Clarksville Charter School

Regular Scheduled Board Meeting

Date and Time

Thursday October 20, 2022 at 6:30 PM PDT

Location

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

Meeting ID: 407 525 8260
Passcode: 546272
One tap mobile
+14086380968,,4075258260# US (San Jose)
+16699006833,,4075258260# US (San Jose)
Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
Meeting ID: 407 525 8260
Find your local number: https://sequoiagrove-org.zoom.us/u/kcv9bkellW

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:30 PM**
A.	Record Attendance/ Establish Quorum		Emily Allen	
B.	Approval to Continue Meeting Virtually per AB 361		Emily Allen	
C.	Call the Meeting to Order		Emily Allen	
D.	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 September 14, 2022 Special Board Meeting
3. Tobacco-Free School Policy
4. Extended School Year Dates
5. Investigation of Inaccurate, Suspicious, or False Addresses for Student Residency Policy
6. SGCA Employee Handbook 2022-2023 v3
7. Title IX Policy
8. Expense Reimbursement Policy
9. Fiscal Policies and Procedures 22-23
10. Safe to Return to In-Person Services Plan review

E.	Public Comments on Non-Agenda Items		Emily Allen	3 m
F.	Presentation of Executive Director's Report		Jenell Sherman	
II.	**Academic Excellence**			**6:33 PM**
A.	Report Out Regarding Public Comment on Cross Country Team		Jenell Sherman	
III.	**Governance**			
A.	Board Training			

Covered topics:

- School Recap with Jenell Sherman

		Purpose	Presenter	Time

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

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

IV. 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 December 8, 2022 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.

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

Coversheet

Approval to Continue Meeting Virtually per AB 361

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

BACKGROUND:

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

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

(B) Either of the following circumstances exists:

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

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

RECOMMENDATION:

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

Coversheet

Approval of Consent Agenda

Section: I. Opening Items
Item: D. Approval of Consent Agenda
Purpose:
Submitted by:
Related Material:
2022_09_14_board_meeting_minutes ccs.pdf
Tobacco Free School Policy-CCS DRAFT.pdf
22-23_ESY_Dates_-_Google_Docs.pdf
DRAFT_Investigation_of_Inaccurate__Suspicious_or_False_Addresses_for_Student_Residency_-_Clarksville__v2.docx
Lake_View_CCS_-SGCA_Employee_Handbook_22-23_DRAFT_v3 .docx
DRAFT Title IX Policy - Clarksville - V3.docx
CCS_2022-2023_Expense_Reimbursement_Policy v4 DRAFT.docx
Draft_Fiscal_Policies_and_Procedures_-Clarksville_v5.docx
SafeReturntoIn-PersonCCSv3.pdf

BACKGROUND:

Tobacco Free School Policy: NEW policy

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

ESY: NEW Dates

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

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

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

Title IX Policy: REVISION

Updated language on Complaints pertaining to Title IX issues.

Safe to Return: REVISED

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

Fiscal Policies and Procedures: REVISED

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

Expense Reimbursement Policy: REVISED

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

Employee Handbook: REVISED

Updated Title IX, COVID Sick leave extension, nonschool conference, hotels, airfare and transportation, meal allowance

RECOMMENDATION:

Board Approved

DRAFT

Clarksville Charter School

Minutes

Special Board Meeting

Date and Time
Wednesday September 14, 2022 at 12:00 PM

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

Meeting ID: 407 525 8260
Passcode: 546272

One tap mobile
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+1 669 900 6833 US (San Jose)
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+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

Caitlyn Obolsky

Directors who arrived after the meeting opened
Janeal Cimino

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

I. Opening Items

A. Record Attendance/ Establish Quorum

Janeal Cimino arrived.

B. Approval of Resolution Regarding AB 361 v4

Kelley Laliberte made a motion to approve Resolution Regarding AB361 v4.
Emily Allen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Call the Meeting to Order

Emily Allen called a meeting of the board of directors of Clarksville Charter School to order on Wednesday Sep 14, 2022 at 12:11 PM.

D. Approval of Consent Agenda

Kelley Laliberte made a motion to approve the Consent Agenda.
Tiffiny Farley seconded the motion.
The board **VOTED** unanimously to approve the motion.
Kelley Laliberte made a motion to approve the minutes from Special Board Meeting on 07-28-22.
Tiffiny Farley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Caitlyn Obolsky	Absent
Janeal Cimino	Absent
Emily Allen	Aye
Tiffiny Farley	Aye
Kelley Laliberte	Aye

E. Public Comments on Non-Agenda Items

Jo Baldwin, CCS parent, requests Clarksville formally sanction the cross country track team in El Dorado Hills in order for her student to compete.

F. Approval of Board Member #4: Janeal Cimino

Kelley Laliberte made a motion to approve the nomination of Board Member #4: Janeal Cimino.
Emily Allen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Kelley Laliberte	Aye
Tiffiny Farley	Aye
Janeal Cimino	Absent
Caitlyn Obolsky	Absent
Emily Allen	Aye

G. Closed Session

Kelley Laliberte made a motion to to go into Closed Session at 12:21 PM.
Emily Allen seconded the motion.
3-0-1 vote to accept the settlement with Provenance.
The board **VOTED** unanimously to approve the motion.

H. Presentation of Executive Director's Report

Jenell Sherman, Shannon Breckenridge, and Kristie Nicosia presented the *Executive Director's Report.*

II. Finances

A. Approval of May and July 2022 Financials

Kelley Laliberte made a motion to approve the May and July 2022 Financials.
Emily Allen seconded the motion.
James Surmeian presented the May and July 2022 Financials.
The board **VOTED** unanimously to approve the motion.

Roll Call

Kelley Laliberte	Aye
Tiffiny Farley	Aye
Caitlyn Obolsky	Absent
Janeal Cimino	Aye
Emily Allen	Aye

B. Approval of June 2022 Unaudited Actuals Report

Kelley Laliberte made a motion to approve June 2022 Unaudited Actuals Report.
Tiffiny Farley seconded the motion.
James Surmeian presented the June 2022 Unaudited Actuals Report.
The board **VOTED** unanimously to approve the motion.

III. Operations

A. Discussion of High School Students: Priority Enrollment

Upon review staff determined that Master Agreement must be on file in order for new students to access the ordering system.
Academies have made space for all students who would like to attend Academies.

IV. Governance

A. Approval of Resignation of Board Member: Caitlyn Obolsky

Kelley Laliberte made a motion to approve the Resignation of Board Member: Caitlyn Obolsky.
Emily Allen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Caitlyn Obolsky	Absent
Tiffiny Farley	Aye
Kelley Laliberte	Aye
Janeal Cimino	Aye
Emily Allen	Aye

B. Discussion and Potential Action: Board Training Workshop

Kelley Laliberte made a motion to approve addition of October 20, 2022 Regular Scheduled Board Meeting at 6:30 PM.
Emily Allen seconded the motion.
JC actually made the motion.
The board **VOTED** unanimously to approve the motion.

C. Discussion and Potential Action Regarding Board Meeting Start Time

Regular Scheduled Board Meetings will remain at 6:30 PM.

D. Approval of Charter Authorized Signatures/Fiscal Contact Information

Kelley Laliberte made a motion to approve Charter Authorized Signatures/Fiscal Contact Information as noted.
Emily Allen seconded the motion.
Jenell Sherman presented Charter Authorized Signatures/Fiscal Contact Information.

Note: add Janeal Cimino.
The board **VOTED** unanimously to approve the motion.

E. CSO Board Adjustment Discussion

Darcy Belleza explained the need for CSO Board bylaws to be rewritten because of the closure of Winship Community School.

Potential to have CSO Board to continue as a board of 5.

Proposal to have CCS and FRCS to each have 2 representatives and for LVCS to have 1 representative.

V. Closing Items

A. Board Requests for Future Agenda Items

Board requested:

- Follow-up on the public comment regarding El Dorado Hills cross country team.
- Need to fill Board Treasurer position, revise description to include involvement in auditing process

B. Announcement of Next Regular Scheduled Board Meeting

Emily Allen announced the next Regular Scheduled Board Meeting is October 20, 2022 at 6:30 PM.

C. Adjourn Meeting

Kelley Laliberte made a motion to adjourn the Meeting.
Janeal Cimino 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 1:36 PM.

Respectfully Submitted,
Emily Allen

Prepared by:
Katie Royer

Noted by:

_____
Board Secretary

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CLARKSVILLE
CHARTER SCHOOL

Tobacco-Free School Policy

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

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

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

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

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

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

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

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

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



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

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

CLARKSVILLE
CHARTER SCHOOL

Investigation of Inaccurate, Suspicious or False Addresses for Student Residency

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

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

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

Such an investigation may ~~shall~~ include:

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

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

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

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

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

verify residence

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

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

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

If a new address and residency is established and located outside of California or the following counties: ~~Butte,~~ El Dorado, Amador, Alpine, Sacramento and Placer Counties the Executive Director or designee shall follow the policy and procedures providing notice and a right to a hearing identified in Clarksville Charter School’s Residency Policy.


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.

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Section 1 - General

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

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

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

Section 2 - Philosophy

CORE PURPOSE

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

CORE VALUES

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

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

PERMISSION-TO-PLAY VALUES

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

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

STRATEGIC ANCHORS

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

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

SCHOOLWIDE LEARNER OUTCOMES

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



Section 3 - Employment

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

Our School is an equal opportunity employer. In accordance with applicable law, our School prohibits

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

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

HARASSMENT

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

What is Harassment?

- Harassment can take many forms. As used in this Employee Handbook, the terms

"discrimination" and "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

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

What is abusive conduct/workplace bullying?

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

What is Retaliation?

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

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

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

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

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

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

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

Supervisors must report any and all alleged conduct of which they are made aware, which

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

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

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

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

Questions, concerns or complaints regarding compliance with Title IX employee issues, please contact the Human Resources Director. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, ~~please contact the Equity Compliance Officer, Darcy Belleza, darcy.belleza@sequoiagrove.org.~~
please contact the Title IX Coordinator, Deanna Moreno, deanna.moreno@sequoiagrove.org, or or 916-957-5709.

Title IX Coordinator: Deanna Moreno, Director of Human Resources
Lake View Charter School
4972 Country Road N
Orland, CA 95963

Feather River Charter School
4305 S. Meridian Road
Meridian, CA 95657

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.

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~~ December 31, 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~~ 13 paid holidays during the year:

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

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

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

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

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

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

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

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

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

22/23 school year

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

Updates for the 23/24 school year

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

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

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

The following terms also apply to PTO:

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

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

SICK LEAVE

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

Eligible Employees

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

Permitted Use

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

Allotment

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

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

Changes for PSL Accrual for 23/24 School Year

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

What does this mean?

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

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

Limits on Use

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

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. If the employee is out using sick time for more than 3 consecutive days a doctor's note is required to return to work. If a doctor's note is not supplied it will be unapproved unpaid time off unless previously arranged with the employee's Director.

Termination

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

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

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

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

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

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

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

Valuation of Donated PSL
The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance.

Human Resources shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable “wages” to such eligible employees for the payroll period utilized. No employee shall receive payment for more than 40 hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

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

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

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

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

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

will not be affected.

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

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

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

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

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

Section 9 - Employee Communications Policy

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

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

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

No Expectation of Privacy

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

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

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

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

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

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

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

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

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

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

Confidential Information
Employees may not transmit information over the Internet or through email that is confidential or

proprietary. Employees are referred to the School's "Confidential Information" policy, contained herein, for a general description of what the School deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

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

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

Maintenance and Security of the System

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

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the School's network must do so through an approved Internet firewall. ~~Accessing the Internet directly by modem is strictly prohibited unless the computer the employee is using is not connected to the School's network. Files obtained from sources outside the School including~~ devices~~disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the School's computer network.~~ Employees should be cautious when ~~never~~ downloading files from the Internet, accepting email attachments from outsiders, or using devices~~isks~~ from non-School sources~~, without first scanning the material with the School approved virus checking software.~~ If the employee suspects that a virus has been introduced into the School network, notify technology personnel immediately.

Violations of this Policy

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

Amendment and Modification of this Policy

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

SOCIAL MEDIA POLICY

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

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

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

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

Personal or Professional Blogs

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

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

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

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

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

EQUIPMENT POLICY

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

Laptop Computers

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

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School. Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized

use of such equipment. Such precautions shall include, but not be limited to the following:

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

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment. The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

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

CELL PHONE POLICY

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

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

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

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

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

TELEPHONE CALLS AND TEXTING

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

NO SOLICITATION/DISTRIBUTION POLICY

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

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

Additionally, distribution of written materials of any kind by the School employees is prohibited at all times in all working areas on School premises. Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

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

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

Definitions

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

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

Employee Responsibility

If the employee has a need to solicit and/or distribute materials on School premises, it must be in

compliance with this policy. Please ask questions and talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If employees are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

Policy Statement

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

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

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

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

Definitions

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

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a

Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

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

Procedures

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

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

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

Responsibilities

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

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship

between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director,or designee.

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

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

Section 10 - Standards of Conduct

PERSONAL STANDARDS

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

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

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behavior

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

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

Unacceptable Behaviors

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

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

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

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Ensuring all online platform interactions with students have another adult present
- Keeping reasonable and appropriate space between the employee and the student
- Stopping and correcting students if they cross the employee's own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if the employee finds themself in a difficult situation related to boundaries
- Involving the employee's supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in the employee's best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co- workers
- Asking another staff member to be present, or within close supervisory distance, when the employee must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any actions, which are contrary to these provisions, are worth sacrificing your job and career

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

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

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

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

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

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record one's own work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any

employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during the employee's working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include the employee's meal and break periods)
- Failure to timely notify your supervisor when the employee is unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false

CONFIDENTIAL INFORMATION

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

or trade secret law.

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

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

CONFLICTS OF INTEREST

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

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

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

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

Outside Employment

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

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

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

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

Policy Statement

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

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

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

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

EXPENSE REIMBURSEMENT POLICY

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

TRAVEL: Mileage

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

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

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

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

CATEGORY 3:
FAMILY LIAISONS

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

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

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

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

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

Employees are required to submit:
- a monthly written report of all miles driven
- with a printed map showing the locations driven, on behalf of the School during that month.

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

HOTELS, AIRFARE & TRANSPORTATION, MEALS, AND GRATUITY

Non-School Conference

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

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

Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be $100 - $150 per night.

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

Airfare & Transportation

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

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

Meals

An employee can seek meal reimbursement based on the following:

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

Meal Allowance

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

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

Reimbursement Meal Rates Table:

Maximum Meal Criteria for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	$12
Lunch*	$186
Dinner*	$252

*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: _____

Title IX Policy

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

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

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

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

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

g. You have the right to pursue civil remedies if you have been discriminated against.
h. You have the right to be protected against retaliation if you file a discrimination complaint.

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

   You may also file a complaint of discrimination with the US Department of Education Office for Civil Rights ("OCR").

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

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

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

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

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

What if I am already pursuing my complaint within the school district or college or with another agency?
OCR does not handle cases that are being addressed by another agency or within a school's or college's formal grievance procedure if OCR anticipates that the agency you filed with will provide you with a resolution process comparable to OCR's. Once the other complaint process is completed, you have 60 days to refile your complaint with OCR. OCR's first step will be to determine whether to defer to the result reached in the other process.

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

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

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

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

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

CLARKSVILLE
CHARTER SCHOOL

Expense

Reimbursement Policy



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EXPENSE REIMBURSEMENT POLICY

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

TRAVEL: Mileage

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

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

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

CATEGORY 2:
SPECIAL EDUCATION AND STUDENT SUPPORT

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

CATEGORY 4:
NURSE
VIRTUAL/OUT OF SERVICE AREA EMPLOYEES

- Not eligible for travel stipend
- With prior approval, the employee may complete the mileage reimbursement process when attending local meetings and events

These stipends are intended to reimburse those employees for vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance for travel required in direct consequence of the discharge of their job duties. The School will not be responsible for traffic or parking violations.

If an employee believes the stipend amount is insufficient to cover their employment related travel expenses, the employee must provide the School with receipts and documentation showing that the employee has incurred expenses above their stipend amount. Employees are responsible for maintaining an accounting of their mileage. Employees who believe they will exceed the standard stipend should submit for pre- approval from the Executive Director or designee. The School may

periodically request follow-up documentation to verify that the employee is incurring the expense.

The School will pay the per semester stipend in a prorated manner once per month over the length of the semester. If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

If the School requires any other employee to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees that are assigned to a worksite, the employee will receive a reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite.

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

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

HOTELS, MEALS, AND GRATUITY

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

Nonschool Conference

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

Hotels

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

Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be $100 - $150 per night.

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

Airfare & Transportation

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

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

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

2. Conference transportation includes:

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

Meals

An employee can seek meal reimbursement based on the following:

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

a. Meal reimbursement is not for single day conferences or meetings

b. Meal reimbursement starts on the second day of the conference and is paid daily through the last day of the trip

2. Meal reimbursement cannot be claimed when the conference or airline provided a meal*

Meal Allowance

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

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

Alcoholic beverages are not an allowable expense.

Reimbursement Meal Rates Table:

Maximum Meal Criteria for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	$12
Lunch*	$18~~16~~
Dinner*	$25~~22~~

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

Gratuity

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

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

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

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

MONTHLY STIPEND FOR PERSONAL CELL PHONES, INTERNET, AND UTILITIES EXPENSES

Employees who are required to use their personal cell phones, internet and utilities to perform work on behalf of the School will be provided a stipend in the amount of $250 for full-time employees and $125 for part-time employees for such use. This includes a monthly stipend for personal cell phones, a monthly stipend for internet/personal internet access (Wi-Fi), a monthly stipend for utilities expenses, and an additional amount for taxes associated therewith.

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

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

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

OTHER EXPENSES

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

Office Supplies

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing

utensils and file folders) and/or stamps/mailing charges for School related correspondence will have a $250 stipend for full-time employees and $125 for part-time employees. School employees will receive a stipend as categorized below to be paid over 10 months.

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

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

REPORTING

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

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

CLARKSVILLE CHARTER SCHOOL
Fiscal Policies and Procedures
Updated Draft

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

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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, ~~and~~ the Executive Director, and the Chief Fiscal Officer will develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. Then a five-year budget projection is developed in accordance with the schools' established strategic and growth plans.

Clarksville Charter School
Fiscal Policies and Procedures

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

May – June

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

July – August

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

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

September – December

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

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

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

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

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.

Clarksville Charter School
Fiscal Policies and Procedures

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

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

Attendance Accounting

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

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

Annual Financial Audit

The Board will annually appoint an audit committee by January 1 to oversee the independent auditors for that fiscal year. 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.

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.

Clarksville Charter School
Fiscal Policies and Procedures

Fundraising, Grant Solicitation, and Donation Recognition

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

Contracts

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

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

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

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

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

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

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

Purchase Orders

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

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

Payment Authorization

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

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

Accounts Payable Checks

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

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

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

Bank Reconciliations

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

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

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CASH RECEIPT MANAGEMENT

General Procedures for Non-Governmental Cash Receipts

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

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

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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.

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HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

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

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

Timesheets

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

Overtime

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

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Payroll Processing

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

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

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

Payroll Taxes and Record Keeping

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

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

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

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

Expense Reports

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

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

Travel

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

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

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

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

Commented [1]: Replace with handbook language

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

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

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

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~~Employees are required to submit:~~
~~● a monthly written report of all miles driven~~
~~● with a printed map showing the locations driven, on behalf of the School during that month.~~

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

TRAVEL: Mileage

CATEGORY 1:
HOMESCHOOL TEACHERS, INSTRUCTIONAL TEAM ADVISORS, ADMIN ASSISTANT Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:
- Full-time employees: $500 stipend each semester to cover costs related to the use of personal vehicles
- Part-time employees: $250 each semester to cover costs related to the use of personal vehicles
    - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

CATEGORY 2:
SPECIAL EDUCATION AND STUDENT SUPPORT
NURSE
VIRTUAL/OUT OF SERVICE AREA EMPLOYEES
- Not eligible for travel stipend
- With prior approval, the employee may complete the mileage reimbursement process when attending local meetings and events once they are in area of school service

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

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

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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.

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Hotels

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

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

Airfare & Transportation

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

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

Meals

An employee can seek meal reimbursement based on the following:

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

Meal Allowance

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

Items needed for Upload:

- Itemized receipts for meal reimbursements are required.
  - **Alcoholic beverages are not an allowable expense.**

Reimbursement Meal Rates Table:

Meal Maximum Criteria	
Criteria for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	$12
Lunch*	$18~~6~~
Dinner*	$25~~2~~

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

Gratuity

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

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will submit a monthly financial report including:

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

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

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

Third Party Loans

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

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

Fund Balance Reserve

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

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

LEA Name: Clarksville Charter School

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

○ has developed a plan ◉ will amend its plan

1. Please choose one:

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

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

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

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

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

CCS completed the COVID-19 Prevention Plan and the COVID-19 School Guidance Checklist. CCS intends to address additional areas to remain compliant. On October 12, 2021, CCS presented to the CCS GB a COVID-19 Testing Policy and COVID-19 Schoolwide Health and Safety Policy. The GB approved the COVID-19 Testing Policy but requested for clarification with language for the COVID-19 Schoolwide Health and Safety Policy. On October 20, 2021, the CCS GB approved the COVID-19 Schoolwide Health and Safety Policy. CCS received updated guidance from CDPH in form of the 'Decision Forest." On September 8, 2022, the CCS GB approved the updated COVID-19 Schoolwide Health and Safety Policy along with the COVID-19 Testing Policy to align with State and county recommendations.

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

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

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

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

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

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

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

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

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

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

CCS will bring the updated CDPH "Decision Forest" on the CCS COVID-19 Schoolwide Health and Safety Plan to the GB on November 17, 2021. During this GB Meeting, the CCS GB will hold public comment for input on the Safe Return to In-Person Instruction and Continuity of Services template.
CCS shared the updated information at the September 14, 2022 GB Meeting with an opportunity for public comment during the meeting. Staff was also made aware of the updates from CDPH. Social medial posts and a weekly parent email included information in relation to the Safe to Return to In Person plan.

In addition, the LEA provides the following assurances:

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

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

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

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

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

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

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

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

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

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

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

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

☐

Coversheet

Presentation of Executive Director's Report

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

Executive Director Report

CLARKSVILLE
CHARTER SCHOOL

October 2022

Agenda

01

Enrollment

02

Academic Programs

03

Community

04

Instructional Materials

05

Assessment & Dashboard Updates

CLARKSVILLE
CHARTER SCHOOL

Enrollment Update from Principal
Clarksville Charter School

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

Grade	Alpine	Amador	El Dorado	Placer	Sacramento	Totals
TK	0	4	25	6	12	47
KN	0	20	84	32	41	177
1	0	18	117	20	48	203
2	0	13	85	22	28	148
3	0	14	79	28	42	163
4	0	16	113	25	34	188
5	1	17	89	24	40	171
6	0	18	95	28	35	176
7	2	13	88	22	36	161
8	1	8	88	29	25	151
9	1	10	51	30	26	118
10	0	4	44	25	24	97
11	1	5	46	19	21	92
12	0	3	18	12	18	51
Curent Total	6	163	1022	322	430	1943

ADVENTURE ADVA ACADEMY

Session 1: 8/15-10/7

Total Session 1 class offerings: **56**

Total Session 1 registrations: **637**

Session 2 starts 10/17

Total Session 1 class offerings: **70**

Total Session 1 registrations: **800+**



8 Core Adventure Academy teachers

New PE Program

Classes that are EL and DIG approved

Parents now register through Sequoia Sign Up

HSVA

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

JHVA

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

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

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

High School

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

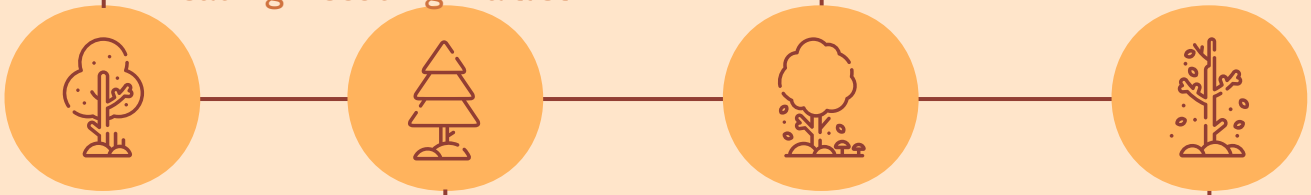
Student Support

Intervention

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

Centervention

21 licenses assigned



Nessy

106 licenses assigned

SEL

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

Special Education

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

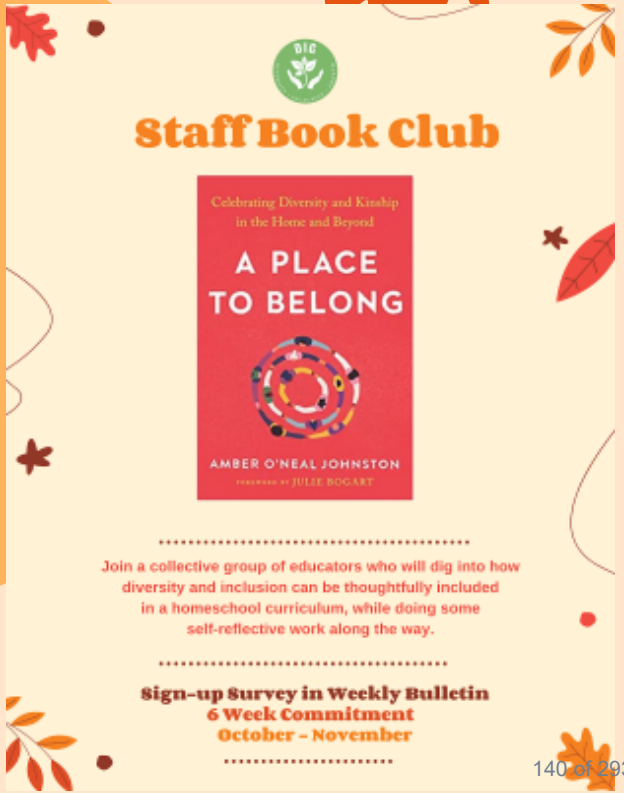
28 current initial special education assessments

Onboarding a new Speech and Language Pathologist

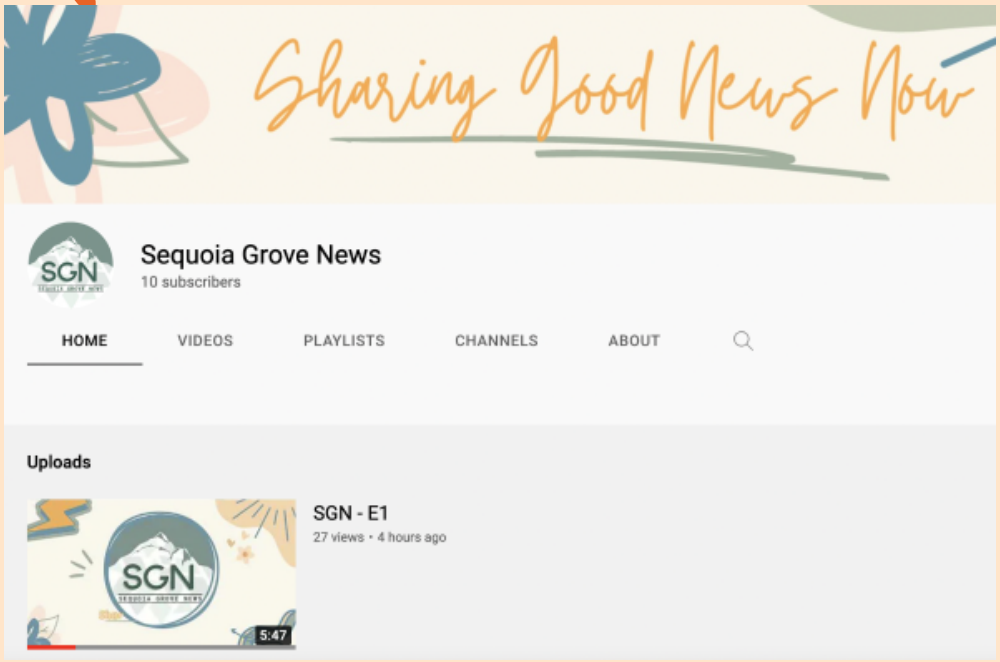




Creating DIG inspired Fieldtrip series:
Wakamatsu Farms in October
California Indian Museum and Cultural Center in November



Sequoia Grove News



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



Field Trips

Field Trips have been VERY popular!

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

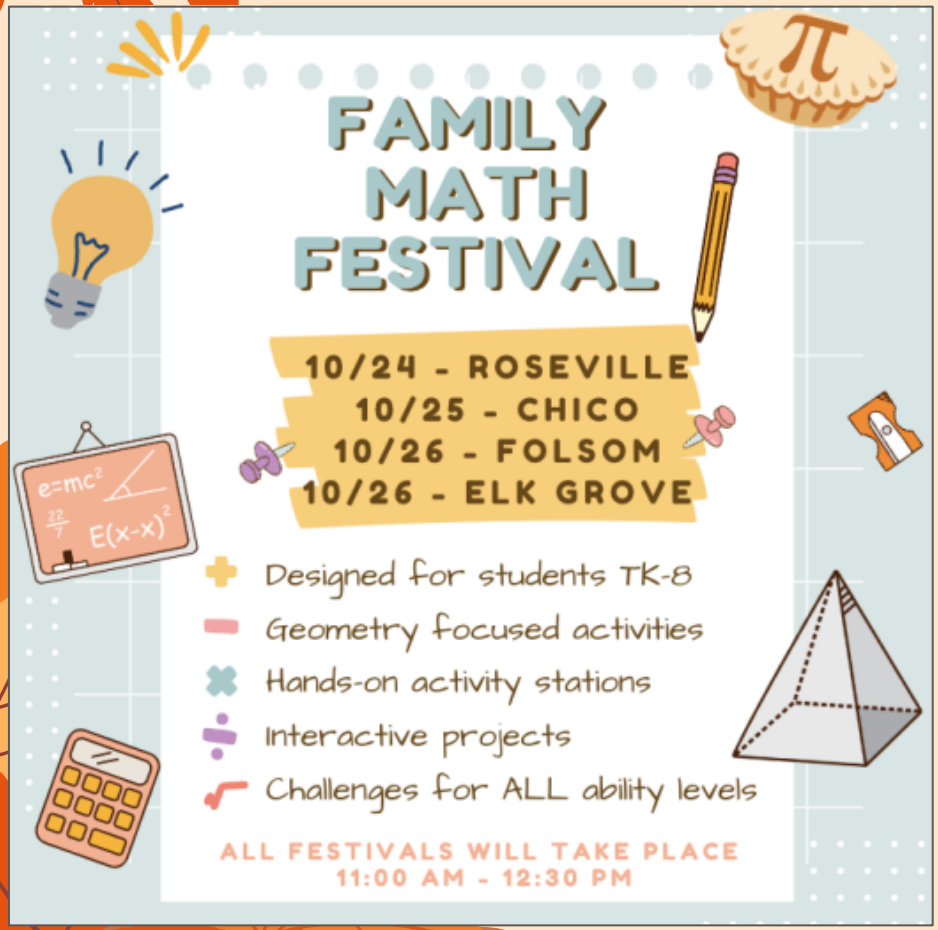








THANK YOU to our Session 1 Club hosts! We had SO many students attend! Here's a quick peek at some of the upcoming Session 2 Clubs. In person and virtual club opportunities.


FAMILY
MATH
FESTIVAL
10/24 - ROSEVILLE
10/25 - CHICO
10/26 - FOLSOM
10/26 - ELK GROVE
Designed for students TK-8
Geometry focused activities
Hands-on activity stations
Interactive projects
Challenges for ALL ability levels
ALL FESTIVALS WILL TAKE PLACE
11:00 AM - 12:30 PM

Instructional Materials

Vista System has been a great change!



Orders Processed

Product: 15,649

Services: 6,354

Curriculum: 1,638

Community Partners

Onboarded & active service partners: 402 unique

New this year: 130

ACH payments available this year

Library Services now offers shipping!

VISTA ORDERING SYSTEM

Tech Devices

One to One Chromebook Plan

2721 distributed

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

New Staff Surface Laptops
Currently being distributed



Fall Assessments

STAR Assessment

Students took a Math and Reading Assessment

Participation

95% of students participated in the fall assessments

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

Changes to the CA State Dashboard: Restarting Accountability



Measures of Student Success

Six state measures allow for comparisons across schools and districts:

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



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

Thanks!

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

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

Coversheet

Board Training

Section: III. Governance
Item: A. Board Training
Purpose:
Submitted by:
Related Material: _Draft-Board Eval Questions 22-23.pdf
CCS October GB Training (1).pptx

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

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



Governing Board Annual Training

October 20, 2022

AGENDA

01

Clarksville Charter School Recap

02

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

03

Financial Training with Jim Surmeian

04

Big Ideas: Overarching Themes for GB with Bryanna Brossman

05

Board Evaluation Process and Updates with Darcy Belleza

01

CLARKSVILLE CHARTER SCHOOL RECAP



Clarksville Charter School

AUTHORIZING DISTRICT
Buckeye Union School District

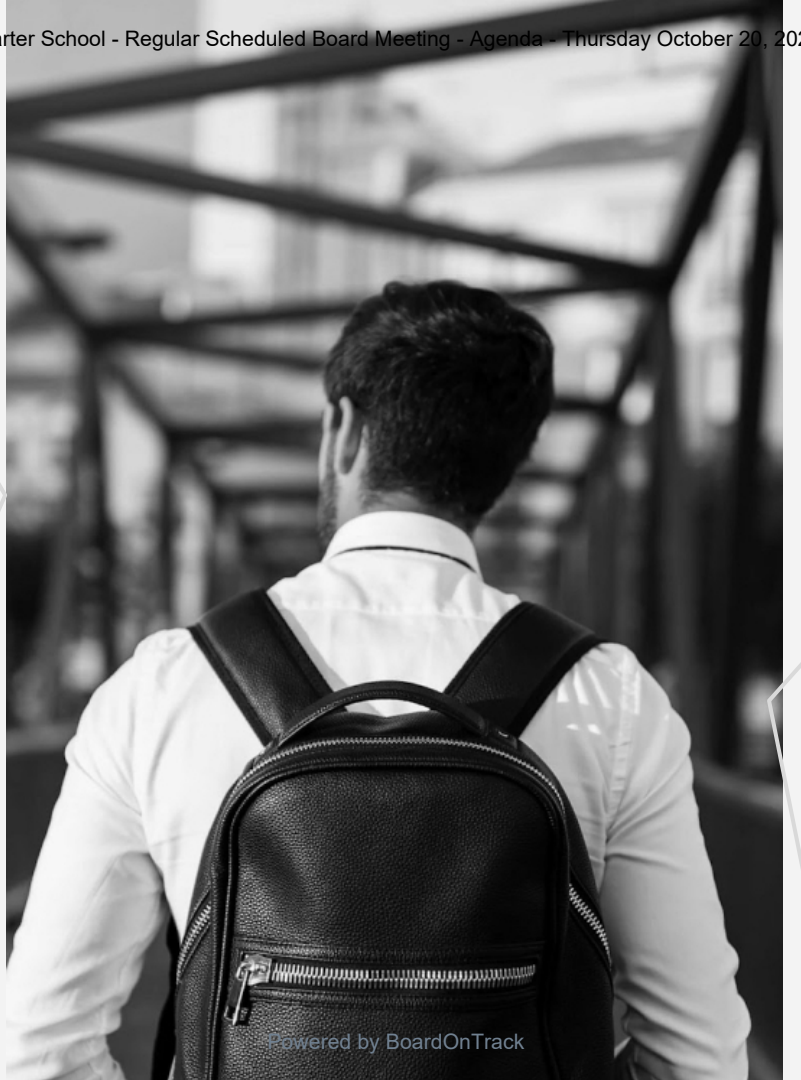
CHARTER TERM
Renewal 2025

WASC
Accredited through June 30, 2027

COUNTIES
El Dorado, Amador, Alpine, Sacramento, and Placer County

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.



SLO'S

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

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.

Powered by BoardOnTrack



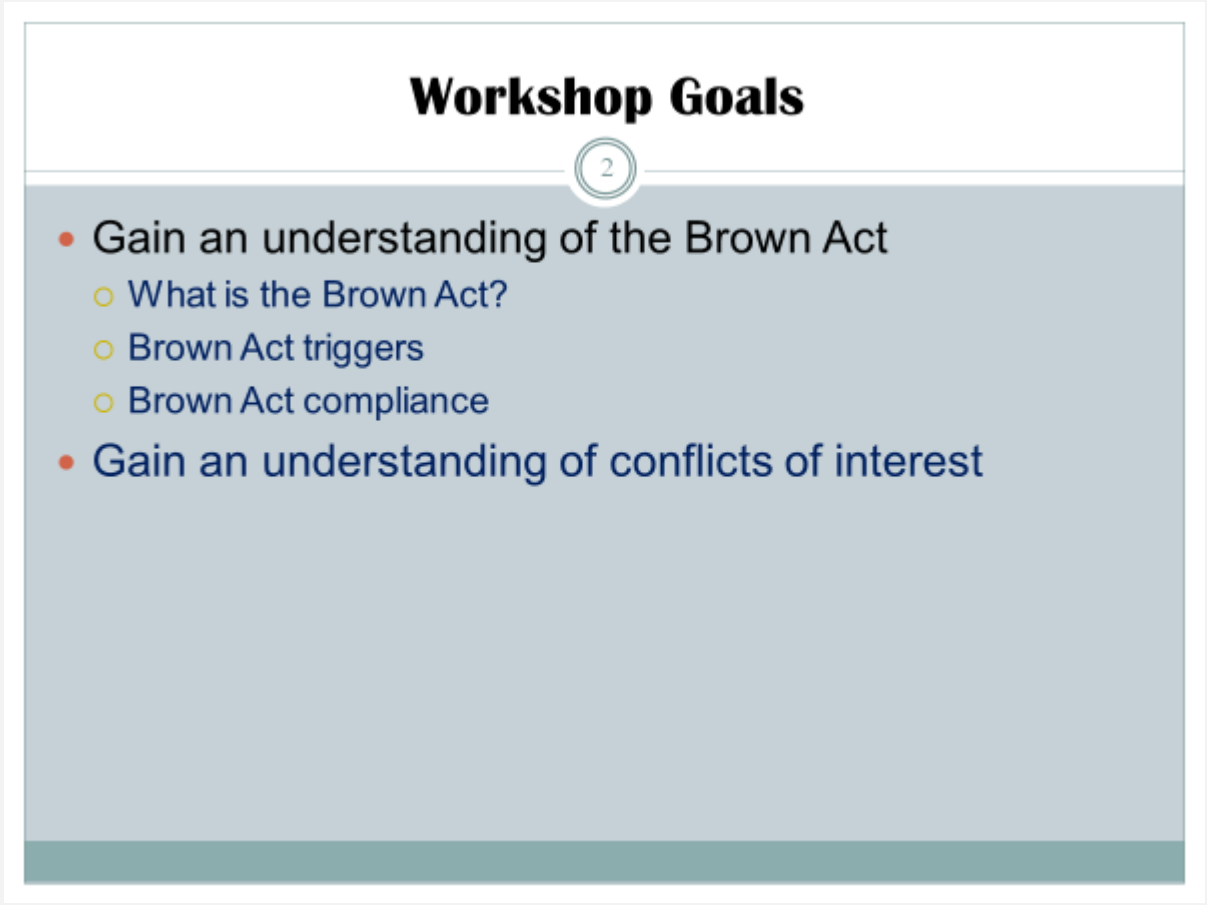
02

BROWN ACT AND CONFLICT OF INTEREST WITH Jennifer McQuarrie

Brown Act Training

1

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


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

What is the Brown Act?

3

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

Competing Policy Interests

4

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


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

Who Must Comply

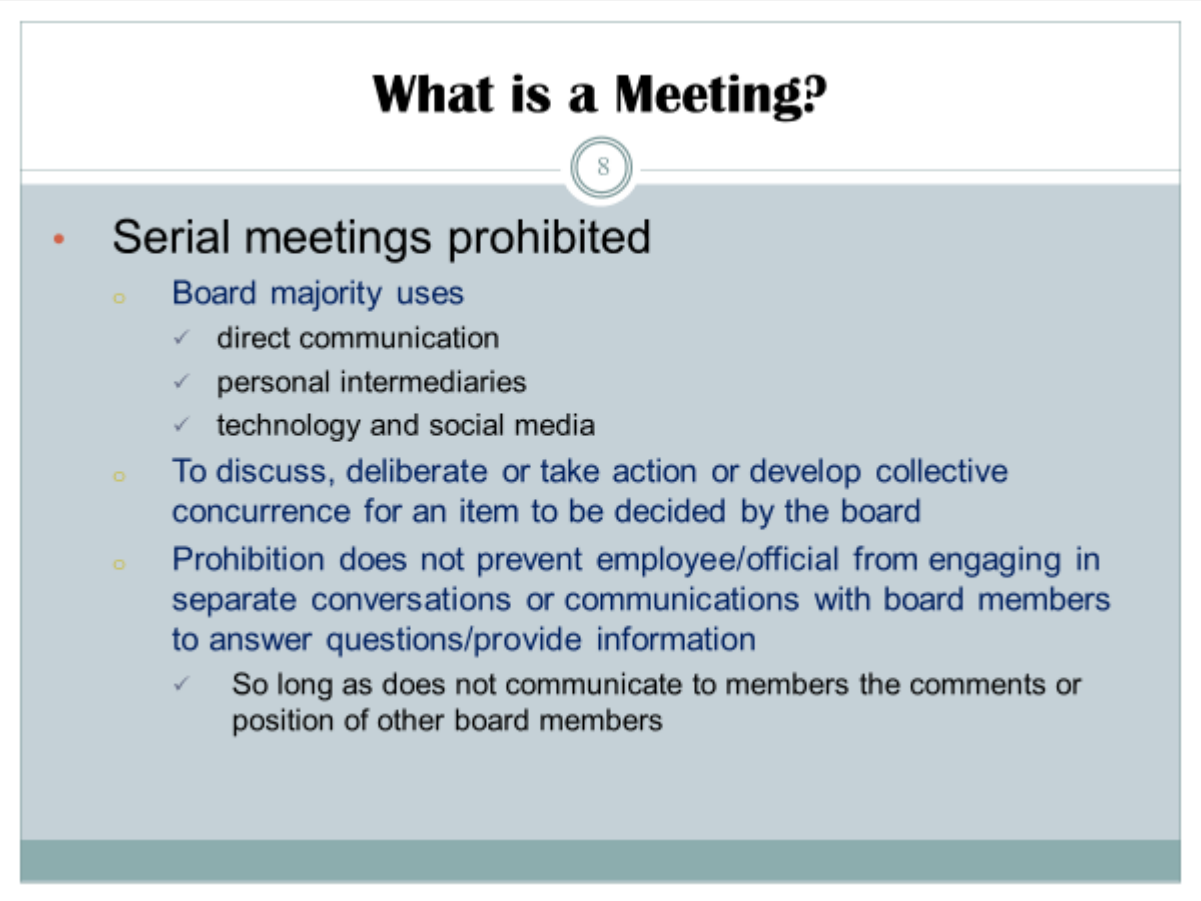
6

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

What is a Meeting?

7

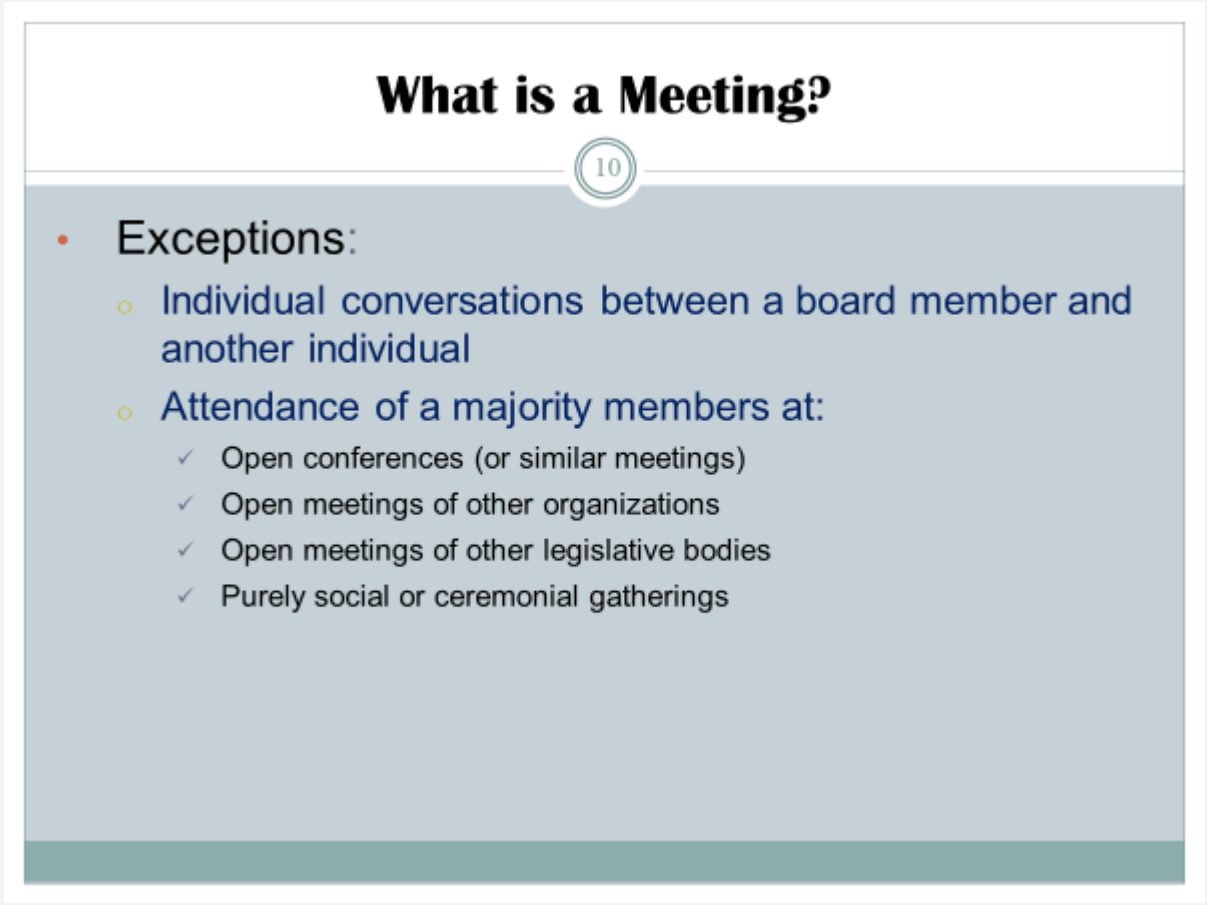
- Broadly defined
  - Congregation of board majority at the same time and place to hear, discuss or deliberate upon any item within its subject matter jurisdiction
  - Includes collective acquisition and exchange of facts before making a decision
  - Includes informal and inadvertent meetings


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

Social Media

9

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


What is a Meeting?
10
Exceptions:
Individual conversations between a board member and another individual
Attendance of a majority members at:
Open conferences (or similar meetings)
Open meetings of other organizations
Open meetings of other legislative bodies
Purely social or ceremonial gatherings

What is a Meeting?

11

- Exceptions continued:
  - Provided they don't discuss amongst themselves school business, other than as part of a program

Compliance - Notice

12

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

Compliance - Agenda

13

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

Compliance - Agenda

14

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

Compliance – Limits at Special Meetings

15

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

Compliance - Posting

16

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

Minutes

17

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

Meeting Locations

18

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

Compliance - Teleconferencing

19

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

AB 361 - Teleconferencing

20

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

AB 361 - Teleconferencing

22

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

AB 361 - Teleconferencing

23

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

New in 2023

24

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

New in 2023

25

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

New in 2023

26

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

New in 2023

27

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

New in 2023

28

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

Compliance – Public Participation

29

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

Compliance – Rights of the Public

30

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

Compliance – Rights of the Public

31

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

Board Action

32

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

Compliance – Closed Session

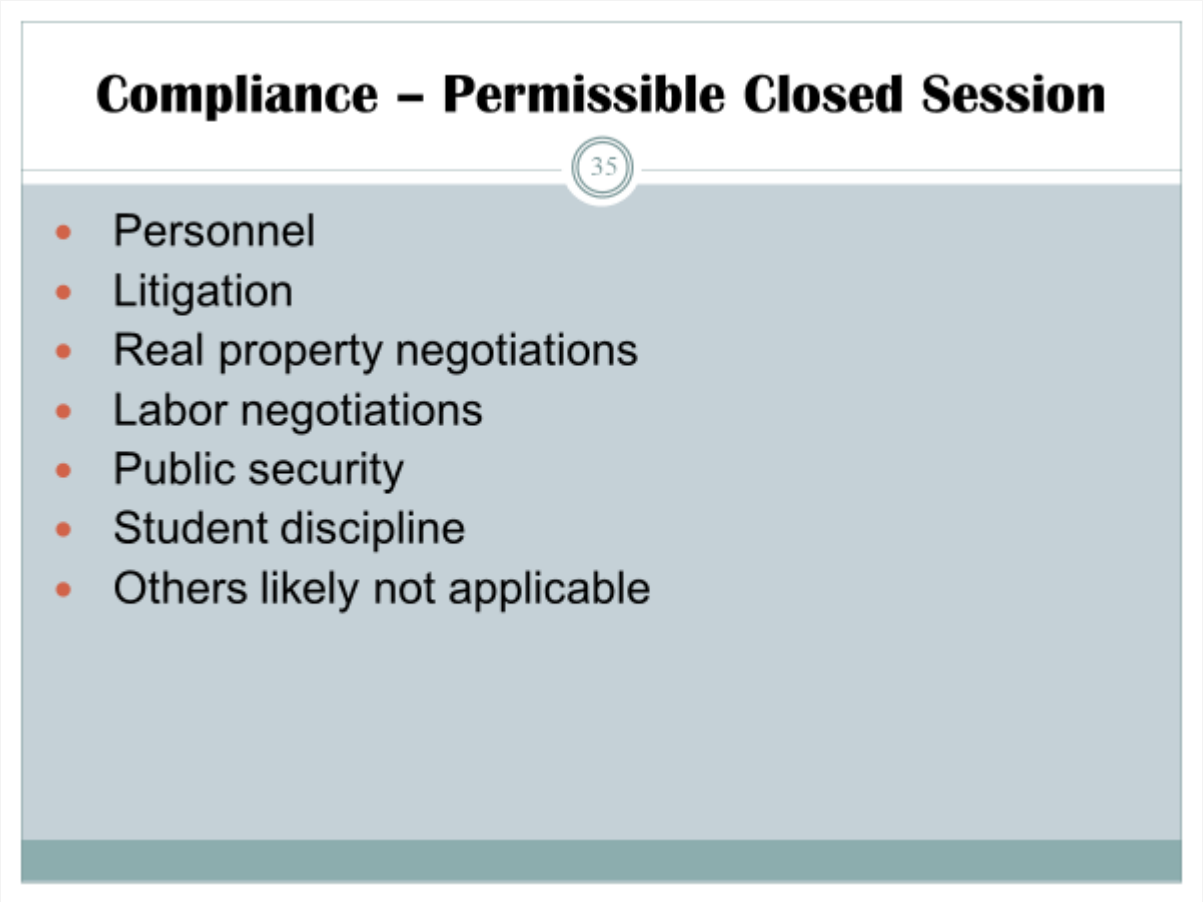
33

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

Compliance – Closed Session

34

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


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

Conflicts of Interest

36

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

Government Code section 1090

37

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

Government Code section 1090

38

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

Government Code section 1090

39

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

Government Code section 1090

40

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

Political Reform Act

41

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

Form 700

42

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

Political Reform Act

43

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

Corporations Code

44

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

Disqualification Requirements

45

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

Disqualification

46

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

03

FINANCIAL TRAINING
with Jim Surmeian



CHARTER IMPACT

Charter Finance for Board Members

October 2022

Agenda

I. Reading the Financial Package

II. Funding Basics

III. Funding Determination

I. READING THE FINANCIAL PACKAGE

Financial Package Elements

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

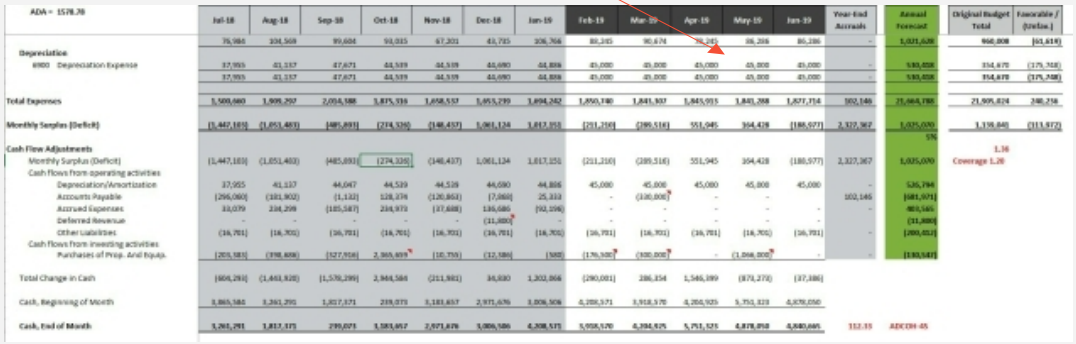
- *Monthly Cash Flow/Forecast*
- *Budget vs. Actual*
- *Statement of Financial Position*
- *Statement of Cash Flows*
- *AP Aging*
- *Monthly Check Register*

Monthly Cash Flow/Forecast

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

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

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



ADA = 1578.70	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Year End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	79,986	104,569	99,604	93,015	67,201	43,725	108,766	88,285	90,674	96,245	86,286	86,286	-	1,021,608	960,808	(60,800)
Depreciation																
6900 Depreciation Expense	37,955	41,157	47,671	44,539	44,539	44,690	44,806	45,000	45,000	45,000	45,000	45,000	-	530,808	354,670	(176,138)
	37,955	41,157	47,671	44,539	44,539	44,690	44,806	45,000	45,000	45,000	45,000	45,000	-	530,808	354,670	(176,138)
Total Expenses	1,500,660	1,909,297	2,054,588	1,875,316	1,658,557	1,955,299	1,894,242	1,850,740	1,841,937	1,845,915	1,841,268	1,877,714	102,146	21,664,780	21,909,824	245,258
Monthly Surplus (Deficit)	(1,447,103)	(1,051,403)	(485,891)	(274,326)	(148,437)	1,061,124	1,017,351	(251,216)	(289,516)	551,945	364,428	(188,977)	2,327,367	1,035,030	1,138,840	(113,872)
														5%		
Cash Flow Adjustments															1.16	
Monthly Surplus (Deficit)	(1,447,103)	(1,051,403)	(485,891)	(274,326)	(148,437)	1,061,124	1,017,351	(251,216)	(289,516)	551,945	364,428	(188,977)	2,327,367	1,035,030	Coverage 1.26	
Cash flows from operating activities																
Depreciation/Amortization	37,955	41,157	44,047	44,539	44,539	44,690	44,806	45,000	45,000	45,000	45,000	45,000	-	526,734		
Accounts Payable	(296,060)	(181,902)	(1,132)	128,276	(120,861)	(7,068)	25,333	-	(100,000)	-	-	-	102,146	(481,071)		
Accrued Expenses	33,079	218,299	(185,587)	218,973	(37,688)	136,686	(92,104)	-	-	-	-	-	-	403,500		
Deferred Revenue	-	-	-	-	-	(11,800)	-	-	-	-	-	-	-	(11,800)		
Other Liabilities	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	-	(200,412)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(209,385)	(398,809)	(327,916)	2,365,859	(10,759)	(12,586)	(588)	(176,500)	(100,000)	-	(1,066,800)	-	-	(130,547)		
Total Change in Cash	(604,291)	(1,441,920)	(1,570,299)	2,944,584	(211,981)	34,030	1,202,866	(290,081)	286,354	1,546,189	(373,272)	(37,186)				
Cash, Beginning of Month	3,865,586	3,261,295	1,817,371	239,073	3,183,657	2,971,676	3,006,506	4,209,371	3,918,370	4,204,925	5,751,113	5,377,840				
Cash, End of Month	3,261,295	1,817,371	239,073	3,183,657	2,971,676	3,006,506	4,209,371	3,918,370	4,204,925	5,751,113	5,377,840	5,340,655	112.33	AZCCH 45		

Will we have enough cash to meet our spending needs?

How do our current expectations compare to the original budget?

Budget vs. Actual

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

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

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

Statement of Financial Position

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

This iswhatyou ownandwhatothers owe you

This iswhatyou owetoothers

This is yournetworthor “fund balance”

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

Cash Balance ≠ Fund Balance

AP Aging & Check Register

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

Check Register

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



Check Register
For the period ended January 31, 2019

Check Number	Vendor Name	Description	Check Date	Check Amount
186378	CA Assoc. of Public Information Officials	Membership Dues through 02/01/20	1/25/2019	225.00
186379	Charter Impact, Inc.	Student Data Svcs 12/19	1/25/2019	292.90
186380	Why Cruz	Referee Girls Varsity Soccer 01/09/19	1/25/2019	77.80
186381	CSM Consulting, Inc.	E-rate Svcs 10/18-12/18	1/25/2019	1,080.00
186382	FedEx	Shipping	1/25/2019	35.79
186383	LaTanya Fowler	Notary Svcs	1/25/2019	40.00
186384	Marvin Jordan	Referee Boys & girls Basketball 01/13/19	1/25/2019	147.00
186385	Angel Leon	Official's Fee for Boy's & girls Soccer 01/12/19	1/25/2019	287.00
186386	Moran Lock & Key	Key Copies	1/25/2019	40.70
186387	Kim Morris	Reimb 01/19	1/25/2019	82.87
186388	Palmdale Chamber of Commerce	Luncheon Admission	1/25/2019	20.00
186389	Palmdale Water District	Water Svcs 7/9/18-01/02/19	1/25/2019	0.00
186390	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/25/2019	VOID
186391	Proactive Work Health	Excreen Test & TB Test	1/25/2019	62.00
186392	Project Lead The Way	PLTW Engineering & Gateway Participation	1/25/2019	3,750.00
186393	Joseph Quintos	Umpire JV Boys Basketball 01/11/19	1/25/2019	60.00
186394	Jose Sandoval	Official's Fee for Girl's & Boys Soccer 01/12/19	1/25/2019	120.00
186395	Scenario Learning, LLC	Safeschools Training	1/25/2019	2,785.00
186396	Shell	CC Payment 11/12/18-12/13/18	1/25/2019	80.96
186397	SHI International Corp	Wireless Microphone (2)	1/25/2019	1,180.85
186398	Kris Theus	Referee Girls Varsity Basketball 01/11/19	1/25/2019	70.00
186399	Vex Robotics, Inc.	Robot Battery Pack (30)	1/25/2019	635.86
186400	VIP Car Care Center	Car Maintenance	1/25/2019	111.60
186401	Rudy Barrow	Official's Fee for Girl's Soccer 01/12/19	1/28/2019	142.00
186402	Palmdale Water District	Water Svcs 07/05/18-01/02/19	1/28/2019	0.00
186403	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	220.80
186404	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	551.98
EFT	CALSTRS	STRS, Bookkeeper, & PR2 12/18	1/2/2019	143,484.86
EFT	Voya Financial	Voya Financial-4030 PPE 011819	1/10/2019	3,124.89
EFT	Internal Revenue Service	FED Tax Payment for PE 011819	1/11/2019	27,383.56
EFT	EDD	State Tax Payment CA PEY for PPE 011019	1/11/2019	2,520.82
EFT	EDD	State Tax Payment SDI for PE 012619	1/11/2019	1,260.52
EFT	EDD	SUI Qtr 2018	1/17/2019	1,237.27
EFT	Internal Revenue Service	Federal Tax Payment for PPE 012519	1/28/2019	91,062.75
EFT	EDD	State Tax Payment EIT PPE 012519	1/28/2019	18,222.93
EFT	EDD	State Tax Payment SDI for PE 012519	1/28/2019	6,332.50
EFT	Voya Financial	VOYA Financial-4838 PPE 012519	1/28/2019	9,063.05
EFT	CALSTRS	STRS 01/19	1/31/2019	132,985.40
EFT	Verizon Wireless	Verizon Wireless 01/05/19-02/04/19	1/28/2019	1,074.24
		Total Disbursements Issued in January	$	467,515.77

AP Aging

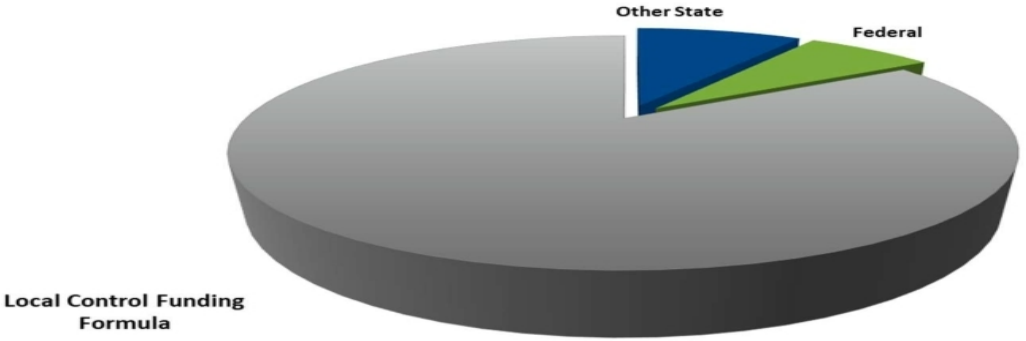
This shows all outstanding invoices due to vendors and how old they areas of a point in time.

Vendor Name	Invoice/Credit Number	Invoice/Credit Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
All City Transportation	315	1/11/2019	$ 175.00	$ -	$ -	$ -	$ -	$ 175.00
All City Transportation	317	1/17/2019	1,200.00	-	-	-	-	1,200.00
American Business Machines	431286	1/16/2019	8.00	-	-	-	-	8.00
Antelope Valley Board of Trade	0838000	1/2/2019	116.06	-	-	-	-	116.06
Avid Center	00035940	1/11/2019	520.00	-	-	-	-	520.00
Cintas Corporation #684	684763980	1/22/2019	196.89	-	-	-	-	196.89
Dell Marketing LP	10250408265	6/25/2018	168.32	-	-	-	-	168.32
Dynamic Therapy Solutions	01-2019	1/28/2019	16,300.00	-	-	-	-	16,300.00
Effectual Educational Consulting Services	2965	12/31/2018	195.00	-	-	-	-	195.00
LegalShield	LEGAI12519	1/25/2019	220.35	-	-	-	-	220.35
Marzano Research	M102673	1/16/2019	179.31	-	-	-	-	179.31
Palmdale School District	190412	1/15/2019	45.00	-	-	-	-	45.00
Palmdale Water District	PALM080918-1084	8/9/2018	(2,453.59)	-	-	-	-	(2,453.59)
Partners in Special Education, Inc	CINV-00012678	12/9/2018	235.00	-	-	-	-	235.00
Partners in Special Education, Inc	CINV-00012704	12/31/2018	591.50	-	-	-	-	591.50
School Check INL	00037455	1/22/2019	187.00	-	-	-	-	187.00
School Master Safety	630362	1/16/2019	418.53	-	-	-	-	418.53
Shell	0000000099436308901	1/13/2019	74.54	-	-	-	-	74.54
SHI International Corp	B09420789	1/23/2019	1,525.65	-	-	-	-	1,525.65
Shreds Unlimited	7951	11/9/2018	70.00	-	-	-	-	70.00
UNUM Life Insurance Company of America	0880231-001 3-01/18	1/23/2019	232.59	-	-	-	-	232.59
UNUM Life Insurance Company of America	0880232-001 0 01/19	1/23/2019	1,267.46	-	-	-	-	1,267.46
UNUM Life Insurance Company of America	0880233-001 7-01/18	1/23/2019	535.68	-	-	-	-	535.68
		Total Outstanding Invoices	$ 22,008.29	$ -	$ -	$ -	$ -	$ 22,008.29

II. FUNDING BASICS

Revenue Sources

- **86.7%** Local Control Funding Formula (“LCFF”)
- **8.9%** Other State Revenue
- **4.4%** Federal Revenue
- **0.0%** Fundraising and Grants



Local Control Funding Formula

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

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

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

Local Control Funding Formula

Segments of LCFF:

BASE GRANT + ADD-ONS

SUPPLEMENTAL

CONCENTRATION

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

20% Bonus for all Unduplicated

50% Bonus Unduplicated Students Over 55%

Other State Revenue

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

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

Federal Revenue

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

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

III. FUNDING DETERMINATION

SB740 Spending Requirements

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

SB740 Funding Levels

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

IV. STATE RESTRICTED ONE-TIME GRANTS

Clarksville – State One-Time Grants

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

CHARTER IMPACT

Clarksville - ELO

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

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

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

CHARTER IMPACT

Clarksville– A-G Completion

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

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

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

CHARTER IMPACT

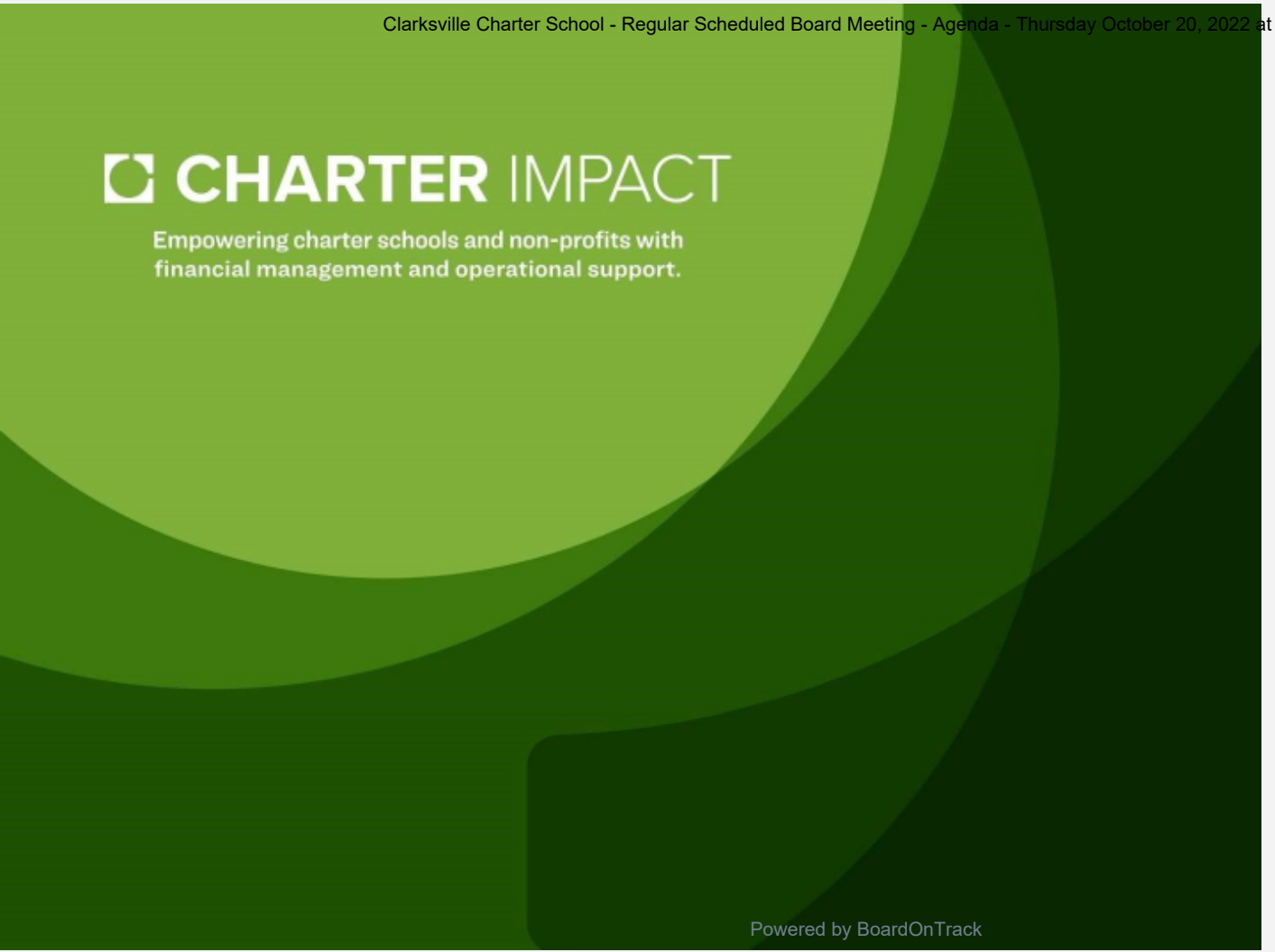
Clarksville – EEBG

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

Clarksville – Amount Granted

- Federal Grants $1,637,628 (est.)
- State Grants $2,309,494 (est.)

CHARTER IMPACT


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



04

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

BOARD RESPONSIBILITIES

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

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

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



Duty of Care

Board member shall:

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



Duty of Obedience

Board Members have a duty to:

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



Duty of Loyalty

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

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



BOARD NORMS

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



Board Positions at a Glance

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

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

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

Governing Board Documents

ARTICLES OF INCORPORATION

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

BYLAWS

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



05

BOARD EVALUATION PROCESS with Darcy Belleza

UPCOMING DATES FOR GB SELF-EVALUATION AND BOARD GOALS

DISCUSSION: GB SELF-EVALUATION

20 OCTOBER

8 DECEMBER

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

DISCUSS BOARD GOALS AND PROGRESS

19 JANUARY

9 MARCH

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

GB DISCUSSES SELF-EVALUATION DISCUSS BOARD GOALS AND PROGRESS

25 MAY

06

BOARD GOALS with Darcy Belleza



22/23 Board Goals Timeline

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

Board selects a goal(s) in areas:

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

SMART Goals

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

Personnel and Staffing

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

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Board Member #1:

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

Board Member #2:

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

All Board Members:

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

Board Member #3:

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

22-23 UPDATES

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

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

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



Assembly and State Bill Updates



AB 361

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



AB 101: Ethnic Studies

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



AB 2158: Ethics Training

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

Topics: bribery, conflict of interest, gifts and travel



SB 1100: Orderly conduct of open meetings

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

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



Coversheet

Approval of August 2022 Financials

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

CHARTER IMPACT

Clarksville Charter School

Financial Presentation

August 2022

CLARKSVILLE – Highlights

- Enrollment still slightly higher than budget – 1912 through August vs. 1900 Budgeted
- Revenues forecasted to be $1.3 million higher than budget
- Expenses currently forecasted to be 1.0 million higher than budget
- Year-end surplus projected at $1.841M vs. $1.525M budgeted

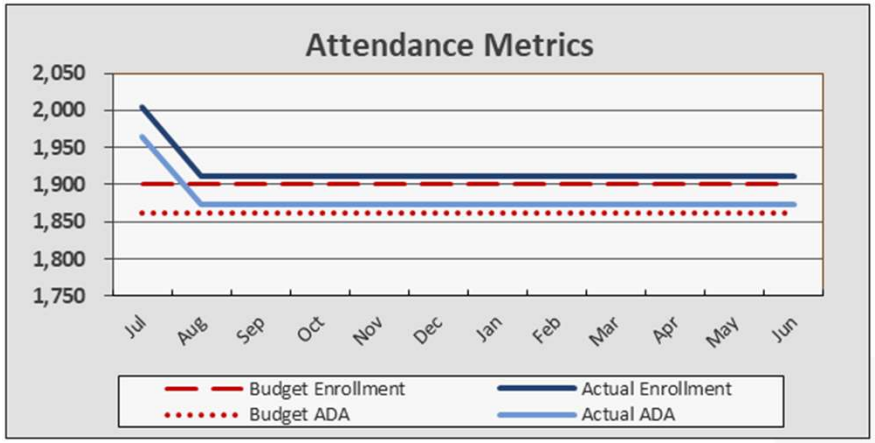
- Senate Bill-740 Requirements:
  - 40/80 Expense Ratio ✓
  - 25:1 Pupil-Teacher ratio ✓

Cert.	Instr.
45.6%	80.9%
1,300,881	197,328

Pupil:Teacher Ratio
21.05 :1

Attendance Data and Metrics

Enrollment & Per Pupil Data			
	Actual	**Forecast**	**Budget**
Average Enrollment	*1920*	*1912*	*1900*
ADA	*1881*	*1874*	*1862*
Attendance Rate	*98.0%*	*98.0%*	*98.0%*
Unduplicated %	*34.2%*	*34.2%*	*34.6%*
Revenue per ADA		*$12,326*	*$11,695*
Expenses per ADA		*$11,344*	*$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	$ 858,806	$ 800,312	$ 58,494	$ 20,039,113	$ 18,757,802	$ 1,281,311
Federal Revenue	-	9,710	(9,710)	1,003,858	980,571	23,287
Other State Revenue	127,670	59,854	67,816	2,053,445	2,038,999	14,445
Other Local Revenue	-	-	-	-	-	-
Total Revenue	**$ 986,476**	**$ 869,876**	**$ 116,600**	**$ 23,096,416**	**$ 21,777,372**	**$ 1,319,044**

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	$ 1,366,279	$ 1,192,198	$ (174,082)	$ 8,609,681	$ 7,987,185	$ (622,496)
Classified Salaries	74,153	65,761	(8,392)	579,859	394,567	(185,293)
Benefits	448,074	441,330	(6,743)	2,869,075	2,851,706	(17,370)
Books and Supplies	273,521	327,393	53,871	3,514,201	3,375,841	(138,359)
Subagreement Services	243,776	443,919	200,142	3,464,647	3,399,364	(65,283)
Operations	48,193	48,117	(76)	310,803	288,700	(22,103)
Facilities	11,018	10,914	(104)	76,722	65,482	(11,241)
Professional Services	215,449	223,231	7,782	1,790,908	1,721,826	(69,083)
Depreciation	684	684	0	4,104	4,104	0
Interest	15,589	-	(15,589)	35,490	163,180	127,690
Total Expenses	**$ 2,696,735**	**$ 2,753,546**	**$ 56,811**	**$ 21,255,490**	**$ 20,251,954**	**$ (1,003,536)**

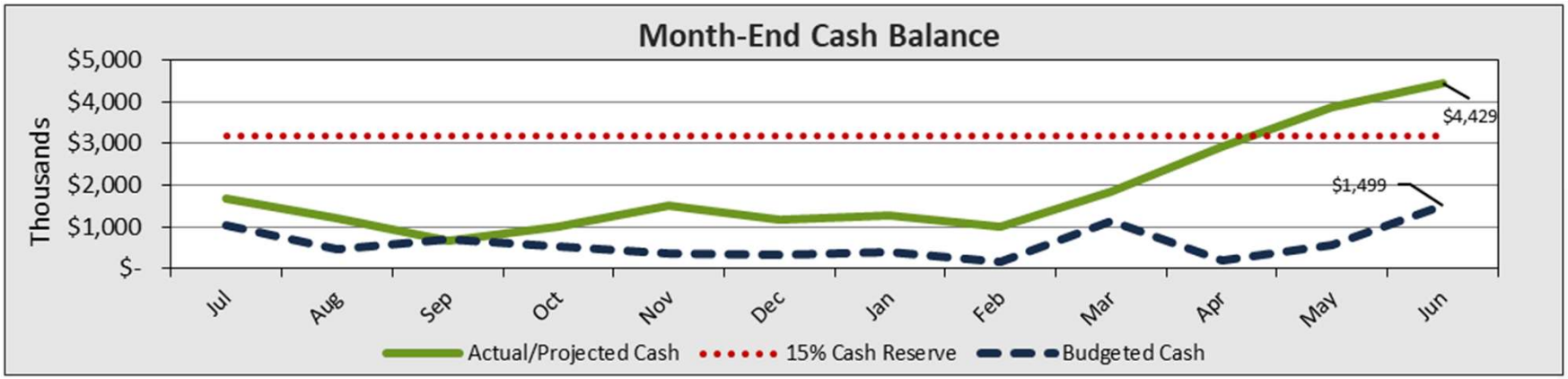
CLARKSVILLE - Fund Balance

- Current Surplus now 8.6% of Annual Expenses

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (1,710,259)**	**$ (1,883,670)**	**$ 173,411**	**$ 1,840,926**	**$ 1,525,418**	**$ 315,508**
Beginning Fund Balance	1,115,968	1,115,968		1,115,968	1,115,968	
Ending Fund Balance	**$ (594,291)**	**$ (767,702)**		**$ 2,956,894**	**$ 2,641,386**	
As a % of Annual Expenses	*-2.8%*	*-3.8%*		*13.9%*	*13.0%*	

CLARKSVILLE - Cash Balance

- No concerns projected in cash balance
- Factoring to end in November 2022
- Year-end cash projected at $4.429M



CLARKSVILLE – Compliance Reports

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

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 9/26/2022

ADA = 1873.76

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	1,716,056	1,716,056	1,716,056	1,716,056	1,652,031	**15,670,094**	14,391,289	1,278,805
8011 LCFF State Aid	-	650,349	650,349	1,170,628	1,170,628	1,170,628	1,170,628	1,170,628	1,716,056	1,716,056	1,716,056	1,716,056	1,652,031	**15,670,094**	14,391,289	1,278,805
8012 Education Protection Account	-	-	-	77,682	-	-	77,682	-	-	77,682	-	-	77,682	**310,728**	372,422	(61,694)
8019 State Aid - Prior Year	-	6,903	-	-	-	-	-	-	-	-	-	-	-	**6,903**	-	6,903
8096 In Lieu of Property Taxes	-	201,554	201,554	268,739	268,739	268,739	268,739	268,739	768,195	384,098	384,098	384,098	384,098	**4,051,388**	3,994,091	57,297
	-	858,806	851,903	1,517,049	1,439,367	1,439,367	1,517,049	1,439,367	2,484,252	2,177,836	2,100,154	2,100,154	2,113,811	**20,039,113**	**18,757,802**	**1,281,311**
Federal Revenue																
8181 Special Education - Entitlement	-	-	9,710	17,478	17,478	17,478	17,478	17,478	27,424	27,424	27,424	27,424	27,424	**234,220**	232,763	1,457
8182 Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8220 Federal Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 Title I, Part A - Basic Low Income	-	-	40,829	-	-	122,488	-	-	-	-	-	-	-	**163,317**	141,486	21,831
8291 Title II, Part A - Teacher Quality	-	-	6,201	-	-	18,603	-	-	-	-	-	-	-	**24,804**	24,804	-
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8294 Title V, Part B - PCSG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8295 Charter Facility Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8296 Other Federal Revenue	-	-	-	145,379	-	145,379	-	-	145,379	-	-	145,379	-	**581,517**	581,517	(0)
8299 Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	56,741	162,857	17,478	303,949	17,478	17,478	172,803	27,424	27,424	172,803	27,424	**1,003,858**	**980,571**	**23,287**
Other State Revenue																
8311 State Special Education	59,951	59,951	59,971	107,947	107,947	107,947	107,947	107,947	145,387	145,387	145,387	145,387	145,387	**1,446,543**	1,434,754	11,789
8520 Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandated Cost	-	-	-	-	-	37,507	-	-	-	-	-	-	-	**37,507**	37,507	-
8560 State Lottery	-	-	-	-	-	-	88,557	-	-	88,557	-	-	250,102	**427,217**	424,561	2,657
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	-	7,768	-	-	-	-	-	-	-	-	-	134,410	-	**142,178**	142,178	-
	59,951	67,719	59,971	107,947	107,947	145,454	196,504	107,947	145,387	233,945	145,387	279,797	395,489	**2,053,445**	**2,038,999**	**14,445**
Other Local Revenue																
8634 Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650 Lease and Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8689 Other Fees and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8698 ASB Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8699 School Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8980 Contributions, Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8990 Contributions, Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	**59,951**	**926,525**	**968,614**	**1,787,853**	**1,564,792**	**1,888,769**	**1,731,032**	**1,564,792**	**2,802,442**	**2,439,204**	**2,272,965**	**2,552,754**	**2,536,724**	**23,096,416**	**21,777,372**	**1,319,044**
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	445,799	524,235	495,554	495,554	495,554	495,554	495,554	495,554	495,554	495,554	495,554	495,554	-	**5,925,570**	5,837,466	(88,104)
1170 Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1175 Teachers' Extra Duty/Stipends	22,018	53,140	53,686	53,686	53,686	53,686	53,686	53,686	53,686	53,686	53,686	53,686	-	**612,013**	834,000	221,987
1200 Pupil Support Salaries	21,392	24,788	30,403	30,403	30,403	30,403	30,403	30,403	30,403	30,403	30,403	30,403	-	**350,213**	338,000	(12,213)
1300 Administrators' Salaries	82,167	97,265	91,475	91,475	91,475	91,475	91,475	91,475	91,475	91,475	91,475	91,475	-	**1,094,182**	895,219	(198,963)
1900 Other Certificated Salaries	44,659	50,817	53,223	53,223	53,223	53,223	53,223	53,223	53,223	53,223	53,223	53,223	-	**627,703**	82,500	(545,203)
	616,034	750,245	724,340	724,340	724,340	724,340	724,340	724,340	724,340	724,340	724,340	724,340	-	**8,609,681**	**7,987,185**	**(622,496)**
Classified Salaries																
2100 Instructional Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Support Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2300 Classified Administrators' Salaries	5,063	-	-	-	-	-	-	-	-	-	-	-	-	**5,063**	81,960	76,898
2400 Clerical and Office Staff Salaries	5,433	22,138	25,748	25,748	25,748	25,748	25,748	25,748	25,748	25,748	25,748	25,748	-	**285,048**	206,116	(78,932)
2900 Other Classified Salaries	17,358	24,161	24,823	24,823	24,823	24,823	24,823	24,823	24,823	24,823	24,823	24,823	-	**289,748**	106,490	(183,258)
	27,854	46,299	50,571	50,571	50,571	50,571	50,571	50,571	50,571	50,571	50,571	50,571	-	**579,859**	**394,567**	**(185,293)**
Benefits																
3101 STRS	115,267	137,540	138,810	138,810	138,810	138,810	138,810	138,810	138,810	138,810	138,810	138,810	-	**1,640,912**	1,538,666	(102,246)
3202 PERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3301 OASDI	1,667	2,790	3,281	3,281	3,281	3,281	3,281	3,281	3,281	3,281	3,281	3,281	-	**37,270**	24,463	(12,807)
3311 Medicare	9,094	11,289	11,304	11,304	11,304	11,304	11,304	11,304	11,304	11,304	11,304	11,304	-	**133,427**	122,531	(10,896)
3401 Health and Welfare	150,549	(4,281)	76,392	76,392	76,392	76,392	76,392	76,392	76,392	76,392	76,392	76,392	-	**910,185**	1,000,000	89,815
3501 State Unemployment	3,967	899	2,387	2,387	2,387	2,387	11,935	9,548	4,774	2,387	2,387	2,387	-	**47,832**	47,740	(92)
3601 Workers' Compensation	5,697	6,782	5,457	5,457	5,457	5,457	5,457	5,457	5,457	5,457	5,457	5,457	-	**67,052**	118,306	51,254
3901 Other Benefits	2,726	4,085	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	-	**32,398**	-	(32,398)
	288,969	159,105	240,191	240,191	240,191	240,191	249,739	247,352	242,578	240,191	240,191	240,191	-	**2,869,075**	**2,851,706**	**(17,370)**
Books and Supplies																

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/26/2022

ADA = 1873.76

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.)
4100	Textbooks and Core Materials	389	1,262	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	-	**46,151**	53,100	6,949
4200	Books and Reference Materials	-	-	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	-	**21,750**	25,900	4,150
4302	School Supplies	44,936	162,703	256,388	246,875	167,970	205,069	129,234	219,360	282,592	314,262	232,513	315,990	-	**2,577,890**	2,404,485	(173,405)
4305	Software	14,430	32,649	40,667	40,667	40,667	40,667	40,667	40,667	40,667	40,667	40,667	40,667	-	**453,746**	500,100	46,354
4310	Office Expense	-	-	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	-	**13,750**	14,400	650
4311	Business Meals	83	409	125	125	125	125	125	125	125	125	125	125	-	**1,742**	1,500	(242)
4312	School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
4400	Noncapitalized Equipment	16,084	576	41,376	39,841	27,107	33,094	20,856	35,400	45,605	50,715	37,523	50,994	-	**399,171**	376,356	(22,815)
4700	Food Services	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		75,922	197,600	346,555	335,507	243,868	286,955	198,882	303,552	376,988	413,769	318,827	415,776	-	**3,514,201**	**3,375,841**	**(138,359)**

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/26/2022

ADA = 1873.76

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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102 Special Education	-	895	58,625	58,625	58,625	58,625	58,625	58,625	58,625	58,625	58,625	58,625	-	**587,145**	699,100	111,955
5103 Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5104 Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5105 Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106 Other Educational Consultants	115	(54,232)	173,980	167,525	113,981	139,156	87,696	148,854	191,762	213,252	157,779	214,425	-	**1,554,294**	1,449,742	(104,552)
5107 Instructional Services	102,621	194,378	102,621	102,621	102,621	102,621	102,621	102,621	102,621	102,621	102,621	102,621	-	**1,323,208**	1,250,522	(72,686)
	102,736	141,040	335,226	328,771	275,227	300,402	248,942	310,100	353,008	374,498	319,025	375,671	-	**3,464,647**	**3,399,364**	**(65,283)**
Operations and Housekeeping																
5201 Auto and Travel	-	248	75	75	75	75	75	75	75	75	75	75	-	**998**	900	(98)
5300 Dues & Memberships	5,700	1,130	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	-	**17,997**	13,300	(4,697)
5400 Insurance	16,711	19,894	16,711	16,711	16,711	16,711	16,711	16,711	16,711	16,711	16,711	16,711	-	**203,715**	174,700	(29,015)
5501 Utilities	550	1,703	550	550	550	550	550	550	550	550	550	550	-	**7,753**	6,600	(1,153)
5502 Janitorial Services	-	1,760	967	967	967	967	967	967	967	967	967	967	-	**11,427**	11,500	73
5516 Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531 ASB Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5900 Communications	332	-	5,842	5,842	5,842	5,842	5,842	5,842	5,842	5,842	5,842	5,842	-	**58,749**	69,700	10,951
5901 Postage and Shipping	22	143	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	**10,165**	12,000	1,835
	23,315	24,878	26,261	26,261	26,261	26,261	26,261	26,261	26,261	26,261	26,261	26,261	-	**310,803**	**288,700**	**(22,103)**
Facilities, Repairs and Other Leases																
5601 Rent	4,067	4,067	4,607	4,607	4,607	4,607	4,607	4,607	4,607	4,607	4,607	4,607	-	**54,204**	46,920	(7,284)
5602 Additional Rent	1,192	1,192	1,222	1,222	1,222	1,222	1,222	1,222	1,222	1,222	1,222	1,222	-	**14,602**	14,662	60
5603 Equipment Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5604 Other Leases	-	500	-	-	-	-	-	-	-	-	-	-	-	**500**	-	(500)
5605 Real/Personal Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5610 Repairs and Maintenance	-	-	742	742	742	742	742	742	742	742	742	742	-	**7,417**	3,900	(3,517)
	5,259	5,759	6,570	6,570	6,570	6,570	6,570	6,570	6,570	6,570	6,570	6,570	-	**76,722**	**65,482**	**(11,241)**
Professional/Consulting Services																
5801 IT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5802 Audit & Taxes	-	4,125	-	3,000	3,000	3,000	-	-	-	-	-	-	-	**13,125**	9,000	(4,125)
5803 Legal	-	(4,967)	5,892	5,892	5,892	5,892	5,892	5,892	5,892	5,892	5,892	5,892	-	**53,950**	70,300	16,350
5804 Professional Development	1,650	6,059	8,742	8,742	8,742	8,742	8,742	8,742	8,742	8,742	8,742	8,742	-	**95,129**	104,704	9,575
5805 General Consulting	-	(400)	1,508	1,508	1,508	1,508	1,508	1,508	1,508	1,508	1,508	1,508	-	**14,683**	18,000	3,317
5806 Special Activities/Field Trips	2,648	10,591	20,118	19,371	13,180	16,091	10,141	17,212	22,174	24,659	18,245	24,795	-	**199,225**	185,824	(13,401)
5807 Bank Charges	1,203	543	900	900	900	900	900	900	900	900	900	900	-	**10,745**	10,800	55
5808 Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5809 Other taxes and fees	1,351	344	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	-	**12,529**	13,000	471
5810 Payroll Service Fee	1,500	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	**16,500**	18,000	1,500
5811 Management Fee	69,739	121,064	78,344	78,344	78,344	78,344	78,344	78,344	78,344	78,344	78,344	78,344	-	**974,241**	917,042	(57,199)
5812 District Oversight Fee	-	-	17,038	30,341	28,787	28,787	30,341	28,787	49,685	43,557	42,003	42,003	59,452	**400,782**	375,156	(25,626)
5813 County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5814 SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	78,090	137,358	135,125	150,682	142,936	145,848	138,451	143,969	169,828	166,185	158,217	164,767	59,452	**1,790,908**	**1,721,826**	**(69,083)**
Depreciation																
6900 Depreciation Expense	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,104**	4,104	0
	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,104**	**4,104**	**0**
Interest																
7438 Interest Expense	15,589	-	-	19,555	-	-	-	-	-	-	-	-	-	**35,144**	163,180	128,037
	15,589	-	-	19,555	-	-	-	-	-	-	-	-	-	**35,144**	**163,180**	**128,037**
Total Expenses	**1,234,110**	**1,462,625**	**1,865,181**	**1,882,789**	**1,710,307**	**1,781,480**	**1,644,097**	**1,813,056**	**1,950,486**	**2,002,727**	**1,844,344**	**2,004,489**	**59,452**	**21,255,144**	**20,251,955**	**(1,003,189)**
Monthly Surplus (Deficit)	**(1,174,159)**	**(536,100)**	**(896,567)**	**(94,936)**	**(145,515)**	**107,289**	**86,934**	**(248,264)**	**851,956**	**436,477**	**428,620**	**548,264**	**2,477,272**	**1,841,272**	**1,525,417**	**315,854**

Clarksville Charter School

Monthly Cash Flow/Forecast FY22-23

Revised 9/26/2022

ADA = 1873.76

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)	(896,567)	(94,936)	(145,515)	107,289	86,934	(248,264)	851,956	436,477	428,620	548,264	2,477,272	**1,841,272**
Cash flows from operating activities														
Depreciation/Amortization	342	342	342	342	342	342	342	342	342	342	342	342	-	**4,104**
Public Funding Receivables	2,266,246				637,292	517,456		-	-	637,292	517,456	-	(2,536,724)	**2,039,016**
Grants and Contributions Rec.	6,984	82,249	361,929	388,731	14,255	-	-	-	-	-	-	-	-	**854,149**
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Prepaid Expenses	(27,340)	118,278	-	-	-	-	-	-	-	-	-	-	-	**90,938**
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Accounts Payable	(904,904)	(292,026)	-	-	-	-	-	-	-	-	-	-	59,452	**(1,137,478)**
Accrued Expenses	280,880	129,456	-	-	-	-	-	-	-	-	-	-	-	**410,336**
Deferred Revenue	25,978	239	-	-	-	-	-	-	-	-	-	-	-	**26,217**
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Cash flows from financing activities														
Proceeds from Factoring	918,200	-	-	977,746	-	-	-	-	-	-	-	-	-	**1,895,946**
Payments on Factoring	(1,033,400)	-	-	(918,200)	-	(977,746)	-	-	-	-	-	-	-	**(2,929,346)**
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**
Total Change in Cash	358,827	(497,562)	(534,296)	353,683	506,374	(352,659)	87,276	(247,922)	852,298	1,074,111	946,418	548,606		
Cash, Beginning of Month	1,334,217	1,693,044	1,195,482	661,187	1,014,870	1,521,244	1,168,584	1,255,861	1,007,938	1,860,236	2,934,346	3,880,764		
Cash, End of Month	**1,693,044**	**1,195,482**	**661,187**	**1,014,870**	**1,521,244**	**1,168,584**	**1,255,861**	**1,007,938**	**1,860,236**	**2,934,346**	**3,880,764**	**4,429,370**		

Original Budget Total	Favorable / (Unfav.)
Cert.	Instr.
45.6%	80.9%
1,300,881	197,328

Pupil:Teacher Ratio
21.05

Clarksville Charter School

Budget vs Actual

For the period ended August 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	$ 650,349	$ 600,365	$ 49,984	$ 650,349	$ 600,365	$ 49,984	$ 14,391,289
Education Protection Account	-	-	-	-	-	-	372,422
State Aid - Prior Year	6,903	-	6,903	6,903	-	6,903	-
In Lieu of Property Taxes	201,554	199,947	1,607	201,554	199,947	1,607	3,994,091
Total State Aid - Revenue Limit	858,806	800,312	58,494	858,806	800,312	58,494	18,757,802
Federal Revenue							
Special Education - Entitlement	-	9,710	(9,710)	-	9,710	(9,710)	232,764
Title I, Part A - Basic Low Income	-	-	-	-	-	-	141,486
Title II, Part A - Teacher Quality	-	-	-	-	-	-	24,804
Other Federal Revenue	-	-	-	-	-	-	581,517
Total Federal Revenue	-	9,710	(9,710)	-	9,710	(9,710)	980,571
Other State Revenue							
State Special Education	59,951	59,854	97	119,902	59,854	60,048	1,434,754
Mandated Cost	-	-	-	-	-	-	37,507
State Lottery	-	-	-	-	-	-	424,561
Other State Revenue	7,768	-	7,768	7,768	-	7,768	142,178
Total Other State Revenue	67,719	59,854	7,865	127,670	59,854	67,816	2,038,999
Total Revenues	**$ 926,525**	**$ 869,876**	**$ 56,649**	**$ 986,476**	**$ 869,876**	**$ 116,600**	**$ 21,777,372**
Expenses							
Certificated Salaries							
Teachers' Salaries	$ 524,235	$ 486,456	$ (37,779)	$ 970,034	$ 972,911	$ 2,877	$ 5,837,466
Teachers' Extra Duty/Stipends	53,140	-	(53,140)	75,158	-	(75,158)	834,000
Pupil Support Salaries	24,788	28,167	3,379	46,179	56,333	10,154	338,000
Administrators' Salaries	97,265	74,602	(22,663)	179,432	149,203	(30,229)	895,219
Other Certificated Salaries	50,817	6,875	(43,942)	95,477	13,750	(81,727)	82,500
Total Certificated Salaries	750,245	596,099	(154,146)	1,366,279	1,192,198	(174,082)	7,987,185
Classified Salaries							
Supervisors' and Administrators' Salaries	-	6,830	6,830	5,063	13,660	8,598	81,960
Clerical and Office Staff Salaries	22,138	17,176	(4,961)	27,571	34,353	6,782	206,116
Other Classified Salaries	24,161	8,874	(15,287)	41,519	17,748	(23,771)	106,490
Total Classified Salaries	46,299	32,881	(13,418)	74,153	65,761	(8,392)	394,567
Benefits							
State Teachers' Retirement System, certificated positions	137,540	114,834	(22,707)	252,808	229,667	(23,140)	1,538,666
OASDI/Medicare/Alternative, certificated positions	2,790	2,039	(751)	4,457	4,077	(379)	24,463
Medicare/Alternative, certificated positions	11,289	9,195	(2,094)	20,384	18,390	(1,994)	122,531
Health and Welfare Benefits, certificated positions	(4,281)	83,333	87,614	146,268	166,667	20,398	1,000,000
State Unemployment Insurance, certificated positions	899	2,387	1,488	4,866	4,774	(92)	47,740
Workers' Compensation Insurance, certificated positions	6,782	8,878	2,096	12,479	17,756	5,277	118,306
Other Benefits, certificated positions	4,085	-	(4,085)	6,812	-	(6,812)	-
Total Benefits	159,105	220,665	61,560	448,074	441,330	(6,743)	2,851,705
Books & Supplies							
Textbooks and Core Materials	1,262	4,425	3,163	1,651	8,850	7,199	53,100
Books and Reference Materials	-	2,158	2,158	-	4,317	4,317	25,900
School Supplies	162,703	134,424	(28,278)	207,638	197,338	(10,300)	2,404,485
Software	32,649	41,675	9,026	47,080	83,350	36,270	500,100
Office Expense	-	1,200	1,200	-	2,400	2,400	14,400
Business Meals	409	125	(284)	492	250	(242)	1,500
Noncapitalized Equipment	576	21,040	20,464	16,660	30,888	14,227	376,356
Total Books & Supplies	197,600	205,048	7,448	273,521	327,393	53,871	3,375,841
Subagreement Services							
Special Education	895	58,258	57,364	895	116,517	115,622	699,100
Other Educational Consultants	(54,232)	81,049	135,281	(54,117)	118,982	173,099	1,449,742
Instructional Services	194,378	104,210	(90,168)	296,999	208,420	(88,579)	1,250,522
Total Subagreement Services	141,040	243,517	102,477	243,776	443,919	200,142	3,399,364

Clarksville Charter School

Budget vs Actual

For the period ended August 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	248	75	(173)	248	150	(98)	900
Dues & Memberships	1,130	1,108	(22)	6,830	2,217	(4,613)	13,300
Insurance	19,894	14,558	(5,336)	36,605	29,117	(7,488)	174,700
Utilities	1,703	550	(1,153)	2,253	1,100	(1,153)	6,600
Janitorial Services	1,760	958	(802)	1,760	1,917	157	11,500
Communications	-	5,808	5,808	332	11,617	11,285	69,700
Postage and Shipping	143	1,000	857	165	2,000	1,835	12,000
Total Operations & Housekeeping	24,878	24,058	(819)	48,193	48,117	(76)	288,700
Facilities, Repairs & Other Leases							
Rent	4,067	3,910	(157)	8,134	7,820	(314)	46,920
Additional Rent	1,192	1,222	30	2,384	2,444	60	14,662
Other Leases	500	-	(500)	500	-	(500)	-
Repairs and Maintenance	-	325	325	-	650	650	3,900
Total Facilities, Repairs & Other Leases	5,759	5,457	(302)	11,018	10,914	(104)	65,482
Professional/Consulting Services							
Audit & Taxes	4,125	-	(4,125)	4,125	-	(4,125)	9,000
Legal	(4,967)	5,858	10,825	(4,967)	11,717	16,684	70,300
Professional Development	6,059	8,725	2,666	7,709	17,451	9,742	104,704
General Consulting	(400)	1,500	1,900	(400)	3,000	3,400	18,000
Special Activities/Field Trips	10,591	10,389	(202)	13,238	15,251	2,012	185,824
Bank Charges	543	900	357	1,745	1,800	55	10,800
Printing	-	-	-	-	-	-	-
Other Taxes and Fees	344	1,083	739	1,695	2,167	471	13,000
Payroll Service Fee	-	1,500	1,500	1,500	3,000	1,500	18,000
Management Fee	121,064	76,420	(44,644)	190,803	152,840	(37,963)	917,042
District Oversight Fee	-	16,006	16,006	-	16,006	16,006	375,156
Total Professional/Consulting Services	137,358	122,382	(14,976)	215,449	223,231	7,782	1,721,826
Depreciation							
Depreciation Expense	342	342	0	684	684	0	4,104
Total Depreciation	342	342	0	684	684	0	4,104
Interest							
Interest Expense	-	-	-	15,589	-	(15,589)	163,180
Total Interest	-	-	-	15,589	-	(15,589)	163,180
Total Expenses	**$ 1,462,625**	**$ 1,450,449**	**$ (12,177)**	**$ 2,696,735**	**$ 2,753,546**	**$ 56,811**	**$ 20,251,954**
Change in Net Assets	**(536,100)**	**(580,573)**	**44,472**	**(1,710,259)**	**(1,883,670)**	**173,411**	**1,525,418**
Net Assets, Beginning of Period	66,334			1,240,492			
Net Assets, End of Period	**$ (469,767)**			**$ (469,767)**			

Clarksville Charter School

Statement of Financial Position

August 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	$ 675,499	$ 1,334,217	$ (658,718)	-49%
Restricted Cash	519,983	-	519,983	0%
Total Cash & Cash Equivalents	1,195,482	1,334,217	(138,735)	-10%
Accounts Receivable	4,671	209,105	(204,434)	-98%
Public Funding Receivables	632,808	2,783,854	(2,151,046)	-77%
Factored Receivables	(918,200)	(1,033,400)	115,200	-11%
Prepaid Expenses	89,845	180,782	(90,938)	-50%
Total Current Assets	**1,004,606**	**3,474,559**	**(2,469,952)**	**-71%**
Long-Term Assets				
Property & Equipment, Net	9,448	10,132	(684)	-7%
Deposits	105,500	105,500	-	0%
Total Long Term Assets	**114,948**	**115,632**	**(684)**	**-1%**
Total Assets	**$ 1,119,554**	**$ 3,590,190**	**$ (2,470,636)**	**-69%**
Liabilities				
Current Liabilities				
Accounts Payable	$ 197,635	$ 1,394,566	$ (1,196,931)	-86%
Accrued Liabilities	871,702	461,366	410,336	89%
Deferred Revenue	519,983	493,766	26,217	5%
Total Current Liabilities	**1,589,321**	**2,349,698**	**(760,377)**	**-32%**
Total Liabilities	**1,589,321**	**2,349,698**	**(760,377)**	**-32%**
Total Net Assets	**(469,767)**	**1,240,492**	**(1,710,259)**	**-138%**
Total Liabilities and Net Assets	**$ 1,119,554**	**$ 3,590,190**	**$ (2,470,636)**	**-69%**

Clarksville Charter School

Statement of Cash Flows

For the period ended August 31, 2022

	Month Ended 08/31/22	YTD Ended 08/31/22
Cash Flows from Operating Activities		
Change in Net Assets	$ (536,100)	$ (1,710,259)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	342	684
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	2,151,046
Grants, Contributions & Pledges Receivable	82,249	89,234
Due from Related Parties	-	-
Prepaid Expenses	118,278	90,938
Other Assets	-	-
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(292,026)	(1,196,931)
Accrued Expenses	129,456	410,336
Deferred Revenue	239	26,217
Other Liabilities	-	-
Total Cash Flows from Operating Activities	**(497,562)**	**(138,735)**
Cash Flows from Investing Activities		
Purchase of Property & Equipment	-	-
Total Cash Flows from Investing Activities	**-**	**-**
Cash Flows from Financing Activities		
Proceeds from Factoring	-	-
Proceeds from (payments on) Long-Term Debt	-	-
Total Cash Flows from Financing Activities	**-**	**-**
Change in Cash & Cash Equivalents	(497,562)	(138,735)
Cash & Cash Equivalents, Beginning of Period	1,693,044	1,334,217
Cash and Cash Equivalents, End of Period	**$ 1,195,482**	**$ 1,195,482**

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15677	El Dorado County Office of Education	8/1/2022	$ 33.49
15678	El Dorado County Office of Education	8/1/2022	33.30
15679	El Dorado County Office of Education	8/1/2022	171,452.75
15680	James Daniel MacKinnon	8/2/2022	880.00
15681	PenServ Plan Services, Inc.	8/2/2022	7,076.77
15682	Cutting-Edge Aquatics, Inc.	8/4/2022	5,891.62
15683	eat2explore	8/4/2022	259.50
15684	Franchise Tax Board	8/4/2022	150.00
15685	Haynes Family of Programs	8/4/2022	240.00
15685	Haynes Family of Programs	8/4/2022	120.00
15686	K3 Syncopation, LLC (Bach To Rock, Rocklin)	8/4/2022	152.00
15687	Northern California Children's Chorus	8/4/2022	413.70
15689	Rainbow Resource Center	8/4/2022	15.96
15689	Rainbow Resource Center	8/4/2022	390.35
15689	Rainbow Resource Center	8/4/2022	56.73
15689	Rainbow Resource Center	8/4/2022	59.68
15689	Rainbow Resource Center	8/4/2022	25.14
15689	Rainbow Resource Center	8/4/2022	112.41
15689	Rainbow Resource Center	8/4/2022	69.86
15689	Rainbow Resource Center	8/4/2022	21.44
15689	Rainbow Resource Center	8/4/2022	148.91
15689	Rainbow Resource Center	8/4/2022	212.01
15689	Rainbow Resource Center	8/4/2022	120.81
15689	Rainbow Resource Center	8/4/2022	33.78
15689	Rainbow Resource Center	8/4/2022	33.78
15689	Rainbow Resource Center	8/4/2022	161.91
15689	Rainbow Resource Center	8/4/2022	24.42
15689	Rainbow Resource Center	8/4/2022	112.41
15689	Rainbow Resource Center	8/4/2022	94.76
15689	Rainbow Resource Center	8/4/2022	367.11
15689	Rainbow Resource Center	8/4/2022	231.97
15689	Rainbow Resource Center	8/4/2022	285.56
15689	Rainbow Resource Center	8/4/2022	204.77
15689	Rainbow Resource Center	8/4/2022	60.59
15689	Rainbow Resource Center	8/4/2022	14.95
15689	Rainbow Resource Center	8/4/2022	173.24
15689	Rainbow Resource Center	8/4/2022	268.93
15689	Rainbow Resource Center	8/4/2022	263.83
15689	Rainbow Resource Center	8/4/2022	16.07
15689	Rainbow Resource Center	8/4/2022	363.48
15689	Rainbow Resource Center	8/4/2022	134.78
15689	Rainbow Resource Center	8/4/2022	45.04
15689	Rainbow Resource Center	8/4/2022	147.13
15689	Rainbow Resource Center	8/4/2022	20.65
15690	Rosemary Martins	8/4/2022	36.85
15691	School Pathways, LLC	8/4/2022	23,974.47
15692	Singapore Math Inc.	8/4/2022	81.29
15692	Singapore Math Inc.	8/4/2022	54.78
15692	Singapore Math Inc.	8/4/2022	174.90
15692	Singapore Math Inc.	8/4/2022	69.84
15692	Singapore Math Inc.	8/4/2022	196.26
15692	Singapore Math Inc.	8/4/2022	67.15
15692	Singapore Math Inc.	8/4/2022	172.10
ACH	Charter Impact, Inc.	8/4/2022	452.45

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Sequoia Grove Charter Alliance	8/4/2022	1,500.24
ACH	Sequoia Grove Charter Alliance	8/4/2022	29,723.17
ACH	Sequoia Grove Charter Alliance	8/4/2022	42,104.40
ACH	Sequoia Grove Charter Alliance	8/4/2022	7,466.96
ACH	Sequoia Grove Charter Alliance	8/4/2022	60,914.71
ACH	Sequoia Grove Charter Alliance	8/4/2022	9,267.41
15693	A Brighter Child	8/10/2022	733.30
15693	A Brighter Child	8/10/2022	477.34
15693	A Brighter Child	8/10/2022	387.34
15693	A Brighter Child	8/10/2022	78.55
15693	A Brighter Child	8/10/2022	138.87
15693	A Brighter Child	8/10/2022	300.08
15693	A Brighter Child	8/10/2022	134.48
15693	A Brighter Child	8/10/2022	10.76
15693	A Brighter Child	8/10/2022	17.23
15693	A Brighter Child	8/10/2022	235.69
15693	A Brighter Child	8/10/2022	236.34
15693	A Brighter Child	8/10/2022	157.11
15693	A Brighter Child	8/10/2022	49.73
15693	A Brighter Child	8/10/2022	33.34
15694	Art of Problem Solving	8/10/2022	96.00
15695	Bright Thinker	8/10/2022	465.50
15695	Bright Thinker	8/10/2022	124.49
15695	Bright Thinker	8/10/2022	124.49
15695	Bright Thinker	8/10/2022	357.23
15695	Bright Thinker	8/10/2022	124.49
15696	Charter Schools Development Center	8/10/2022	5,700.00
15697	Gavin Dague	8/10/2022	130.00
15698	HTP Services, Inc.	8/10/2022	94.00
15699	Joy Olender	8/10/2022	210.00
15699	Joy Olender	8/10/2022	210.00
15700	KiwiCo, Inc.	8/10/2022	974.80
15701	Math-U-See Inc	8/10/2022	127.25
15701	Math-U-See Inc	8/10/2022	127.25
15701	Math-U-See Inc	8/10/2022	66.48
15702	Monarch River Academy	8/10/2022	3,869.41
15703	Nicole the Math Lady, LLC	8/10/2022	59.00
15704	Rachel Baker	8/10/2022	100.00
15706	Rainbow Resource Center	8/10/2022	32.01
15706	Rainbow Resource Center	8/10/2022	134.78
15706	Rainbow Resource Center	8/10/2022	670.32
15706	Rainbow Resource Center	8/10/2022	27.34
15706	Rainbow Resource Center	8/10/2022	46.06
15706	Rainbow Resource Center	8/10/2022	94.68
15706	Rainbow Resource Center	8/10/2022	66.99
15706	Rainbow Resource Center	8/10/2022	46.11
15706	Rainbow Resource Center	8/10/2022	156.76
15706	Rainbow Resource Center	8/10/2022	64.03
15706	Rainbow Resource Center	8/10/2022	34.38
15706	Rainbow Resource Center	8/10/2022	138.89
15706	Rainbow Resource Center	8/10/2022	35.87
15706	Rainbow Resource Center	8/10/2022	24.42
15706	Rainbow Resource Center	8/10/2022	245.34
15706	Rainbow Resource Center	8/10/2022	184.34
15706	Rainbow Resource Center	8/10/2022	65.68

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15706	Rainbow Resource Center	8/10/2022	72.40
15706	Rainbow Resource Center	8/10/2022	72.40
15706	Rainbow Resource Center	8/10/2022	35.12
15706	Rainbow Resource Center	8/10/2022	35.12
15706	Rainbow Resource Center	8/10/2022	192.17
15706	Rainbow Resource Center	8/10/2022	190.53
15706	Rainbow Resource Center	8/10/2022	170.68
15706	Rainbow Resource Center	8/10/2022	27.43
15706	Rainbow Resource Center	8/10/2022	31.15
15706	Rainbow Resource Center	8/10/2022	311.70
15706	Rainbow Resource Center	8/10/2022	165.20
15706	Rainbow Resource Center	8/10/2022	65.59
15706	Rainbow Resource Center	8/10/2022	119.81
15706	Rainbow Resource Center	8/10/2022	172.89
15706	Rainbow Resource Center	8/10/2022	121.52
15706	Rainbow Resource Center	8/10/2022	95.68
15706	Rainbow Resource Center	8/10/2022	89.35
15706	Rainbow Resource Center	8/10/2022	245.37
15706	Rainbow Resource Center	8/10/2022	203.90
15706	Rainbow Resource Center	8/10/2022	194.23
15706	Rainbow Resource Center	8/10/2022	32.44
15706	Rainbow Resource Center	8/10/2022	34.21
15706	Rainbow Resource Center	8/10/2022	86.54
15706	Rainbow Resource Center	8/10/2022	84.04
15706	Rainbow Resource Center	8/10/2022	57.05
15706	Rainbow Resource Center	8/10/2022	270.25
15706	Rainbow Resource Center	8/10/2022	157.06
15706	Rainbow Resource Center	8/10/2022	826.46
15706	Rainbow Resource Center	8/10/2022	181.52
15707	Rebecca LaSavio	8/10/2022	168.48
15708	Specialized Therapy Services, Inc	8/10/2022	140.00
15709	Tammy McDonald Training	8/10/2022	55.00
15710	Teacher Synergy, LLC	8/10/2022	10.00
15710	Teacher Synergy, LLC	8/10/2022	74.95
15710	Teacher Synergy, LLC	8/10/2022	150.00
15710	Teacher Synergy, LLC	8/10/2022	49.00
15710	Teacher Synergy, LLC	8/10/2022	110.00
15710	Teacher Synergy, LLC	8/10/2022	50.00
15711	Timberdoodle.com	8/10/2022	1,452.14
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	70.55
15714	Tumble Time Gymnastics, LLC	8/10/2022	25.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	24.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	45.00

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	10.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	102.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	102.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	30.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	102.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	135.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	83.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	96.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.50
15714	Tumble Time Gymnastics, LLC	8/10/2022	90.00
15714	Tumble Time Gymnastics, LLC	8/10/2022	76.00
15715	Well Trained Mind Press	8/10/2022	67.15
15715	Well Trained Mind Press	8/10/2022	27.95
15716	Yosemite Valley Charter School	8/10/2022	4,620.17
ACH	Charter Impact, Inc.	8/10/2022	31,759.00
ACH	Feather River Charter School	8/10/2022	6,536.60
ACH	Lake View Charter School	8/10/2022	2,309.70
ACH	Sequoia Grove Charter Alliance	8/10/2022	146.92
ACH	Sequoia Grove Charter Alliance	8/10/2022	2,442.96
ACH	Sequoia Grove Charter Alliance	8/10/2022	49,750.00
15717	Franchise Tax Board	8/15/2022	150.00
15718	PenServ Plan Services, Inc.	8/15/2022	6,881.46
ACH	The Advantage Group	8/15/2022	1,188.30

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15719	All About Learning Press, Inc.	8/19/2022	183.90
15719	All About Learning Press, Inc.	8/19/2022	206.97
15719	All About Learning Press, Inc.	8/19/2022	104.40
15719	All About Learning Press, Inc.	8/19/2022	84.92
15719	All About Learning Press, Inc.	8/19/2022	84.92
15719	All About Learning Press, Inc.	8/19/2022	196.46
15719	All About Learning Press, Inc.	8/19/2022	181.50
15719	All About Learning Press, Inc.	8/19/2022	61.62
15720	Art of Problem Solving	8/19/2022	99.54
15720	Art of Problem Solving	8/19/2022	183.71
15721	Beautiful Feet Books, Inc.	8/19/2022	346.69
15721	Beautiful Feet Books, Inc.	8/19/2022	295.32
15721	Beautiful Feet Books, Inc.	8/19/2022	293.00
15721	Beautiful Feet Books, Inc.	8/19/2022	259.19
15721	Beautiful Feet Books, Inc.	8/19/2022	204.90
15721	Beautiful Feet Books, Inc.	8/19/2022	222.58
15722	Brave Writer, LLC	8/19/2022	129.00
15723	Bright Thinker	8/19/2022	124.49
15723	Bright Thinker	8/19/2022	248.98
15723	Bright Thinker	8/19/2022	248.98
15723	Bright Thinker	8/19/2022	573.73
15724	CharterSAFE	8/19/2022	26,676.00
15725	Department of Justice	8/19/2022	32.00
15726	eat2explore	8/19/2022	351.00
15727	Elemental Science	8/19/2022	143.00
15728	Evan-Moor	8/19/2022	160.25
15728	Evan-Moor	8/19/2022	26.79
15728	Evan-Moor	8/19/2022	16.07
15729	FJM Palms Associates, LLC	8/19/2022	5,102.40
15729	FJM Palms Associates, LLC	8/19/2022	5,258.82
15730	Grade Power Learning, Elk Grove	8/19/2022	1,107.00
15731	History Unboxed LLC	8/19/2022	564.65
15731	History Unboxed LLC	8/19/2022	564.65
15731	History Unboxed LLC	8/19/2022	242.14
15732	Home Science Tools	8/19/2022	109.86
15732	Home Science Tools	8/19/2022	167.44
15733	Institute for Excellence in Writing	8/19/2022	65.42
15733	Institute for Excellence in Writing	8/19/2022	321.95
15733	Institute for Excellence in Writing	8/19/2022	98.49
15734	JacKris Publishing, LLC	8/19/2022	75.88
15734	JacKris Publishing, LLC	8/19/2022	41.39
15734	JacKris Publishing, LLC	8/19/2022	25.99
15734	JacKris Publishing, LLC	8/19/2022	97.72
15734	JacKris Publishing, LLC	8/19/2022	97.72
15734	JacKris Publishing, LLC	8/19/2022	97.72
15735	James Daniel MacKinnon	8/19/2022	880.00
15736	Lakeshore	8/19/2022	24.30
15737	Linda Qian	8/19/2022	174.00
15738	Math-U-See Inc	8/19/2022	66.48
15738	Math-U-See Inc	8/19/2022	127.25
15738	Math-U-See Inc	8/19/2022	127.25
15738	Math-U-See Inc	8/19/2022	127.25
15738	Math-U-See Inc	8/19/2022	66.72
15738	Math-U-See Inc	8/19/2022	66.72
15738	Math-U-See Inc	8/19/2022	66.72

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15738	Math-U-See Inc	8/19/2022	145.12
15738	Math-U-See Inc	8/19/2022	128.75
15738	Math-U-See Inc	8/19/2022	220.20
15739	Moving Beyond the Page	8/19/2022	46.31
15740	Nicole the Math Lady, LLC	8/19/2022	79.00
15741	Rachel Baker	8/19/2022	400.00
15743	Rainbow Resource Center	8/19/2022	156.47
15743	Rainbow Resource Center	8/19/2022	156.63
15743	Rainbow Resource Center	8/19/2022	102.63
15743	Rainbow Resource Center	8/19/2022	173.68
15743	Rainbow Resource Center	8/19/2022	27.56
15743	Rainbow Resource Center	8/19/2022	58.86
15743	Rainbow Resource Center	8/19/2022	43.43
15743	Rainbow Resource Center	8/19/2022	162.92
15743	Rainbow Resource Center	8/19/2022	43.43
15743	Rainbow Resource Center	8/19/2022	225.07
15743	Rainbow Resource Center	8/19/2022	138.89
15743	Rainbow Resource Center	8/19/2022	124.76
15743	Rainbow Resource Center	8/19/2022	124.23
15743	Rainbow Resource Center	8/19/2022	68.31
15743	Rainbow Resource Center	8/19/2022	119.49
15743	Rainbow Resource Center	8/19/2022	261.56
15743	Rainbow Resource Center	8/19/2022	47.64
15743	Rainbow Resource Center	8/19/2022	84.90
15743	Rainbow Resource Center	8/19/2022	26.63
15743	Rainbow Resource Center	8/19/2022	120.71
15743	Rainbow Resource Center	8/19/2022	38.44
15743	Rainbow Resource Center	8/19/2022	119.83
15743	Rainbow Resource Center	8/19/2022	47.91
15743	Rainbow Resource Center	8/19/2022	25.55
15743	Rainbow Resource Center	8/19/2022	25.55
15743	Rainbow Resource Center	8/19/2022	25.55
15743	Rainbow Resource Center	8/19/2022	362.04
15743	Rainbow Resource Center	8/19/2022	56.00
15743	Rainbow Resource Center	8/19/2022	34.90
15743	Rainbow Resource Center	8/19/2022	159.26
15743	Rainbow Resource Center	8/19/2022	628.39
15743	Rainbow Resource Center	8/19/2022	73.59
15743	Rainbow Resource Center	8/19/2022	45.39
15743	Rainbow Resource Center	8/19/2022	20.44
15744	Studies Weekly	8/19/2022	37.57
15745	Teaching Textbooks	8/19/2022	43.08
15745	Teaching Textbooks	8/19/2022	67.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	43.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	39.95
15745	Teaching Textbooks	8/19/2022	61.11
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	67.08
15745	Teaching Textbooks	8/19/2022	43.08
15745	Teaching Textbooks	8/19/2022	43.08

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
15745	Teaching Textbooks	8/19/2022	67.08
15745	Teaching Textbooks	8/19/2022	55.08
15745	Teaching Textbooks	8/19/2022	73.19
15745	Teaching Textbooks	8/19/2022	73.19
15745	Teaching Textbooks	8/19/2022	137.93
15745	Teaching Textbooks	8/19/2022	137.93
15745	Teaching Textbooks	8/19/2022	55.49
15745	Teaching Textbooks	8/19/2022	165.44
15746	Trigger Memory Co	8/19/2022	100.85
15747	Verizon	8/19/2022	3,034.74
15748	Zaner-Bloser	8/19/2022	19.30
ACH	Charter Impact, Inc.	8/19/2022	20.00
ACH	Feather River Charter School	8/19/2022	6,283.69
ACH	Feather River Charter School	8/19/2022	3,177.42
ACH	Feather River Charter School	8/19/2022	2,775.48
ACH	Feather River Charter School	8/19/2022	6,283.69
ACH	Feather River Charter School	8/19/2022	2,775.48
ACH	Feather River Charter School	8/19/2022	3,177.42
ACH	Lake View Charter School	8/19/2022	9,018.88
ACH	Lake View Charter School	8/19/2022	1,281.88
ACH	Lake View Charter School	8/19/2022	3,020.42
ACH	Lake View Charter School	8/19/2022	1,568.65
ACH	Lake View Charter School	8/19/2022	3,020.42
ACH	Sequoia Grove Charter Alliance	8/19/2022	648.85
ACH	Sequoia Grove Charter Alliance	8/19/2022	38.61
ACH	Sequoia Grove Charter Alliance	8/19/2022	663.60
15749	Yosemite Valley Charter School	8/24/2022	8,152.47
15750	A Brighter Child	8/25/2022	779.80
15751	Academics In A Box Inc	8/25/2022	167.70
15752	Accrediting Commission for Schools	8/25/2022	1,130.00
15753	All About Learning Press, Inc.	8/25/2022	92.43
15753	All About Learning Press, Inc.	8/25/2022	194.57
15753	All About Learning Press, Inc.	8/25/2022	61.38
15753	All About Learning Press, Inc.	8/25/2022	117.65
15754	Angela Cantrell	8/25/2022	747.78
15755	Art of Problem Solving	8/25/2022	75.61
15755	Art of Problem Solving	8/25/2022	183.19
15755	Art of Problem Solving	8/25/2022	96.00
15755	Art of Problem Solving	8/25/2022	96.00
15755	Art of Problem Solving	8/25/2022	60.00
15755	Art of Problem Solving	8/25/2022	60.00
15755	Art of Problem Solving	8/25/2022	88.91
15755	Art of Problem Solving	8/25/2022	73.82
15756	Beautiful Feet Books, Inc.	8/25/2022	46.16
15756	Beautiful Feet Books, Inc.	8/25/2022	303.43
15756	Beautiful Feet Books, Inc.	8/25/2022	21.26
15756	Beautiful Feet Books, Inc.	8/25/2022	520.72
15756	Beautiful Feet Books, Inc.	8/25/2022	107.16
15758	BookShark	8/25/2022	5.72
15758	BookShark	8/25/2022	8.57
15758	BookShark	8/25/2022	9.14
15758	BookShark	8/25/2022	5.67
15758	BookShark	8/25/2022	6.75
15758	BookShark	8/25/2022	257.82
15758	BookShark	8/25/2022	393.55

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Check Number	Vendor Name	Check Date	Check Amount
15758	BookShark	8/25/2022	1,043.49
15758	BookShark	8/25/2022	999.49
15758	BookShark	8/25/2022	168.98
15758	BookShark	8/25/2022	411.84
15758	BookShark	8/25/2022	22.80
15758	BookShark	8/25/2022	21.42
15758	BookShark	8/25/2022	508.61
15758	BookShark	8/25/2022	32.12
15758	BookShark	8/25/2022	1,059.72
15758	BookShark	8/25/2022	149.54
15758	BookShark	8/25/2022	987.70
15758	BookShark	8/25/2022	1,014.15
15758	BookShark	8/25/2022	990.77
15758	BookShark	8/25/2022	36.51
15758	BookShark	8/25/2022	291.76
15758	BookShark	8/25/2022	272.76
15758	BookShark	8/25/2022	180.72
15758	BookShark	8/25/2022	75.06
15758	BookShark	8/25/2022	899.97
15758	BookShark	8/25/2022	301.69
15758	BookShark	8/25/2022	69.68
15758	BookShark	8/25/2022	87.23
15758	BookShark	8/25/2022	1,071.87
15758	BookShark	8/25/2022	580.49
15758	BookShark	8/25/2022	300.30
15758	BookShark	8/25/2022	225.11
15759	Bright Thinker	8/25/2022	357.23
15759	Bright Thinker	8/25/2022	465.48
15759	Bright Thinker	8/25/2022	357.23
15759	Bright Thinker	8/25/2022	248.98
15759	Bright Thinker	8/25/2022	248.98
15759	Bright Thinker	8/25/2022	357.23
15759	Bright Thinker	8/25/2022	465.48
15759	Bright Thinker	8/25/2022	465.48
15759	Bright Thinker	8/25/2022	465.48
15759	Bright Thinker	8/25/2022	124.49
15759	Bright Thinker	8/25/2022	248.98
15760	CharterSAFE	8/25/2022	26,676.00
15761	Evan-Moor	8/25/2022	80.75
15761	Evan-Moor	8/25/2022	17.99
15762	Home Science Tools	8/25/2022	115.27
15762	Home Science Tools	8/25/2022	414.34
15762	Home Science Tools	8/25/2022	60.52
15763	Homeschool Planet	8/25/2022	74.95
15764	Institute for Excellence in Writing	8/25/2022	64.99
15764	Institute for Excellence in Writing	8/25/2022	37.10
15764	Institute for Excellence in Writing	8/25/2022	53.19
15764	Institute for Excellence in Writing	8/25/2022	26.38
15764	Institute for Excellence in Writing	8/25/2022	43.54
15764	Institute for Excellence in Writing	8/25/2022	64.19
15764	Institute for Excellence in Writing	8/25/2022	194.10
15764	Institute for Excellence in Writing	8/25/2022	274.76
15764	Institute for Excellence in Writing	8/25/2022	106.47
15764	Institute for Excellence in Writing	8/25/2022	44.59
15764	Institute for Excellence in Writing	8/25/2022	37.54

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Check Number	Vendor Name	Check Date	Check Amount
15764	Institute for Excellence in Writing	8/25/2022	245.60
15765	JacKris Publishing, LLC	8/25/2022	73.58
15766	Lakeshore	8/25/2022	100.63
15766	Lakeshore	8/25/2022	28.43
15767	Law Offices of Young, Minney & Corr, LLP	8/25/2022	28.30
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	237.50
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	754.68
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	145.06
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	163.34
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	270.95
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	351.75
15768	Homeschool In a Box Inc. DBA Crafty School Crates	8/25/2022	258.60
15769	Learning Without Tears	8/25/2022	24.04
15769	Learning Without Tears	8/25/2022	24.04
15769	Learning Without Tears	8/25/2022	9.99
15769	Learning Without Tears	8/25/2022	55.61
15769	Learning Without Tears	8/25/2022	24.04
15769	Learning Without Tears	8/25/2022	28.52
15770	Math-U-See Inc	8/25/2022	66.48
15770	Math-U-See Inc	8/25/2022	63.49
15770	Math-U-See Inc	8/25/2022	77.50
15770	Math-U-See Inc	8/25/2022	82.57
15770	Math-U-See Inc	8/25/2022	66.72
15771	Miaplaza, Inc	8/25/2022	119.80
15771	Miaplaza, Inc	8/25/2022	207.96
15772	Moving Beyond the Page	8/25/2022	918.12
15772	Moving Beyond the Page	8/25/2022	196.30
15772	Moving Beyond the Page	8/25/2022	71.72
15772	Moving Beyond the Page	8/25/2022	341.22
15772	Moving Beyond the Page	8/25/2022	501.61
15772	Moving Beyond the Page	8/25/2022	410.55
15772	Moving Beyond the Page	8/25/2022	125.23
15772	Moving Beyond the Page	8/25/2022	232.55
15773	MoxieBox Art, Inc.	8/25/2022	190.97
15774	Mystery Science c/o Discovery Education, Inc	8/25/2022	99.00
15774	Mystery Science c/o Discovery Education, Inc	8/25/2022	99.00
15775	Nicole the Math Lady, LLC	8/25/2022	99.00
15775	Nicole the Math Lady, LLC	8/25/2022	79.00
15775	Nicole the Math Lady, LLC	8/25/2022	59.00
15775	Nicole the Math Lady, LLC	8/25/2022	79.00
15775	Nicole the Math Lady, LLC	8/25/2022	59.00
15776	Oak Meadow Inc.	8/25/2022	881.91
15776	Oak Meadow Inc.	8/25/2022	313.19
15776	Oak Meadow Inc.	8/25/2022	828.29
15776	Oak Meadow Inc.	8/25/2022	977.71
15776	Oak Meadow Inc.	8/25/2022	805.77
15776	Oak Meadow Inc.	8/25/2022	416.10
15776	Oak Meadow Inc.	8/25/2022	389.31
15776	Oak Meadow Inc.	8/25/2022	175.88
15776	Oak Meadow Inc.	8/25/2022	313.50
15776	Oak Meadow Inc.	8/25/2022	313.50
15776	Oak Meadow Inc.	8/25/2022	606.08
15776	Oak Meadow Inc.	8/25/2022	123.32
15776	Oak Meadow Inc.	8/25/2022	486.75
15776	Oak Meadow Inc.	8/25/2022	72.32

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Check Number	Vendor Name	Check Date	Check Amount
15777	PG&E	8/25/2022	693.40
15780	Rainbow Resource Center	8/25/2022	119.14
15780	Rainbow Resource Center	8/25/2022	117.25
15780	Rainbow Resource Center	8/25/2022	118.58
15780	Rainbow Resource Center	8/25/2022	73.23
15780	Rainbow Resource Center	8/25/2022	807.92
15780	Rainbow Resource Center	8/25/2022	67.42
15780	Rainbow Resource Center	8/25/2022	167.62
15780	Rainbow Resource Center	8/25/2022	57.05
15780	Rainbow Resource Center	8/25/2022	26.54
15780	Rainbow Resource Center	8/25/2022	110.78
15780	Rainbow Resource Center	8/25/2022	26.54
15780	Rainbow Resource Center	8/25/2022	21.44
15780	Rainbow Resource Center	8/25/2022	21.44
15780	Rainbow Resource Center	8/25/2022	21.44
15780	Rainbow Resource Center	8/25/2022	331.58
15780	Rainbow Resource Center	8/25/2022	130.50
15780	Rainbow Resource Center	8/25/2022	125.99
15780	Rainbow Resource Center	8/25/2022	447.11
15780	Rainbow Resource Center	8/25/2022	102.63
15780	Rainbow Resource Center	8/25/2022	40.79
15780	Rainbow Resource Center	8/25/2022	17.14
15780	Rainbow Resource Center	8/25/2022	122.57
15780	Rainbow Resource Center	8/25/2022	64.65
15780	Rainbow Resource Center	8/25/2022	51.73
15780	Rainbow Resource Center	8/25/2022	111.32
15780	Rainbow Resource Center	8/25/2022	112.41
15780	Rainbow Resource Center	8/25/2022	457.85
15780	Rainbow Resource Center	8/25/2022	49.33
15780	Rainbow Resource Center	8/25/2022	38.60
15780	Rainbow Resource Center	8/25/2022	83.13
15780	Rainbow Resource Center	8/25/2022	83.13
15780	Rainbow Resource Center	8/25/2022	399.22
15780	Rainbow Resource Center	8/25/2022	158.92
15780	Rainbow Resource Center	8/25/2022	112.87
15780	Rainbow Resource Center	8/25/2022	54.58
15780	Rainbow Resource Center	8/25/2022	70.24
15780	Rainbow Resource Center	8/25/2022	251.30
15780	Rainbow Resource Center	8/25/2022	358.99
15780	Rainbow Resource Center	8/25/2022	178.38
15780	Rainbow Resource Center	8/25/2022	327.51
15780	Rainbow Resource Center	8/25/2022	52.22
15780	Rainbow Resource Center	8/25/2022	38.60
15780	Rainbow Resource Center	8/25/2022	151.78
15780	Rainbow Resource Center	8/25/2022	562.87
15780	Rainbow Resource Center	8/25/2022	232.98
15780	Rainbow Resource Center	8/25/2022	167.38
15780	Rainbow Resource Center	8/25/2022	163.55
15780	Rainbow Resource Center	8/25/2022	181.87
15780	Rainbow Resource Center	8/25/2022	83.31
15780	Rainbow Resource Center	8/25/2022	107.71
15780	Rainbow Resource Center	8/25/2022	335.21
15780	Rainbow Resource Center	8/25/2022	283.32
15780	Rainbow Resource Center	8/25/2022	61.94
15780	Rainbow Resource Center	8/25/2022	25.72

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Check Number	Vendor Name	Check Date	Check Amount
15780	Rainbow Resource Center	8/25/2022	21.39
15780	Rainbow Resource Center	8/25/2022	21.39
15780	Rainbow Resource Center	8/25/2022	94.09
15781	Rebecca Gonnella	8/25/2022	100.00
15782	Resillient Walker	8/25/2022	5,500.00
15783	School Pathways, LLC	8/25/2022	130.00
15784	Singapore Math Inc.	8/25/2022	141.46
15784	Singapore Math Inc.	8/25/2022	196.26
15784	Singapore Math Inc.	8/25/2022	195.95
15784	Singapore Math Inc.	8/25/2022	200.34
15785	Stephens Educational Services, LLC	8/25/2022	39.65
15786	Studies Weekly	8/25/2022	32.57
15787	T-Mobile	8/25/2022	4,440.00
15788	TalkBox.Mom, Inc.	8/25/2022	352.85
15789	Teacher Synergy, LLC	8/25/2022	39.99
15789	Teacher Synergy, LLC	8/25/2022	11.99
15790	Teaching Textbooks	8/25/2022	67.08
15790	Teaching Textbooks	8/25/2022	67.08
15790	Teaching Textbooks	8/25/2022	67.08
15790	Teaching Textbooks	8/25/2022	67.08
15790	Teaching Textbooks	8/25/2022	55.08
15790	Teaching Textbooks	8/25/2022	67.08
15791	The Lampo Group, LLC	8/25/2022	148.14
15791	The Lampo Group, LLC	8/25/2022	19.99
15792	Think Outside, LLC	8/25/2022	222.90
15792	Think Outside, LLC	8/25/2022	222.90
15792	Think Outside, LLC	8/25/2022	222.90
15792	Think Outside, LLC	8/25/2022	327.35
15792	Think Outside, LLC	8/25/2022	327.35
15793	Timberdoodle.com	8/25/2022	1,581.86
15793	Timberdoodle.com	8/25/2022	89.41
15794	Wilkinson Hadley King & Co. LLP	8/25/2022	1,200.00
15794	Wilkinson Hadley King & Co. LLP	8/25/2022	2,925.00
15795	Zaner-Bloser	8/25/2022	19.30
ACH	Amazon Capital Services	8/25/2022	93.24
ACH	Amazon Capital Services	8/25/2022	131.80
ACH	Amazon Capital Services	8/25/2022	212.36
ACH	Amazon Capital Services	8/25/2022	11.49
ACH	Amazon Capital Services	8/25/2022	159.13
ACH	Amazon Capital Services	8/25/2022	30.16
ACH	Amazon Capital Services	8/25/2022	195.66
ACH	Amazon Capital Services	8/25/2022	178.67
ACH	Amazon Capital Services	8/25/2022	19.56
ACH	Amazon Capital Services	8/25/2022	216.03
ACH	Amazon Capital Services	8/25/2022	166.41
ACH	Amazon Capital Services	8/25/2022	150.40
ACH	Amazon Capital Services	8/25/2022	174.82
ACH	Amazon Capital Services	8/25/2022	74.05
ACH	Amazon Capital Services	8/25/2022	63.68
ACH	Amazon Capital Services	8/25/2022	35.46
ACH	Amazon Capital Services	8/25/2022	98.35
ACH	Amazon Capital Services	8/25/2022	392.73
ACH	Amazon Capital Services	8/25/2022	68.75
ACH	Amazon Capital Services	8/25/2022	101.20
ACH	Amazon Capital Services	8/25/2022	56.11

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	8/25/2022	100.36
ACH	Feather River Charter School	8/25/2022	2,295.54
ACH	Feather River Charter School	8/25/2022	81.90
ACH	Feather River Charter School	8/25/2022	7.09
ACH	Feather River Charter School	8/25/2022	4,536.54
ACH	Sequoia Grove Charter Alliance	8/25/2022	39,324.44
ACH	Sequoia Grove Charter Alliance	8/25/2022	91,757.02
ACH	Sequoia Grove Charter Alliance	8/25/2022	2,925.00
ACH	Sequoia Grove Charter Alliance	8/25/2022	560.13
ACH	Sequoia Grove Charter Alliance	8/25/2022	2,027.61
ACH	Amazon Capital Services	8/25/2022	34.58
ACH	Sequoia Grove Charter Alliance	8/25/2022	677.55
ACH	Sequoia Grove Charter Alliance	8/25/2022	142.92
ACH	Sequoia Grove Charter Alliance	8/25/2022	1,254.56
ACH	Sequoia Grove Charter Alliance	8/25/2022	1,817.01
ACH	Sequoia Grove Charter Alliance	8/25/2022	26.47
ACH	Amazon Capital Services	8/25/2022	148.33
ACH	Amazon Capital Services	8/25/2022	194.01
ACH	Amazon Capital Services	8/25/2022	126.47
ACH	Amazon Capital Services	8/25/2022	203.91
ACH	Amazon Capital Services	8/25/2022	154.86
ACH	Amazon Capital Services	8/25/2022	169.69
ACH	Amazon Capital Services	8/25/2022	48.68
ACH	Amazon Capital Services	8/25/2022	122.73
ACH	Amazon Capital Services	8/25/2022	88.54
ACH	Amazon Capital Services	8/25/2022	203.59
ACH	Amazon Capital Services	8/25/2022	169.70
ACH	Amazon Capital Services	8/25/2022	250.60
ACH	Amazon Capital Services	8/25/2022	13.93
ACH	Amazon Capital Services	8/25/2022	264.10
ACH	Amazon Capital Services	8/25/2022	82.69
ACH	Amazon Capital Services	8/25/2022	9.57
ACH	Amazon Capital Services	8/25/2022	88.40
ACH	Amazon Capital Services	8/25/2022	106.21
ACH	Amazon Capital Services	8/25/2022	79.11
ACH	Amazon Capital Services	8/25/2022	31.28
ACH	Amazon Capital Services	8/25/2022	16.07
ACH	Amazon Capital Services	8/25/2022	289.54
ACH	Amazon Capital Services	8/25/2022	17.16
ACH	Amazon Capital Services	8/25/2022	83.48
ACH	Amazon Capital Services	8/25/2022	44.93
ACH	Amazon Capital Services	8/25/2022	23.57
ACH	Amazon Capital Services	8/25/2022	28.94
ACH	Amazon Capital Services	8/25/2022	23.16
ACH	Amazon Capital Services	8/25/2022	49.64
ACH	Amazon Capital Services	8/25/2022	145.94
ACH	Amazon Capital Services	8/25/2022	103.19
ACH	Amazon Capital Services	8/25/2022	20.21
ACH	Amazon Capital Services	8/25/2022	221.32
ACH	Amazon Capital Services	8/25/2022	51.14
ACH	Amazon Capital Services	8/25/2022	13.91
ACH	Amazon Capital Services	8/25/2022	43.44
ACH	Amazon Capital Services	8/25/2022	19.38
ACH	Amazon Capital Services	8/25/2022	5.41
ACH	Amazon Capital Services	8/25/2022	148.04

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	8/25/2022	121.06
ACH	Amazon Capital Services	8/25/2022	4.70
ACH	Amazon Capital Services	8/25/2022	5.35
ACH	Amazon Capital Services	8/25/2022	60.73
ACH	Amazon Capital Services	8/25/2022	35.44
ACH	Amazon Capital Services	8/25/2022	51.70
ACH	Amazon Capital Services	8/25/2022	390.32
ACH	Amazon Capital Services	8/25/2022	45.55
ACH	Amazon Capital Services	8/25/2022	266.92
ACH	Amazon Capital Services	8/25/2022	165.17
ACH	Amazon Capital Services	8/25/2022	82.66
ACH	Amazon Capital Services	8/25/2022	29.02
ACH	Amazon Capital Services	8/25/2022	96.47
ACH	Amazon Capital Services	8/25/2022	167.45
ACH	Amazon Capital Services	8/25/2022	19.38
ACH	Amazon Capital Services	8/25/2022	20.33
ACH	Amazon Capital Services	8/25/2022	103.77
ACH	Amazon Capital Services	8/25/2022	200.29
ACH	Amazon Capital Services	8/25/2022	95.39
ACH	Amazon Capital Services	8/25/2022	93.16
ACH	Amazon Capital Services	8/25/2022	50.65
ACH	Amazon Capital Services	8/25/2022	214.44
ACH	Amazon Capital Services	8/25/2022	41.80
ACH	Amazon Capital Services	8/25/2022	125.03
ACH	Amazon Capital Services	8/25/2022	21.72
ACH	Amazon Capital Services	8/25/2022	27.18
ACH	Amazon Capital Services	8/25/2022	164.51
ACH	Amazon Capital Services	8/25/2022	115.22
ACH	Amazon Capital Services	8/25/2022	61.90
ACH	Amazon Capital Services	8/25/2022	175.26
ACH	Amazon Capital Services	8/25/2022	29.45
ACH	Amazon Capital Services	8/25/2022	43.48
ACH	Amazon Capital Services	8/25/2022	71.52
ACH	Amazon Capital Services	8/25/2022	21.89
ACH	Amazon Capital Services	8/25/2022	151.78
ACH	Amazon Capital Services	8/25/2022	24.65
ACH	Amazon Capital Services	8/25/2022	716.99
ACH	Amazon Capital Services	8/25/2022	80.10
ACH	Amazon Capital Services	8/25/2022	24.91
ACH	Amazon Capital Services	8/25/2022	342.62
ACH	Amazon Capital Services	8/25/2022	120.43
ACH	Amazon Capital Services	8/25/2022	173.79
ACH	Amazon Capital Services	8/25/2022	432.79
ACH	Amazon Capital Services	8/25/2022	92.34
ACH	Amazon Capital Services	8/25/2022	53.60
ACH	Amazon Capital Services	8/25/2022	174.25
ACH	Amazon Capital Services	8/25/2022	92.31
ACH	Amazon Capital Services	8/25/2022	229.50
15796	PG&E	8/29/2022	1,009.72
15635	PenServ Plan Services, Inc.	8/2/2022	(7,076.77)
ACH	Divvy Credit 1 LLC	8/3/2022	12,648.07
ACH	Divvy Credit 1 LLC	8/10/2022	13,743.17
ACH	Wells Fargo	8/11/2022	542.51
ACH	Employment Development Department	8/12/2022	2,211.65
ACH	Employment Development Department	8/12/2022	15,005.06

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Internal Revenue Service	8/12/2022	33,110.01
ACH	Divvy Credit 1 LLC	8/17/2022	17,552.79
ACH	Divvy Credit 1 LLC	8/24/2022	9,109.83
ACH	Employment Development Department	8/29/2022	814.25
ACH	Employment Development Department	8/29/2022	22,532.40
ACH	Internal Revenue Service	8/29/2022	47,401.43
ACH	Divvy Credit 1 LLC	8/31/2022	14,554.08
80342	Deanna M. Moreno	8/10/2022	3,430.84
ACH	Jenell Sherman	8/10/2022	5,620.21
ACH	Amanda R. Fernandez	8/10/2022	4,696.65
ACH	Marci A. Boyd	8/10/2022	2,562.39
ACH	Darcy Belleza	8/10/2022	4,256.56
ACH	Kristina P. Nicosia	8/10/2022	3,744.53
ACH	Shoshanna Amen	8/10/2022	1,744.85
ACH	Elizabeth D. Platt	8/10/2022	1,305.34
ACH	Leah N. Wall	8/10/2022	2,571.43
ACH	Vickie S. Clarke	8/10/2022	2,057.69
ACH	Mindy M. Hopson	8/10/2022	2,013.57
ACH	Danielle M. Beauvais	8/10/2022	1,742.10
ACH	Carolin A. Hansa-Beavers	8/10/2022	2,620.90
ACH	Heather I. Morris	8/10/2022	1,894.13
ACH	Monika L. Beekman	8/10/2022	2,304.51
ACH	Mary A. Stein	8/10/2022	2,341.85
ACH	Margaret Ansbach	8/10/2022	2,537.39
ACH	Tyrone Beekman	8/10/2022	2,869.07
ACH	Amy B. Buell	8/10/2022	1,829.32
ACH	Leigh A. Crosby	8/10/2022	2,234.83
ACH	Ronni C. Ernenputsch	8/10/2022	2,830.06
ACH	Rebecca M. Hanson	8/10/2022	1,593.32
ACH	Lindy M. Lewis	8/10/2022	2,242.31
ACH	Amber Stephen	8/10/2022	2,390.44
ACH	Jessica N. Holl	8/10/2022	2,454.96
ACH	Nancy K. Christiansen	8/10/2022	2,574.87
ACH	Jennifer D. Luchetti	8/10/2022	1,877.50
ACH	Linda H. Qian	8/10/2022	2,971.95
ACH	Kelsie M. Luiz	8/10/2022	2,838.79
ACH	Heather E. Largent	8/10/2022	2,213.50
ACH	Renee D. Barnett	8/10/2022	1,931.54
ACH	Andrea L. Belcher	8/10/2022	2,745.98
ACH	Shannon E. Brooks	8/10/2022	1,694.01
ACH	Amy P. Griffin	8/10/2022	1,871.49
ACH	Rebecca L. Du Four	8/10/2022	1,984.11
ACH	Sabrina L. Hill	8/10/2022	1,859.91
ACH	Matthew J. Anselmino	8/10/2022	1,983.51
ACH	Scott K. Clifton	8/10/2022	2,159.04
ACH	Cindy L. Wilkinson	8/10/2022	2,444.75
ACH	Rebecca C. LaSavio	8/10/2022	324.60
ACH	Rebecca C. LaSavio	8/10/2022	306.94
ACH	Sara L. Satterfield	8/10/2022	2,347.83
ACH	Carly N. Woods	8/10/2022	2,191.52
ACH	Elizabeth A. Bingham	8/10/2022	2,169.42
ACH	Lacey J. Carroll	8/10/2022	2,352.42
ACH	Karen A. O'Brien	8/10/2022	1,880.30
ACH	Lynne A. Hollerbach	8/10/2022	2,416.30
ACH	Erin P. Dorrough	8/10/2022	3,242.94

Clarksville Charter School

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For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rachel R. Radekin	8/10/2022	2,983.26
ACH	Brad C. Mumaw	8/10/2022	3,601.45
ACH	Stacey J. Preach	8/10/2022	3,006.63
ACH	Casey J. Vandenberg	8/10/2022	2,162.08
ACH	Katie S. Royer	8/10/2022	1,548.37
ACH	Lilly LaSavio	8/10/2022	1,760.59
ACH	Tracy A. Pipkin	8/10/2022	2,636.52
ACH	Isabel D. Roberts	8/10/2022	1,888.30
ACH	Jennifer A. Dwyer	8/10/2022	1,585.89
ACH	Janna B. McKnight	8/10/2022	1,811.29
ACH	Rachel C. Tinkler	8/10/2022	2,053.62
ACH	Carrie Carlson	8/10/2022	3,244.73
ACH	Sara L. Infante	8/10/2022	1,934.83
ACH	Brenda S. Layher	8/10/2022	1,508.18
ACH	Carrie L. Liebrich	8/10/2022	1,971.44
ACH	Jenni L. Green	8/10/2022	2,611.51
ACH	Cynthia D. Maitland	8/10/2022	1,857.76
ACH	Rebecca S. Morales	8/10/2022	2,474.77
ACH	Johanna E. Rhoads	8/10/2022	2,349.32
ACH	Scott D. Brandow	8/10/2022	2,036.21
ACH	Michelle E. Bliss	8/10/2022	2,522.69
ACH	Stephanie Terrell	8/10/2022	1,368.21
ACH	Stephanie Terrell	8/10/2022	1,167.42
ACH	Drew W. Bender	8/10/2022	2,197.92
ACH	Kacy A. Booth	8/10/2022	2,339.21
ACH	Jenna S. Weightman	8/10/2022	1,907.87
ACH	Lori K. Andreasen	8/10/2022	2,198.75
ACH	Erin E. Maxwell Emerson	8/10/2022	3,045.97
ACH	Heidi M. Motto	8/10/2022	1,968.33
ACH	Kelley N. Soper	8/10/2022	2,398.38
ACH	Michelle D. Cox	8/10/2022	1,746.90
ACH	Rachel A. Draeger	8/10/2022	2,803.83
ACH	Rachel M. White	8/10/2022	1,457.44
ACH	Ruth A. Gallo	8/10/2022	2,930.43
ACH	Shannon K. Penders	8/10/2022	1,887.75
ACH	Courtney S. Glau	8/10/2022	2,657.41
ACH	Rosemary A. Martins	8/10/2022	612.59
ACH	Christina L. Sack	8/10/2022	2,118.16
ACH	Kayla A. Howell	8/10/2022	2,122.91
ACH	Laurie B. Grgich	8/10/2022	2,255.22
ACH	Jessica A. Moore	8/10/2022	2,626.21
ACH	Jennifer L. O'Neill	8/10/2022	2,491.76
ACH	Johanna G. Uht	8/10/2022	2,190.92
ACH	Erin M. Christensen	8/10/2022	2,160.75
ACH	Erica L. Cornwell	8/10/2022	2,619.06
ACH	Pamela E. McEwen	8/10/2022	2,337.82
ACH	Anne M. Polan	8/10/2022	2,112.59
ACH	Heather N. Stocks	8/10/2022	1,837.46
ACH	Karissa M. Tucker	8/10/2022	2,553.84
ACH	Shana R. Westfall	8/10/2022	2,756.26
ACH	Dawn M. Peterson	8/10/2022	1,525.97
ACH	Linda I. Hinsz	8/10/2022	2,804.44
ACH	Stephanie L. Sheriff	8/10/2022	2,611.83
ACH	Breanna L. Fields	8/10/2022	2,214.70
ACH	Anne M. Polan	8/15/2022	4,225.17

Clarksville Charter School

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For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Anne M. Polan	8/15/2022	(2,112.58)
ACH	Anne M. Polan	8/15/2022	(2,112.59)
80343	Deanna M. Moreno	8/25/2022	3,444.69
ACH	Jenell Sherman	8/25/2022	6,747.55
ACH	Amanda R. Fernandez	8/25/2022	5,719.84
ACH	Marci A. Boyd	8/25/2022	3,421.17
ACH	Shoshanna Amen	8/25/2022	2,399.75
ACH	Sally Mast	8/25/2022	2,411.82
ACH	Tonia A. Villanueva	8/25/2022	1,803.30
ACH	Elizabeth D. Platt	8/25/2022	2,074.25
ACH	Leah N. Wall	8/25/2022	3,137.33
ACH	Vickie S. Clarke	8/25/2022	2,863.07
ACH	Mindy M. Hopson	8/25/2022	2,918.74
ACH	Dawn M. Peterson	8/25/2022	1,916.57
ACH	Linda I. Hinsz	8/25/2022	2,788.48
ACH	Stephanie L. Sheriff	8/25/2022	2,502.12
ACH	Breanna L. Fields	8/25/2022	2,632.94
ACH	Chelsea E. Carrasco	8/25/2022	2,349.21
ACH	Danielle M. Beauvais	8/25/2022	2,717.38
ACH	Carolin A. Hansa-Beavers	8/25/2022	3,222.10
ACH	Heather I. Morris	8/25/2022	2,510.39
ACH	Monika L. Beekman	8/25/2022	3,089.37
ACH	Mary A. Stein	8/25/2022	3,132.70
ACH	Margaret Ansbach	8/25/2022	3,067.55
ACH	Tyrone Beekman	8/25/2022	3,825.35
ACH	Amy B. Buell	8/25/2022	2,565.02
ACH	Leigh A. Crosby	8/25/2022	2,943.70
ACH	Ronni C. Ernenputsch	8/25/2022	3,768.45
ACH	Rebecca M. Hanson	8/25/2022	2,193.74
ACH	Lindy M. Lewis	8/25/2022	3,095.27
ACH	Amber Stephen	8/25/2022	3,181.14
ACH	Jessica N. Holl	8/25/2022	3,059.94
ACH	Nancy K. Christiansen	8/25/2022	3,560.06
ACH	Jennifer D. Luchetti	8/25/2022	2,428.78
ACH	Linda H. Qian	8/25/2022	3,700.43
ACH	Kelsie M. Luiz	8/25/2022	2,750.29
ACH	Heather E. Largent	8/25/2022	2,610.27
ACH	Christina A. Archie	8/25/2022	1,721.84
ACH	Renee D. Barnett	8/25/2022	2,747.16
ACH	Andrea L. Belcher	8/25/2022	3,224.06
ACH	Amy P. Griffin	8/25/2022	2,744.97
ACH	Rebecca L. Du Four	8/25/2022	2,263.13
ACH	Rebecca L. Du Four	8/25/2022	297.20
ACH	Sabrina L. Hill	8/25/2022	2,294.83
ACH	Matthew J. Anselmino	8/25/2022	2,726.39
ACH	Scott K. Clifton	8/25/2022	2,612.30
ACH	Cindy L. Wilkinson	8/25/2022	3,442.11
ACH	Rebecca C. LaSavio	8/25/2022	437.47
ACH	Rebecca C. LaSavio	8/25/2022	413.64
ACH	Sara L. Satterfield	8/25/2022	2,908.12
ACH	Carly N. Woods	8/25/2022	2,569.89
ACH	Elizabeth A. Bingham	8/25/2022	2,674.76
ACH	Lacey J. Carroll	8/25/2022	2,974.35
ACH	Karen A. O'Brien	8/25/2022	2,241.21
ACH	Lynne A. Hollerbach	8/25/2022	2,838.74

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Erin P. Dorrough	8/25/2022	3,239.44
ACH	Rachel R. Radekin	8/25/2022	3,410.68
ACH	Brad C. Mumaw	8/25/2022	3,462.47
ACH	Stacey J. Preach	8/25/2022	3,076.20
ACH	Casey J. Vandenberg	8/25/2022	2,630.26
ACH	Darcy Belleza	8/25/2022	5,129.63
ACH	Kristina P. Nicosia	8/25/2022	4,441.09
ACH	Katie S. Royer	8/25/2022	1,891.94
ACH	Lilly LaSavio	8/25/2022	2,318.90
ACH	Tracy A. Pipkin	8/25/2022	3,265.72
ACH	Isabel D. Roberts	8/25/2022	2,494.40
ACH	Jennifer A. Dwyer	8/25/2022	2,138.43
ACH	Janna B. McKnight	8/25/2022	2,202.59
ACH	Rachel C. Tinkler	8/25/2022	2,614.89
ACH	Carrie Carlson	8/25/2022	4,251.19
ACH	Sara L. Infante	8/25/2022	2,949.72
ACH	Brenda S. Layher	8/25/2022	2,251.26
ACH	Carrie L. Liebrich	8/25/2022	2,559.96
ACH	Jenni L. Green	8/25/2022	3,327.20
ACH	Cynthia D. Maitland	8/25/2022	2,719.87
ACH	Rebecca S. Morales	8/25/2022	3,259.24
ACH	Johanna E. Rhoads	8/25/2022	2,811.66
ACH	Scott D. Brandow	8/25/2022	2,536.33
ACH	Michelle E. Bliss	8/25/2022	3,006.85
ACH	Stephanie Terrell	8/25/2022	1,684.08
ACH	Stephanie Terrell	8/25/2022	1,436.97
ACH	Drew W. Bender	8/25/2022	2,616.41
ACH	Kacy A. Booth	8/25/2022	2,802.81
ACH	Jenna S. Weightman	8/25/2022	2,333.25
ACH	R Denise Taylor	8/25/2022	1,229.95
ACH	Shannon E. Brooks	8/25/2022	2,074.72
ACH	Lori K. Andreasen	8/25/2022	2,822.97
ACH	Erin E. Maxwell Emerson	8/25/2022	3,537.40
ACH	Heidi M. Motto	8/25/2022	2,565.87
ACH	Kelley N. Soper	8/25/2022	2,960.50
ACH	Michelle D. Cox	8/25/2022	2,159.25
ACH	Rachel A. Draeger	8/25/2022	3,559.22
ACH	Rachel M. White	8/25/2022	2,089.87
ACH	Ruth A. Gallo	8/25/2022	2,833.94
ACH	Shannon K. Penders	8/25/2022	2,411.84
ACH	Courtney S. Glau	8/25/2022	3,198.68
ACH	Rosemary A. Martins	8/25/2022	1,056.01
ACH	Christina L. Sack	8/25/2022	2,688.97
ACH	Kayla A. Howell	8/25/2022	2,492.10
ACH	Laurie B. Grgich	8/25/2022	2,465.86
ACH	Jessica A. Moore	8/25/2022	2,548.75
ACH	Jennifer L. O'Neill	8/25/2022	2,433.33
ACH	Johanna G. Uht	8/25/2022	2,105.56
ACH	Erin M. Christensen	8/25/2022	2,184.76
ACH	Erica L. Cornwell	8/25/2022	2,791.34
ACH	Pamela E. McEwen	8/25/2022	2,855.67
ACH	Anne M. Polan	8/25/2022	2,661.15
ACH	Heather N. Stocks	8/25/2022	1,756.43
ACH	Karissa M. Tucker	8/25/2022	2,456.14
ACH	Shana R. Westfall	8/25/2022	3,342.05

Clarksville Charter School

Check Register

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount

Total Disbursements in August **$ 1,576,243.22**

Clarksville Charter School

Accounts Payable Aging

August 31, 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
A Brighter Child	62287	8/8/2022	9/7/2022	$ 245.38	$ -	$ -	$ -	$ -	$ 245.38
A Brighter Child	62379	8/16/2022	9/15/2022	285.78	-	-	-	-	285.78
A Brighter Child	62402	8/16/2022	9/15/2022	63.07	-	-	-	-	63.07
A Brighter Child	62489	8/16/2022	9/15/2022	37.77	-	-	-	-	37.77
A Brighter Child	62490	8/16/2022	9/15/2022	235.83	-	-	-	-	235.83
A Brighter Child	62491	8/16/2022	9/15/2022	33.72	-	-	-	-	33.72
A Brighter Child	62492	8/16/2022	9/15/2022	29.37	-	-	-	-	29.37
A Brighter Child	62553	8/19/2022	9/18/2022	241.09	-	-	-	-	241.09
A Brighter Child	62554	8/19/2022	9/18/2022	237.48	-	-	-	-	237.48
ACT INTL	CCS524B	5/25/2022	6/24/2022	-	-	-	2,270.00	-	2,270.00
All About Learning Press, Inc.	911677	8/4/2022	9/3/2022	181.50	-	-	-	-	181.50
All About Learning Press, Inc.	911682	8/4/2022	9/3/2022	153.51	-	-	-	-	153.51
All About Learning Press, Inc.	911730	8/8/2022	9/7/2022	83.17	-	-	-	-	83.17
All About Learning Press, Inc.	911736	8/8/2022	9/7/2022	187.63	-	-	-	-	187.63
All About Learning Press, Inc.	911737	8/8/2022	9/7/2022	68.49	-	-	-	-	68.49
All About Learning Press, Inc.	911738	8/8/2022	9/7/2022	71.26	-	-	-	-	71.26
All About Learning Press, Inc.	911741	8/4/2022	9/3/2022	117.15	-	-	-	-	117.15
All About Learning Press, Inc.	911758	8/8/2022	9/7/2022	224.08	-	-	-	-	224.08
All About Learning Press, Inc.	911777	8/8/2022	9/7/2022	186.81	-	-	-	-	186.81
All About Learning Press, Inc.	911806	8/8/2022	9/7/2022	165.41	-	-	-	-	165.41
All About Learning Press, Inc.	911807	8/8/2022	9/7/2022	260.55	-	-	-	-	260.55
All About Learning Press, Inc.	911808	8/8/2022	9/7/2022	61.38	-	-	-	-	61.38
All About Learning Press, Inc.	911951	8/16/2022	9/15/2022	47.76	-	-	-	-	47.76
All About Learning Press, Inc.	911978	8/18/2022	9/17/2022	210.03	-	-	-	-	210.03
All About Learning Press, Inc.	911981	8/19/2022	9/18/2022	154.18	-	-	-	-	154.18
All About Learning Press, Inc.	911982	8/19/2022	9/18/2022	92.43	-	-	-	-	92.43
Amazon Capital Services	11D7-DY67-44FG	8/3/2022	9/17/2022	28.55	-	-	-	-	28.55
Amazon Capital Services	11D7-DY67-7DJR	8/3/2022	9/17/2022	54.27	-	-	-	-	54.27
Amazon Capital Services	11G7-RMRF-1YNV	8/3/2022	9/17/2022	38.17	-	-	-	-	38.17
Amazon Capital Services	131W-3WXD-1PGL	8/9/2022	9/23/2022	25.99	-	-	-	-	25.99
Amazon Capital Services	1376-NRVX-6XR6	8/3/2022	9/17/2022	27.63	-	-	-	-	27.63
Amazon Capital Services	13KF-69WV-3943	8/19/2022	10/3/2022	85.79	-	-	-	-	85.79
Amazon Capital Services	13NG-R434-J1D1	8/17/2022	10/1/2022	99.14	-	-	-	-	99.14
Amazon Capital Services	13NG-R434-KMV7	8/17/2022	10/1/2022	97.03	-	-	-	-	97.03
Amazon Capital Services	13NG-R434-P6PN	8/17/2022	10/1/2022	168.29	-	-	-	-	168.29
Amazon Capital Services	13NG-R434-RPM4	8/18/2022	10/2/2022	33.54	-	-	-	-	33.54
Amazon Capital Services	13NG-R434-TCR4	8/18/2022	10/2/2022	97.12	-	-	-	-	97.12
Amazon Capital Services	13NG-R434-Y493	8/18/2022	10/2/2022	256.59	-	-	-	-	256.59
Amazon Capital Services	13QT-HDKT-6PKT	8/15/2022	9/29/2022	10.71	-	-	-	-	10.71
Amazon Capital Services	13QT-HDKT-DC6P	8/16/2022	9/30/2022	75.11	-	-	-	-	75.11
Amazon Capital Services	13QT-HDKT-FYPR	8/16/2022	9/30/2022	295.62	-	-	-	-	295.62
Amazon Capital Services	13QT-HDKT-H6F6	8/16/2022	9/30/2022	30.36	-	-	-	-	30.36
Amazon Capital Services	13QT-HDKT-K39C	8/17/2022	10/1/2022	26.36	-	-	-	-	26.36
Amazon Capital Services	13QT-HDKT-KYKQ	8/17/2022	10/1/2022	68.45	-	-	-	-	68.45
Amazon Capital Services	13QT-HDKT-L7KH	8/17/2022	10/1/2022	30.91	-	-	-	-	30.91
Amazon Capital Services	13QT-HDKT-NKVC	8/17/2022	10/1/2022	25.32	-	-	-	-	25.32
Amazon Capital Services	14DL-FRQD-1FXH	8/19/2022	10/3/2022	69.72	-	-	-	-	69.72
Amazon Capital Services	14HT-Y47F-66YC	8/9/2022	9/23/2022	271.50	-	-	-	-	271.50

Clarksville Charter School

Accounts Payable Aging

August 31, 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	14VX-W4L1-XPD7	8/8/2022	9/22/2022	338.43	-	-	-	-	338.43
Amazon Capital Services	14XX-WWLG-6J9V	8/15/2022	9/29/2022	19.13	-	-	-	-	19.13
Amazon Capital Services	1614-7C7Y-4J46	7/9/2022	8/23/2022	-	(21.48)	-	-	-	(21.48)
Amazon Capital Services	1614-D1H3-1LLP	8/5/2022	9/19/2022	150.48	-	-	-	-	150.48
Amazon Capital Services	1614-D1H3-3HW3	8/5/2022	9/18/2022	48.32	-	-	-	-	48.32
Amazon Capital Services	1614-D1H3-4C1X	8/5/2022	9/19/2022	69.42	-	-	-	-	69.42
Amazon Capital Services	1614-D1H3-D7C4	8/8/2022	9/22/2022	90.95	-	-	-	-	90.95
Amazon Capital Services	1614-D1H3-DLDN	8/8/2022	9/22/2022	115.82	-	-	-	-	115.82
Amazon Capital Services	1614-D1H3-R7R4	8/8/2022	9/22/2022	41.79	-	-	-	-	41.79
Amazon Capital Services	1614-D1H3-TF49	8/8/2022	9/22/2022	181.64	-	-	-	-	181.64
Amazon Capital Services	1639-JRNT-6WF3	8/15/2022	9/29/2022	55.36	-	-	-	-	55.36
Amazon Capital Services	1639-JRNT-FKKN	8/16/2022	9/30/2022	22.80	-	-	-	-	22.80
Amazon Capital Services	1639-JRNT-HJHQ	8/16/2022	9/30/2022	52.84	-	-	-	-	52.84
Amazon Capital Services	1639-JRNT-PGX9	8/17/2022	10/1/2022	139.56	-	-	-	-	139.56
Amazon Capital Services	1639-JRNT-QWTW	8/18/2022	10/2/2022	39.88	-	-	-	-	39.88
Amazon Capital Services	1639-JRNT-V3QN	8/18/2022	10/2/2022	36.58	-	-	-	-	36.58
Amazon Capital Services	166R-3TG3-4WPT	8/9/2022	9/23/2022	20.35	-	-	-	-	20.35
Amazon Capital Services	167V-17L1-LF9L	8/4/2022	9/18/2022	99.33	-	-	-	-	99.33
Amazon Capital Services	16HM-WXCT-1P6L	8/3/2022	9/17/2022	116.33	-	-	-	-	116.33
Amazon Capital Services	16KC-CGWK-6PKJ	8/15/2022	9/29/2022	138.75	-	-	-	-	138.75
Amazon Capital Services	16QP-XFR1-333T	8/9/2022	9/23/2022	36.15	-	-	-	-	36.15
Amazon Capital Services	16Y1-P1FV-1FLM	8/18/2022	10/2/2022	194.32	-	-	-	-	194.32
Amazon Capital Services	174R-11PV-61YK	8/3/2022	9/17/2022	133.55	-	-	-	-	133.55
Amazon Capital Services	174R-11PV-6KLV	8/3/2022	9/17/2022	41.94	-	-	-	-	41.94
Amazon Capital Services	176R-HHWC-M461	8/17/2022	10/1/2022	264.42	-	-	-	-	264.42
Amazon Capital Services	176R-HHWC-NGKV	8/17/2022	10/1/2022	26.80	-	-	-	-	26.80
Amazon Capital Services	176R-HHWC-RFT3	8/18/2022	10/2/2022	149.77	-	-	-	-	149.77
Amazon Capital Services	176R-HHWC-TW3Y	8/18/2022	10/2/2022	126.39	-	-	-	-	126.39
Amazon Capital Services	17GM-P1LQ-3HKR	8/19/2022	10/3/2022	104.82	-	-	-	-	104.82
Amazon Capital Services	17GM-P1LQ-7XTH	8/19/2022	10/3/2022	26.56	-	-	-	-	26.56
Amazon Capital Services	17HL-XDGN-3V7P	8/5/2022	9/19/2022	91.25	-	-	-	-	91.25
Amazon Capital Services	17HL-XDGN-YMN4	8/8/2022	9/22/2022	476.99	-	-	-	-	476.99
Amazon Capital Services	17JL-1LN6-VTRG	8/8/2022	9/22/2022	76.58	-	-	-	-	76.58
Amazon Capital Services	17JL-1LN6-XG41	8/8/2022	9/22/2022	111.37	-	-	-	-	111.37
Amazon Capital Services	17Q4-YLQC-6VTG	8/19/2022	10/3/2022	563.59	-	-	-	-	563.59
Amazon Capital Services	17Q4-YLQC-7WQH	8/19/2022	10/3/2022	21.44	-	-	-	-	21.44
Amazon Capital Services	17QT-HVVD-1YMR	8/5/2022	9/19/2022	53.21	-	-	-	-	53.21
Amazon Capital Services	17QT-HVVD-41NJ	8/5/2022	9/19/2022	50.79	-	-	-	-	50.79
Amazon Capital Services	17QT-HVVD-KPK7	8/8/2022	9/22/2022	9.73	-	-	-	-	9.73
Amazon Capital Services	17QT-HVVD-N31M	8/8/2022	9/22/2022	29.48	-	-	-	-	29.48
Amazon Capital Services	17QT-HVVD-Q4YH	8/8/2022	9/22/2022	429.62	-	-	-	-	429.62
Amazon Capital Services	17QT-HVVD-QRT4	8/8/2022	9/22/2022	130.57	-	-	-	-	130.57
Amazon Capital Services	17X4-X9CM-1H39	8/18/2022	10/2/2022	295.56	-	-	-	-	295.56
Amazon Capital Services	196D-QML4-7794	8/8/2022	9/22/2022	96.96	-	-	-	-	96.96
Amazon Capital Services	196D-QML4-NLQQ	8/8/2022	10/7/2022	118.03	-	-	-	-	118.03
Amazon Capital Services	199X-64P1-1MQQ	8/3/2022	9/17/2022	78.54	-	-	-	-	78.54
Amazon Capital Services	199X-64P1-C7RL	8/4/2022	9/18/2022	46.11	-	-	-	-	46.11
Amazon Capital Services	199X-64P1-LTQG	8/4/2022	9/18/2022	23.14	-	-	-	-	23.14
Amazon Capital Services	19FV-N9WG-4WFX	8/15/2022	9/29/2022	147.31	-	-	-	-	147.31

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Amazon Capital Services	19FV-N9WG-FNDR	8/16/2022	9/30/2022	222.44	-	-	-	-	222.44
Amazon Capital Services	19FV-N9WG-FPDQ	8/16/2022	9/30/2022	15.02	-	-	-	-	15.02
Amazon Capital Services	19FV-N9WG-G6KQ	8/16/2022	9/30/2022	96.38	-	-	-	-	96.38
Amazon Capital Services	19FV-N9WG-HFHN	8/16/2022	9/30/2022	198.00	-	-	-	-	198.00
Amazon Capital Services	19FV-N9WG-P4CP	8/17/2022	10/1/2022	230.95	-	-	-	-	230.95
Amazon Capital Services	19FV-N9WG-PJW1	8/17/2022	10/1/2022	202.18	-	-	-	-	202.18
Amazon Capital Services	19FV-N9WG-RHR6	8/18/2022	10/2/2022	60.42	-	-	-	-	60.42
Amazon Capital Services	19JX-D9Y7-4ML7	8/19/2022	10/3/2022	21.68	-	-	-	-	21.68
Amazon Capital Services	19JX-D9Y7-DJJ4	8/19/2022	10/3/2022	40.70	-	-	-	-	40.70
Amazon Capital Services	19LN-9PWH-6XJP	8/15/2022	9/29/2022	59.64	-	-	-	-	59.64
Amazon Capital Services	19MM-1R3F-7XMG	8/5/2022	9/19/2022	105.56	-	-	-	-	105.56
Amazon Capital Services	19MM-1R3F-MFL7	8/8/2022	9/22/2022	77.14	-	-	-	-	77.14
Amazon Capital Services	19MM-1R3F-QPPF	8/8/2022	9/22/2022	54.36	-	-	-	-	54.36
Amazon Capital Services	19V9-VVP4-HGXT	8/4/2022	9/18/2022	312.26	-	-	-	-	312.26
Amazon Capital Services	19XQ-GD3X-49RC	8/15/2022	9/29/2022	86.44	-	-	-	-	86.44
Amazon Capital Services	19XQ-GD3X-66XX	8/15/2022	9/29/2022	30.26	-	-	-	-	30.26
Amazon Capital Services	19XQ-GD3X-6PNY	8/15/2022	9/29/2022	24.37	-	-	-	-	24.37
Amazon Capital Services	19XQ-GD3X-DDL7	8/16/2022	9/30/2022	43.85	-	-	-	-	43.85
Amazon Capital Services	19XQ-GD3X-PDRY	8/17/2022	10/1/2022	43.73	-	-	-	-	43.73
Amazon Capital Services	19XQ-GD3X-VGHC	8/18/2022	10/2/2022	46.25	-	-	-	-	46.25
Amazon Capital Services	1C3M-KYKF-1G64	8/15/2022	9/29/2022	52.74	-	-	-	-	52.74
Amazon Capital Services	1CDW-K3NK-6W63	8/19/2022	10/3/2022	27.05	-	-	-	-	27.05
Amazon Capital Services	1CDX-KX7F-7GQJ	8/19/2022	10/3/2022	32.13	-	-	-	-	32.13
Amazon Capital Services	1CMC-Y6WD-13PQ	8/8/2022	9/22/2022	72.42	-	-	-	-	72.42
Amazon Capital Services	1CQC-V99G-14JF	8/3/2022	9/17/2022	89.45	-	-	-	-	89.45
Amazon Capital Services	1CQC-V99G-4GV4	8/3/2022	9/17/2022	38.00	-	-	-	-	38.00
Amazon Capital Services	1CQC-V99G-NGPD	8/5/2022	9/19/2022	140.43	-	-	-	-	140.43
Amazon Capital Services	1D4N-R63G-49LD	8/5/2022	9/18/2022	167.85	-	-	-	-	167.85
Amazon Capital Services	1D4N-R63G-DP3J	8/8/2022	9/22/2022	124.49	-	-	-	-	124.49
Amazon Capital Services	1D4N-R63G-KWNM	8/8/2022	9/22/2022	94.47	-	-	-	-	94.47
Amazon Capital Services	1D4R-NFJL-67XH	8/15/2022	9/29/2022	76.35	-	-	-	-	76.35
Amazon Capital Services	1D4R-NFJL-DCLR	8/16/2022	9/30/2022	89.07	-	-	-	-	89.07
Amazon Capital Services	1D4R-NFJL-L4Q3	8/17/2022	10/1/2022	59.67	-	-	-	-	59.67
Amazon Capital Services	1D4R-NFJL-NHNQ	8/17/2022	10/1/2022	14.69	-	-	-	-	14.69
Amazon Capital Services	1D4R-NFJL-NHVD	8/17/2022	10/1/2022	19.16	-	-	-	-	19.16
Amazon Capital Services	1D4R-NFJL-NQKP	8/17/2022	10/1/2022	286.85	-	-	-	-	286.85
Amazon Capital Services	1D4R-NFJL-WDWV	8/18/2022	10/2/2022	16.93	-	-	-	-	16.93
Amazon Capital Services	1D4R-NFJL-WFKL	8/18/2022	10/2/2022	68.40	-	-	-	-	68.40
Amazon Capital Services	1DHF-CL7K-34RY	8/15/2022	9/29/2022	138.68	-	-	-	-	138.68
Amazon Capital Services	1DHF-CL7K-FJFW	8/16/2022	9/30/2022	42.85	-	-	-	-	42.85
Amazon Capital Services	1DHF-CL7K-W9F1	8/18/2022	10/2/2022	91.62	-	-	-	-	91.62
Amazon Capital Services	1FH1-KLKN-QLD1	8/8/2022	9/22/2022	181.00	-	-	-	-	181.00
Amazon Capital Services	1FH1-KLKN-TX6T	8/8/2022	9/22/2022	136.69	-	-	-	-	136.69
Amazon Capital Services	1FH1-KLKN-YQ1X	8/8/2022	9/22/2022	107.77	-	-	-	-	107.77
Amazon Capital Services	1FH6-VMCT-1FHY	8/5/2022	9/19/2022	24.25	-	-	-	-	24.25
Amazon Capital Services	1FH6-VMCT-7HJJ	8/5/2022	9/19/2022	42.87	-	-	-	-	42.87
Amazon Capital Services	1FM7-MQJP-1Y9H	8/19/2022	10/3/2022	53.91	-	-	-	-	53.91
Amazon Capital Services	1FM7-MQJP-7W97	8/19/2022	10/3/2022	24.66	-	-	-	-	24.66
Amazon Capital Services	1FPF-YGXT-PXVY	8/8/2022	9/22/2022	113.53	-	-	-	-	113.53

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Amazon Capital Services	1FPP-PV7M-QLN9	8/8/2022	9/22/2022	223.01	-	-	-	-	223.01
Amazon Capital Services	1FTF-TVVW-C7X6	8/5/2022	9/19/2022	100.43	-	-	-	-	100.43
Amazon Capital Services	1FTF-TVVW-DLR1	8/8/2022	9/22/2022	245.60	-	-	-	-	245.60
Amazon Capital Services	1FTF-TVVW-DT9W	8/8/2022	9/22/2022	114.05	-	-	-	-	114.05
Amazon Capital Services	1FTF-TVVW-FQL7	8/8/2022	9/22/2022	104.16	-	-	-	-	104.16
Amazon Capital Services	1FTF-TVVW-R3DK	8/8/2022	9/22/2022	44.60	-	-	-	-	44.60
Amazon Capital Services	1FTF-TVVW-RHD6	8/8/2022	9/22/2022	74.05	-	-	-	-	74.05
Amazon Capital Services	1FTJ-6W7H-4QPJ	8/15/2022	9/29/2022	18.31	-	-	-	-	18.31
Amazon Capital Services	1FTJ-6W7H-7NG1	8/16/2022	9/30/2022	63.86	-	-	-	-	63.86
Amazon Capital Services	1FTJ-6W7H-D4DJ	8/16/2022	9/30/2022	15.12	-	-	-	-	15.12
Amazon Capital Services	1FTJ-6W7H-LVLN	8/17/2022	10/1/2022	37.27	-	-	-	-	37.27
Amazon Capital Services	1G1H-HWC1-4GCY	8/18/2022	10/2/2022	117.86	-	-	-	-	117.86
Amazon Capital Services	1G6P-3MP1-71HK	8/3/2022	9/17/2022	14.88	-	-	-	-	14.88
Amazon Capital Services	1G6P-3MP1-J1ML	8/4/2022	9/18/2022	28.55	-	-	-	-	28.55
Amazon Capital Services	1G6P-3MP1-LLMT	8/4/2022	9/18/2022	75.60	-	-	-	-	75.60
Amazon Capital Services	1G6P-TR9V-4T33	8/12/2022	9/26/2022	(22.40)	-	-	-	-	(22.40)
Amazon Capital Services	1G6P-TR9V-NDWQ	8/17/2022	10/1/2022	97.57	-	-	-	-	97.57
Amazon Capital Services	1G6P-TR9V-P6P9	8/17/2022	10/1/2022	19.08	-	-	-	-	19.08
Amazon Capital Services	1G6P-TR9V-Q793	8/17/2022	10/1/2022	209.49	-	-	-	-	209.49
Amazon Capital Services	1G7G-DPP4-3MVV	8/3/2022	9/17/2022	163.61	-	-	-	-	163.61
Amazon Capital Services	1G7M-YQFL-FGCD	8/16/2022	9/30/2022	23.28	-	-	-	-	23.28
Amazon Capital Services	1G7M-YQFL-N9RT	8/17/2022	10/1/2022	19.26	-	-	-	-	19.26
Amazon Capital Services	1G7M-YQFL-Q1GN	8/17/2022	10/1/2022	53.10	-	-	-	-	53.10
Amazon Capital Services	1GHR-NW7J-43V7	8/5/2022	9/19/2022	32.16	-	-	-	-	32.16
Amazon Capital Services	1GHR-NW7J-633Q	8/5/2022	9/19/2022	43.44	-	-	-	-	43.44
Amazon Capital Services	1GHR-NW7J-C7HM	8/5/2022	9/19/2022	16.16	-	-	-	-	16.16
Amazon Capital Services	1GHR-NW7J-KKC3	8/8/2022	9/22/2022	84.28	-	-	-	-	84.28
Amazon Capital Services	1GHR-NW7J-QRW4	8/8/2022	9/22/2022	138.09	-	-	-	-	138.09
Amazon Capital Services	1GHR-NW7J-QTLQ	8/8/2022	9/19/2022	44.88	-	-	-	-	44.88
Amazon Capital Services	1GM3-NKPD-63KM	8/16/2022	9/30/2022	148.53	-	-	-	-	148.53
Amazon Capital Services	1GM3-NKPD-KMCT	8/17/2022	10/1/2022	12.83	-	-	-	-	12.83
Amazon Capital Services	1GM3-NKPD-N1XR	8/17/2022	10/1/2022	13.45	-	-	-	-	13.45
Amazon Capital Services	1GM3-NKPD-P1GT	8/17/2022	10/1/2022	123.24	-	-	-	-	123.24
Amazon Capital Services	1GM3-NKPD-RVTX	8/18/2022	10/2/2022	158.80	-	-	-	-	158.80
Amazon Capital Services	1GM3-NKPD-Y69H	8/18/2022	10/2/2022	228.62	-	-	-	-	228.62
Amazon Capital Services	1GVH-LJMJ-7HGR	8/5/2022	9/19/2022	20.83	-	-	-	-	20.83
Amazon Capital Services	1GVH-LJMJ-KDV9	8/8/2022	9/22/2022	34.63	-	-	-	-	34.63
Amazon Capital Services	1GVH-LJMJ-KFW4	8/8/2022	9/22/2022	71.16	-	-	-	-	71.16
Amazon Capital Services	1GVH-VNWY-6GD9	8/3/2022	9/17/2022	11.49	-	-	-	-	11.49
Amazon Capital Services	1GWD-PRG4-73XF	8/19/2022	10/3/2022	274.95	-	-	-	-	274.95
Amazon Capital Services	1H13-J7G9-4C7R	8/19/2022	10/3/2022	54.89	-	-	-	-	54.89
Amazon Capital Services	1H13-J7G9-6RC1	8/19/2022	10/3/2022	43.26	-	-	-	-	43.26
Amazon Capital Services	1HD3-H3KP-1VNC	8/19/2022	10/3/2022	14.75	-	-	-	-	14.75
Amazon Capital Services	1HHC-4MWV-GWN9	8/8/2022	9/22/2022	156.53	-	-	-	-	156.53
Amazon Capital Services	1HHC-4MWV-N9R4	8/8/2022	9/22/2022	20.67	-	-	-	-	20.67
Amazon Capital Services	1HJ3-PVFH-HRV3	8/4/2022	9/18/2022	14.73	-	-	-	-	14.73
Amazon Capital Services	1HLD-F3JM-3VJ6	6/17/2022	8/1/2022	-	(10.76)	-	-	-	(10.76)
Amazon Capital Services	1HV4-M4JW-7JLT	8/19/2022	10/3/2022	78.85	-	-	-	-	78.85
Amazon Capital Services	1HV4-M4JW-7KW4	8/19/2022	10/3/2022	15.07	-	-	-	-	15.07

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Amazon Capital Services	1HW6-KKVY-GVLR	8/17/2022	10/1/2022	34.92	-	-	-	-	34.92
Amazon Capital Services	1HW6-KKVY-QG6G	8/18/2022	10/2/2022	50.45	-	-	-	-	50.45
Amazon Capital Services	1HW6-KKVY-QQPX	8/17/2022	10/1/2022	47.51	-	-	-	-	47.51
Amazon Capital Services	1HW6-KKVY-QYFG	8/18/2022	10/2/2022	66.38	-	-	-	-	66.38
Amazon Capital Services	1J3L-9414-KFPM	8/4/2022	9/18/2022	63.54	-	-	-	-	63.54
Amazon Capital Services	1J6P-LF3W-1RVR	8/18/2022	10/2/2022	121.72	-	-	-	-	121.72
Amazon Capital Services	1J6Y-9W7Y-4GVK	8/15/2022	9/29/2022	53.61	-	-	-	-	53.61
Amazon Capital Services	1J6Y-9W7Y-6DQR	8/12/2022	9/26/2022	118.76	-	-	-	-	118.76
Amazon Capital Services	1J6Y-9W7Y-6LTF	8/15/2022	9/29/2022	125.38	-	-	-	-	125.38
Amazon Capital Services	1J6Y-9W7Y-FRWL	8/16/2022	9/30/2022	126.52	-	-	-	-	126.52
Amazon Capital Services	1J6Y-9W7Y-NJH7	8/17/2022	10/1/2022	23.65	-	-	-	-	23.65
Amazon Capital Services	1J6Y-9W7Y-RGDC	8/18/2022	10/2/2022	26.79	-	-	-	-	26.79
Amazon Capital Services	1J6Y-9W7Y-VQ47	8/18/2022	10/2/2022	83.06	-	-	-	-	83.06
Amazon Capital Services	1J6Y-9W7Y-XGVT	8/18/2022	10/2/2022	219.94	-	-	-	-	219.94
Amazon Capital Services	1J6Y-9W7Y-XWX6	8/18/2022	10/2/2022	218.44	-	-	-	-	218.44
Amazon Capital Services	1J7R-HQ7J-4HDY	8/15/2022	9/29/2022	21.54	-	-	-	-	21.54
Amazon Capital Services	1J7R-HQ7J-NVFF	8/17/2022	10/1/2022	95.11	-	-	-	-	95.11
Amazon Capital Services	1J7R-HQ7J-QL9Q	8/18/2022	10/2/2022	27.21	-	-	-	-	27.21
Amazon Capital Services	1J7R-HQ7J-V4CV	8/18/2022	10/2/2022	501.87	-	-	-	-	501.87
Amazon Capital Services	1JKL-J9DR-1K7P	8/19/2022	10/3/2022	231.64	-	-	-	-	231.64
Amazon Capital Services	1JLJ-LM1G-C1XK	8/18/2022	10/2/2022	268.68	-	-	-	-	268.68
Amazon Capital Services	1JNM-DQDW-4JM4	8/15/2022	9/29/2022	94.00	-	-	-	-	94.00
Amazon Capital Services	1JNM-DQDW-N9XL	8/17/2022	10/1/2022	31.06	-	-	-	-	31.06
Amazon Capital Services	1JNM-DQDW-PWGX	8/17/2022	10/1/2022	58.55	-	-	-	-	58.55
Amazon Capital Services	1JNM-DQDW-R1LC	8/18/2022	10/2/2022	89.97	-	-	-	-	89.97
Amazon Capital Services	1JNM-DQDW-TDNQ	8/18/2022	10/2/2022	211.69	-	-	-	-	211.69
Amazon Capital Services	1JNM-DQDW-TVKH	8/18/2022	10/2/2022	235.39	-	-	-	-	235.39
Amazon Capital Services	1JR4-YXNH-1VMD	8/19/2022	10/3/2022	16.08	-	-	-	-	16.08
Amazon Capital Services	1JR4-YXNH-69F9	8/19/2022	10/3/2022	32.27	-	-	-	-	32.27
Amazon Capital Services	1JR4-YXNH-7H97	8/19/2022	10/3/2022	18.86	-	-	-	-	18.86
Amazon Capital Services	1JXF-MP7Q-DH67	8/16/2022	9/30/2022	74.23	-	-	-	-	74.23
Amazon Capital Services	1JXF-MP7Q-JCNY	8/17/2022	10/1/2022	38.78	-	-	-	-	38.78
Amazon Capital Services	1JXF-MP7Q-JKVD	8/17/2022	10/1/2022	215.92	-	-	-	-	215.92
Amazon Capital Services	1JXF-MP7Q-QM3D	8/18/2022	10/2/2022	32.02	-	-	-	-	32.02
Amazon Capital Services	1JXF-MP7Q-RW3X	8/18/2022	10/2/2022	225.34	-	-	-	-	225.34
Amazon Capital Services	1KFM-MGYG-HHRL	8/4/2022	9/18/2022	22.61	-	-	-	-	22.61
Amazon Capital Services	1KMK-9LVD-3FCX	8/9/2022	9/23/2022	46.02	-	-	-	-	46.02
Amazon Capital Services	1KV9-DGW3-3LVJ	8/15/2022	9/29/2022	120.09	-	-	-	-	120.09
Amazon Capital Services	1KVQ-3T1X-LVDR	8/8/2022	9/22/2022	26.03	-	-	-	-	26.03
Amazon Capital Services	1KVQ-3T1X-NRHH	8/8/2022	9/22/2022	56.31	-	-	-	-	56.31
Amazon Capital Services	1L76-YLLV-3TMJ	8/9/2022	9/23/2022	16.15	-	-	-	-	16.15
Amazon Capital Services	1L7H-64MQ-DMFN	8/19/2022	10/3/2022	37.27	-	-	-	-	37.27
Amazon Capital Services	1LC7-NLWH-G1KY	8/5/2022	9/19/2022	41.74	-	-	-	-	41.74
Amazon Capital Services	1LCV-N791-11YD	8/18/2022	10/2/2022	9.35	-	-	-	-	9.35
Amazon Capital Services	1LCV-N791-14JC	8/18/2022	10/2/2022	60.00	-	-	-	-	60.00
Amazon Capital Services	1LF9-DFXF-6FCG	8/9/2022	9/23/2022	52.20	-	-	-	-	52.20
Amazon Capital Services	1LG3-YXKD-PXNW	8/18/2022	10/2/2022	19.45	-	-	-	-	19.45
Amazon Capital Services	1LG3-YXKD-QHYN	8/17/2022	10/1/2022	119.38	-	-	-	-	119.38
Amazon Capital Services	1LG3-YXKD-QV34	8/18/2022	10/2/2022	52.48	-	-	-	-	52.48

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Amazon Capital Services	1LG3-YXKD-T31T	8/18/2022	10/2/2022	31.03	-	-	-	-	31.03
Amazon Capital Services	1LG3-YXKD-XDRR	8/18/2022	10/2/2022	44.98	-	-	-	-	44.98
Amazon Capital Services	1LJF-H3VN-6LPV	8/5/2022	9/19/2022	11.87	-	-	-	-	11.87
Amazon Capital Services	1LJW-JMT7-3C6T	8/19/2022	10/3/2022	300.27	-	-	-	-	300.27
Amazon Capital Services	1LM3-MW6R-14GD	8/19/2022	10/3/2022	60.99	-	-	-	-	60.99
Amazon Capital Services	1LM3-MW6R-1XVK	8/19/2022	10/3/2022	129.17	-	-	-	-	129.17
Amazon Capital Services	1LWW-VKY1-3G7V	8/3/2022	9/17/2022	31.83	-	-	-	-	31.83
Amazon Capital Services	1M7D-VFQ7-3HKM	8/19/2022	10/3/2022	27.64	-	-	-	-	27.64
Amazon Capital Services	1MDC-YNJG-76K9	8/16/2022	9/30/2022	220.61	-	-	-	-	220.61
Amazon Capital Services	1MDC-YNJG-9HYX	8/16/2022	9/30/2022	104.41	-	-	-	-	104.41
Amazon Capital Services	1MDC-YNJG-KG9W	8/17/2022	10/1/2022	27.16	-	-	-	-	27.16
Amazon Capital Services	1MDC-YNJG-N96Y	8/17/2022	10/1/2022	215.67	-	-	-	-	215.67
Amazon Capital Services	1MDC-YNJG-PLXX	8/17/2022	10/1/2022	96.30	-	-	-	-	96.30
Amazon Capital Services	1MDC-YNJG-R7NQ	8/18/2022	10/2/2022	21.72	-	-	-	-	21.72
Amazon Capital Services	1MFY-DDQ6-3WM7	8/9/2022	9/23/2022	15.54	-	-	-	-	15.54
Amazon Capital Services	1MRD-DP79-7RC9	8/3/2022	9/17/2022	92.30	-	-	-	-	92.30
Amazon Capital Services	1MRD-DP79-J3JX	8/5/2022	9/19/2022	48.15	-	-	-	-	48.15
Amazon Capital Services	1MRV-4GCV-1PKJ	8/15/2022	9/29/2022	181.50	-	-	-	-	181.50
Amazon Capital Services	1MRV-4GCV-C31N	8/16/2022	9/30/2022	54.48	-	-	-	-	54.48
Amazon Capital Services	1MRV-4GCV-JG6N	8/17/2022	10/1/2022	70.28	-	-	-	-	70.28
Amazon Capital Services	1N1D-H9TN-3FJJ	8/9/2022	9/23/2022	169.32	-	-	-	-	169.32
Amazon Capital Services	1N64-R7JM-41PD	8/5/2022	9/19/2022	32.16	-	-	-	-	32.16
Amazon Capital Services	1N64-R7JM-4969	8/5/2022	9/19/2022	141.53	-	-	-	-	141.53
Amazon Capital Services	1N64-R7JM-NKDJ	8/8/2022	9/22/2022	79.58	-	-	-	-	79.58
Amazon Capital Services	1N64-R7JM-NMMR	8/8/2022	9/22/2022	6.45	-	-	-	-	6.45
Amazon Capital Services	1N7R-W9G9-3MF1	8/9/2022	9/23/2022	80.76	-	-	-	-	80.76
Amazon Capital Services	1N7R-W9G9-4RHM	8/9/2022	9/23/2022	15.54	-	-	-	-	15.54
Amazon Capital Services	1NFY-YLTL-NPGG	8/8/2022	9/22/2022	57.30	-	-	-	-	57.30
Amazon Capital Services	1NFY-YLTL-QVNK	8/8/2022	9/22/2022	14.56	-	-	-	-	14.56
Amazon Capital Services	1NFY-YLTL-W931	8/8/2022	9/22/2022	71.40	-	-	-	-	71.40
Amazon Capital Services	1NHR-G3JD-3YR9	8/9/2022	9/23/2022	94.21	-	-	-	-	94.21
Amazon Capital Services	1NJH-D6PG-TVK4	8/18/2022	10/2/2022	170.69	-	-	-	-	170.69
Amazon Capital Services	1NX1-HMHM-CC1X	8/16/2022	9/30/2022	89.10	-	-	-	-	89.10
Amazon Capital Services	1PJH-QH1W-3PMD	8/8/2022	9/22/2022	45.96	-	-	-	-	45.96
Amazon Capital Services	1PYY-D6PD-M6F3	8/17/2022	10/1/2022	34.20	-	-	-	-	34.20
Amazon Capital Services	1PYY-D6PD-QRV6	8/18/2022	10/2/2022	28.81	-	-	-	-	28.81
Amazon Capital Services	1PYY-D6PD-RD6Y	8/18/2022	10/2/2022	260.99	-	-	-	-	260.99
Amazon Capital Services	1Q6J-6NVC-13F3	8/8/2022	9/22/2022	178.45	-	-	-	-	178.45
Amazon Capital Services	1Q7N-7QWR-1J1D	8/9/2022	9/23/2022	147.36	-	-	-	-	147.36
Amazon Capital Services	1QC4-HVPF-7HR3	8/16/2022	9/30/2022	115.73	-	-	-	-	115.73
Amazon Capital Services	1QC4-HVPF-JWMF	8/17/2022	10/1/2022	173.45	-	-	-	-	173.45
Amazon Capital Services	1QC4-HVPF-KXYH	8/17/2022	10/1/2022	18.21	-	-	-	-	18.21
Amazon Capital Services	1QC4-HVPF-P46N	8/17/2022	10/1/2022	245.24	-	-	-	-	245.24
Amazon Capital Services	1QC4-HVPF-RMWH	8/18/2022	10/2/2022	50.19	-	-	-	-	50.19
Amazon Capital Services	1QFM-JKTX-74WW	8/3/2022	9/17/2022	116.86	-	-	-	-	116.86
Amazon Capital Services	1QH1-7CV1-4Y4W	8/5/2022	9/19/2022	50.07	-	-	-	-	50.07
Amazon Capital Services	1QH1-7CV1-7D4G	8/5/2022	9/19/2022	15.82	-	-	-	-	15.82
Amazon Capital Services	1QH1-7CV1-7XKW	8/5/2022	9/19/2022	17.14	-	-	-	-	17.14
Amazon Capital Services	1QH1-7CV1-QY4M	8/8/2022	9/22/2022	220.65	-	-	-	-	220.65

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Amazon Capital Services	1QH1-7CV1-R1Q7	8/8/2022	9/22/2022	124.11	-	-	-	-	124.11
Amazon Capital Services	1QH1-7CV1-X9GF	8/8/2022	9/22/2022	92.17	-	-	-	-	92.17
Amazon Capital Services	1QVG-97RV-JWGQ	8/17/2022	10/1/2022	784.16	-	-	-	-	784.16
Amazon Capital Services	1QVG-97RV-QPPR	8/18/2022	10/2/2022	296.72	-	-	-	-	296.72
Amazon Capital Services	1QVG-97RV-QV3W	8/18/2022	10/2/2022	193.48	-	-	-	-	193.48
Amazon Capital Services	1QVG-97RV-T3LJ	8/18/2022	10/2/2022	68.42	-	-	-	-	68.42
Amazon Capital Services	1QVG-97RV-TPG9	8/18/2022	10/2/2022	353.28	-	-	-	-	353.28
Amazon Capital Services	1RMW-Q3JM-KXQR	8/17/2022	10/1/2022	116.72	-	-	-	-	116.72
Amazon Capital Services	1RMW-Q3JM-NNM3	8/17/2022	10/1/2022	82.07	-	-	-	-	82.07
Amazon Capital Services	1RMW-Q3JM-R37C	8/18/2022	10/2/2022	211.83	-	-	-	-	211.83
Amazon Capital Services	1T7M-VHQY-HFMG	8/16/2022	9/30/2022	243.55	-	-	-	-	243.55
Amazon Capital Services	1T7M-VHQY-HNTP	8/17/2022	10/1/2022	8.69	-	-	-	-	8.69
Amazon Capital Services	1T7M-VHQY-KTYY	8/17/2022	10/1/2022	17.14	-	-	-	-	17.14
Amazon Capital Services	1T7M-VHQY-VRCT	8/18/2022	10/2/2022	32.02	-	-	-	-	32.02
Amazon Capital Services	1TQQ-LNNW-4JHP	8/15/2022	9/29/2022	364.56	-	-	-	-	364.56
Amazon Capital Services	1TQQ-LNNW-LCD7	8/17/2022	10/1/2022	92.97	-	-	-	-	92.97
Amazon Capital Services	1TQQ-LNNW-N1LQ	8/17/2022	10/1/2022	10.81	-	-	-	-	10.81
Amazon Capital Services	1TQQ-LNNW-N1QG	8/17/2022	10/1/2022	90.62	-	-	-	-	90.62
Amazon Capital Services	1TQQ-LNNW-N73M	8/17/2022	10/1/2022	26.51	-	-	-	-	26.51
Amazon Capital Services	1TQQ-LNNW-NJGN	8/17/2022	10/1/2022	63.95	-	-	-	-	63.95
Amazon Capital Services	1TQQ-LNNW-VH7P	8/18/2022	10/2/2022	114.78	-	-	-	-	114.78
Amazon Capital Services	1TRW-MN3T-13K1	8/5/2022	9/20/2022	116.69	-	-	-	-	116.69
Amazon Capital Services	1TRW-MN3T-4DFY	8/5/2022	9/19/2022	21.30	-	-	-	-	21.30
Amazon Capital Services	1TRW-MN3T-7VX3	8/5/2022	9/19/2022	64.32	-	-	-	-	64.32
Amazon Capital Services	1TRW-MN3T-MN61	8/8/2022	9/22/2022	175.75	-	-	-	-	175.75
Amazon Capital Services	1TRW-MN3T-NJQW	8/8/2022	9/22/2022	21.21	-	-	-	-	21.21
Amazon Capital Services	1TRW-MN3T-NLK9	8/8/2022	9/22/2022	43.45	-	-	-	-	43.45
Amazon Capital Services	1TRW-MN3T-NY3R	8/8/2022	9/22/2022	187.18	-	-	-	-	187.18
Amazon Capital Services	1TRW-MN3T-T4P1	8/8/2022	9/22/2022	52.49	-	-	-	-	52.49
Amazon Capital Services	1V33-WC3Y-C1MC	8/3/2022	9/17/2022	30.91	-	-	-	-	30.91
Amazon Capital Services	1V33-WC3Y-J1VF	8/4/2022	9/18/2022	43.26	-	-	-	-	43.26
Amazon Capital Services	1V33-WC3Y-N976	8/5/2022	9/19/2022	30.77	-	-	-	-	30.77
Amazon Capital Services	1VGX-JN73-6T3J	8/16/2022	9/30/2022	80.02	-	-	-	-	80.02
Amazon Capital Services	1VGX-JN73-CVRQ	8/16/2022	9/30/2022	69.38	-	-	-	-	69.38
Amazon Capital Services	1VGX-JN73-QTXJ	8/17/2022	10/1/2022	68.33	-	-	-	-	68.33
Amazon Capital Services	1VGX-JN73-RCPH	8/18/2022	10/2/2022	110.18	-	-	-	-	110.18
Amazon Capital Services	1VGX-JN73-RRCT	8/18/2022	10/2/2022	338.00	-	-	-	-	338.00
Amazon Capital Services	1VGX-JN73-VCKM	8/18/2022	10/2/2022	79.29	-	-	-	-	79.29
Amazon Capital Services	1VKW-KQ7F-6J9Q	8/3/2022	9/17/2022	20.25	-	-	-	-	20.25
Amazon Capital Services	1VKW-KQ7F-97FM	8/3/2022	9/17/2022	17.54	-	-	-	-	17.54
Amazon Capital Services	1VLN-P7WX-7KTQ	8/5/2022	9/19/2022	77.39	-	-	-	-	77.39
Amazon Capital Services	1VLN-P7WX-JJ6L	8/8/2022	9/22/2022	25.94	-	-	-	-	25.94
Amazon Capital Services	1W97-P63F-C9W6	8/5/2022	9/19/2022	16.16	-	-	-	-	16.16
Amazon Capital Services	1WGG-13HM-3MYX	8/9/2022	9/23/2022	104.04	-	-	-	-	104.04
Amazon Capital Services	1WGG-13HM-4W77	8/9/2022	9/23/2022	111.45	-	-	-	-	111.45
Amazon Capital Services	1WTM-VVXN-3RFG	8/5/2022	9/19/2022	120.12	-	-	-	-	120.12
Amazon Capital Services	1WTM-VVXN-KM1C	8/8/2022	9/22/2022	114.96	-	-	-	-	114.96
Amazon Capital Services	1WTM-VVXN-QGWC	8/8/2022	9/22/2022	131.26	-	-	-	-	131.26
Amazon Capital Services	1WVP-Y69J-QQC6	8/8/2022	9/22/2022	99.40	-	-	-	-	99.40

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Amazon Capital Services	1WVQ-9LN3-1JH6	8/9/2022	9/23/2022	215.37	-	-	-	-	215.37
Amazon Capital Services	1WVR-MTMG-1J1N	8/15/2022	9/29/2022	150.47	-	-	-	-	150.47
Amazon Capital Services	1WVR-MTMG-6TX7	8/15/2022	9/29/2022	45.24	-	-	-	-	45.24
Amazon Capital Services	1X6Q-3G76-66DC	8/19/2022	10/3/2022	24.76	-	-	-	-	24.76
Amazon Capital Services	1X9G-HNMM-RW4J	8/18/2022	10/2/2022	64.73	-	-	-	-	64.73
Amazon Capital Services	1XKD-JHRK-3JG4	8/5/2022	9/18/2022	13.71	-	-	-	-	13.71
Amazon Capital Services	1XKD-JHRK-4G4P	8/5/2022	9/19/2022	20.15	-	-	-	-	20.15
Amazon Capital Services	1XKD-JHRK-97D9	8/5/2022	9/19/2022	127.35	-	-	-	-	127.35
Amazon Capital Services	1XKD-JHRK-MNWR	8/8/2022	9/22/2022	12.33	-	-	-	-	12.33
Amazon Capital Services	1XN7-WG7L-PKV1	8/17/2022	10/1/2022	236.62	-	-	-	-	236.62
Amazon Capital Services	1XN7-WG7L-PKXV	8/17/2022	10/1/2022	149.85	-	-	-	-	149.85
Amazon Capital Services	1XN7-WG7L-RJD1	8/18/2022	10/2/2022	64.56	-	-	-	-	64.56
Amazon Capital Services	1XWK-VC1J-C6JV	8/4/2022	9/18/2022	46.11	-	-	-	-	46.11
Amazon Capital Services	1Y67-9M43-KP7G	8/4/2022	9/18/2022	30.91	-	-	-	-	30.91
Amazon Capital Services	1Y67-9M43-MT3F	8/5/2022	9/19/2022	123.98	-	-	-	-	123.98
Amazon Capital Services	1Y97-JXN7-J144	8/4/2022	9/18/2022	519.18	-	-	-	-	519.18
Amazon Capital Services	1YKG-YKD9-7KC3	8/3/2022	9/17/2022	72.01	-	-	-	-	72.01
Amazon Capital Services	1YQM-9PGQ-WGVM	8/8/2022	9/22/2022	69.25	-	-	-	-	69.25
Amazon Capital Services	1YTC-GYLX-1HMT	8/15/2022	9/29/2022	6.95	-	-	-	-	6.95
Amazon Capital Services	1YTC-GYLX-NQYJ	8/17/2022	10/1/2022	26.35	-	-	-	-	26.35
Amazon Capital Services	1YTC-GYLX-RWH7	8/18/2022	10/2/2022	18.59	-	-	-	-	18.59
Amazon Capital Services	1YVR-M6MV-6P7Y	8/15/2022	9/29/2022	37.31	-	-	-	-	37.31
Amazon Capital Services	1YVR-M6MV-MHC4	8/17/2022	10/1/2022	205.53	-	-	-	-	205.53
Amazon Capital Services	1YWV-6QVL-4CNK	8/5/2022	9/18/2022	14.80	-	-	-	-	14.80
Amazon Capital Services	1YWV-6QVL-DVG3	8/8/2022	9/22/2022	60.61	-	-	-	-	60.61
Amazon Capital Services	1YWV-6QVL-LQJJ	8/8/2022	9/22/2022	130.09	-	-	-	-	130.09
Amazon Capital Services	1YWV-6QVL-V7XJ	8/8/2022	9/22/2022	94.51	-	-	-	-	94.51
Amazon Capital Services	1YWV-6QVL-VL9L	8/8/2022	9/22/2022	148.57	-	-	-	-	148.57
Amazon Capital Services	1YWV-6QVL-WCXD	8/8/2022	9/22/2022	49.75	-	-	-	-	49.75
Art of Problem Solving	INV226392	8/19/2022	9/18/2022	183.19	-	-	-	-	183.19
Art of Problem Solving	INV226393	8/19/2022	9/18/2022	94.09	-	-	-	-	94.09
Beautiful Feet Books, Inc.	17107	8/8/2022	10/7/2022	346.69	-	-	-	-	346.69
Beautiful Feet Books, Inc.	17264	8/4/2022	9/3/2022	259.19	-	-	-	-	259.19
Beautiful Feet Books, Inc.	17272	8/5/2022	10/4/2022	133.83	-	-	-	-	133.83
Beautiful Feet Books, Inc.	17276	8/5/2022	10/4/2022	186.68	-	-	-	-	186.68
Beautiful Feet Books, Inc.	17282	8/5/2022	9/4/2022	170.40	-	-	-	-	170.40
Beautiful Feet Books, Inc.	17289	8/3/2022	9/2/2022	105.66	-	-	-	-	105.66
Beautiful Feet Books, Inc.	17301	8/8/2022	9/7/2022	47.29	-	-	-	-	47.29
Beautiful Feet Books, Inc.	17307	8/8/2022	9/7/2022	204.90	-	-	-	-	204.90
Beautiful Feet Books, Inc.	17315	8/8/2022	9/7/2022	57.12	-	-	-	-	57.12
Beautiful Feet Books, Inc.	17341	8/8/2022	9/7/2022	259.19	-	-	-	-	259.19
Beautiful Feet Books, Inc.	17361	8/8/2022	9/7/2022	318.98	-	-	-	-	318.98
Beautiful Feet Books, Inc.	17364	8/8/2022	9/7/2022	245.12	-	-	-	-	245.12
Beautiful Feet Books, Inc.	17419	8/16/2022	10/15/2022	259.19	-	-	-	-	259.19
Beautiful Feet Books, Inc.	17423	8/16/2022	10/15/2022	259.19	-	-	-	-	259.19
Beautiful Feet Books, Inc.	17448	8/16/2022	10/15/2022	37.57	-	-	-	-	37.57
Bitsbox	4832	8/19/2022	9/18/2022	98.85	-	-	-	-	98.85
BookShark	BI0009216	8/10/2022	9/9/2022	223.04	-	-	-	-	223.04
BookShark	BI0009390	8/11/2022	9/10/2022	104.40	-	-	-	-	104.40

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BookShark	BI0009391	8/11/2022	9/10/2022	343.12	-	-	-	-	343.12
BookShark	BI0009564	8/16/2022	9/15/2022	13.89	-	-	-	-	13.89
BookShark	BI0009569	8/16/2022	9/15/2022	1,078.73	-	-	-	-	1,078.73
BookShark	BI0009574	8/16/2022	9/15/2022	944.57	-	-	-	-	944.57
BookShark	BI0009580	8/16/2022	9/15/2022	189.94	-	-	-	-	189.94
BookShark	BI0009582	8/16/2022	9/15/2022	69.68	-	-	-	-	69.68
BookShark	BI0009585	8/16/2022	9/15/2022	22.15	-	-	-	-	22.15
BookShark	BI0009592	8/16/2022	9/15/2022	977.23	-	-	-	-	977.23
Bright Thinker	SINV4807	8/4/2022	9/3/2022	681.98	-	-	-	-	681.98
Bright Thinker	SINV4810	8/4/2022	9/3/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4811	8/4/2022	9/3/2022	124.49	-	-	-	-	124.49
Bright Thinker	SINV4817	8/4/2022	9/3/2022	124.49	-	-	-	-	124.49
BYU Independent Study	DCE-00012111	8/4/2022	9/3/2022	1,040.00	-	-	-	-	1,040.00
Clarksville Charter School	44293	8/15/2022	9/14/2022	67.08	-	-	-	-	67.08
Dino Lingo Inc	100365-P001-INV	8/19/2022	9/18/2022	119.00	-	-	-	-	119.00
Dino Lingo Inc	101566-P004-INV	8/5/2022	9/4/2022	149.00	-	-	-	-	149.00
Dino Lingo Inc	96880-P001-INV	8/5/2022	9/4/2022	149.00	-	-	-	-	149.00
E-Therapy LLC	26957	8/18/2022	9/17/2022	47.00	-	-	-	-	47.00
eat2explore	101299	8/16/2022	9/15/2022	34.95	-	-	-	-	34.95
eat2explore	101300	8/16/2022	9/15/2022	378.20	-	-	-	-	378.20
Feather River Charter School	6298	8/16/2022	9/15/2022	5,930.15	-	-	-	-	5,930.15
Franchise Tax Board	FRAN082522	8/29/2022	8/29/2022	-	150.00	-	-	-	150.00
History Unboxed LLC	wc-15045HU	8/5/2022	9/4/2022	670.80	-	-	-	-	670.80
Home Science Tools	000432272	8/3/2022	9/2/2022	65.93	-	-	-	-	65.93
Home Science Tools	000432586	8/4/2022	9/3/2022	185.95	-	-	-	-	185.95
Home Science Tools	000435162	6/16/2022	7/16/2022	-	-	243.99	-	-	243.99
			Total Outstanding Payables in August	**$ 187,606.89**	**$ 13,407.70**	**$ 243.99**	**$ 2,270.00**	**$ 95,396.04**	**$ 298,924.62**

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

Coversheet

Discussion and Potential Action on Board Positions

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

BACKGROUND:

Emily Allen	President
Kelley Laliberte	Secretary
Tiffiny Farley	Member
Janeal Cimino	Member