finance, Health Science & Medical Technology, Hospitality, Information & Communication Technologies, Marketing, Sales, & Services, and Public Services. In addition, it is our school's mission to meet the needs of our students and we are continuously asking for feedback to improve our program and add the CTE pathways and courses our students are interested in participating in.

2021-22 Career Technical Education (CTE) Participation

Measure	CTE Program Participation
Number of Pupils Participating in CTE	22
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	

Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
2021-22 Pupils Enrolled in Courses Required for UC/CSU Admission	98.52
2020-21 Graduates Who Completed All Courses Required for UC/CSU Admission	19.7

B. Pupil Outcomes

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.

2021-22 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. Due to changes to the 2021-22 PFT administration, only participation results are required for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table 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.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility

C. Engagement

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 regarding the school district and at each school site.

2022-23 Opportunities for Parental Involvement

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 2022-23 School Accountability Report Card for Clarksville Charter School 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. Our Families also have the accessibility to our Family Liaisons, who work directly with the families as a bridge of communication and support. Parents can communicate their needs and provide feedback with our family liaison through social media platforms, contact information is available on our weekly newsletter, and directly through our school phone number (916) 526-3794. 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.

C. Engagement

State Priority: Pupil Engagement

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

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

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

Indicator	School 2019-20	School 2020-21	School 2021-22	District 2019-20	District 2020-21	District 2021-22	State 2019-20	State 2020-21	State 2021-22
Dropout Rate		5.5	4.8		5.4	2.3		8.9	7.8
Graduation Rate		89.1	95.2		89.3	96		84.2	87

2021-22 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2021-22 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	63	60	95.2
Female	36	36	100
Male	27	24	88.9
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Filipino	0	0	0
Hispanic or Latino	12	11	91.7
Native Hawaiian or Pacific Islander	0	0	0
Two or More Races			
White	48	46	95.8
English Learners			
Foster Youth	0	0	0
Homeless			
Socioeconomically Disadvantaged	41	39	95.1
Students Receiving Migrant Education Services	0	0	0
Students with Disabilities			

2021-22 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	1794	1739	9	0.5
Female	873	850	5	0.6
Male	920	888	4	0.5
American Indian or Alaska Native	13	13	0	0
Asian	13	13	0	0
Black or African American	19	19	1	5.3
Filipino	15	15	0	0
Hispanic or Latino	234	229	4	1.7
Native Hawaiian or Pacific Islander	3	3	0	0
Two or More Races	105	100	0	0
White	1306	1264	4	0.3
English Learners	42	38	0	0
Foster Youth	1	1	0	0
Homeless	41	40	0	0
Socioeconomically Disadvantaged	654	638	4	0.6
Students Receiving Migrant Education Services	0	0	0	0
Students with Disabilities	225	216	2	0.9

C. Engagement

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

This table displays suspensions and expulsions data collected between July through February, partial school year due to the COVID-19 pandemic. The 2019-20 suspensions and expulsions rate data are not comparable to other year data because the 2019-20 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 2019-20 school year compared to other school years.

Subject	School 2019-20	District 2019-20	State 2019-20
Suspensions	0.08	0.36	0.2
Expulsions	0	0	0

This table displays suspensions and expulsions data collected between July through June, each full school year respectively. Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Subject	School 2020-21	School 2021-22	District 2020-21	District 2021-22	State 2020-21	State 2021-22
Suspensions	0	0	0.63	0.76	2.45	3.17
Expulsions	0	0	0	0	0.05	0.07

2021-22 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	0	0
Female	0	0
Male	0	0
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Filipino	0	0
Hispanic or Latino	0	0
Native Hawaiian or Pacific Islander	0	0
Two or More Races	0	0
White	0	0
English Learners	0	0
Foster Youth	0	0
Homeless	0	0
Socioeconomically Disadvantaged	0	0
Students Receiving Migrant Education Services	0	0
Students with Disabilities	0	0

2022-23 School Safety Plan

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 16, 2022 for the upcoming 2022-2023 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.

D. Other SARC Information

Information Required in the SARC

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

2019-20 Elementary Average Class Size and Class Size Distribution

This table displays the 2019-20 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	2	73		
1	2	58		
2	2	49		
3	2	54		
4	2	49		
5	2	51		
6	2	55		

2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	2	57		
1	2	53		
2	2	57		
3	2	50		
4	2	56		
5	2	50		
6	2	52		
Other	2	4		

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	2	76		
1	2	52		
2	2	55		
3	3	57		
4	2	58		
5	2	59		
6	2	55		
Other	3	2		

2019-20 Secondary Average Class Size and Class Size Distribution

This table displays the 2019-20 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	1	153		
Mathematics	1	135		
Science	1	113		
Social Science	1	157		

2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	138		
Mathematics	2	132		
Science	1	111		
Social Science	2	154		

2021-22 Secondary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	150		
Mathematics	2	153		
Science	2	105		
Social Science	2	135		

2021-22 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. 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.

Title	Ratio
Pupils to Academic Counselor	

2021-22 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. 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.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	1.2
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	2.3
Social Worker	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	
Other	5.4

2020-21 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2020-21 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	10683	1043	9641	62403
District	N/A	N/A	--	77204
Percent Difference - School Site and District	N/A	N/A	--	21.2%
State	N/A	N/A	--	--
Percent Difference - School Site and State	N/A	N/A	--	--

2021-22 Types of Services Funded

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 utilizes the the Local Control and Accountability 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.

2020-21 Teacher and Administrative Salaries

This table displays the 2020-21 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at http://www.cde.ca.gov/ds/fd/cs/.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	47745	51591
Mid-Range Teacher Salary	72115	79620
Highest Teacher Salary	96649	104866
Average Principal Salary (Elementary)	125859	131473
Average Principal Salary (Middle)	131984	135064
Average Principal Salary (High)	0	137679
Superintendent Salary	170938	205661
Percent of Budget for Teacher Salaries	3700	33
Percent of Budget for Administrative Salaries	515	6

2021-22 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses	2

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	0
English	2
Fine and Performing Arts	0
Foreign Language	0
Mathematics	3
Science	1
Social Science	1
Total AP Courses Offered Where there are student course enrollments of at least one student.	7

Professional Development

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2020-21	2021-22	2022-23
Number of school days dedicated to Staff Development and Continuous Improvement	14	14	14

Coversheet

Approval of Teacher Induction Policy

Section: IV. Operations
Item: B. Approval of Teacher Induction Policy
Purpose:
Submitted by:
Related Material:
Teacher Induction Reimbursement Policy - Clarksville Draft 11_17_22.docx.pdf

CLARKSVILLE
CHARTER SCHOOL

Teacher Induction
Reimbursement Policy

The Governing Board of Clarksville Charter School (CCS) is committed to providing a high-quality educational program with certificated staff who are adequately prepared and who have demonstrated proficiency in basic skills and in all subject matter areas. To support in the continued recruitment, growth, and development of its teaching staff **Clarksville Charter School will reimburse** a CCS Teacher up to $2000 per fiscal year for a maximum of two years ($4000), for costs directly associated with the following:

- California Teacher Credential Induction (Clearing) Program tuition reimbursement through a University, County Office of Education, or a School District program.

Reimbursement Criteria:

- Must hold a current Teaching Position with Clarksville Charter School
- Must gain pre-approval by the Executive Director
- Must submit a reimbursement request with the following
    - Proof of pre-approval from the Executive Director
    - Must show current enrollment in credential clearing program
    - Invoice from program or University
    - Receipt showing payment
    - Canceled check, bank statement showing payment, credit card receipt, etc
        - The document must show proof that the staff member submitting for reimbursement made the payment
- Maximum amount of reimbursement is $2000 a year for a maximum of two years ($4000).
- **All reimbursements for the year must be submitted together in the spring**
    - **All reimbursements must be submitted no later than May 31st of each fiscal year**

Coversheet

Approval of Administrator Credential/Education Reimbursement Policy

Section: IV. Operations
Item: D. Approval of Administrator Credential/Education Reimbursement Policy
Purpose:
Submitted by:
Related Material:
_Administrator Credential_Education Reimbursement Policy - Clarksville Draft 11_17_22.docx.pdf

CLARKSVILLE
CHARTER SCHOOL

Administrator Credential/Education Reimbursement Policy

The Governing Board of Clarksville Charter School (CCS) is committed to providing high-quality Administrative Professionals to guide and support the operating of the Charter School. To support in the continued development and growth of its administrators **Clarksville Charter School will reimburse** a CCS Administrator up to $2000 per fiscal year, for costs directly associated with the following:

- Administrator Credentialing Program tuition reimbursement (University or County Office)
- Administrator Credentialing tests (CPACE) reimbursement with proof of a passing score
- Administrator Credential Induction (Clearing) Program tuition reimbursement (University, County Office, or ACSA)
- Educational courses directly related to the staff members administrative position that supports and enhances the staff members current knowledge base to more effectively perform their administrative job duties (with prior ED approval)
    - Must be Graduate level or higher courses through an accredited and pre-approved University/ Program of Study

Reimbursement Criteria:

- Must hold a current Administrative Position with Clarksville Charter School
- Must gain pre-approved by the Executive Director
- Must submit a reimbursement request with the following
    - Proof of pre-approval from the Executive Director
    - Must show current enrollment in the credential or college course
    - Invoice from program or University
    - Receipt showing payment
    - Canceled check, bank statement showing payment, credit card receipt, etc
        - The document must show proof that the staff member submitting for reimbursement made the payment
- Maximum amount of reimbursement is $2000 a year.
- All reimbursements for the year must be submitted together in the spring
    - All reimbursements must be submitted no later than May 31st of each fiscal year

Coversheet

Approval of Employment Agreements 2023-2024

Section: IV. Operations
Item: F. Approval of Employment Agreements 2023-2024
Purpose:
Submitted by:
Related Material: Employment Agreement (Clarksville CS) 1.12.23 (1) (1).docx

AT-WILL EMPLOYMENT AGREEMENT
Between
CLARKSVILLE CHARTER SCHOOL & [INSERT EMPLOYEE NAME]

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between the above-named employee ("Employee") and Clarksville Charter School ("CCS"), a California public charter school approved by the Buckeye Union School District ("District"). The school desires to hire employees who will assist CCS in implementing its purposes, policies, and procedures, and in achieving the goals and meeting the requirements of CCS's charter. The parties recognize that CCS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, CCS and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. CCS operates a charter school which has been established pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq*., and which has been duly approved by the District, according to the laws of the State of California.

2. Pursuant to Education Code section 47604, CCS has elected to be formed and to operate as a nonprofit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq*. of the Corporations Code). As such, CCS is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of CCS, and the employee signing below expressly recognizes that he/she is being employed by CCS and not the District.

3. Pursuant to Education Code section 47610, CCS must comply with all of the provisions set forth in its operative charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.

4. CCS shall be deemed the exclusive public school employer of the employees at CCS for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

The Employee shall work in the position of [INSERT]. The Employee will perform such duties as CCS may reasonably assign and the Employee will abide by all CCS policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by the provisions of CCS's charter. A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of CCS.

2. Work Schedule

The minimum obligations for this position shall generally be [INSERT - for example "Monday through Friday, 8:00 a.m. to 5:00 p.m."]. While the Employee shall be available during this time period, the duties of this exempt position may require work on weekends, as well as before and after the regular work year or hours of the work day. Workdays on which the Employee is expected to work shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with CCS.

[ALTERNATIVE LANGAUGE FOR HOURLY/NONEXEMPT EMPLOYEES: The work schedule for this position shall be [part-time OR full-time] consisting of [INSERT SCHEDULE]. The Employee is prohibited from working hours in excess of this work schedule, including overtime, without the prior written consent of CCS. Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with CCS.]

3. **Compensation**

Employee will be twice monthly from which CCS shall withhold all statutory and other authorized deductions. Any staff member hired after the school year start date for the position will have their salary prorated based upon the number of days left in the contracted work year and the number of pay periods. For the 2023-24 school year, the employee shall be placed on the _____ salary schedule at Step: _____ column: _____ with an annual salary of _____. In addition, The employee shall (or shall not receive a salary schedule stipend of _____ for a _____. Mark if this contract contains a prorated salary and salary schedule stipend amount for the current school year (Y/N). Prorated salary _____, prorated work days _____, _____ prorated salary schedule stipend. Number of pay periods left in the contracted year _____.

Extra duty stipends will be listed on a supplemental contract. Units for placement on the salary schedule must be pre-approved through an Additional Units Survey. All transcripts must be submitted to human resources no later than June 1st, for movement across the salary schedule for the upcoming school year.

Homeschool Teachers will carry a minimum roster of 28 students; an additional two students may be placed at administrator discretion.

Homeschool teachers are able to carry up to 35 students for additional compensation per the stipend schedule. ~~Additional compensation of $100/month per student is paid for students served over the 28 base.~~ Carrying a caseload of less than 28 students over a course of three (3) months may result in a return to part time status. CCS may adjust compensation in the form of a salary increase or reduction based on actual enrollment.

4. **Employee Benefits**

The Employee shall be entitled to participate in designated employee benefit programs and plans established by CCS (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be modified by CCS in its sole discretion.

5. **Performance Evaluation**

The Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted every other year. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate the Employee shall not prevent CCS from disciplining or dismissing the Employee at-will in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at CCS shall only be as specified in this Agreement, CCS's charter, the Charter Schools Act, and CCS's Employee Handbook, which CCS may amend and modify from time to time. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with CCS.

7. **Licensure**

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the

Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service. This job offer is contingent upon completion of a satisfactory background check. If the background check is not satisfactory, this job offer is withdrawn.

10. **Conflicts of Interest**

The Employee understands that, while employed at CCS, he/she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with CCS. Employee agrees that he/she will not enter into any contract(s), or participate in making any contracts, in which he/she has a material financial interest. Employee also specifically agrees that he/she will not refer students to, or encourage students to utilize, any School approved vendor to which the Employee has a familial or marital connection. Employee also specifically agrees that he/she will not recommend that School enter into a contractual relationship with a vendor to which the Employee has a familial or marital connection.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours (Monday – Friday 8:30am – 5:00pm, except holidays). CCS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. EMPLOYMENT AT-WILL

CCS may terminate this Agreement and the Employee's employment at any time with or without cause, with or without advance notice, and at CCS's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee's employment upon written notice to the other party.

The Employee also may be demoted or disciplined, and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of CCS. No one other than Executive Director has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the terms of this Agreement, and any such agreement must be in writing and must be signed by the Executive Director and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

~~C. TERMINATION OF AGREEMENT~~

~~This Agreement may be terminated by any of the following:~~

~~1. **Early Termination with/without Cause:** The School Administration may unilaterally, and with or without cause or advance notice, terminate this Agreement. In consideration of the right to terminate this Agreement without cause, the School shall pay to Employee ten business days of his/her salary after termination occurs based on receipt of a release of claims agreement and the return of items identified in B.12.c. If the employee refuses to sign a release of claims the employee will be paid for one day of employment following termination.~~

~~2. **Revocation/Nonrenewal of Charter**: In the event that Clarksville Charter School is either revoked or non-renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section C.1. above.~~

~~3. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights provided under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of the Board, Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in the job specifications, the Board may terminate this Agreement.~~

~~4. Decline or Loss of Enrollment: In the event of a cap placed on enrollment numbers or a decline in enrollment, the School may immediately terminate this agreement. (see C.1)~~

~~D. NON-RENEWAL/EXPIRATION OF TERM. The School may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.~~

D. GENERAL PROVISIONS

1. Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. Assignment

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and

assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with CCS on the terms specified herein.

2. All information I have provided to CCS related to my employment is true and accurate.

3. A copy of the job description is attached hereto.

4. This is the entire agreement between CCS and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

CCS Approval:

Date: _____ _____

Executive Director, Clarksville Charter School

Powered by BoardOnTrack

Coversheet

Approval of Open Enrollment Dates 2023-2024

Section: IV. Operations
Item: H. Approval of Open Enrollment Dates 2023-2024
Purpose:
Submitted by:
Related Material: Open_Enrollment_Dates_2023.pdf

2023 Open Enrollment Dates

March 13-31

Coversheet

Approval of Board Calendar 2023-2024

Section: V. Governance
Item: B. Approval of Board Calendar 2023-2024
Purpose:
Submitted by:
Related Material: CCS__Board_Calendar_2023-24 DRAFT.docx (1).pdf

Thursdays-DRAFT

Clarksville Charter School

Governing Board Calendar

2023-2024

Month	Governing Board Calendar
July	**No Meeting**
August 17	• New Business
September 7	• Unaudited Actuals
October 19	• Board Training
November	**No meeting**
December 7	• 1st Interim Report based on October financials • Approval of 22-23 Audit
January 18	• SARC • November financials • Safety Plan
February	**No Meeting**
March 7	• Auditor Selection • December/January Financials/2nd Interim Report • School Calendars • Enrollment Projection • Open Enrollment Dates • Student Funding • Contracts • Board Calendar
April	**No Meeting**
May 23	• Feb/March/April Financials • Parent Student Handbook • Employee Handbook • Public Hearing for 23-24 Budget • Public Hearing for LCAP
June 6	• LCAP, Action Tables, Local Indicators, Budget Overview for Parents • Adoption 23-24 Budget

Coversheet

Approval of Resolution to Approve Amended SGCA Bylaws

Section: V. Governance
Item: H. Approval of Resolution to Approve Amended SGCA Bylaws
Purpose:
Submitted by:
Related Material:
Amended and Restated Bylaws of Sequoia Grove Charter Alliance (Adopted December 15, 2022).pdf
Clarksville Resolution Approving Amended Bylaws of Sequoia Grove Charter Alliance.pdf

AMENDED AND RESTATED BYLAWS
OF
SEQUOIA GROVE CHARTER ALLIANCE

(A California Nonprofit Public Benefit Corporation)

ADOPTED DECEMBER 15, 2022

ARTICLE I. NAME

Section 1.01 Corporate Name. The name of this corporation is Sequoia Grove Charter Alliance (hereinafter the "Corporation").

ARTICLE II. OFFICES

Section 2.01 Principal Office. The Corporation's principal office is located at 8950 Cal Center Drive, Building One, Suite 101, Sacramento, CA 95826. The Board of Directors ("Board") may change the principal office from one location to another within the State of California.

Section 2.02 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.

ARTICLE III. PURPOSES

Section 3.01 Description in Articles. The Corporation's general and specific purposes are described in its Articles of Incorporation.

ARTICLE IV. DEDICATION OF ASSETS

Section 4.01 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.

ARTICLE V. MEMBERS

Section 5.01 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.

Section 5.02 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.

Section 5.03 Election and Qualification of 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.

Section 5.04 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.

Section 5.05 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.

Section 5.06 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.

Section 5.07 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:

(a) All members participating in the meeting can communicate with each other concurrently; and,

(b) 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.

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

ARTICLE VI. BOARD OF DIRECTORS

Section 6.01 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.

Section 6.02 Specific Powers. Without prejudice to such general powers, but subject to the same limitations, the Board shall have the following powers:

(a) 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;

(b) 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;

(c) 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;

(d) 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;

(e) 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;

(f) 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;

(g) 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

(h) 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;

(i) 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.

Section 6.03 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 at least one (1) Director to serve on the Board. See **Attachment** 2 for current member agreed upon structure for appointing Directors to the Board, which may be amended from time to time by the members to reflect changes in appointing Directors without amending these Bylaws. All Directors shall have full voting rights. The members shall endeavor to appoint persons not currently serving as directors of the members.

Section 6.04 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.

Section 6.05 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.

Section 6.06 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.

Section 6.07 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.

Section 6.08 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).

Section 6.09 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.

Section 6.10 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.

Section 6.11 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.

Section 6.12 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.

Section 6.13 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.

Section 6.14 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:

(a) All Directors participating in the meeting can communicate with each other concurrently; and,

(b) 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.

Section 6.15 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.

Section 6.16 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.

Section 6.17 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.

Section 6.18 Fees and Compensation. Directors may receive just and reasonable 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.

Section 6.19 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.

Section 6.20 Standard of Care.

(a) 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.

(b) 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.

Section 6.21 Non-Liability of Directors. No Director shall be personally liable for the Corporation's debts, liabilities, or other obligations.

Section 6.22 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.

Section 6.23 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.

ARTICLE VII. OFFICERS

Section 7.01 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.

Section 7.02 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.

Section 7.03 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.

Section 7.04 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.

Section 7.05 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.

Section 7.06 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.

Section 7.07 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.

Section 7.08 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.

Section 7.09 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.

Section 7.10 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.

Section 7.11 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.

ARTICLE VIII. COMMITTEES

Section 8.01 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:

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

(b) The filling of vacancies on the Board or on any committee which has the authority of the Board;

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

(d) The amendment or repeal of the Corporation's Bylaws or the adoption of new Bylaws;

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

(f) The appointment of other committees having the authority of the Board;

(g) The expenditure of corporate funds to support a nominee for Director; or

(h) 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.

Section 8.02 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.

Section 8.03 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.

Section 8.04 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.

Section 8.05 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.

Section 8.06 Other Committees.

(a) 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.

(b) 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.

(c) 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.

ARTICLE IX. INDEMNIFICATION AND INSURANCE

Section 9.01 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.

Section 9.02 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.

Section 9.03 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.

ARTICLE X. OTHER PROVISIONS

Section 10.01 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.

Section 10.02 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.

Section 10.03 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:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

(b) The principal changes in the assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(d) 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.

Section 10.04 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.

Section 10.05 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.

Section 10.06 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.

Section 10.07 Fiscal Year. The fiscal year of the Corporation shall end on June 30 each year.

ARTICLE XI. AMENDMENTS

Section 11.01 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 December 15, 2022.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on December ___, 2022.

_____

Secretary, Sequoia Grove Charter Alliance

Attachment 1
Identification of Members
(Updated December 15, 2022)

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

1. Feather River Charter School;
2. Clarksville Charter School; and
3. Lake View Charter School.

Attachment 2
Board of Directors Appointment Structure
(Updated December 15, 2022)

As of the date indicated above, the members of Sequoia Grove Charter Alliance agree that Clarksville and Feather River each appoint two (2) Directors, and Lake View appoints one (1) Director, to the Board. This process may be agreed upon or changed by the current member's School Boards in the future, and any updates or changes shall be added hereto as an updated Attachment 2 to the Bylaws of Sequoia Grove Charter Alliance without requiring an amendment to the bylaws.

Adopted December 15, 2022

RESOLUTION OF THE BOARD OF DIRECTORS OF
CLARKSVILLE CHARTER SCHOOL TO APPROVE
AMENDED BYLAWS OF SEQUOIA GROVE CHARTER ALLIANCE

WHEREAS, Clarksville Charter School ("School") is a corporate member of Sequoia Grove Charter Alliance ("SGCA"), a California nonprofit public benefit corporation that formed to support School, as well as other public charter school operators and educational organizations who may also serve as corporate members, by providing task-related administrative support services to them and for which their governing boards retain ultimate decision-making authority.

WHEREAS, SGCA originally formed with four corporate members; however, one of the members, Winship Community School, has ceased operating public charter schools and resigned as a corporate member of SGCA. SGCA now seeks to amend its bylaws to reflect having three corporate members.

WHEREAS, as the corporate member of SGCA, School has certain rights granted by Section 5056 of the California Nonprofit Public Benefit Corporation Law and by SGCA's bylaws, including the right to approve any amendments to SGCA's bylaws.

WHEREAS, the Board has reviewed the Amended and Restated Bylaws of SGCA, a copy of which is attached to this resolution as Attachment A. The amended bylaws were approved by SGCA's governing board on December 15, 2022 and will become effective upon approval by SGCA's corporate members. The Board has determined that it is in the best interests of the School to approve such amended bylaws.

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

1. School approves the Amended and Restated Bylaws of SGCA, a copy of which are attached to this resolution as Attachment A.

2. The Executive Director of School, or a designee, are individually authorized and directed to notify SGCA of the actions approved in this resolution, and to provide SGCA for its records a copy of this resolution and its certificate of adoption upon execution by the Secretary of this Board.

3. 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 _____, 2023, 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 _____, 2023.

_____
Secretary of the Board of Directors of
Clarksville Charter School

ATTACHMENT A

AMENDED AND RESTATED BYLAWS OF SEQUOIA GROVE CHARTER ALLIANCE

[See Attached]