



Amethod Public Schools

Regular Meeting of the AMPS Board of Directors

Published on August 23, 2024 at 2:49 PM PDT

Date and Time

Wednesday August 28, 2024 at 6:00 PM PDT

Location

1450 Marina Way South, Richmond CA 94804

The Board of Directors (Board) and employees of Amethod Public Schools will be holding this meeting in person at **1450 Marina Way South, Richmond, CA 94804**.

Members of the public who wish to attend in person can join us in the Home Office's Board Room at 1450 Marina Way South, Richmond, CA 94804. Or members of the public may meet via the Zoom meeting platform at:

<https://us02web.zoom.us/j/83187954557>

We also offer two-way teleconference locations for the public to attend in our Oakland school sites:

Oakland Charter High School- 2365 Coolidge Ave, Oakland, CA 94601

Downtown Charter Academy- 2000 Dennison St, Oakland, CA 94606

Oakland Charter Academy- 4215 Foothill Blvd, Oakland, CA 94601

Participating by Telephone: 669-900-9128 Meeting ID: 831 8795 4557

Public Comment: Members of the public attending in person who wish to comment on an agenda item please fill out a speaker card and submit it to a staff member. Members of the public who are joining via teleconference, please use raise hand tool in the reactions tab located at the bottom of the zoom screen or press star (*) nine if joining by telephone. The Board Chair will call on you. Please note that comments are limited to two minutes.

The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

Access to Board Materials: A copy of the written materials which have been submitted to the School Board with the agenda relating to open session items may be reviewed by any interested persons on the Amethod Public School's website at www.amethodschools.org following the posting of the agenda. Amethod reserves the right to show or distribute additional information and/or documents to the School Board at the meeting, and will make copies of such documents relating to open session items available to the public upon request.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (510) 436-0172. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Gilbert Lopez Jr.	2 m
B. Record Attendance		Grace Barriga	2 m
C. Announcements			2 m
D. Public Comments on Non-Agenda Items			2 m
Members of the public may comment here on non-agenda items that relate to one or more schools operated by Amethod Public Schools.			
II. Consent			6:08 PM
A. Approval of 08/14/2024 Regular Board Meeting Minutes	Approve Minutes		2 m
III. Business			6:10 PM

	Purpose	Presenter	Time
A. Approval of Unaudited Actuals for Benito Juarez Elementary Public Comment	Vote	Adrienne Barnes	5 m
B. Approval of Unaudited Actuals for Richmond Charter Academy Public Comment	Vote	Adrienne Barnes	2 m
C. Approval of Unaudited Actuals for John Henry High School Public Comment	Vote	Adrienne Barnes	5 m
D. Approval of Unaudited Actuals for Downtown Charter Academy Public Comment	Vote	Adrienne Barnes	5 m
E. Approval of Unaudited Actuals for Oakland Charter Academy Public Comment	Vote	Adrienne Barnes	5 m
F. Approval of Unaudited Actuals for Oakland Charter High School Public Comment	Vote	Adrienne Barnes	5 m
G. Approval of List of Authorized Bank Account Signers Public Comment	Vote	Adrienne Barnes	5 m
H. Approval of Updated Fiscal Policy & Procedures Public Comment.	Vote	Adrienne Barnes	5 m
I. Approval of Bubbaloo Sublease Public Comment.	Vote	Sylvia Flores	5 m
J. Approval of EdTech JPA Resolution Public Comment	Vote	Adrienne Barnes	5 m
K. Approval of Declaration of Need for Fully Qualified Educators (CL-500) for Oakland Charter Academy	Vote	Mary Busby	5 m

	Purpose	Presenter	Time
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Public Comment

- | | | | | |
|-----------|--|------|------------|-----|
| L. | Approval of Declaration of Need for Fully Qualified Educators (CL-500) for Oakland Charter High School | Vote | Mary Busby | 5 m |
|-----------|--|------|------------|-----|

Public Comment

- | | | | | |
|-----------|-----------------------------------|------|------------|-----|
| M. | Approval of Curriculum Associates | Vote | Mary Busby | 5 m |
|-----------|-----------------------------------|------|------------|-----|

Public Comment

IV.	Closed Session			7:12 PM
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|-----------|--|---------|--|------|
| A. | ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9:(2 cases) | Discuss | | 60 m |
|-----------|--|---------|--|------|

V.	Closing Items			8:12 PM
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|-----------|-----------------|-----|-------------------|-----|
| A. | Adjourn Meeting | FYI | Gilbert Lopez Jr. | 1 m |
|-----------|-----------------|-----|-------------------|-----|

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Coversheet

Approval of 08/14/2024 Regular Board Meeting Minutes

Section: II. Consent
Item: A. Approval of 08/14/2024 Regular Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Meeting of the AMPS Board of Directors on August 14, 2024

APPROVED



Amethod Public Schools

Minutes

Regular Meeting of the AMPS Board of Directors

Date and Time

Wednesday August 14, 2024 at 6:00 PM

Location

1450 Marina Way South, Richmond CA 94804

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ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Directors Present

A. Emmanuelli, E. Gallegos, E. Quiroz, G. Lopez Jr.

Directors Absent

None

Guests Present

G. Barriga, S. Flores

I. Opening Items

A. Call the Meeting to Order

G. Lopez Jr. called a meeting of the board of directors of Amethod Public Schools to order on Wednesday Aug 14, 2024 at 6:04 PM.

B. Record Attendance

C. Announcements

No Announcements.

D. Public Comments on Non-Agenda Items

No Public Comments on Non-Agenda Items.

II. Consent

A. Approval of 07/31/2024 AMPS Board Retreat Minutes

E. Quiroz made a motion to approve the minutes from AMPS Board Retreat on 07-31-24.

A. Emmanuelli seconded the motion.

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

Roll Call

G. Lopez Jr. Aye

A. Emmanuelli Aye

E. Quiroz Aye

E. Gallegos Absent

B. Approval of 07/31/2024 Special Board Meeting Minutes

E. Quiroz made a motion to approve the minutes from Special Meeting of the AMPS Board of Directors on 07-31-24.

A. Emmanuelli seconded the motion.

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

Roll Call

A. Emmanuelli Aye

G. Lopez Jr. Aye

E. Quiroz Aye

E. Gallegos Aye

C. Approval of 07/31/2024 Regular Board Meeting Minutes

E. Quiroz made a motion to approve the minutes from Regular Meeting of the AMPS Board of Directors on 07-31-24.

A. Emmanuelli seconded the motion.

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

Roll Call

E. Quiroz Aye

A. Emmanuelli Aye

G. Lopez Jr. Aye

E. Gallegos Aye

D. Approval of Updated Organizational Chart

E. Quiroz made a motion to Approve Updated Organizational Chart.

A. Emmanuelli seconded the motion.

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

Roll Call

E. Gallegos Aye

E. Quiroz Aye

G. Lopez Jr. Aye

A. Emmanuelli Aye

III. Business

A. Approval of Updated Employee Handbook

Motion to Approval of Updated Employee Handbook.

Adrienne goes over the Employee Handbook, Item L, Children in the Workplace and Paid Sick Leave which are the only changes made to the Employee Handbook for the 24-25 year.

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

Roll Call

A. Emmanuelli	Aye
E. Quiroz	Aye
G. Lopez Jr.	Aye
E. Gallegos	Absent

B. Approval of List of Authorized Bank Account Signers

A. Emmanuelli made a motion to Approval of List of Authorized Bank Account Signers.

E. Quiroz seconded the motion.

Adrienne Presents a list of Authorized Account Signers for applicable banks and authorized signers. No public comment.

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

Roll Call

E. Quiroz	Aye
G. Lopez Jr.	Aye
A. Emmanuelli	Aye
E. Gallegos	Absent

C. CEO Report

Chief Executive Officer, Sylvia Flores begins by going over Staffing Details. She states Home Office is almost fully staffed and. A chart with ELA Preliminary Data for each school is shown and Maurice goes over test scores between 2021 and 2024. After, Maurice presents the Math Preliminary Data Chart for each school for the years 2021 - 2024. Board Member Andres Emmanuelli is concerned with low scores. Maurice agrees and states that new curriculum has been purchased and is hopeful that we can improve. Sylvia agrees and states that there is work to do and feels that we are investing in appropriate resources to help support.

Sylvia then presents our current enrollment status. BJE has 483. RCA has 293. JHHS has 348. DCA has 300. OCA has 214. OCHS has 335. Total is 1,973. Board Member Edgar is wondering if we are still accepting students at JHHS since we seem to be full, Sylvia states only 11th grade is full and a few students can still be accepted for 9th, 10th, and 12th grade. Board President Gilbert asks about the waitlist. Chief of Staff Maria Arechiga states BJE has about 300, the rest of the schools have about 100 or less.

Oakland Charter High School Site Director, Jasmine Nash and Sylvia present school data and highlights from the past 17 years at Oakland Charter High School. She shows that students are mostly of color and come from low socioeconomic background. She shows a chart that shows that OCHS has outperformed the district and all neighborhood schools in Math Distance from Standard. In response to a higher need student population, OCHS has taken many steps to actively grow population. Ms. Nash states that Students are achieving at a high level, they are growing at higher than average rates. English language learners also improved by last years scores. She is actively working on the school culture and adding multiple multicultural events for inclusivity. Throughout its charter term, OCHS has outperformed the district, state, and all neighborhood schools. OCHS is considered a "High Poverty School" yet has maintained lower rates of chronic absenteeism compares to the district. OCHA emphasizes its key values such as Character Development, Leadership, Civic Engagement. As a Middle Track school under AB 1505, Oakland Charter High meets the criteria for renewal. The Board gives their feedback on the presentation, and congratulates Ms. Nash.

D. Approval of appointment of CEO as authorized designee to submit the OCHS charter renewal petition to OUSD

A. Emmanuelli made a motion to Approval of appointment of CEO as authorized designee to submit the OCHS charter renewal petition to OUSD.

E. Quiroz seconded the motion.

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

Roll Call

G. Lopez Jr.	Aye
E. Quiroz	Aye
A. Emmanuelli	Aye
E. Gallegos	Absent

E. Approval of Recommendation of the Nominating Committee to Appoint Monica Moncada to the Board of Directors

A. Emmanuelli made a motion to Approval of Recommendation of the Nominating Committee to Appoint Monica Moncada to the Board of Directors.

E. Quiroz seconded the motion.

The Nominating Committee which is made up of Gilbert and Edgar both strongly agree that she should be a part of the board. Ms. Moncada introduces herself and states she has plenty of experience in the Management sector and is excited to give back to students and staff.

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

Roll Call

E. Quiroz	Aye
E. Gallegos	Absent
G. Lopez Jr.	Aye
A. Emmanuelli	Aye

IV. Closed Session

A. ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9:(2 cases)

No reportable actions.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,
G. Lopez Jr.

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Coversheet

Approval of Unaudited Actuals for Benito Juarez Elementary

Section:	III. Business
Item:	A. Approval of Unaudited Actuals for Benito Juarez Elementary
Purpose:	Vote
Submitted by:	
Related Material:	BJE.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS**FINANCIAL REPORT -- ALTERNATIVE FORM****July 1, 2021 to June 30, 2022****Charter School Name:** Richmond Charter Elementary-Benito Juarez**CDS #:** 07617960129643**Charter Approving Entity:** West Contra Costa Unified School District**County:** Contra Costa**Charter #:** 1660**This charter school uses the following basis of accounting:****(Please enter an "X" in the applicable box below; check only one box)**☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	4,080,764.00		4,080,764.00
Education Protection Account State Aid - Current Year	8012	84,530.00		84,530.00
State Aid - Prior Years	8019	(33,856.00)		(33,856.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,613,176.00		1,613,176.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,744,614.00	0.00	5,744,614.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		227,733.00	227,733.00
Special Education - Federal	8181, 8182		80,702.00	80,702.00
Child Nutrition - Federal	8220		59,944.00	59,944.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		600,174.00	600,174.00
Total, Federal Revenues		0.00	968,553.00	968,553.00
3. Other State Revenues				
Special Education - State	StateRevSE		400,177.00	400,177.00
All Other State Revenues	StateRevAO	108,066.00	2,755,868.00	2,863,934.00
Total, Other State Revenues		108,066.00	3,156,045.00	3,264,111.00

4. Other Local Revenues

All Other Local Revenues
Total, Local Revenues

LocalRevAO

1,795.00	180,066.00	181,861.00
1,795.00	180,066.00	181,861.00
5,854,475.00	4,304,664.00	10,159,139.00

5. TOTAL REVENUES**B. EXPENDITURES (see NOTE in Section L)****1. Certificated Salaries**

Certificated Teachers' Salaries 1100
Certificated Pupil Support Salaries 1200
Certificated Supervisors' and Administrators' Salaries 1300
Other Certificated Salaries 1900
Total, Certificated Salaries

1,097,844.00	0.00	1,097,844.00
11,788.00		11,788.00
107,001.00	156,804.00	263,805.00
685.00	31,731.00	32,416.00
1,217,318.00	188,535.00	1,405,853.00

2. Noncertificated Salaries

Noncertificated Instructional Salaries 2100
Noncertificated Support Salaries 2200

498,870.00	130,269.00	629,139.00
120,984.00		120,984.00

Noncertificated Supervisors' and Administrators' Salaries 2300
Clerical, Technical and Office Salaries 2400
Other Noncertificated Salaries 2900
Total, Noncertificated Salaries

108,734.00	32,358.00	141,092.00
54,908.00	5,076.00	59,984.00
3,400.00		3,400.00
786,896.00	167,703.00	954,599.00

Description**Object Code****Unrestricted****Restricted****Total****3. Employee Benefits**

STRS 3101-3102
PERS 3201-3202
OASDI / Medicare / Alternative 3301-3302
Health and Welfare Benefits 3401-3402
Unemployment Insurance 3501-3502
Workers' Compensation Insurance 3601-3602
OPEB, Allocated 3701-3702
OPEB, Active Employees 3751-3752
Other Employee Benefits 3901-3902
Total, Employee Benefits

		0.00
		0.00
163,358.00	15,076.00	178,434.00
168,686.00	17,206.00	185,892.00
10,460.00	965.00	11,425.00
81,585.00	7,530.00	89,115.00
0.00		0.00
0.00		0.00
26,083.00	2,407.00	28,490.00
450,172.00	43,184.00	493,356.00

4. Books and Supplies

Approved Textbooks and Core Curricula Materials 4100
Books and Other Reference Materials 4200
Materials and Supplies 4300
Noncapitalized Equipment 4400
Food 4700

46,483.00	106,603.00	153,086.00
(19,550.00)		(19,550.00)
55,961.00	73,881.00	129,842.00
34,086.00	9,342.00	43,428.00
2,544.00	181,146.00	183,690.00

Total, Books and Supplies		119,524.00	370,972.00	490,496.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	70.00	118.00	188.00
Dues and Memberships	5300	8,851.00		8,851.00
Insurance	5400	12,618.00		12,618.00
Operations and Housekeeping Services	5500	322,240.00	34,361.00	356,601.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	169,077.00	1,106,446.00	1,275,523.00
Transfers of Direct Costs	5700-5799	(1,765.00)	1,765.00	0.00
Professional/Consulting Services and Operating Expend.	5800	1,894,434.00	851,260.00	2,745,694.00
Communications	5900	18,210.00		18,210.00
Total, Services and Other Operating Expenditures		2,423,735.00	1,993,950.00	4,417,685.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	170,890.00		170,890.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		170,890.00	0.00	170,890.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	31,196.00		31,196.00
Transfers of Indirect Costs	7300-7399	(36,925.00)	36,925.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(5,729.00)	36,925.00	31,196.00
8. TOTAL EXPENDITURES		5,162,806.00	2,801,269.00	7,964,075.00
Description	Object Code	Unrestricted	Restricted	Total

**C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES
BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)**
D. OTHER FINANCING SOURCES / USES

1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00

E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)
F. FUND BALANCE / NET POSITION

1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,052,178.00		4,052,178.00
b. Adjustments/Restatements	9793, 9795	(355,609.00)		(355,609.00)
c. Adjusted Beginning Fund Balance /Net Position		3,696,569.00	0.00	3,696,569.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,388,238.00	1,503,395.00	5,891,633.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	4,388,238.00	1,503,395.00	5,891,633.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	0.00	0.00	0.00

Description
Object Code
Unrestricted
Restricted
Total
G. ASSETS

1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	4,292,099.00	1,503,395.00	5,795,494.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	1,749,884.00		1,749,884.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340	(97.00)		(97.00)
8. Lease Receivable	9380	1,848,791.00		1,848,791.00
9. Capital Assets (accrual basis only)	9400-9489	9,611,580.00		9,611,580.00
10. TOTAL ASSETS		17,502,257.00	1,503,395.00	19,005,652.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	1,440,965.00		1,440,965.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	(36,692.00)		(36,692.00)
5. Long-Term Liabilities (accrual basis only)	9660-9669	11,709,747.00		11,709,747.00
6. TOTAL LIABILITIES		13,114,020.00	0.00	13,114,020.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		4,388,237.00	1,503,395.00	5,891,632.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None			0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	0.00
b. Noncertificated Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")

a. None	
b. None	
c. None	
d. None	
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	7,964,075.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	968,553.00
c. Subtotal of State & Local Expenditures [a minus b]	6,995,522.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	170,890.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 6,824,632.00

Coversheet

Approval of Unaudited Actuals for Richmond Charter Academy

Section:	III. Business
Item:	B. Approval of Unaudited Actuals for Richmond Charter Academy
Purpose:	Vote
Submitted by:	
Related Material:	RCA.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2023 to June 30, 2024

Charter School Name: Richmond Charter Academy

CDS #: 07617960126805

Charter Approving Entity: West Contra Costa Unified School District

County: Contra Costa

Charter #: 1441

This charter school uses the following basis of accounting:
(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description		Object Code	Unrestricted	Restricted	Total
A. REVENUES					
1. LCFF Sources					
State Aid - Current Year		8011	2,073,615.00		2,073,615.00
Education Protection Account State Aid - Current Year		8012	428,579.00		428,579.00
State Aid - Prior Years		8019	(25,112.00)		(25,112.00)
Transfers to Charter Schools in Lieu of Property Taxes		8096	1,052,510.00		1,052,510.00
Other LCFF Transfers		8091, 8097			0.00
Total, LCFF Sources			3,529,592.00	0.00	3,529,592.00
2. Federal Revenues (see NOTE in Section L)					
No Child Left Behind/Every Student Succeeds Act		8290		180,842.00	180,842.00
Special Education - Federal		8181, 8182		52,086.00	52,086.00
Child Nutrition - Federal		8220		28,264.00	28,264.00
Donated Food Commodities		8221			0.00
Other Federal Revenues		8110, 8260-8299		202,477.00	202,477.00
Total, Federal Revenues			0.00	463,669.00	463,669.00
3. Other State Revenues					
Special Education - State		StateRevSE		274,038.00	274,038.00
All Other State Revenues		StateRevAO	80,256.00	1,168,091.00	1,248,347.00
Total, Other State Revenues			80,256.00	1,442,129.00	1,522,385.00

4. Other Local Revenues		LocalRevAO	827.00	109,923.00	110,750.00
All Other Local Revenues			827.00	109,923.00	110,750.00
Total, Local Revenues			827.00	109,923.00	110,750.00
5. TOTAL REVENUES			3,610,675.00	2,015,721.00	5,626,396.00
B. EXPENDITURES (see NOTE in Section L)					
1. Certificated Salaries					
Certificated Teachers' Salaries	1100		894,532.00	52,836.00	947,368.00
Certificated Pupil Support Salaries	1200				0.00
Certificated Supervisors' and Administrators' Salaries	1300		134,905.00	171,303.00	306,208.00
Other Certificated Salaries	1900		54,403.00		54,403.00
Total, Certificated Salaries			1,083,840.00	224,139.00	1,307,979.00
2. Noncertificated Salaries					
Noncertificated Instructional Salaries	2100		209,878.00	273,458.00	483,336.00
Noncertificated Support Salaries	2200		159,096.00	3,090.00	162,186.00
Noncertificated Supervisors' and Administrators' Salaries	2300		120,680.00	2,690.00	123,370.00
Clerical, Technical and Office Salaries	2400		40,241.00	20,655.00	60,896.00
Other Noncertificated Salaries	2900		11,250.00	3,906.00	15,156.00
Total, Noncertificated Salaries			541,145.00	303,799.00	844,944.00
Description	Object Code		Unrestricted	Restricted	Total
3. Employee Benefits					
STRS	3101-3102				0.00
PERS	3201-3202				0.00
OASDI / Medicare / Alternative	3301-3302		122,906.00	39,931.00	162,837.00
Health and Welfare Benefits	3401-3402		151,367.00	49,177.00	200,544.00
Unemployment Insurance	3501-3502		7,499.00	2,436.00	9,935.00
Workers' Compensation Insurance	3601-3602		67,261.00	21,852.00	89,113.00
OPEB, Allocated	3701-3702				0.00
OPEB, Active Employees	3751-3752				0.00
Other Employee Benefits	3901-3902		(2,815.00)	(915.00)	(3,730.00)
Total, Employee Benefits			346,218.00	112,481.00	458,699.00
4. Books and Supplies					
Approved Textbooks and Core Curricula Materials	4100		9,972.00	95,907.00	105,879.00
Books and Other Reference Materials	4200		(2,203.00)		(2,203.00)
Materials and Supplies	4300		49,180.00	23,994.00	73,174.00
Noncapitalized Equipment	4400		34,164.00	0.00	34,164.00
Food	4700		5,238.00	85,003.00	90,241.00

5. Services and Other Operating Expenditures

Subagreements for Services	5100			0.00
Travel and Conferences	5200	574.00	118.00	692.00
Dues and Memberships	5300	5,204.00	948.00	6,152.00
Insurance	5400	11,073.00		11,073.00
Operations and Housekeeping Services	5500	184,055.00	44,035.00	228,090.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	772,446.00	394,912.00	1,167,358.00
Transfers of Direct Costs	5700-5799	(733.00)	733.00	0.00
Professional/Consulting Services and Operating Expend.	5800	971,707.00	335,267.00	1,306,974.00
Communications	5900	10,149.00		10,149.00
Total, Services and Other Operating Expenditures		1,954,475.00	776,013.00	2,730,488.00

6. Capital Outlay

(Objects 6100-6170, 6200-6500 modified accrual basis only)

Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	607,644.00		607,644.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		607,644.00	0.00	607,644.00

7. Other Outgo

Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	381,562.00		381,562.00
Transfers of Indirect Costs	7300-7399	(20,378.00)	20,378.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		361,184.00	20,378.00	381,562.00

8. TOTAL EXPENDITURES

4,990,857.00	1,641,714.00	6,632,571.00
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**C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES
BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)**

(1,380,182.00) 374,007.00 (1,006,175.00)

D. OTHER FINANCING SOURCES / USES

1. Other Sources 8930-8979
2. Less: Other Uses 7630-7699
3. Contributions Between Unrestricted and Restricted Accounts
(must net to zero) 8980-8999
4. TOTAL OTHER FINANCING SOURCES / USES

0.00 0.00 0.00

E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)

(1,380,182.00) 374,007.00 (1,006,175.00)

F. FUND BALANCE / NET POSITION

1. Beginning Fund Balance/Net Position
 - a. As of July 1 9791
 - b. Adjustments/Restatements 9793, 9795
 - c. Adjusted Beginning Fund Balance /Net Position
2. Ending Fund Balance /Net Position, June 30 (E+F1c)

1,010,499.00 1,010,499.00
(510,833.00) (510,833.00)
499,666.00 0.00 499,666.00
(880,516.00) 374,007.00 (506,509.00)

Components of Ending Fund Balance (Modified Accrual Basis only)

- a. Nonspendable
 1. Revolving Cash (equals Object 9130) 9711
 2. Stores (equals Object 9320) 9712
 3. Prepaid Expenditures (equals Object 9330) 9713
 4. All Others 9719
- b. Restricted 9740
- c. Committed
 1. Stabilization Arrangements 9750
 2. Other Commitments 9760
- d. Assigned 9780
- e. Unassigned/Unappropriated
 1. Reserve for Economic Uncertainties 9789
 2. Unassigned/Unappropriated Amount 9790M

0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

3. Components of Ending Net Position (Accrual Basis only)

- a. Net Investment in Capital Assets 9796
- b. Restricted Net Position 9797
- c. Unrestricted Net Position 9790A

(880,516.00) 374,007.00 (506,509.00)
0.00
0.00 0.00 0.00

Description

Object Code

Unrestricted

Restricted

Total

G. ASSETS

Amethod Public Schools - Regular Meeting of the AMPS Board of Directors - Agenda - Wednesday August 28, 2024 at 6:00 PM

1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	1,265,316.00	374,007.00	1,639,323.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	828,190.00		828,190.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380	9,054,128.00		9,054,128.00
9. Capital Assets (accrual basis only)	9400-9489	6,963,241.00		6,963,241.00
10. TOTAL ASSETS		18,110,875.00	374,007.00	18,484,882.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	6,128,117.00		6,128,117.00
2. Due to Grantor Governments	9590	591,970.00		591,970.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	12,565.67		12,565.67
5. Long-Term Liabilities (accrual basis only)	9660-9669	12,258,740.00		12,258,740.00
6. TOTAL LIABILITIES		18,991,392.67	0.00	18,991,392.67
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)		(880,517.67)	374,007.00	(506,510.67)

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$		0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits	3000-3999 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. <u>None</u>	<u> </u>
b. <u>None</u>	<u> </u>
c. <u>None</u>	<u> </u>
d. <u>None</u>	<u> </u>
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	<u><u>0.00</u></u>

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	<u>6,632,571.00</u>
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	<u>463,669.00</u>
c. Subtotal of State & Local Expenditures [a minus b]	<u>6,168,902.00</u>
d. Less Community Services [L2 Total]	<u>0.00</u>
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	<u>607,644.00</u>
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	<u>0.00</u>
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	<u><u>\$ 5,561,258.00</u></u>

Coversheet

Approval of Unaudited Actuals for John Henry High School

Section:	III. Business
Item:	C. Approval of Unaudited Actuals for John Henry High School
Purpose:	Vote
Submitted by:	
Related Material:	JHHS.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS**FINANCIAL REPORT -- ALTERNATIVE FORM****July 1, 2023 to June 30, 2024****Charter School Name:** John Henry High School**CDS #:** 07773540132233**Charter Approving Entity:** State Board of Education**County:** N/A**Charter #:** 1741**This charter school uses the following basis of accounting:****(Please enter an "X" in the applicable box below; check only one box)**☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	4,260,713.00		4,260,713.00
Education Protection Account State Aid - Current Year	8012	55,544.00		55,544.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	0.00		0.00
Other LCFF Transfers	8091, 8097	0.00		0.00
Total, LCFF Sources		4,316,257.00	0.00	4,316,257.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		187,140.00	187,140.00
Special Education - Federal	8181, 8182		53,212.00	53,212.00
Child Nutrition - Federal	8220		5,830.00	5,830.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		599,911.00	599,911.00
Total, Federal Revenues		0.00	846,093.00	846,093.00
3. Other State Revenues				
Special Education - State	StateRevSE		313,404.00	313,404.00
All Other State Revenues	StateRevAO	97,391.00	766,933.00	864,324.00
Total, Other State Revenues		97,391.00	1,080,337.00	1,177,728.00

4. Other Local Revenues

All Other Local Revenues
Total, Local Revenues

LocalRevAO

17,731.00	87,827.00	105,558.00
17,731.00	87,827.00	105,558.00
4,431,379.00	2,014,257.00	6,445,636.00

5. TOTAL REVENUES**B. EXPENDITURES (see NOTE in Section L)****1. Certificated Salaries**

Certificated Teachers' Salaries 1100
Certificated Pupil Support Salaries 1200
Certificated Supervisors' and Administrators' Salaries 1300
Other Certificated Salaries 1900
Total, Certificated Salaries

829,358.00	172,145.00	1,001,503.00
		0.00
142,618.00	94,654.00	237,272.00
124,760.00		124,760.00
1,096,736.00	266,799.00	1,363,535.00

2. Noncertificated Salaries

Noncertificated Instructional Salaries 2100
Noncertificated Support Salaries 2200

42,126.00	35,332.00	77,458.00
83,036.00		83,036.00

Noncertificated Supervisors' and Administrators' Salaries 2300
Clerical, Technical and Office Salaries 2400
Other Noncertificated Salaries 2900
Total, Noncertificated Salaries

35,148.00		35,148.00
62,965.00	21,474.00	84,439.00
400.00	12,000.00	12,400.00
223,675.00	68,806.00	292,481.00

Description**Object Code****Unrestricted****Restricted****Total****3. Employee Benefits**

STRS 3101-3102
PERS 3201-3202
OASDI / Medicare / Alternative 3301-3302
Health and Welfare Benefits 3401-3402
Unemployment Insurance 3501-3502
Workers' Compensation Insurance 3601-3602
OPEB, Allocated 3701-3702
OPEB, Active Employees 3751-3752
Other Employee Benefits 3901-3902
Total, Employee Benefits

		0.00
		0.00
99,602.00	25,316.00	124,918.00
118,632.00	30,152.00	148,784.00
6,192.00	1,574.00	7,766.00
71,054.00	18,060.00	89,114.00
		0.00
		0.00
9,053.00	2,301.00	11,354.00
304,533.00	77,403.00	381,936.00

4. Books and Supplies

Approved Textbooks and Core Curricula Materials 4100
Books and Other Reference Materials 4200
Materials and Supplies 4300
Noncapitalized Equipment 4400
Food 4700

0.00	39,155.00	39,155.00
69.00		69.00
76,067.00	35,123.00	111,190.00
18,548.00	9,342.00	27,890.00
7,707.00	138,440.00	146,147.00

Total, Books and Supplies

		102,391.00	222,060.00	324,451.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	415.00	118.00	533.00
Dues and Memberships	5300	6,401.00		6,401.00
Insurance	5400	12,181.00		12,181.00
Operations and Housekeeping Services	5500	228,796.00	1,300.00	230,096.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	120,542.00	922,132.00	1,042,674.00
Transfers of Direct Costs	5700-5799	(1,607.00)	1,607.00	0.00
Professional/Consulting Services and Operating Expend.	5800	1,254,643.00	174,037.00	1,428,680.00
Communications	5900	14,852.00		14,852.00
Total, Services and Other Operating Expenditures		1,636,223.00	1,099,194.00	2,735,417.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	60,654.00		60,654.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		60,654.00	0.00	60,654.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	22,818.00		22,818.00
Transfers of Indirect Costs	7300-7399	(16,469.00)	16,469.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		6,349.00	16,469.00	22,818.00
8. TOTAL EXPENDITURES		3,430,561.00	1,750,731.00	5,181,292.00
Description	Object Code	Unrestricted	Restricted	Total

C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)			1,000,818.00	263,526.00	1,264,344.00
D. OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979				0.00
2. Less: Other Uses	7630-7699				0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999				0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)			1,000,818.00	263,526.00	1,264,344.00
F. FUND BALANCE / NET POSITION					
1. Beginning Fund Balance/Net Position					
a. As of July 1	9791	1,728,326.00			1,728,326.00
b. Adjustments/Restatements	9793, 9795	(724,293.00)			(724,293.00)
c. Adjusted Beginning Fund Balance /Net Position		1,004,033.00	0.00		1,004,033.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		2,004,851.00	263,526.00		2,268,377.00
Components of Ending Fund Balance (Modified Accrual Basis only)					
a. Nonspendable					
1. Revolving Cash (equals Object 9130)	9711				0.00
2. Stores (equals Object 9320)	9712				0.00
3. Prepaid Expenditures (equals Object 9330)	9713				0.00
4. All Others	9719				0.00
b. Restricted	9740				0.00
c. Committed					
1. Stabilization Arrangements	9750				0.00
2. Other Commitments	9760				0.00
d. Assigned	9780				0.00
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties	9789				0.00
2. Unassigned/Unappropriated Amount	9790M				0.00
3. Components of Ending Net Position (Accrual Basis only)					
a. Net Investment in Capital Assets	9796	2,004,851.00	263,526.00		2,268,377.00
b. Restricted Net Position	9797				0.00
c. Unrestricted Net Position	9790A	0.00	0.00		0.00
Description		Object Code	Unrestricted	Restricted	Total
G. ASSETS					

1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	3,605,906.00	263,526.00	3,869,432.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	980,233.00		980,233.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	1,094.00		1,094.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380	8,171,628.00		8,171,628.00
9. Capital Assets (accrual basis only)	9400-9489	488,515.00		488,515.00
10. TOTAL ASSETS		13,247,376.00	263,526.00	13,510,902.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	1,339,972.00		1,339,972.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	50,585.00		50,585.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	9,851,967.00		9,851,967.00
6. TOTAL LIABILITIES		11,242,524.00	0.00	11,242,524.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		2,004,852.00	263,526.00	2,268,378.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None			0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	0.00
b. Noncertificated Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")

a. None	
b. None	
c. None	
d. None	

TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)

0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	5,181,292.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	846,093.00
c. Subtotal of State & Local Expenditures [a minus b]	4,335,199.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	60,654.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 4,274,545.00

Coversheet

Approval of Unaudited Actuals for Downtown Charter Academy

Section:	III. Business
Item:	D. Approval of Unaudited Actuals for Downtown Charter Academy
Purpose:	Vote
Submitted by:	
Related Material:	DCA.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2023 to June 30, 2024

Charter School Name: Downtown Charter Academy

CDS #: 01612590129635

Charter Approving Entity: Oakland Unified School District

County: Alameda

Charter #: 1661

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	2,449,765.00		2,449,765.00
Education Protection Account State Aid - Current Year	8012	51,058.00		51,058.00
State Aid - Prior Years	8019	60.00		60.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	943,678.00		943,678.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,444,561.00	0.00	3,444,561.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		91,092.00	91,092.00
Special Education - Federal	8181, 8182		41,637.00	41,637.00
Child Nutrition - Federal	8220		18,964.00	18,964.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		151,425.00	151,425.00
Total, Federal Revenues		0.00	303,118.00	303,118.00
3. Other State Revenues				
Special Education - State	StateRevSE		241,876.00	241,876.00
All Other State Revenues	StateRevAO	60,533.00	1,182,024.00	1,242,557.00
Total, Other State Revenues		60,533.00	1,423,900.00	1,484,433.00

4. Other Local Revenues

All Other Local Revenues
Total, Local Revenues

LocalRevAO

13,944.00	130,693.00	144,637.00
13,944.00	130,693.00	144,637.00
3,519,038.00	1,857,711.00	5,376,749.00

5. TOTAL REVENUES**B. EXPENDITURES (see NOTE in Section L)****1. Certificated Salaries**

Certificated Teachers' Salaries 1100
Certificated Pupil Support Salaries 1200
Certificated Supervisors' and Administrators' Salaries 1300
Other Certificated Salaries 1900
Total, Certificated Salaries

1,185,806.00	76,839.00	1,262,645.00
0.00		0.00
372,478.00		372,478.00
59,502.00		59,502.00
1,617,786.00	76,839.00	1,694,625.00

2. Noncertificated Salaries

Noncertificated Instructional Salaries 2100
Noncertificated Support Salaries 2200

219,940.00	284,795.00	504,735.00
101,048.00		101,048.00

Noncertificated Supervisors' and Administrators' Salaries 2300
Clerical, Technical and Office Salaries 2400
Other Noncertificated Salaries 2900
Total, Noncertificated Salaries

41,523.00	2,690.00	44,213.00
64,489.00	6,678.00	71,167.00
17,130.00	1,450.00	18,580.00
444,130.00	295,613.00	739,743.00

Description**Object Code****Unrestricted****Restricted****Total****3. Employee Benefits**

STRS 3101-3102
PERS 3201-3202
OASDI / Medicare / Alternative 3301-3302
Health and Welfare Benefits 3401-3402
Unemployment Insurance 3501-3502
Workers' Compensation Insurance 3601-3602
OPEB, Allocated 3701-3702
OPEB, Active Employees 3751-3752
Other Employee Benefits 3901-3902
Total, Employee Benefits

		0.00
		0.00
157,047.00	28,368.00	185,415.00
208,189.00	37,606.00	245,795.00
9,716.00	1,755.00	11,471.00
75,480.00	13,634.00	89,114.00
0.00		0.00
0.00		0.00
18,868.00	3,408.00	22,276.00
469,300.00	84,771.00	554,071.00

4. Books and Supplies

Approved Textbooks and Core Curricula Materials 4100
Books and Other Reference Materials 4200
Materials and Supplies 4300
Noncapitalized Equipment 4400
Food 4700

6,048.00	71,415.00	77,463.00
797.00	4,503.00	5,300.00
19,552.00	96,651.00	116,203.00
27,313.00	11,551.00	38,864.00
4,636.00	83,647.00	88,283.00

Total, Books and Supplies

5. Services and Other Operating Expenditures

Subagreements for Services	5100			0.00
Travel and Conferences	5200	1,352.00	118.00	1,470.00
Dues and Memberships	5300	5,085.00		5,085.00
Insurance	5400	6,029.00		6,029.00
Operations and Housekeeping Services	5500	105,106.00	7,510.00	112,616.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	113,209.00	519,592.00	632,801.00
Transfers of Direct Costs	5700-5799	(724.00)	724.00	0.00
Professional/Consulting Services and Operating Expend.	5800	771,836.00	279,907.00	1,051,743.00
Communications	5900	9,079.00		9,079.00
Total, Services and Other Operating Expenditures		1,010,972.00	807,851.00	1,818,823.00

6. Capital Outlay

(Objects 6100-6170, 6200-6500 modified accrual basis only)

Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	10,075.00		10,075.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		10,075.00	0.00	10,075.00

7. Other Outgo

Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	41,962.00		41,962.00
Transfers of Indirect Costs	7300-7399	(17,303.00)	17,303.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		24,659.00	17,303.00	41,962.00

8. TOTAL EXPENDITURES

		3,635,268.00	1,550,144.00	5,185,412.00
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Description

Object Code

Unrestricted

Restricted

Total

Amethod Public Schools - Regular Meeting of the AMPS Board of Directors - Agenda - Wednesday August 28, 2024 at 6:00 PM					
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(116,230.00)	307,567.00	191,337.00	
D. OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979			0.00	
2. Less: Other Uses	7630-7699			0.00	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00	
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		(116,230.00)	307,567.00	191,337.00	
F. FUND BALANCE / NET POSITION					
1. Beginning Fund Balance/Net Position					
a. As of July 1	9791	4,667,223.00		4,667,223.00	
b. Adjustments/Restatements	9793, 9795	(522,482.00)		(522,482.00)	
c. Adjusted Beginning Fund Balance /Net Position		4,144,741.00	0.00	4,144,741.00	
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,028,511.00	307,567.00	4,336,078.00	
Components of Ending Fund Balance (Modified Accrual Basis only)					
a. Nonspendable					
1. Revolving Cash (equals Object 9130)	9711			0.00	
2. Stores (equals Object 9320)	9712			0.00	
3. Prepaid Expenditures (equals Object 9330)	9713			0.00	
4. All Others	9719			0.00	
b. Restricted	9740			0.00	
c. Committed					
1. Stabilization Arrangements	9750			0.00	
2. Other Commitments	9760			0.00	
d. Assigned	9780			0.00	
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties	9789			0.00	
2. Unassigned/Unappropriated Amount	9790M			0.00	
3. Components of Ending Net Position (Accrual Basis only)					
a. Net Investment in Capital Assets	9796	4,028,511.00	307,567.00	4,336,078.00	
b. Restricted Net Position	9797			0.00	
c. Unrestricted Net Position	9790A	0.00	0.00	0.00	
Description		Object Code	Unrestricted	Restricted	Total
G. ASSETS					

1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	4,281,523.00	307,567.00	4,589,090.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	604,069.00		604,069.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	0.00		0.00
7. Other Current Assets	9340	24,000.00		24,000.00
8. Lease Receivable	9380	1,124,401.00		1,124,401.00
9. Capital Assets (accrual basis only)	9400-9489	13,101.00		13,101.00
10. TOTAL ASSETS		6,047,094.00	307,567.00	6,354,661.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	877,022.00		877,022.00
2. Due to Grantor Governments	9590	334.00		334.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	24,495.00		24,495.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	1,116,732.00		1,116,732.00
6. TOTAL LIABILITIES		2,018,583.00	0.00	2,018,583.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		4,028,511.00	307,567.00	4,336,078.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None			0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	0.00
b. Noncertificated Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")

a. None	
b. None	
c. None	
d. None	
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	5,185,412.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	303,118.00
c. Subtotal of State & Local Expenditures [a minus b]	4,882,294.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	10,075.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 4,872,219.00

Coversheet

Approval of Unaudited Actuals for Oakland Charter Academy

Section:	III. Business
Item:	E. Approval of Unaudited Actuals for Oakland Charter Academy
Purpose:	Vote
Submitted by:	
Related Material:	OCA.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2023 to June 30, 2024

Charter School Name: Oakland Charter Academy

CDS #: 1612596111660

Charter Approving Entity: Oakland Unified School District

County: Alameda

Charter #: 0014

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,780,527.00		1,780,527.00
Education Protection Account State Aid - Current Year	8012	320,387.00		320,387.00
State Aid - Prior Years	8019	45.00		45.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	764,845.00		764,845.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		2,865,804.00	0.00	2,865,804.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		87,637.00	87,637.00
Special Education - Federal	8181, 8182		36,332.00	36,332.00
Child Nutrition - Federal	8220		19,538.00	19,538.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		92,654.00	92,654.00
Total, Federal Revenues		0.00	236,161.00	236,161.00
3. Other State Revenues				
Special Education - State	StateRevSE		180,599.00	180,599.00
All Other State Revenues	StateRevAO	7,686.00	887,852.00	895,538.00
Total, Other State Revenues		7,686.00	1,068,451.00	1,076,137.00

4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	1,000.00	152,512.00	153,512.00
Total, Local Revenues		1,000.00	152,512.00	153,512.00
5. TOTAL REVENUES		2,874,490.00	1,457,124.00	4,331,614.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	523,419.00	103,826.00	627,245.00
Certificated Pupil Support Salaries	1200	0.00		0.00
Certificated Supervisors' and Administrators' Salaries	1300	62,764.00	77,370.00	140,134.00
Other Certificated Salaries	1900	81,275.00		81,275.00
Total, Certificated Salaries		667,458.00	181,196.00	848,654.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	365,157.00	99,024.00	464,181.00
Noncertificated Support Salaries	2200	93,528.00		93,528.00
Noncertificated Supervisors' and Administrators' Salaries	2300	38,359.00		38,359.00
Clerical, Technical and Office Salaries	2400	40,330.00	23,687.00	64,017.00
Other Noncertificated Salaries	2900	26,550.00	4,400.00	30,950.00
Total, Noncertificated Salaries		563,924.00	127,111.00	691,035.00
Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102			0.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	94,646.00	23,697.00	118,343.00
Health and Welfare Benefits	3401-3402	81,338.00	20,365.00	101,703.00
Unemployment Insurance	3501-3502	5,870.00	1,470.00	7,340.00
Workers' Compensation Insurance	3601-3602	71,270.00	17,844.00	89,114.00
OPEB, Allocated	3701-3702	0.00		0.00
OPEB, Active Employees	3751-3752	0.00		0.00
Other Employee Benefits	3901-3902	(357.00)	(89.00)	(446.00)
Total, Employee Benefits		252,767.00	63,287.00	316,054.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	13,420.00	106,603.00	120,023.00
Books and Other Reference Materials	4200	1,042.00		1,042.00
Materials and Supplies	4300	64,768.00	73,881.00	138,649.00
Noncapitalized Equipment	4400	21,103.00	9,342.00	30,445.00

Food	4700	9,818.00	112,215.00	122,033.00
Total, Books and Supplies		110,151.00	302,041.00	412,192.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	640.00	118.00	758.00
Dues and Memberships	5300	4,573.00		4,573.00
Insurance	5400	9,551.00		9,551.00
Operations and Housekeeping Services	5500	100,679.00	34,361.00	135,040.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	75,194.00	377,487.00	452,681.00
Transfers of Direct Costs	5700-5799	(1,040.00)	1,040.00	0.00
Professional/Consulting Services and Operating Expend.	5800	838,398.00	342,580.00	1,180,978.00
Communications	5900	8,612.00		8,612.00
Total, Services and Other Operating Expenditures		1,036,607.00	755,586.00	1,792,193.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	(97,100.00)		(97,100.00)
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		(97,100.00)	0.00	(97,100.00)
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	(77,083.00)		(77,083.00)
Transfers of Indirect Costs	7300-7399	(13,733.00)	13,733.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(90,816.00)	13,733.00	(77,083.00)

8. TOTAL EXPENDITURES		2,442,991.00	1,442,954.00	3,885,945.00
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		431,499.00	14,170.00	445,669.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		431,499.00	14,170.00	445,669.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,469,361.00	0.00	4,469,361.00
b. Adjustments/Restatements	9793, 9795	(198,629.00)	0.00	(198,629.00)
c. Adjusted Beginning Fund Balance /Net Position		4,270,732.00	0.00	4,270,732.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,702,231.00	14,170.00	4,716,401.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	4,702,231.00	14,170.00	4,716,401.00
b. Restricted Net Position	9797			0.00

c. Unrestricted Net Position

9790A

0.00

0.00

0.00

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	3,836,572.00	14,170.00	3,850,742.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	1,851,378.00		1,851,378.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	0.00		0.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380	1,437,963.00		1,437,963.00
9. Capital Assets (accrual basis only)	9400-9489	105,365.00		105,365.00
10. TOTAL ASSETS		7,231,278.00	14,170.00	7,245,448.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	592,953.00		592,953.00
2. Due to Grantor Governments	9590	367,713.00		367,713.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	58,242.00		58,242.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	1,510,137.00		1,510,137.00
6. TOTAL LIABILITIES		2,529,045.00	0.00	2,529,045.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00

K. FUND BALANCE /NET POSITION

Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)
(must agree with Line F2)

4,702,233.00

14,170.00

4,716,403.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None			0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00

e. Services and Other Operating Expenditures	5000-5999	0.00
--	-----------	------

TOTAL COMMUNITY SERVICES EXPENDITURES		0.00
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3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. None	
b. None	
c. None	
d. None	
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	3,885,945.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	236,161.00
c. Subtotal of State & Local Expenditures [a minus b]	3,649,784.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	(97,100.00)
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 3,746,884.00

Coversheet

Approval of Unaudited Actuals for Oakland Charter High School

Section:	III. Business
Item:	F. Approval of Unaudited Actuals for Oakland Charter High School
Purpose:	Vote
Submitted by:	
Related Material:	OCHS.xlsm - Alternative Form.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2023 to June 30, 2024

Charter School Name: Oakland Charter High School

CDS #: 01612590114868

Charter Approving Entity: Oakland Unified School District

County: Alameda

Charter #: 0883

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	3,580,916.00		3,580,916.00
Education Protection Account State Aid - Current Year	8012	600,477.00		600,477.00
State Aid - Prior Years	8019	(2,930.00)		(2,930.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,220,343.00		1,220,343.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,398,806.00	0.00	5,398,806.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		288,625.00	288,625.00
Special Education - Federal	8181, 8182		67,037.00	67,037.00
Child Nutrition - Federal	8220		48,006.00	48,006.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		72,319.00	72,319.00
Total, Federal Revenues		0.00	475,987.00	475,987.00
3. Other State Revenues				
Special Education - State	StateRevSE		378,876.00	378,876.00
All Other State Revenues	StateRevAO	108,059.00	1,166,776.00	1,274,835.00
Total, Other State Revenues		108,059.00	1,545,652.00	1,653,711.00

4. Other Local Revenues

All Other Local Revenues
Total, Local Revenues

LocalRevAO

22,067.00	126,989.00	149,056.00
22,067.00	126,989.00	149,056.00
5,528,932.00	2,148,628.00	7,677,560.00

5. TOTAL REVENUES

B. EXPENDITURES (see NOTE in Section L)

1. Certificated Salaries

Certificated Teachers' Salaries 1100
Certificated Pupil Support Salaries 1200
Certificated Supervisors' and Administrators' Salaries 1300
Other Certificated Salaries 1900
Total, Certificated Salaries

1,461,257.00	134,010.00	1,595,267.00
0.00		0.00
107,336.00	166,360.00	273,696.00
138,445.00		138,445.00
1,707,038.00	300,370.00	2,007,408.00

2. Noncertificated Salaries

Noncertificated Instructional Salaries 2100
Noncertificated Support Salaries 2200

108,085.00	148,409.00	256,494.00
269,423.00	680.00	270,103.00

Noncertificated Supervisors' and Administrators' Salaries 2300
Clerical, Technical and Office Salaries 2400
Other Noncertificated Salaries 2900
Total, Noncertificated Salaries

52,146.00	2,690.00	54,836.00
49,829.00	29,682.00	79,511.00
30,700.00	500.00	31,200.00
510,183.00	181,961.00	692,144.00

Description

Object Code

Unrestricted

Restricted

Total

3. Employee Benefits

STRS 3101-3102
PERS 3201-3202
OASDI / Medicare / Alternative 3301-3302
Health and Welfare Benefits 3401-3402
Unemployment Insurance 3501-3502
Workers' Compensation Insurance 3601-3602
OPEB, Allocated 3701-3702
OPEB, Active Employees 3751-3752
Other Employee Benefits 3901-3902
Total, Employee Benefits

		0.00
		0.00
167,604.00	36,460.00	204,064.00
187,990.00	40,895.00	228,885.00
10,129.00	2,203.00	12,332.00
73,192.00	15,922.00	89,114.00
0.00		0.00
0.00		0.00
32,307.00	7,028.00	39,335.00
471,222.00	102,508.00	573,730.00

4. Books and Supplies

Approved Textbooks and Core Curricula Materials 4100
Books and Other Reference Materials 4200
Materials and Supplies 4300
Noncapitalized Equipment 4400
Food 4700

9,955.00	18,729.00	28,684.00
1,503.00	0.00	1,503.00
128,615.00	18,874.00	147,489.00
37,600.00	289.00	37,889.00
9,489.00	130,756.00	140,245.00

Total, Books and Supplies

		187,162.00	168,648.00	355,810.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	792.00	118.00	910.00
Dues and Memberships	5300	8,064.00		8,064.00
Insurance	5400	(5,290.00)		(5,290.00)
Operations and Housekeeping Services	5500	266,100.00	2,792.00	268,892.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	81,573.00	814,974.00	896,547.00
Transfers of Direct Costs	5700-5799	(733.00)	733.00	0.00
Professional/Consulting Services and Operating Expend.	5800	1,524,630.00	152,683.00	1,677,313.00
Communications	5900	13,476.00		13,476.00
Total, Services and Other Operating Expenditures		1,888,612.00	971,300.00	2,859,912.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	127,394.00		127,394.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		127,394.00	0.00	127,394.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	(192,859.00)		(192,859.00)
Transfers of Indirect Costs	7300-7399	(24,233.00)	24,233.00	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(217,092.00)	24,233.00	(192,859.00)
8. TOTAL EXPENDITURES		4,674,519.00	1,749,020.00	6,423,539.00
Description	Object Code	Unrestricted	Restricted	Total

C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		854,413.00	399,608.00	1,254,021.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		854,413.00	399,608.00	1,254,021.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	9,202,132.00		9,202,132.00
b. Adjustments/Restatements	9793, 9795	(30,004.00)		(30,004.00)
c. Adjusted Beginning Fund Balance /Net Position		9,172,128.00	0.00	9,172,128.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		10,026,541.00	399,608.00	10,426,149.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	10,026,541.00	399,608.00	10,426,149.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	0.00	0.00	0.00
Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				

1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	10,625,572.00	399,608.00	11,025,180.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	689,562.00		689,562.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	1,685.00		1,685.00
7. Other Current Assets	9340	(208.00)		(208.00)
8. Lease Receivable	9380	728,797.00		728,797.00
9. Capital Assets (accrual basis only)	9400-9489	113,191.00		113,191.00
10. TOTAL ASSETS		12,158,599.00	399,608.00	12,558,207.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	1,058,471.00		1,058,471.00
2. Due to Grantor Governments	9590	242,894.00		242,894.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	68,660.00		68,660.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	762,033.00		762,033.00
6. TOTAL LIABILITIES		2,132,058.00	0.00	2,132,058.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		10,026,541.00	399,608.00	10,426,149.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None			0.00
b. None			0.00
c. None			0.00
d. None			0.00
e. None			0.00
f. None			0.00
g. None			0.00
h. None			0.00
i. None			0.00
j. None			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	0.00
b. Noncertificated Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")

a. None	
b. None	
c. None	
d. None	
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	6,423,539.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	475,987.00
c. Subtotal of State & Local Expenditures [a minus b]	5,947,552.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	127,394.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 5,820,158.00

Coversheet

Approval of Updated Fiscal Policy & Procedures

Section: III. Business
Item: H. Approval of Updated Fiscal Policy & Procedures
Purpose: Vote
Submitted by:
Related Material:
AMPS Fiscal Policies & Procedures_for Board Approval 8.28.2024.docx - Google Docs.pdf



Fiscal Policies and Procedures

BOARD APPROVED: August 28~~July 31~~, 2024

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PURPOSE AND INTENT

The purpose of these fiscal policies and procedures is to document the policies and internal controls that support the successful operation of Amethod Public Schools (“AMPS” or “Network”) and its schools. The intent is to align with and follow legal and official regulations that apply to charter schools and non-profit corporations in the State of California as well as the additional best practices and sound internal controls that are recommended or required by AMPS’ authorizers, lenders, funders, and other experts such as the California Charter School Association (CCSA), Charter School Development Center (CSDC), the California Department of Education (CDE), and California’s Fiscal Crisis and Management Assistance Team (FCMAT).

The policies and procedures are reviewed at least annually by AMPS staff and advisors for compliance with new requirements and evolving guidance from the sources above, and changes are brought to the AMPS Board for approval as needed.

EXPENDITURE APPROVAL

Avoiding Conflicts of Interest

It is essential to avoid any conflicts of interest when making expenditure recommendations or decisions. A conflict of interest exists when an individual involved in a recommendation or decision has a personal financial interest in the outcome of the decision and does either of the following:

- Participates in decision-making related to that item.
- Influences, or attempts to influence, others making a contract or decision related to that item whether the attempt occurs inside or outside a board meeting.

AMPS has adopted and published a Conflict of Interest Code that has been approved by the AMPS Board and the Fair Political Practices Commission (FPPC). Any potential conflicts of interest that might come into play with any expenditure recommendations or decisions must be disclosed by the employee or Board member and addressed pursuant to AMPS’s Conflict of Interest Code.

Authorization of Expenditures

Authorizing AMPS School and Network Expenditures:

- All contracts, purchases, or other expenditures (collectively referred to hereafter as “Expenditures”) made on behalf of any of the schools must be approved by the Site Director or equivalent. The Chief Executive Officer (CEO), Chief Operations Officer (COO), Chief Academic Officer (CAO), Chief Strategy and Compliance Officer (CSCO), collectively the “C-Suite”, and Home Office Directors may also approve Expenditures on behalf of schools, up to their relative approval limits.
- Expenditures limits shall be measured on a fiscal year basis (July 1 - June 30).
- All Expenditures in excess of \$5,000 made on behalf of a single school site or the network as a whole (across multiple schools) must be approved by the COO, CAO, or CSCO.
- All Expenditures in excess of \$25,000, must also be approved by the CEO.

- All Expenditures in excess of \$50,000, must also be approved by the Board Chair.
- All Expenditures in excess of \$100,000 must be approved by the Board of Directors unless explicitly delegated otherwise on a case-by-case basis by the Board either (i) to staff, or (ii) to one or more Board Members who are designated to act on behalf of the Board as a whole.
- In the case of Expenditures being reimbursed or paid to an approver listed above, the approver's supervisor must approve the reimbursement.
- In the case of Expenditures being reimbursed or paid to the CEO, the Board Chair must approve the reimbursement. The Board Chair may elect to delegate the approval of reimbursements of routine business Expenditures below \$1,000 to a staff member other than the CEO (typically the COO).

When approving Expenditures for any School or the Network as a whole, the designated approver must:

- confirm that the Expenditure falls within the currently approved budget;
- contact the Finance Department, COO or designee if needed to confirm that funds are currently available for Expenditure;
- confirm that the Expenditure is allowable under the appropriate revenue source;
- confirm that the Expenditure is appropriate and consistent with the vision, approved charter, school and network policies and procedures, and any laws or applicable regulations;
- confirm that the price is competitive and prudent (and when the Expenditure is greater than \$25,000, document a good faith effort to secure the lowest possible cost for comparable goods or services); and
- work with the COO or designee to conduct a full bid process in accordance with law when required by law.

No Gifts of Public Funds

Article 16, Section 6 of the California Constitution prohibits any gift of public funds to an individual or corporation. Per FCMAT guidance, the constitutional prohibition against a gift of public funds is generally not an issue when the direct and primary public purpose of an expenditure results in the public receiving a benefit from the expenditure. Additionally, expenditures of public funds that involve a benefit to private persons are not gifts within the meaning of the California Constitution if those funds are expended for a public purpose.

As such, any expenditure of public funds must primarily benefit the education of students in AMPS' schools in order to not be considered a prohibited gift of public funds. Expenditures driven by personal motives are not justified even if they are well intentioned or based on benevolent feelings (e.g., gifts expressing gratitude to staff or volunteers or sympathy to community members).

No Political Contributions or Involvement

AMPS will not contribute to or otherwise make expenditures in support of any political campaign or candidate for public office. AMPS will not use (or allow management, staff, or other representatives to use) its assets or resources for support or opposition to any political campaign or candidate for public office. Individual employees, on their own time and with their own money, may contribute

to candidates and campaigns of their choosing.

Signing of Contracts

Consideration will be made of in-house capabilities to accomplish services before contracting with outside parties.

Schools:

- Site Directors are the only school-based staff authorized to sign contracts on behalf of their school. Members of the C-Suite may also sign contracts on behalf of schools.
- All contracts must be reviewed and approved by the CEO, regardless of fiscal commitment. CEO may designate an alternative signer reviewed by the COO or Finance Department prior to execution.
- Site Directors may sign contracts for up to \$5,000 of duly approved school Expenditures. All contracts in excess of \$5,000 will be signed by a member of the C-Suite, according to their assigned limits as described above.
- Site Directors are responsible for ensuring that school-based contracts are performed to completion.

Network:

- All contracts must be reviewed and approved by the CEO, or Designee or Finance Department prior to execution.
- Home Office Directors may sign contracts on behalf of the Network, up to \$5,000.
- The Board Chair or CEO may sign contracts upon Board approval.
- Members of the C-Suite may sign contracts up to their appropriate Expenditures approval limits.
- The appropriate C-Suite member and the Finance Department are responsible for ensuring that network-based contracts are performed to completion.

Contract Documentation

All contracts above \$25,000 must document a good faith effort to secure the lowest possible cost for comparable goods or services that meet all user requirements. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the organization.

Written contracts clearly defining work to be performed will be maintained for all contract service provider relationships involving an Expenditure of \$2,500 or more (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 COO or CSCO may also require that contract service providers list AMPS as an additional insured on service providers' insurance policies.

If the contract service provider is a sole proprietor or a partnership (including LLC, and LLP), the contractor will provide a W-9 prior to submitting any requests for payments.

Contract service providers will be paid in accordance with approved contracts as work is performed.

Authorizing Payments to Vendors

A. ACH Payments

The Board Chair, CEO and COO will have the authority to approve ACH payments.

B. Online Bill Pay

The Board Chair, CEO and COO will have the authority to approve online bill payments.

C. Checks

The Board will designate the authorized check signers on all bank accounts and the COO will maintain a list of such authorized signers. Bank checks will be kept under lock and key, at both the Home Office and with the Back Office Provider. When there is a need to generate a bank check, the check will be entered into a ledger at the same time that the check is written. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check or a check made out to themselves. The COO or designee will put in place appropriate procedures to ensure that all checks are accounted for at all times (e.g., by monitoring check registers for any missing checks, and by ensuring that voided checks are stored in the organization's accounting files).

BANK ACCOUNTS, CREDIT CARDS & CASH

The Board of Directors authorizes the Board Chair, CEO, and COO to open and close bank and credit card accounts. The Board Chair, CEO, and COO may be authorized as co-administrators on all bank and credit card accounts, in accordance with the list of authorized account signers.

Bank Accounts

The organization is expected to maintain two types of bank accounts:

- **Operating Account** - The Network's revenue will be deposited into an operating account that only the Board Chair, CEO and COO are authorized to manage. Only these individuals will have signing authority over these accounts or access to the funds in the accounts.
- **Savings Account(s)** - The COO shall manage Network's cash to maximize savings in accounts with either FDIC-insured banks or NCUA-insured credit unions, ensuring that cash is spread to sweep accounts or across banks or credit unions to minimize risk.
- **School-level Accounts** - School sites will not have individual accounts, and will abide by the Network-level accounts and processes.

Petty Cash Management

This section covers the management of ~~petty~~ cash on hand at the schools.

- All cash held at schools (e.g., for school events, fundraising, etc.) will be the responsibility of the Site Directors. Teachers, office personnel, and other staff shall not hold cash separately. All cash will be delivered to a Site Director on the same day it is received.
- At no times will cash held at schools overnight exceed \$5,000. Excess cash will be delivered to the Home Office at minimum weekly, or sooner if the balance nears \$5,000.
- No Loans will be made from the petty cash funds.

Procedures for handling cash received by the organization:

Step	Person Responsible	Task	Frequency
1	Site Director	Store cash in a fireproof safe. Provide additional key or code only to the Finance Department.	At all times
2	Site Director	Provide a completed and signed petty cash slip from a duplicate copy receipt book. Original copy given to the Finance Department (see below). 2 nd copy stays in the receipt book at the school site. Attach documentation of purchases. Record all transactions on the petty cash ledger as they occur.	At all times
3	Site Director	Forward all documentation and receipts to	Weekly/As

		the Finance Department for recording in the accounting software.	needed
4	Site Director	Immediately report any irregularities in the petty cash fund to the Finance Department and COO.	As needed
5	Staff Member	Provide Site Director with an itemized register receipt for all purchases made with petty cash.	Within 1 business day of purchase
6	Site Director	Ensure that petty cash slips are properly completed and receipts attached.	Weekly/As needed
7	Finance Department	Conduct unannounced counts of the petty cash.	Quarterly, at irregular times
8	Finance Department/Back Office Provider	Reconcile petty cash amount in accounting software.	Monthly
9	COO or Designee	Review the reconciliation and notify the Board immediately if any discrepancies are found.	Monthly

Credit Cards

Credit Cards

The COO may authorize individuals to carry and use an AMPS credit card to make purchases on behalf of the school or network, consistent with the Expenditure approval policies above.

Credit cards will be kept under supervision of the approved individual, and all related documentation of purchases will be turned in to the Finance Department monthly for reconciliation. If itemized receipts are not available or are missing, the individual making the charge will be held responsible for payment and credit card privileges may be revoked.

Credit card statements of employees shall be reviewed and approved monthly by the COO or designee.

Account Reconciliations

This section covers the process for reconciling bank and credit card accounts.

Step	Person Responsible	Task	Frequency
1	Finance Department/Back Office Provider	Record bank activity into bank ledger as it occurs.	As receipts / Expenditures occur
2	Finance Department/Back Office Provider	Download bank statements.	Monthly

3	Finance Department	<p>Review check register/examine all posted checks.</p> <p>Research any discrepancies or any checks over 90 days, and if applicable, adjust them in the accounting system.</p> <p>Examine all ACH and online bill payments. Research any discrepancies and reconcile.</p>	Monthly
4	Finance Department/ Back Office Provider	<p>Prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.</p> <p>Compare the reconciled bank balance to the cash in the bank account and to the general ledger. Immediately report any discrepancies to the COO.</p>	Monthly
5	Finance Department/ Back Office Provider	Prepare reconciliation of bank activity to be reviewed by the COO or designee.	Monthly
6	COO or designee	Review and approve the reconciliation. Notify the CEO immediately if any discrepancies are found.	Monthly
7	Finance Department	Save a signed copy of each bank reconciliation alongside the bank statement in AMPS' accounting files.	Monthly

PURCHASING PROCEDURES

Establishing a New Vendor

AMPS is a non-profit organization and at times will be eligible for discounted products and services. When establishing new vendor accounts, inform vendors of our status and use our Internal Revenue Service Code Section 501(c)(3), number: 94-3185735. Please note: orders are not currently exempt from sales tax.

Purchase Orders

AMPS requires the use of formal purchase orders for all Expenditures at or above \$5,000. This section covers the process for purchase orders that are required by AMPS or vendors prior to ordering or delivering a product or service.

Step	Person Responsible	Task
1	Staff Member	Complete a purchase requisition.
2	Supervisor/Expense Approver	Approve the requisition.
3	Finance Department	Create or confirm purchase order, confirm purchase order is logged.
4	Finance Department	Send the purchase order to the vendor.

Invoice Payments

Invoices should be reviewed and sent to the Finance Department immediately upon receipt. Invoices are paid on a weekly basis. This section covers the process for submitting an invoice for payment.

Step	Person Responsible	Task
1	Staff Member	<ul style="list-style-type: none"> Identify that all goods/services billed have been received. If not, contact vendor and adjust invoice accordingly. Code invoice to the appropriate Object/Resource code. Secure appropriate Director/C-Suite signature. Forward to the Finance Department, confirming receipt of all items/satisfaction of work performed, along with any supporting documentation.
2	Finance Department	If invoice details are complete, confirm coding of invoice with budget line item(s), and forward to the Back Office Provider.
3	Back Office Provider	Verify invoice coding and initiate payment either by check or ACH.

4	COO or designee	Review check register prior to release of checks/ACH.
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Payments Using an AMPS Credit Card

AMPS' preferred payment method is to receive an invoice from vendors and pay by check. However, an AMPS credit card may be used when a vendor will not accept another form of payment. Credit Cards are to be used for business purposes only. Personal purchases of any type are not allowed. Each staff member who is authorized to use a credit card will be required to sign a credit card use certification statement acknowledging that the card shall only be used for legitimate charter school-related business purposes and that the cardholder agrees to take responsible precautions to protect the card from loss or theft.

Credit card purchases are subject to the same expenditure authorization limits and processes as all other purchases. Credit card purchases must be approved in advance by an AMPS employee with sufficient signing and budget approval authority for the planned expenditure.

If payment is made using an AMPS credit card account, follow the process below.

Step	Person Responsible	Task	Deadline
1	Cardholder	Secure approval for the purchase by any required authorizers based on the amount of the expenditure and which budget it will be applied to.	Prior to purchase
2	Cardholder	Keep track of all itemized receipts (including refund receipts).	As purchased
3	Cardholder	Scan/submit receipts to the Finance Department or upload to the credit card expense tracking software.	Within 2 days of purchase
4	Cardholder	Complete a monthly report that details the budget line items and description of each purchase. Attach all itemized receipts.	Monthly
5	Supervisor and/or Finance Department	Review reports submitted by staff members and confirm accuracy.	Within 3 business days
6	Finance Department	Confirm coding and submit to Back Office Provider/ import into general ledger and reconcile on a monthly basis. Complete reconciliation as noted above.	Within 2 days
7	COO or designee	Review the reconciliation and notify the CEO immediately if any discrepancies are found.	Monthly

Independent Contractors (1099 Vendors)

This section refers to independent contractors, known as 1099 vendors. These are defined as outside individuals or companies who are contracted by AMPS to provide services and are not paid through AMPS' payroll processes for employees. Such individuals must meet all of the following criteria:

- A. the individual must be free from the control and direction of the AMPS in connection with the performance of the work, both under the contract for the performance of such work and in fact;
- B. the individual must perform work that is outside the usual course of AMPS's business; and
- C. the individual must be customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for AMPS.

Such individuals are typically self-employed, have no set hours, and have the freedom to render services which are not controlled by AMPS. Independent contractors also typically work for a pre-determined period of time on a specifically defined project. Prior to hiring an independent contractor, consideration will be made of in-house capabilities to accomplish services.

Step	Person Responsible	Task	Deadline
1	AMPS Staff Member that is the Hiring Party	Identifies a need that cannot be met in-house, identifies an independent contractor who can provide the services, and makes a request to the Director or C-Suite supervisor to hire an independent contractor to provide the services	As needed
2	Director, CEO, COO, CSCO or CAO	Consults with the Finance Department as necessary in order to evaluate the criteria for independent contractor status. If valid, approves the request.	As needed
3	Contractor	Provides a contract outlining services to be completed. Provides a completed W-9 to AMPS. (At times, AMPS will use our own contract template rather than using the Contractor's template. In such cases, the COO or designee and the Finance Department will create the contract and provide it to the Hiring Party.)	In advance of beginning work
4	Finance Department/COO or designee	Reviews W-9 and draft contract for compliance. If acceptable, forwards to appropriate signer within AMPS.	In advance of beginning work
5	Authorized Contract	Signs contract with independent	In advance of

	Signer	contractor, after which work can begin	beginning work
6	Contractor	Completes work and submits invoice(s) to hiring party/Finance Department.	Monthly or at completion of project
7	Hiring Party	Follows guidelines for invoice payments.	As invoices are received
8	Finance Department/Back Office Provider	Provides 1099 to contractor and files 1099 forms with the IRS.	Annually as required by law

RECEIPTS / ACCOUNTS RECEIVABLE

Documentation will be maintained for all receipts of funds or accounts receivable and forwarded to the Finance Department. All receipts and accounts receivable will be recorded by the Finance Department/Back Office Provider in the general ledger and accounts receivable will be collected on a timely basis.

Voluntary Donations / Contributions

Because charter schools are tuition-free public schools, neither parents nor students are required to donate their time or money as a condition of enrollment in any AMPS school. No student will be denied enrollment because a parent does not make a financial contribution to the charter school. While parent engagement and support of AMPS' schools is encouraged, any such activities are optional. In cases where a recommended donation or fee is stated for participation in an AMPS activity, provision will be made for the student to participate in the activity without making such donation or paying such fee. In cases where AMPS sells merchandise (e.g., food at fundraising events, etc.) student's participation in AMPS' educational programs will not be conditioned on purchasing such merchandise. AMPS will take no adverse actions against a student or parent that does not or cannot volunteer or contribute.

Cash Receipts (Cash and Checks)

This section covers how to handle cash and checks received in the mail or at an event/activity where donations are received or items (i.e. prom tickets) are sold.

Checks Received by Finance Department in Home Office

Step	Person Responsible	Task	Frequency
1	Office Staff	Open mail and provide any checks to the Finance Department.	Daily
2	Finance Department	<ul style="list-style-type: none"> Immediately endorse all checks with the appropriate deposit stamp. Store checks in safe until deposit to bank/credit union. Record a deposit summary of all checks received, itemizing the amount, source, and purpose of each payment. 	Daily
3	Finance Department	<ul style="list-style-type: none"> Deposit checks in person or via remote deposit machine and software provided by the general operating bank. Save a scan of the deposit details in Drive. 	Weekly
4	Finance Department/Back Office Provider	Code deposit summary with appropriate accounting dimensions and record deposit in accounting ledgers.	Monthly

5	COO or designee	Review all deposit details as part of the monthly bank reconciliation process and notify the CEO immediately if any discrepancies are found.	Monthly
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Cash & Checks Received by Schools

Step	Person Responsible	Task	Frequency
1	School Staff, as determined by Site Director	<ul style="list-style-type: none"> For cash or checks provided in person, issue a cash receipt from a triplicate copy receipt book. Original copy given to payee, 2nd copy submitted to Finance Department (see below). 3rd copy stays in the receipt book at the school site. Immediately place cash and checks in the safe. 	As received
2	School Staff, as determined by Site Director	<ul style="list-style-type: none"> Immediately endorse all checks with the appropriate deposit stamp. Utilize dual cash counts for all cash when received, and every time cash changes possession. Use a numbered tamper-proof bag as provided by the Finance Department Create a summary of all cash and checks received, itemizing the amount, source, and purpose of each payment. Sign and date the summary. Secure in the school safe 	Daily
3	School Staff, as determined by Site Director	Give the cash, checks, and deposit summary to the Finance Department.	Weekly

Cash & Checks Received at Events

Step	Person Responsible	Task	Timing
1	Site Director	Designate a staff member as the Cashier responsible for collecting and holding all cash and checks for the purpose of an individual activity or for sales made at the school.	In advance of event.
2	Cashier/staff member	Record each transaction in a triplicate copy receipt book at the time the transaction is made. Provide an original receipt to the donor/customer. 2 nd copy submitted to Finance Department (see above). 3 rd copy	At transaction

		stays in the receipt book at the school site.	
3	Cashier + One Additional Staff Member	<ul style="list-style-type: none"> • Create a summary of all cash and checks received. Both employees sign and date the summary. • Use a numbered tamper-proof bag to secure all cash and checks • Give the cash, checks, receipt book, and deposit summary to the Site Director to secure in the safe. <p>*Additional staff member can be the Site Director</p>	End of Event
4	Site Director + One Additional Staff Member	<p>Re-count the funds and verify amount matches original count.</p> <p>Sign and date the summary, and provide budget codes for the deposits. Place all cash, checks, receipts, and signed summary in a numbered tamper-proof bag.</p> <p>Record the daily amount received and the tamper-proof bag number in a daily receipts log kept separate from the receipts book and cash/checks.</p>	End of Day
5	Site Director	Secure numbered tamper-proof bag in school safe.	End of Day

Returned Check Policy

A returned-check processing fee may be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the COO, 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 any 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 COO, CEO, and/or Governing Board.

If unsuccessful in collecting funds owed, AMPS may initiate appropriate collection and/or legal action at the discretion of the COO, CEO and/or Governing Board.

POSITION CONTROL & PAYROLL

Personnel Budget Approvals

AMPS's Board approves each school's annual budget and revisions to that budget on a periodic basis. Each budget will include the portion of each school's approved expenditures that are related to employee compensation and benefits. The Board delegates individual personnel decisions (e.g., hiring, firing, compensation) to AMPS staff (subject to adherence with the Board approved budget and any relevant AMPS policies) as follows:

School Positions:

- Recommendations regarding creating or filling all School positions will be made by the Site Director(s) of the School.
- The AMPS human resources team will determine the appropriate compensation for any position based on AMPS's compensation philosophy, salary bands, and other reasonable factors.
- The COO will review all School positions.
- The COO will review the budgetary impact of all School positions.
- The CEO will give final approval on all positions and compensation.

Home Office Positions:

- Recommendations regarding creating or filling all Home Office positions will be made by the relevant Home Office department head.
- The AMPS human resources team will determine the appropriate compensation for any position based on AMPS's compensation philosophy, pay scales, and other reasonable factors.
 - The COO will review all Home Office positions.
 - The COO will review the budgetary impact of all Home Office positions.
 - The CEO will give final approval on all positions and compensation.

As with any other Expenditures, the appropriate approver must:

- confirm that the proposed position falls within the currently approved budget;
- confirm that the position is allowable under the appropriate revenue source; and
- confirm that the position is appropriate and consistent with the vision, approved charter, school and network policies and procedures, and any laws or applicable regulations.

Position Control

Position control refers to a system of tracking personnel budgets based on positions that are approved and expressed as full-time equivalents (FTE), rather than based on specific employees. It is used to budget and forecast expenses and to ensure that only authorized positions are filled and only appropriate personnel receive a payroll check. AMPS' Human Resources and Finance Departments will maintain a position control system to track which positions are approved per the approval policies above. It will also track which specific employee is in each role and what their compensation is for that position.

Information from the position control system will be incorporated into budget monitoring and reporting processes. It will also be integrated into AMPS' payroll and HR systems to ensure personnel costs are accurately recorded on a monthly basis and to identify and correct any material differences that arise from time to time.

Employee Qualifications

All AMPS staff on payroll must comply with state law requirements before being hired or assigned to AMPS' payroll system. Site Directors are responsible for working with Human Resources to manage the formal hiring process at their schools. Please refer to the AMPS Employee Handbook for information on employee requirements, and managing vacation and sick leave.

Payroll Submission Procedure

AMPS uses Paylocity for payroll and submits payroll online. Payroll is submitted by the Back Office Provider in cooperation with the Payroll and Benefits Manager, and is approved by the COO or designee.

Payroll Distribution

It is the preferred method of AMPS to disburse payroll via direct deposit. Direct deposit statements and W-2 forms are available to all staff online through Paylocity. Should an employee request paper paychecks, they will be delivered to the Home Office.

Payroll Taxes and Filings

Paylocity and the Back Office Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries, and will file all state and federal quarterly and annual payroll tax forms and W-2 forms on a timely and accurate basis. The COO or designee will review the forms before the vendor submits them to the respective employees or agencies.

Record Keeping

All payroll records will be maintained by AMPS or the payroll vendor for seven years or longer if otherwise required by law.

EXPENSE REIMBURSEMENTS

Employee Business and Travel Reimbursements

At times, AMPS staff are asked to travel or have to purchase work related items using their own cash or credit cards. Business and travel expenses will be reimbursed for pre-approved expenses consulted and approved by the supervisor in accordance with their budget authorization and signing authority.

Expense reports will be processed on a weekly basis. For travel reimbursements policies and limits, refer to the travel reimbursement policy in the appendix.

This section covers the process for submitting an expense or travel reimbursement

Step	Person Responsible	Task	Timing
1	Staff Member	Keep track of all itemized receipts (including refund receipts). Non-itemized receipts or expenses without receipts may not be reimbursed.	As purchased
2	Staff Member	Complete expense reimbursement form through and attach itemized receipts for all charges.	Monthly, as necessary
3	Supervisor/ Approver	Review reimbursement form and approve it.	Within 2 days
4	Finance Department	Review reimbursement requests and prepare a summary for payment by Back Office Provider, or review expense in expense management system.	Weekly
5	Finance Department/Back Office Provider	Enter into accounting software and reconcile monthly as per above	Monthly
6	COO or designee	Review the reconciliation and notify the CEO immediately if any discrepancies are found.	Monthly

Volunteer Expenses

All volunteers will submit a purchase request to the Site Director, Home Office Director, or C-Suite member for all potential expenses. Only items with prior authorization from such authorizer will be paid/reimbursed. Itemized receipts must be included to be eligible for reimbursement. Reimbursements for volunteers will be processed by the Finance Department.

Governing Board Expenses

The individual incurring authorized expenses while carrying out the duties of AMPS will complete

and sign an expense report. The COO or designee will approve and sign the expense report, and submit it to the Finance Department for payment.

All Expenses

All expenses submitted for reimbursement must have an itemized receipt. The receipt should not contain personal items on it, and under no circumstances may the receipt contain alcohol or any other expense that violates AMPS' expense rules.

Requests for mileage reimbursement must include Google Maps printout, or similar, with the mileage requested being the lesser of the travel from home or school site to the destination. Mileage will be reimbursed at the IRS Standard Mileage Rate in place at the time of travel.

Requests for reimbursement must be made within 30 days of incurring the expense.

Credit card users shall use the same guidance in the Travel Reimbursement Policy when making purchases and Expenditures during business travel for AMPS.

FINANCIAL REPORTING BUDGETING & RECORDS RETENTION

Financial Budgeting

The COO or designee will prepare an annual financial budget for each school in consultation with Site Directors, Home Office Directors, and members of the C-Suite. The annual budget will be submitted to the Board of Directors for approval prior to the July 1 start of each fiscal year. It will be accompanied by a description of the assumptions that guided the creation of the budget. The approved budget for each School will be incorporated in the Local Control and Accountability Plan (LCAP) for that School, which will be prepared, reviewed, and adopted in accordance with California law. The LCAP and Budget for each School will be submitted to such School's authorizer on a timeline and in such format as is required by law.

The COO or designee will prepare budget revisions on an as-needed basis throughout the year, which revisions are subject to Board approval. At a minimum, such revisions will include a First Interim and Second Interim budget revision for each School that will be prepared, approved, and submitted to such School's authorizer on a timeline and in such format and timeline as is required by law.

Budgets will be developed using reasonable and timely assumptions regarding all areas of the network's operations, including, but not limited to enrollment and attendance projections, student demographics that impact funding, public funding rates, non-public revenue sources, position control and staffing levels, employee benefit costs, and other cost projections. They will factor in reasonable and timely assumptions related to COLAs and inflation expectations. Budgets will include a multi-year financial projection that (at a minimum) includes the current year plus two following years.

Financial Monitoring and Reporting

The COO and/or designee will periodically monitor adherence to the then-current budget and share a financial update and reports with the Board of Directors at each meeting of the Board. Such monitoring, updates and reports will include a budget-to-actual variance analysis for each major category of the then-current budget for each school, and a narrative description of noteworthy variances. If necessary, action will be taken to adjust the budget based on these reports.

The Finance Department, Back Office Provider, and COO will provide the CEO and/or Board of Directors with additional financial reports, as needed.

AMPS will provide financial reports (e.g., Unaudited Actuals) for each School to such School's authorizer on a timeline and in such format as is required by law. AMPS will file all information and tax returns required by the Internal Revenue Service (IRS) and California's Franchise Tax Board (FTB) on a timely and accurate basis.

AMPS' Finance Department and/or Back Office Provider will maintain a financial reporting calendar of relevant financial reporting deadlines to ensure that required reporting deadlines are met on a timely basis.

Accounting Dimensions

AMPS will adhere to all elements of California's Standardized Account Code Structure (SACS) that are required to meet the needs of State financial reporting requirements. This currently includes tracking all revenues and expenditures by "object" and "resource" as those terms are defined in the California School Accounting Manual (CSAM). AMPS may implement additional accounting dimensions as needed for its own internal reporting or to provide improved visibility into program operations and efficiency.

Restricted Fund Accounting and Reporting

AMPS and the Back Office Provider will maintain sufficiently detailed fund accounting procedures and records to identify the sources and uses of all restricted funding sources at each school so as to be able to separately identify the revenues, expenses, receivables, payables and cash and fund balance for that funding source at that school. Over time, the expectation is that all restricted funding sources will eventually reach a \$0 fund balance as expenditures match the revenues received. Accurate and timely reports will be filed for each such funding source and school as required by that funding source.

Retention of Records

Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the COO, certain documentation may be maintained for a longer period of time.

FINANCIAL RESERVES, LIQUIDITY, AND INVESTMENTS

Funds Balances / Reserves

AMPS recognizes the need to maintain an adequate fund balance that will ensure the financial viability of our network and each school. The following policies related to the maintenance of adequate fund balances, reserves, and cash liquidity reflect recommendations made by the California Department of Education, our County Offices of Education and authorizers, our financial auditor, and researched best practices among California CMO peers and non-profits more broadly.

AMPS will maintain a positive fund balance each year on a consolidated basis, and at each school. The fund balance will be measured annually as the sum of the network's or the school's assets, minus its liabilities, in both cases as recorded in AMPS' or the Back Office Provider's accounting system.

Building / maintaining reserves under normal circumstances: Each AMPS school, and the AMPS Home Office is expected to develop an annual budget that has a neutral or positive impact on its fund balance (i.e., with revenues equaling or exceeding expenses) and with a concrete multi-year plan to ensure at minimum breakeven operations for a 3-year rolling period, and a minimum 5% reserve for economic uncertainty. The COO or designee will work with each school to develop an individualized plan to reach each school's goals. An annual contribution to the school's reserve will be built into each school budget as needed.

Financial Assets/Cash Management Strategy

This policy regarding the cash management strategy and savings instruments of AMPS' financial assets is set forth to:

- define and assign the responsibilities of all parties involved in managing AMPS' cash,
- establish a clear understanding of the savings policy and objectives, and
- provide guidance and limitations to any internal or outside portfolio manager regarding the investment of AMPS assets.

Savings Objectives

The objective of AMPS' cash management strategy is (a) to preserve capital required for day-to-day operations of our schools and (b) to maximize funds held in interest-bearing accounts.

The investment horizon of the funds should endeavor to match the duration of the associated funding needs. Funds required for day-to-day operations will be maintained in a standard checking account. Funds for savings will be maintained by direction of the COO in Certificates of Deposit High-yield savings, or other investments that are not subject to market fluctuations.

Delegation of Authority

The Board of Directors is responsible for approving the savings policy and has authorized the CEO and COO to oversee the placement of assets on an ongoing basis. The CEO and COO are authorized

to delegate certain responsibilities to professional agents such as portfolio managers, custodians, attorneys, auditors, consultants and other specialists who are experts in their field, as needed.

General Cash Management Principles

- Investments shall be made solely in the interest of AMPS Public Schools.
- Assets shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
- Savings shall be reasonably diversified in multiple banks and/or credit unions.
- Cash is to be employed productively to provide safety, liquidity, and return.

Allowable Assets

Cash Equivalents

- Checking Accounts
- Savings Accounts
- Treasury Bills
- Time Deposits, including Certificates of Deposit

FIXED ASSETS / DEPRECIATION / LEASES / INSURANCE

Asset Inventory

A depreciable asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.

The Finance Department will maintain records of all receipts for purchased assets, including depreciable assets, as well as non-capitalized assets.

The Finance Department, in consultation with the Technology and Facilities Departments, will also maintain an inventory or log of all depreciable assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets. The log will also include the useful life of any depreciable assets in order to facilitate depreciation accounting noted below. The COO will immediately be notified of all cases of theft, loss, damage or destruction of assets.

Asset Sales and Disposal

The COO or designee will approve any plans for disposing of any fixed assets with a clear and complete description of the asset and the date of disposal. Any asset disposal will be managed in a manner that ensures that AMPS receives a fair market value for such asset, and that avoids any conflicts of interest.

Capital assets may be sold or traded for new equipment; when this occurs, an asset sale and disposition form should be completed. Upon approval, the school may advertise the property for sale or submit a list to the Facilities Department for sale and disposition. After completion of the sale, a completed original bill of sale form with authorized signatures should be submitted to the Finance Department. The Finance Department and Back Office Provider should delete the item from the asset records and record any gain or loss on the disposition.

Worn Out or Obsolete Assets

Worn out or obsolete assets with no cash value should be reported to the Finance and Facilities Departments on the asset disposition form, which includes a description, serial number and condition of the asset. The Facilities Department should inspect all worn out or obsolete property before it is discarded . The asset can then be removed from the asset records.

Missing or Stolen Assets

Any missing or stolen asset should be reported in writing to the Site Director and Facilities and Finance Departments as soon as its absence is discovered . The report should include the description, serial number, and other information about the lost item. The Finance Department should determine the proper course of action and should notify COO or CSCO, as the charter school's insurance carrier and any outside authorities may need to be notified . If the asset is not recovered, it can be removed from the asset records.

The Finance Department and Back Office Provider will record any such disposal in AMPS' accounting software on a timely and accurate basis.

Capitalization and Depreciation

AMPS has determined a capitalization threshold of \$5,000 as appropriate. AMPS' Finance Department and/or Back Office Provider will record depreciation expense with all capitalized assets in order to track those assets' decline in value because of wear and tear, age, deterioration, or obsolescence. AMPS uses the straight-line depreciation method that reports the same amount of decline in value each year.

Insurance

The CSCO and/or COO will ensure that appropriate insurance is maintained at all times with a high-quality insurance agency.

The CSCO and/or COO will maintain the files of insurance policies, including an up-to-date copy of all, insurance policies, certificates of insurance (including the designation of required additional insured as required under AMPS's charters, MOUs, lending agreements, and other contracts as appropriate), and related claim forms.

The CSCO and COO will carefully review insurance policies on an annual basis, prior to renewal.

Insurance will include at minimum, general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage.

LOANS AND BORROWING

Loans

The Board will approve all loans made or taken out by AMPS. In the case of a long-term loan, approval may also be required from the chartering authority (in accordance with the terms of the charter petition or an MOU with such authority) and/or other lenders (in accordance with the loan documents). Once the loan is approved by the Board, a promissory note will be prepared and signed by the Board Chair or CEO before funds are borrowed.

Loans to/from Employees

Loans to or from employees are not permitted, with the exception of a salary advance loan, in cases of personal emergency. Employees requesting a salary advance loan must do so in writing, and AMPS may fund a request for any single employee more than once every twelve (12) months. The salary advance loan may not exceed fifty percent (50%) of the employee's net monthly salary, after applicable taxes and deductions. The standard repayment period shall be three (3) months, or before the end of the fiscal year, whichever is sooner. Upon written request, the CEO may grant an additional three (3) months, or up to a total of a six (6) month repayment period. Repayments shall be in the form of an automatic payroll deduction.

Lines of Credit/Credit Card Account

AMPS will endeavor to maintain a line of credit to provide short-term cash liquidity as needed pursuant to the policies above. The CEO and COO have been authorized by the Board of Directors to borrow funds against the line of credit **or to establish Network credit card accounts** on behalf of AMPS, as needed to ensure that the network meets its financial obligations.

ANNUAL FINANCIAL AUDIT

The Board will annually select an auditor by April 1 prior to the fiscal year-end (June 30th).

The Board will annually contract for the services of an independent certified public accountant on the State of California's approved list to perform an annual fiscal audit. The audit shall include, but not be limited to:

- An audit of the accuracy of the financial statements;
- An audit of the attendance accounting and revenue accuracy practices;
- An audit of the internal control practices;
- Because AMPS's schools are considered local government entities the independent audit will be conducted based on governmental auditing standards and the provisions listed in the Guide for Annual Audits of TK-12 Local Educational Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (EAAP) and available at www.eaap.ca.gov.

The annual audit will be presented to AMPS' Board for review and approval each year and will be filed with the CDE and SCO on a timely basis each year. Any audit exceptions and/or deficiencies

will be resolved to the satisfaction of the AMPS Board and the Board of Directors and the charter-granting agency.

APPENDIX A – TRAVEL AND REIMBURSEMENT POLICY

Employees who travel on behalf of AMPS in order to fulfill their work duties or to attend workshops, conferences, or other employment-related activities, or who purchase work-related items with personal funds, will be reimbursed for qualified expenses incurred.

The following policy is intended to address the vast majority of expenses incurred by AMPS staff. In the event that exceptions are required due to the unique nature of the work-related purpose of the trip or the specific location to which the staff member is traveling, the staff member must get prior approval from their supervisor prior to incurring expenses outside this policy. Supervisors are responsible for exercising prudent judgment in evaluating such requests and encouraged to discuss them with the COO if they have any doubt about the appropriateness of the request.

All reimbursement claims must be pre-approved by the employee's supervisor, and must be supported by the original, itemized receipts, or in the case of mileage, tolls, and public transportation, by print outs of maps and fare schedules. If for some reason, obtaining a receipt is not possible, contact the COO for guidance on how to proceed.

General Travel Requirements

The employee requesting to travel on behalf of AMPS must work with his/her supervisor to determine whether the benefit from the travel to both the employee and to AMPS will outweigh anticipated costs of the travel, including how the employee's absence will affect teammates, students and upcoming deadlines. All efforts should be made to explore alternatives such as participation by phone or videoconference, and availability of local programs or training opportunities.

Employees with job duties that require regular travel between school sites are not required to request approval in advance of travel. Again, efforts should be made to explore alternative participation methods as often as possible to minimize expense to AMPS.

Long-Distance or Multi-Day Travel: When an employee travels for professional development opportunities, conferences or workshops that will require an absence from his/her worksite for more than one day, the following expenses may be eligible for reimbursement:

- meals and non-alcoholic drinks;
- transportation to and from the airport and/or hotel or other business-related locations;
- overnight hotel fees and taxes;
- mileage to and from the airport or hotel, if driving yourself;
- parking; and
- internet access if needed for business purposes.

Non-reimbursable expenses: The following expenses are not eligible for reimbursement:

- alcoholic beverages;
- entertainment (movie, purchases/rental, plays, concerts, etc.);
- additional expenses incurred in the accommodation of an employee's non-AMPS related travel plans (e.g. extra hotel nights, additional stopovers, meals, increased fares to accommodate a different flight schedule, etc.);

- expenses associated with travel of an individual's spouse, family or friends;
- reimbursements for gifts of any kind; and
- expenses lacking receipts or sufficient supporting evidence to justify the expense.

Air Travel Reimbursement

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Flights must be reviewed by the employee's supervisor or the Finance Department before booking to ensure costs are reasonable, appropriate, and within budget. Employees should use price comparison sites to find the best/reasonable rate and should book travel in coach/economy class instead of business/first class.

Lodging Reimbursement:

Employees are not required to share a room while traveling for AMPS business. Employees should use price comparison sites to find the best/reasonable rate. Maximum allocation for lodging is \$250.00 per night unless using a conference rate, or otherwise approved by a C-Suite member. When requesting rates at hotels, always ask for discounts and rates available for public school employees.

Parking Reimbursement

In cases where an employee is required to drive, parking will be reimbursed at a reasonable rate based on the location to which the employee is traveling. Employees should use the airport parking in the appropriate lot based on the length of your trip (e.g., long-term vs daily) and utilize economy lots where available to save money.

Car Rentals Reimbursement

Should an employee's travel require a car rental and refueling cost, the employee must receive prior approval from a member of the C-Suite. AMPS will not reimburse employees for rental car insurance fees, upgrades, and/or navigation features, and employees are expected to carry their own insurance. Reimbursement for gas is allowable on car rentals only, with the proper receipts. Employees should book compact or standard-size cars unless there's a reason for a different vehicle or free upgrade and should use price comparison sites to find the best or most reasonable rate.

Mileage Reimbursement

Reimbursement for work-related travel using an employee's personal automobile will be made according to the IRS-published mileage reimbursement rate in effect at the time of travel. In calculating mileage, employees should use the lesser of the distance from their home or their work site to the destination.

Meals Reimbursement

When an employee is required to travel for more than one day (i.e., overnight travel), meals will be reimbursed up to \$100 per person per day unless otherwise approved by a member of the C-Suite. To qualify for meal costs, the following leave and return time limits apply:

- Breakfast: Must leave before 6:30am and/or return after 9:00am
- Lunch: Must leave before 11:00am and/or return after 1:30pm
- Dinner: Must leave before 4:00pm and/or return after 6:30pm

Itemized receipts are required for all meals. AMPS employees are permitted to pay for meals for reasonable business associates (e.g., other AMPS staff, potential donors, etc.), but meals for personal companions will not be reimbursed. Alcoholic beverages will not be reimbursed.


Travel Expense Report

All reimbursement forms and receipts should be submitted as soon as possible after travel. All forms must be received within 30 days of the event or travel and no later than July 15th of the following fiscal year. Please contact the Finance Department for instructions on how to complete the necessary forms.

Coversheet

Approval of Bubbaloo Sublease

Section:	III. Business
Item:	I. Approval of Bubbaloo Sublease
Purpose:	Vote
Submitted by:	
Related Material:	Board Briefing Sheet - Bubbaloo Sublease.pdf Bubbaloo Cafe First Amendment (1) (1).pdf Bubbaloo Cafe Lease (1).pdf

		Amethod Public Schools Board Item Overview													
Subject:		Approval of Bubbaloo Sublease													
Date:		August 28, 2024													
Action: <input checked="" type="checkbox"/>															
Information: <input type="checkbox"/>															
Committee: <input type="checkbox"/>															
RECOMMENDATIONS:		<p>Motion to approve second extension term of the Bubbaloo Sublease from March 1, 2025-February 28, 2030, as outlined in the First Amendment contract to original sublease.</p>													
SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:		<p>The original Bubbaloo sublease was signed in February 2018. The First Amendment, to the sublease was signed in 2020. This first amendment establishes a current term (the "Extension Term") that expires on February 28, 2025, but which is extendable to 2030 by a single, five-year tenant's option to extend. Bubbaloo has already asked us to extend the sublease to 2030. This means that as things stand, the sublease will run at maximum until February 28, 2030.</p>													
SUMMARY OF KEY ISSUES:		<p>There is no new sublease that needs to be signed at this moment. We just need to approve the second extension term to February 28, 2030, as outlined in the first amendment to the original sublease.</p>													
FISCAL ANALYSIS:		<p>The Base Rent payable during the Second Extension Term shall be the greater of (i) the following sums or (ii) five percent (5%) of gross sales as defined in the Sublease:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Base Rent (Monthly)</th> </tr> </thead> <tbody> <tr> <td>March 1, 2025 – February 28, 2026</td> <td>\$2,608.37</td> </tr> <tr> <td>March 1, 2026 – February 28, 2027</td> <td>\$2,686.62</td> </tr> <tr> <td>March 1, 2027 – February 29, 2028</td> <td>\$2,767.22</td> </tr> <tr> <td>March 1, 2028 – February 28, 2029</td> <td>\$2,850.24</td> </tr> <tr> <td>March 1, 2029 – February 28, 2030</td> <td>\$2,935.75</td> </tr> </tbody> </table>		Period	Base Rent (Monthly)	March 1, 2025 – February 28, 2026	\$2,608.37	March 1, 2026 – February 28, 2027	\$2,686.62	March 1, 2027 – February 29, 2028	\$2,767.22	March 1, 2028 – February 28, 2029	\$2,850.24	March 1, 2029 – February 28, 2030	\$2,935.75
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	The Sublease also establishes that the sublessors have to pay monthly charges of \$300 and \$276 for a garbage assistance fee and an amortized HCAC repair, respectively.
ATTACHMENT(S):	Original Bubbaloo Sublease First Amendment to Sublease

FIRST AMENDMENT TO SUBLEASE

This **FIRST AMENDMENT TO SUBLEASE** (“**First Amendment**”) dated for reference purposes only as of October 20 2020, is made by and between **AMETHOD PUBLIC SCHOOLS**, a California nonprofit public benefit corporation (“**Sublessor**”), and **TRANG NGUYEN and GIOVANNI GELERA**, husband and wife, doing business as Bubbalo Café (“**Sublessee**”) (Sublessor and Sublessee being sometimes referred to herein collectively as the “**Parties**” and individually as a “**Party**”). Each capitalized term that is defined in the Sublease and that is used but not defined in this First Amendment has the meaning given to it in the Sublease.

RECITALS:

WHEREAS, Sublessor and Sublessee entered into that certain Sublease dated March 1, 2018 (the “**Sublease**”) for those certain premises known as 1402 Marina Way South, Richmond, California, identified as Building No. 3 (the “**Master Premises**”), consisting of approximately 1,560 square feet (the “**Subleased Premises**”); and,

WHEREAS, Sublessor and Sublessee desire to amend the Sublease to, among other things, extend the term of the Sublease for an additional period of approximately five (5) years and to grant Sublessee an option to extend the Term of the Sublease for a period of five (5) years.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Sublessor and Sublessee hereby agree as follows:

1. **SUBLEASE TERM EXTENSION**. The Sublease shall be extended for an additional period of approximately five (5) years commencing February 29, 2020 and expiring February 28, 2025 (the “**Extension Term**”). All references to the Initial Term contained in the Sublease shall, unless otherwise indicated, be deemed to include the Extension Term. The Extension Term is in replacement for and in lieu of any other options (or extensions) as are otherwise set forth in the Sublease. Except as expressly set forth herein, no other options or extension are available or granted to Sublessee.

2. **BASE RENT**. Base Rent to be paid by Sublessee during the Extension Term shall be the greater of (i) the following sums or (ii) five percent (5%) of gross sales as defined in the Sublease:

<u>Period</u>	<u>Base Rent (Monthly)</u>
February 29, 2020 – February 28, 2021*	\$2,250.00
March 1, 2021 – February 28, 2022	\$2,317.50
March 1, 2022 – February 28, 2023	\$2,387.03
March 1, 2023 – February 29, 2024	\$2,458.64
March 1, 2024 – February 28, 2025	\$2,532.40

*Base Rent for February 29-March 1, 2020 shall be appropriately prorated.

3. OPTION TO EXTEND.

(a) Sublessee shall have one (1) option to extend the Term (the “**Option**”) for an additional period of five (5) years (the “**Second Extension Term**”) on the same terms and conditions as set forth in the Sublease, except that (i) there shall be no additional options, (ii) no brokerage fees will be payable in connection with the Second Extension Term, and (iii) the Base Rent payable during the Second Extension Term shall be the greater of (i) the following sums or (ii) five percent (5%) of gross sales as defined in the Sublease:

<u>Period</u>	<u>Base Rent (Monthly)</u>
March 1, 2025 – February 28, 2026	\$2,608.37
March 1, 2026 – February 28, 2027	\$2,686.62
March 1, 2027 – February 29, 2028	\$2,767.22
March 1, 2028 – February 28, 2029	\$2,850.24
March 1, 2029 – February 28, 2030	\$2,935.75

(b) Provided there is then no uncured default under the Sublease beyond all applicable notice and cure periods, Sublessee may exercise the Option only by written notice delivered to Sublessor not sooner than twelve (12) months nor less than one hundred eighty (180) days prior to the expiration of the Extension Term, time being of the essence. If Sublessee properly exercises the Option, Initial Term as used in the Sublease, shall be deemed to include the Second Extension Term. If Sublessee fails to exercise the Option in a timely manner, such Option shall immediately expire and thereafter shall be void and of no effect whatsoever.

(c) The Option granted herein is personal to Sublessee, and may not be assigned or transferred, and any attempted Assignment or other transfer by Sublessee shall be of no force or effect.

4. DISABILITY ACCESS DISCLOSURE. Sublessee is hereby notified, pursuant to the provisions of Civil Code Section 1938, that neither the Subleased Premises nor the building of which the Subleased Premises are a part have undergone inspection by a Certified Access Specialist (CAsp). A CAsp can inspect the Subleased Premises and determine whether the Subleased Premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CAsp inspection of the Subleased Premises for the occupancy or potential occupancy of Sublessee, if requested by Sublessee, the parties shall mutually agree on the arrangements for the time and manner of the CAsp inspection, the payment of the fee for the CAsp inspection, and the cost of making any repairs necessary to correct the violations of construction-related accessibility standards within the Subleased Premises.

5. PATRIOT ACT. Sublessor and Sublessee each represent to the other that neither they nor any of their affiliates, nor any of their respective partners, members, shareholders or other equity owners, and none of their respective employees, officers, directors, representatives or agents, is a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Assets Control ("**OFAC**") (including those named on OFAC's Specially Designated and Blocked Persons List) or under any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action.

6. NO FURTHER MODIFICATION. Except as specifically set forth in this First Amendment, all of the terms and provisions of the Sublease shall remain unmodified and in full force and effect. In the event of any conflict between the Sublease and the terms of this First Amendment, the terms of this First Amendment shall prevail.

7. BROKER(S). Sublessee warrants and represents to Sublessor that it has not had any dealings with any broker(s) in connection with the negotiation or execution of this First Amendment and hereby indemnifies Sublessor from and against any and all claims for brokers' commissions relating to the negotiation or execution of this First Amendment that are alleged to be due because of an agreement of Sublessee.

8. AUTHORITY. Each party hereto represents and warrants that it has the authority and all requisite approvals to enter into this First Amendment. This First Amendment shall be binding upon and inure to the benefit of the parties hereto and their legal representatives, successors and assigns.

9. COUNTERPARTS. This First Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. This First Amendment shall be binding once each party has executed a counterpart and delivered it to the other party. Deliver via scanned email transmission shall be sufficient.

[Signature page follows]

(Signature page to First Amendment to Sublease)

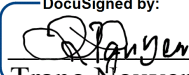
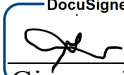
The Parties hereto have executed this First Amendment as of the day and year first above written.

By SUBLESSOR:

AMETHOD PUBLIC SCHOOLS,
a California nonprofit benefit corporation

DocuSigned by:
By: 
Name: Evelyn Villa
Title: Interim CEO

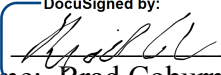
By SUBLESSEE

DocuSigned by:
By: 
Trang Nguyen
DocuSigned by:
By: 
Giovanni Celera

By its execution of this First Amendment to Sublease, Master Sublessor consents to the terms thereof.

MASTER LANDLORD:

AEP CHARTER 1402 AMETHOD, LLC,
a Delaware limited liability company

DocuSigned by:
By: 
Name: Brad Coburn
Title: CFO

SUBLEASE

THIS SUBLEASE ("Sublease"), dated for reference purposes only this ____ day of February, 2018, is made by and between AMETHOD PUBLIC SCHOOLS, a California nonprofit public benefit corporation, hereinafter referred to as the "Sublessor", and TRANG NGUYEN and GIOVANNI CELEGA, husband and wife, doing business as Bubbalo Café, hereinafter referred to as the "Sublessee".

RECITALS:

A. Sublessor is leasing those certain premises in the Marina Bay Business Park (the "Business Center"), having a common street address of 1402 Marina Way South, Richmond, California, identified as Building No. 3 (the "Master Premises"), pursuant to that certain Lease Agreement dated February 3, 2015, executed by Marina Westshore Partners, LLC, as Landlord (the "Master Landlord"), and Sublessor, as Tenant (the "Master Lease"). A [redacted] copy of the Master Lease is attached as Exhibit "A". Except as provided herein, all capitalized words and phrases are defined in accordance with the definitions in the Master Lease.

B. Sublessee is currently occupying a portion of the Master Premises, consisting of approximately 1,560 square feet, as outlined on the floor plan attached hereto as Exhibit "B" (the "Subleased Premises") on a month-to-month basis pursuant to that certain Sublease dated September 18, 2014 (the "Prior Sublease"), executed by Sublessor's predecessor in interest, Project X Incubator LLC, a California limited liability company, the former lessee of the Master Premises, and Sublessee, through their sole proprietorship, Bubbalo Café.

C. The parties desire and intend to enter into this Sublease, which shall supersede the Prior Sublease, pursuant to which Sublessee shall sublease from Sublessor, and Sublessor shall sublease to Sublessee, the Subleased Premises, effective as of the date Master Landlord consents to this Sublease (the "Effective Date").

NOW, THEREFORE, in consideration of the rents and covenants of the Sublessee to be paid and kept as herein contained, the parties hereto agree as follows:

1. **Subleased Premises: Letting.** Subject to the provisions of Paragraph 2(b) below, as of the Effective Date, Sublessor hereby subleases to Sublessee, and Sublessee hereby subleases from Sublessor, the Subleased Premises, for the term, at the rental, and upon all of the terms, covenants and conditions set forth in this Sublease. As of the Effective Date of this Sublease, all Base Rent and Additional Rent payable under the Prior Sublease shall be paid to Sublessor, whereupon the Prior Sublease shall be deemed terminated and of no force and effect, except for those obligations which have accrued and which would survive the termination of the Prior Sublease, including without limitation the indemnification obligations set forth in Paragraph 13 of the Prior Sublease.

2. **Sublease Term:**

- (a) Two (2) years (the **Initial Term**"), commencing as of the Effective Date (the **"Commencement Date"**), and terminating as of February 28, 2020 (the **"Expiration Date"**).
- (b) Notwithstanding any terms herein to the contrary, as a condition precedent to the Commencement Date, Master Landlord shall consent to this Sublease, including the Agreed Use described below. In the event for any reason Master Landlord does not provide such consent by March 27, 2018, unless extended by mutual written consent of both parties, this Sublease shall terminate and be of no force and effect, and each party shall be released from any obligation or liability hereunder; provided that the Prior Sublease shall remain in effect on a month-to-month basis, such that either party shall have the right to terminate the Prior Sublease on thirty (30) days written notice.

3. **Options to Extend Term:** Subject to Sublessor's review and approval of the then financial creditworthiness of Sublessee on or before the commencement of each of the following Extension Terms, which approval shall be granted or withheld in Sublessor's sole and absolute discretion, and provided that Sublessee is not then, and has not previously been, in default in the performance of this Sublease, Sublessee shall have the following options to extend the Sublease for three (3) additional terms of one (1) year each (the **"Extension Term(s)"**), the first Extension Term commencing at the expiration of the Initial Term, and the second and third Extension Term commencing at the expiration of the preceding Extension Term. As a condition to the exercise of the above described options to extend the Term, the Sublessee shall provide Sublessor with written notice of Sublessee's intent to exercise the respective Extension Option not less than ninety (90) days prior to the expiration of the Initial Term and each respective Extension Term. All references herein to the **"Term"** of this Sublease shall refer to the Initial Term as extended by the Extension Term(s), if applicable.

4. **Rent:**

- (a) **Base Rent.** The monthly Base Rent for this Sublease (the **"Base Rent"**) shall be the greater of \$2,250.00 or five percent (5%) of gross sales generated from all operations conducted by Sublessee on or from the Subleased Premises during such monthly period, including dine in, takeout and delivery sales. All Base Rent and Additional Rent payable under this Sublease (collectively the **"Rent"**) shall be due and payable, without offset or deduction, on the last day of each month during the Term of the Sublease. If any month during the Term is not a full month, Base Rent and Additional Rent for such month shall be prorated based on the actual number of days in that month. As an example of gross sales calculations of 5.00% of gross sales, using a hypothetical example: If gross sales generated from all operations of Sublessee on or from the Subleased Premises are \$500,000.00 per month, Sublessee shall pay monthly Base Rent of \$25,000.00 [(0.05) multiplied by (\$500,000)] versus minimum Base Rent of \$2,250. Sublessor has the right to audit all books and sales tax records of Sublessee per quarter to

verify gross sales. Sublessee shall pay the discrepancy, if any, within five (5) days from such audit. In the event such audit discloses an underpayment of 5% or more, Sublessee shall pay the cost of such audit.

- (b) **Additional Rent.** Sublessee shall pay and/or perform on behalf of Sublessor all monetary obligations of Sublessor under the Master Lease, to the extent such monetary obligations are allocable to the Subleased Premises or Sublessee's use and operation of the Subleased Premises, such that this Sublease shall be absolutely "triple net" to Sublessor with respect to the Subleased Premises. During the term of the Sublease, in addition to Base Rent, Sublessee shall as Additional Rent (a) pay Personal Property Taxes described in Section 4.2 of the Master Lease allocable to the Subleased Premises and/or Sublessee's equipment, furniture, personal property and trade fixtures located in or placed by Sublessee in the Subleased Premises, as more particularly provided in Article 6 of the Master Lease; (b) pay directly for those Utilities for the Subleased Premises which may be payable by the Tenant pursuant to Article 8 of the Master Lease, including a garbage assistance fee of \$300.00 per month which shall be payable to Sublessor with the Base Rent; and (c) pay to Sublessor the amount of \$276.00 per month during the Initial Term to amortize HVAC repairs made by Sublessor under the Prior Lease, which shall be payable to Sublessor with the Base Rent. All such monetary obligations are deemed to be "Rent" for purposes of this Sublease.
5. **Monies Due Upon Execution.** The Base Rent and Additional Rent payable under the Prior Sublease through the Effective Date.
6. **Late Charges.** If any Rent is not paid by the 5th day of the following month, Sublessee shall pay a late charge to Sublessor equal to five percent (5%) of the delinquent amount. Neither demand for, nor receipt of, any late charge called for under this Sublease shall (a) operate to waive any default by Sublessee or provide a substitute for Sublessee's full and timely performance of the obligation to pay Rent, or (b) limit the exercise of any other right or remedy Sublessor may have under this Sublease in case of Sublessee's default. If any payment of Rent is returned for insufficient funds, Sublessor shall have the right to require future payments to be paid by cashier's check, ACH or other electronic means.
7. **Agreed Use:** Operation of a café serving breakfast and lunch and for no other purpose.
8. **Health Department Requirements.** Sublessee shall comply at its sole cost and expense with all Health Department requirements. All exhaust hoods, ducts and mechanical equipment shall be inspected, cleaned and maintained not less frequently than quarterly. Such work shall be performed by a licensed, bonded professional maintenance company retained and paid for by Sublessee, and a copy of the report prepared by such company shall be delivered to Sublessor upon completion. Sublessee shall store all waste and garbage in a cool and dry location within the Subleased Premises and shall dispose of all waste and garbage (including wet garbage and food) only in trash containers placed in service areas designated for such purpose. All liquids shall be disposed of into the sanitary sewer line and not in trash containers. Sublessee shall not accumulate or permit such materials to accumulate in hallways, service corridors or other public areas. Any

waste or garbage, and any food deliveries, stored or accumulated by Sublessee outside of the Subleased Premises (other than garbage placed in the Building's trash containers) may be removed immediately by Sublessor without notice to Sublessee, and the cost of such removal, together with \$50.00 per occurrence to cover Sublessor's administrative expense in providing such service to Sublessee, shall be Additional Rent payable by Sublessee to Sublessor upon demand.

9. **Access.** Throughout the Term of this Sublease, Sublessee and its employees shall have access to the Subleased Premises twenty-four (24) hours per day, seven (7) days per week. Sublessor shall furnish Sublessee with keys to the Subleased Premises upon receipt of request from Sublessee. Sublessee agrees to comply with all requirements of the Master Landlord relating to the keys, and shall pay Sublessor any charges incurred with respect to providing such keys to Sublessee or replacing any lost keys. Upon the expiration or earlier termination of this Sublease, Sublessee will deliver to Sublessor all keys that were previously provided to it.
10. **Insurance.** During the Term, Sublessee shall provide the Insurance required of the Tenant under Article 14 of the Master Lease, which shall satisfy all requirements of the Master Lease; provided the commercial general liability insurance shall have coverage limits of \$3,000,000.00 combined single limit for bodily injury and property damage, and shall the insurance shall include fire legal liability coverage with limits of not less than \$1,000,000.00, and provided further all such Insurance shall name Master Landlord and Sublessor as additional named insureds. Sublessee also shall maintain, at its own expense, worker compensation insurance as required by statute.
11. **Parking.** Sublessee shall be provided with two (2) unreserved parking spaces within the Business Center. Sublessee shall pay to Sublessor the amount charged to Sublessor under the Master Lease for such spaces, which amount is currently \$0.00 per space, and which is subject to increase as provided in the Master Lease. Use of such spaces shall be subject to all of the terms and conditions set forth in the Master Lease regarding parking. In addition, to the extent permitted under the Master Lease, Sublessee shall have the right to use six (6) additional unreserved parking spaces within the Business Center for the amount of \$50.00 per space per month, payable to Sublessor as additional rent.
12. **Alterations.** Sublessee shall not have the right to install any alterations or improvements in the Subleased Premises without the consent of both Sublessor and Master Landlord, which consent may be withheld in either such party's sole discretion. If both such parties provide their written consent, all Alterations shall be constructed and installed in accordance with and shall be subject to all relevant provisions of the Master Lease.
13. **Security Deposit.** Sublessee has deposited with Sublessor the sum of \$1,000.00 under the Prior Sublease, which shall be held under this Sublease by Sublessor as security for Sublessee's faithful performance of Sublessee's obligations hereunder. If Sublessee fails to pay Rent or other charges due hereunder, or otherwise defaults with respect to any provision of this Sublease, Sublessor may use, apply or retain all or any portion of said deposit for the payment of any Rent or other charge in default or for the payment of any Rent or other charge in default or for the payment of any other sum to which Sublessor

may become obligated by reason of Sublessee's default, or to compensate Sublessor for any loss or damage which Sublessor may suffer thereby. If Sublessor so uses or applies all or any portion of said deposit, Sublessee shall, within ten (10) days after written demand therefor, forward to Sublessor an amount sufficient to restore said Deposit to the full amount provided for herein, and Sublessee's failure to do so shall be a material breach of this Sublease. Sublessor shall not be required to keep said Deposit separate from its general accounts. If Sublessee performs all of Sublessee's obligations hereunder, said Deposit, or so much thereof as has not theretofore been applied by Sublessor, shall be returned, without payment of interest to Sublessee (or at Sublessor's option, to the last assignee, if any, of Sublessee's interest hereunder) at the expiration of the term hereof, and after Sublessee has vacated the Premises. No trust relationship is created herein between Sublessor and Sublessee with respect to said Security Deposit.

14. **Master Lease.**

- (a) This Sublease is and shall be at all times subject and subordinate to the Master Lease.
- (b) The terms, conditions and respective obligations of Sublessor and Sublessee to each other under this Sublease with respect to the Subleased Premises shall be the terms and conditions of the Master Lease, except for those provisions of the Master Lease which are directly contradicted by the Sublease, in which event the terms of the Sublease shall control over the Master Lease. Therefore, for the purposes of this Sublease, wherever in the Master Lease the word "Landlord" is used, it shall be deemed to mean the Sublessor herein unless such obligation can only be performed or observed by the Master Landlord, in which event it shall mean "Master Landlord," and wherever in the Master Lease the word "Tenant" is used, it shall be deemed to mean the Sublessee herein. In addition, with respect to any action or matter by "Tenant" in the Master Lease which requires or is conditioned upon the written approval or consent of Landlord, the written approval or consent of both Sublessor and Master Landlord shall be required.
- (c) During the term of this Sublease and for all periods subsequent for obligations which have arisen prior to the termination of this Sublease, Sublessee does hereby expressly assume and agree to perform and comply with, for the benefit of Sublessor and Master Landlord, each and every obligation of Sublessor under the Master Lease to the extent allocable to the Subleased Premises, except for the following sections which are excluded therefrom: Articles 1, 2, and 3, Sections 4.1, 4.2, 4.3, Article 5, and Sections 7.1, 7.2 and 7.7, and the Amendments.
- (d) The obligations that Sublessee has assumed under subparagraph (c) above are hereinafter referred to as the "Sublessee's Assumed Obligations". The obligations that Sublessee has not assumed under subparagraph (c) above and which are not reserved to Master Landlord are hereinafter referred to as the "Sublessor's Remaining Obligations".

- (e) Sublessee shall hold Sublessor free and harmless from all liability, judgments, costs, damages, claims or demands, including reasonable attorneys' fees, arising out of Sublessee's failure to comply with or perform Sublessee's Assumed Obligations, except to the extent such liability is caused by the negligence or willful misconduct of Sublessor.
- (f) Sublessor agrees to maintain the Master Lease during the entire term of this Sublease, subject, however, to any earlier termination of the Master Lease under Section 3.4 of the Master Lease or otherwise without the fault of Sublessor, and to comply with or perform Sublessor's Remaining Obligations and to hold Sublessee free and harmless from all liability, judgments, costs, damages, claims or demands arising out of Sublessor's failure to comply with or perform Sublessor's Remaining Obligations, except to the extent such liability is caused by the negligence or willful misconduct of Sublessee.
- (g) Sublessor represents to Sublessee that the Master Lease is in full force and effect.

15. Assignment of Sublease and Default.

- (a) Sublessor hereby assigns and transfers to Master Landlord Sublessor's interest in this Sublease, subject, however, to the provisions of subparagraph (b) below.
- (b) Master Landlord, by executing this document, agrees that, until an Event of Default shall occur in the performance of Sublessor's obligations under the Master Lease, Sublessor may receive, collect and enjoy the Rent accruing under this Sublease. However, if there shall be an Event of Default by Sublessor in the performance of its obligations to Master Landlord which is not caused by Sublessee, then Master Landlord may, at its option, receive and collect directly from Sublessee all Rent owing and to be owed under this Sublease. In the event, however, that the amount collected by Master Landlord exceeds Sublessor's obligations, any such excess shall be refunded to Sublessor. Master Landlord shall not, by reason of this assignment of the Sublease or by reason of the collection of the Rent from the Sublessee, be deemed liable to Sublessee for any failure of the Sublessor to perform and comply with Sublessor's Remaining Obligations.
- (c) Sublessor hereby irrevocably authorizes and directs Sublessee, upon receipt of any written notice from the Master Landlord stating that an Event of Default exists in the performance of Sublessor's obligations under the Master Lease which is not caused by Sublessee, to pay to Master Landlord the Rent due and to become due under the Sublease. Sublessor agrees that Sublessee shall have the right to reply upon any such statement and request from Master Landlord, and that Sublessee shall pay such Rent to Master Landlord without any obligation or right to inquire as to whether such an Event of Default exists and notwithstanding any notice from or claim from Sublessor to the contrary, and Sublessor shall have no right or claim against Sublessee for any such Rent so paid by Sublessee.

- (d) No changes or modifications shall be made to this Sublease without the consent of the Master Landlord.
16. **Consent of Master Landlord.**
- (a) Master Landlord, by executing this document, consents and agrees to the terms and conditions of this Sublease.
 - (b) Master Landlord acknowledges that, to the best of Master Landlord's knowledge, no Event of Default presently exists under the Master Lease obligations to be performed by Sublessor and that the Master Lease is in full force and effect.
 - (c) In the event that there shall be an Event of Default by Sublessor under its obligations to be performed under the Master Lease, Master Landlord agrees to deliver to Sublessee a copy of any such notice of an Event of Default. Sublessee shall have the right to cure any Event of Default of Sublessor described in any notice of an Event of Default within ten (10) days after service of such notice of an Event of Default of Sublessor. If such an Event of Default is cured by Sublessee, then Sublessee shall have the right of reimbursement and offset from and against Sublessor.
17. **Representation and Indemnities of Broker Relationships.** The parties each represent and warrant to the other that it has had no dealings with any person, firm, broker or finder in connection with this Sublease, and that no one is entitled to any commission or finder's fee in connection herewith. Sublessee and Sublessor do each hereby agree to indemnify, protect, defend and hold the other harmless from and against liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings or actions of the indemnifying party, including any costs, expenses, and attorneys' fees reasonably incurred with respect thereto.
18. **Attorney's fees.** If any party or broker brings an action or proceeding involving the Premises whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term "Prevailing Party" shall include, without limitation, a party or broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other party or broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred. In addition, Sublessor shall be entitled to attorneys' fees, costs and expenses incurred in the preparation and service of Notice of Default and consultations in connection therewith, whether or not a legal action is subsequently commenced in connection with such default or resulting in an Event of Default (\$500 is a reasonable minimum per occurrence for such services and consultation).

19. **Assignment and Subletting.** Sublessee agrees not to assign or in any manner transfer this Sublease or any estate or interest therein by operation of law or otherwise without prior written consent of Sublessor, which may be withheld or granted in Sublessor's sole and absolute discretion, and not to sublet the Subleased Premises or any part(s) thereof or allow anyone to come in with, through or under it without like consent. Sublessee acknowledges any consent to assignment or Sublease will require consent of Master Landlord. Consent by Sublessor to one or more assignments of this Sublease or to one or more subletting of the Subleased Premises or the collection of rent by Sublessor from any assignee or sublessee shall not operate to exhaust Sublessor's rights under this paragraph. In the event that Sublessee, with or without the previous consent of Sublessor, does assign or in any manner transfer this Sublease or any estate or interest therein, Sublessee shall in no way be released from any of its obligations under this Sublease.
20. **Surrender.** Upon the expiration or earlier termination of this Sublease, Sublessee shall surrender and deliver up the Subleased Premises in the same condition as existed as of the commencement of the Prior Sublease, ordinary wear and tear excepted, with all of the Sublessee's personal furniture, fixtures and equipment removed from the Subleased Premises. Sublessee shall repair any damage to the Premises caused by the removal of its furniture, fixtures and equipment. If Sublessee fails to remove any items of furniture, fixtures or equipment on or before the expiration or earlier termination of this Sublease, Sublessor may, at its option, deem such items to be abandoned and may, at its option, remove the same and repair any damage occasioned thereby and restore the Subleased Premises as aforesaid at Sublessee's cost) and dispose of or warehouse such items or warehouse, and Sublessee shall pay the cost of such removal, repair, restoration, disposal or warehousing to Sublessor on demand, or Sublessor may treat such items as having been conveyed to Sublessor with this Sublease acting as a bill of sale therefor, without further payment or credit by Sublessor to Sublessee.
21. **Notices.** For the purposes of this Sublease, the notice addresses of the parties are set forth following the signature line of this Lease.
22. **Notice by Sublessee.** Sublessee shall give immediate notice to Sublessor in case of fire or accidents in the Subleased Premises or in the Building.
23. **CASp Disclosure.** California Civil Code Section 1938 requires Sublessor to notify Sublessee whether the Subleased Premises has undergone inspection by a Certified Access Specialist ("CASp"), as defined in California Civil Code Section 55.52. Sublessor hereby states to Sublessee that, as of the date this Sublease is executed, to Sublessor's knowledge, the property of which the Subleased Premises is a part has not undergone such inspection. A CASp can inspect the Subleased Premises and determine whether the Subleased Premises comply with all of the applicable construction-related accessibility standards under California state law. Although California state law does not require a CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the Subleased Premises.

24. **Successors.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors, and assigns of the said parties; and if there shall be more than one Sublessee, they shall be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Sublessee which requires the consent of Master Landlord or Sublessor unless the assignment to such assignee has been approved by Sublessor in writing as provided herein.
25. **Entire Agreement.** This Sublease and the attachments attached hereto and forming a part thereof set forth all the covenants, promises, agreements, conditions and understandings between Sublessor and Sublessee concerning the Subleased Premises, and they are not covenants, promises, agreements, conditions or understandings, either oral or written, between them other than herein set forth. No alterations, amendment, change or addition to this Sublease shall be binding upon Sublessor and Sublessee unless reduced to writing and signed by each party.
26. **Counterparts.** This Sublease may be signed in one or more counterparts, and all such counterparts shall form but one integrated agreement. This Sublease may be executed by facsimile signatures.

The parties hereto have executed this Sublease at the place and on the dates specified above their respective signatures.

Executed at: Oakland, CA
On: 2/28/18

Executed at: Richmond CA
On: 3/5/18

SUBLESSOR:

AMETHOD PUBLIC SCHOOLS,
a California nonprofit public benefit
corporation

By: [Signature]
Name Printed: Tony Lopez
Title: CFO

Address: 2101 Livingston Street
Oakland, CA 94606
Attention: CFO
Telephone: (510) 436-0172 x 101
Facsimile: (510) 436-0173

Executed at: Oakland, CA
On: 2/28/18

SUBLESSEE:

[Signature]
TRANG NGUYEN

[Signature]
GIOVANNI GELEGA GELERA GBL

Address: Bubbaloo Cafe
1402 Marina Way South
Richmond, CA 94804
Attention: Trang Nguyen
Telephone (510) 680-5126
Facsimile ()

By its execution of this Sublease, Master Landlord consents to the terms of this Sublease.

MASTER LANDLORD:

MARINA WESTSHORE PARTNERS, LLC

By: _____
Name Printed: _____
Title: _____
Address: _____
Telephone: () _____
Facsimile: () _____

Coversheet

Approval of EdTech JPA Resolution

Section:	III. Business
Item:	J. Approval of EdTech JPA Resolution
Purpose:	Vote
Submitted by:	
Related Material:	EdTech JPA Resolution 8.28.2024.pdf Ed Tech JPA Associate Member Agreement.pdf

RESOLUTION NUMBER __8.28.2024

A RESOLUTION OF THE BOARD OF AMETHOD PUBLIC SCHOOLS ADOPTING AND APPROVING THE ASSOCIATE MEMBERSHIP AGREEMENT JOINING THE EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

WHEREAS, AMETHOD PUBLIC SCHOOLS has been considering methods to better address the procurement costs, data privacy protection, and pricing of its education software, and;

WHEREAS, other California public agencies, such as school districts, community college districts, and county offices of education who have also considered these issues have determined that there is a need to form a coalition of public districts to acquire education technology and services for use at their respective facilities, and;

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, (Section 6500 et seq.) of the Government Code authorizes joint exercise by two or more public agencies of any power common to them, and;

WHEREAS, California law enables school districts, county superintendent of schools, community college districts, and joint power agencies to actively control procurement and privacy terms and to acquire educational software and services for use at their respective facilities, and to establish a coalition to accomplish those ends; and

WHEREAS, the Irvine Unified School District, Capistrano Unified School District, Fullerton Unified School District, Clovis Unified School District, El Dorado County Office of Education, San Juan Unified School District, and San Ramon Valley Unified School District have formed the Education Technology Joint Powers Authority (Ed Tech JPA), a California joint powers authority, and have agreed to be the Founding Members of Ed Tech JPA, and appointed their respective District's Chief Technology Officer, Chief Business Official, or person with equivalent duties and background, to serve as a member of the Ed Tech JPA Board; and

WHEREAS, the governing Board of **AMETHOD PUBLIC SCHOOLS** ("AMPS" or "the Network") has considered the proposed Associate Member Agreement, a draft of which is attached hereto as Attachment 1, under which AMPS will become an associate member of Ed Tech JPA; and

WHEREAS, AMPS has determined that entering into an Associate Membership Agreement to avail the Network to the benefits of the Ed Tech JPA, including obtaining legally compliant and economically priced technology services and products, as well as the financial, technical and professional development services to support the successful implementation of products and services purchased through Ed Tech JPA, is in the best interests of AMPS.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Governing Board of **AMETHOD PUBLIC SCHOOLS** hereby declares and formally approves its membership in Ed Tech JPA, a California Joint Powers Authority, and instructs its duly authorized agent to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including the Ed Tech JPA Associate Membership Agreement and any agreements necessary or appropriate to participate in Ed Tech JPA programs.
2. The Governing Board authorizes the Chief Executive Officer or designee to appoint AMPS' technology or business services department, or person with equivalent duties and background in education technology procurement, who shall serve as the authorized representative to the JPA.

ADOPTED by the following called vote on this 28th day of August, 2024.

AYE:

NO:

ABSENT:

ABSTAIN:

By: _____
Board President

ED TECH JPA ASSOCIATE MEMBER AGREEMENT

This Associate Member Agreement is made as of _____ (the “Effective Date”),
by and between the Education Technology Joint Powers Authority ("Ed Tech JPA" “JPA”) and
_____, ("Associate Member").

RECITALS

WHEREAS, Articles 1 and 2, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 et seq.) permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, the Board of Trustees of Capistrano Unified School District, Irvine Unified School District, Clovis Unified School District, Fullerton School District, El Dorado County Office of Education, San Juan Unified School District, and San Ramon Valley Unified School District ("Founding Members") have executed a Joint Powers Agreement, formally establishing the Ed Tech JPA for the purpose of aggregating purchasing power and expertise to negotiate legally compliant and economically priced technology software agreements for procurement by its members; and

WHEREAS, Ed Tech JPA's Board issues requests for proposals (“RFPs”), evaluates proposals, and negotiates Master Agreements with vendors that meet minimum criteria established by the Ed Tech JPA's Founding Members; and

WHEREAS, Ed Tech JPA negotiates with Vendors to establish the general terms for the purchase of the Product (“Master Agreement”) by current Ed Tech JPA members and by other “Eligible Entities” who elect to join the Ed Tech JPA: and

WHEREAS, Associate Members electing to use a Master Agreement will enter into a separate contract ("Purchase Agreement") with the Vendor; and

WHEREAS, _____ is an Eligible Entity
with the power to contract and desires to become an Associate Member of Ed Tech JPA so that it may avail itself to the pricing, terms, and conditions leveraged by Ed Tech JPA; and

WHEREAS, a condition of joining the Ed Tech JPA is execution of this Associate Member Agreement; and

WHEREAS, if required, the Governing Board of _____
has reviewed the services available from the Ed Tech JPA and determined that the coordinated programs and services provided by Ed Tech JPA will result in benefits that are in the best interest of Associate Member.

NOW, therefore, for good and valuable consideration, the parties agree as follows.

ARTICLE 1: DEFINITIONS

“Associate Member” shall mean any Eligible Entity that has duly executed and delivered to the Ed Tech JPA an Associate Membership Agreement.

"Designated Representative" shall mean a member of the Associate Member's technology or business services department, or person with equivalent duties and background in education technology

procurement, who shall serve as the authorized representative to the JPA. The Designated Representative will be identified on the Associate Membership Application.

"Ed Tech JPA" shall mean the Education Technology Joint Powers Authority created pursuant to the Ed Tech JPA Agreement executed by its Founding Members.

"Eligible Entity" shall mean (a) all California public school districts, county offices of education, and community college districts, and (b) any other public agency in the United States whose procurement rules, whether internal rules or rules enacted pursuant to statute, allow them to purchase goods or services through a procurement vehicle such as Ed Tech JPA.

"Founding Members" shall mean those public school districts, cities, counties, and other governmental units that are signatories to the Joint Powers Agreement and have a voting member serving on the JPA's Board of Directors.

"Implementation Plan" shall mean the mutually agreed upon contract fulfilment requirements established between Associate Member and Vendor for delivery of a product purchased pursuant to the JPA agreements, including timeline, infrastructure and data integration, testing, content creation, training and post-implementation support, and project evaluation.

"Master Agreement" shall mean an agreement entered into between Ed Tech JPA and Vendor following RFP selection process administered by Ed Tech JPA, setting forth the general terms for purchase of a Product.

"Purchase Agreement" shall mean an agreement, duly executed and approved by the Associate Member's authorized representative and, if required, approved by its governing board, entered into between Associate Member and Vendor, based on the same general terms and conditions as the Master Agreement.

"Vendor" shall mean an entity or firm selected for a Master Agreement after submitting a responsive proposal in compliance with the specifications following a RFP selection process, including meeting the essential requirements set forth by the Ed Tech JPA's Board.

ARTICLE 2: ASSOCIATE MEMBER POWERS, DUTIES, & RESTRICTIONS

2.1 Associate Member Status. The

is hereby made an Associate Member of the Ed Tech JPA for all purposes of the Joint Powers Authority Agreement and the Bylaws of the Ed Tech JPA, the provisions of which are hereby incorporated herein by reference. From and after the date of execution and delivery of this Associate Membership Agreement by the Associate Member and the Ed Tech JPA, the Associate Member shall be and remain an Associate Member of the Ed Tech JPA.

2.2 Term. Associate membership shall be for one (1) year, and shall automatically renew from year to year, on the same terms and conditions as the prior term, unless terminated sooner by either party.

2.3 Fees. Ed Tech JPA may make reasonable charges for its services rendered to Associate Members as set forth below.

2.3.1 Administrative Fee. The Ed Tech JPA receives an administrative fee (the "Administrative Fee") for each transaction, calculated as a small percentage of the gross invoiced amount (for some procurements a fixed fee applies) of any Purchase Agreement with Vendor. The administrative fee is used to cover overhead and administrative costs associated with conducting each product procurement and maintaining the JPA. Associate Member's payment to Vendors shall include the

Administrative Fee for each executed Purchase Agreement, and Vendor shall deliver the Administrative Fee to Ed Tech JPA. Once a Purchase Agreement has been fully executed by the Associate Member and the Vendor, the Administrative Fee is non-refundable under any circumstances.

2.3.2 Membership Fee. Currently, there is no cost to Associate Member to join the Ed Tech JPA. The JPA reserves the right, and Associate Member acknowledges such reservation, to assess a fee, (“Membership Fee”) to its Associate Members at an undetermined future date. In such event, Associate Members shall be provided advance written notice and be provided the opportunity to withdraw membership prior to assessment of the Membership Fee. Purchase Agreements executed prior to Associates Member’s withdrawal (if applicable), shall remain in effect through their natural termination and any extensions thereto, and the Administrative Fees associated with such Purchase Agreement(s) shall continue to be paid to Ed Tech JPA.

2.3.3 Audits. Ed Tech JPA will periodically audit Vendors, and Associate Members will cooperate in transaction reporting including, if requested, providing a copy of all executed Purchase Agreements to Ed Tech JPA within thirty (30) days of such request.

2.3.4 Product Research. Associate Member may browse products available for purchase and, if a suitable product is identified, Associate Member may enter into a Purchase Agreement directly with Vendor for that product. If a suitable product is not identified, Associate Members are free to solicit proposals and negotiate directly with a vendor not subject to a Master Agreement with the Ed Tech JPA.

2.3.5 Minimum Price. Associate Member acknowledges and agrees that the collective bargaining power of the Ed Tech JPA would be undermined if Associate Member used the terms and conditions obtained by the Ed Tech JPA to negotiate separately with Vendor for its own advantage. Associate Member agrees that it will not attempt to negotiate lower prices with a Vendor with a Master Agreement with the JPA. Notwithstanding the foregoing, Associate Member is free to solicit proposals and negotiate directly with a vendor not subject to a Master Agreement with the Ed Tech JPA. Consistent with this goal, and in order to provide Associate Members with assurances regarding advantageous pricing by purchasing through the JPA, Vendors are requested to provide a Minimum Price Guarantee (MPG), whereby the Vendor will not sell directly, or through a reseller, to Ed Tech JPA’s Eligible Entities (regardless of whether the Eligible Entity is an Associate Member of the Ed Tech JPA) for a lower price. The requirements of this Section do not apply to contracts in existence prior to the establishment of a Master Agreement between Vendor and Ed Tech JPA.

2.4 Designated Representative. Associate Member shall appoint a Designated Representative to serve as the primary contact with Ed Tech JPA. The Designated Representative should be a member of the Associate Member's technology or business services department, or person with equivalent duties and background in education technology procurement. Associate Member will be provided a single sign-on to access to Ed Tech JPA product information. The Designated Representative will be the custodian of Associate Member's credentials and is responsible for account security. The Designated Representative shall be authorized by the Associate Member's governing board, if required, to conduct due diligence in product selection, and develop an Implementation Plan with Vendors. The Designated Representative shall obtain authority from the Associate Member's governing board, if required, to negotiate and execute Purchase Agreements with Vendors. Purchase Agreements shall only be made for the direct use of Associate Member and not on behalf of any third party.

2.5 Proprietary/Confidential Materials. Associate Member acknowledges that proposals and other documents may contain proprietary and confidential information. Associate Member agrees to maintain documents in a responsible manner with security measures reflecting best practices. Associate Member

shall not share proposals submitted by vendors and documentation that may contain proprietary and confidential information with third-parties without prior written consent from the Vendor and Ed Tech JPA as applicable unless required to do so by law. In the event that a third-party requests confidential or proprietary information from Associate Member, Associate Member shall notify Vendor and Ed Tech JPA in writing so that Vendor/Ed Tech JPA may assist Associate Member to redact proprietary information prior to disclosing the requested information.

2.6 Restrictions. An Associate Member shall not be entitled to representation on the Board of Directors or to vote on any matter coming before the Board of Directors or the Ed Tech JPA. However, an Associate Member shall be entitled to participate in all programs and other undertakings of the Ed Tech JPA.

2.7 Withdrawal. An Associate Member may withdraw from membership in the Ed Tech JPA upon thirty (30) days advance written notice to the Ed Tech JPA. No such withdrawal, however, shall relieve such Associate Member from its obligations under any outstanding Purchase Agreements relating to the Ed Tech JPA. Effective immediately upon withdrawal, Associate Members shall not have access to Ed Tech JPA Master Agreements and other documentation, or be entitled to participate in the other programs of Ed Tech JPA.

2.8 Independent Vendor Selection. Ed Tech JPA does not warrant that the products available will be suitable for the specific needs of individual Associate Members. Associate Member agrees to conduct its own due diligence in compliance with all applicable state and federal laws, as well as the requirements of Associate Member's local procurement rules and regulations. Associate Member is solely responsible for determining suitability of product and compliance with local, state and federal procurement rules prior to entering into any Purchase Agreement with a Vendor.

2.9 Compliance with Laws. Ed Tech JPA's Master Agreements follow bidding and procurement procedures established by the California Public Contract Code and the local body overseeing each respective Founding Member. Associate Member has access to all the contract documentation prepared by Ed Tech JPA and is responsible for compliance with any additional or varying laws and regulations governing its purchases. Associate Member acknowledges that purchases made with federal funds may be subject to additional requirements. Associate Member is encouraged to seek approval from its own local agency(s) before entering into a Purchase Agreement with a Vendor.

Master Agreements are available to Associate Members "as is". Ed Tech JPA is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of an Associate Member. Associate Members are permitted to negotiate directly with the Vendor and agree to additional terms and conditions that are separate from the base price.

Associate Member acknowledges and agrees that it is solely responsible for (a) completing due diligence regarding the suitability of Vendor, including using price as a significant factor, and (b) prior to executing a Purchase Agreement, working directly with the Vendor to establish a suitable Implementation Plan for contract fulfillment. An Associate Member is not bound to a purchase until it has obtained approval from its governing board, if required, and executed the Purchase Agreement with the Vendor for the Product. Associate Member acknowledges that Vendor is not bound to provide products and/or services prior to execution of the Purchase Agreement.

2.10 Liabilities. The debts, liabilities and obligations of the Associate Member shall be the debts, liabilities or obligations of the Associate Member alone and not of the Ed Tech JPA or its membership. There shall be no joint and several liabilities between Ed Tech JPA and Associate Member. Notwithstanding any other provision of this Agreement, in no event, shall Ed Tech JPA be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not

limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

2.11 Release. Associate Member acknowledges that Ed Tech JPA is not a party to any Purchase Agreement between the Associate Member and the Vendor. Associate Member is solely responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and providing payment. Any dispute which may arise from Associate Member's participation in Purchase Agreement shall be resolved between the Associate Member and the Vendor. Associate Member will not seek remedy from Ed Tech JPA for issues arising from a Purchase Agreement and hereby waives and releases Ed Tech JPA from all possible claims.

2.12 Reservation of Rights. Ed Tech JPA reserves the right to cancel the whole or any part of this Agreement due to failure by the Associate Member to carry out any obligation, term or condition of the Agreement, including, failure to follow the established procedure for purchase orders, invoices and receipt of funds, and failure to pay.

2.13 Indemnification. Associate Member agrees to defend, indemnify and hold the Ed Tech JPA, its Board of Directors and its Founding Members, as well as all of their respective officers, employees and agents, free and harmless from any claims, liabilities, costs, penalties, or interest arising out of Associate Member's procurement or purchase of goods and services through Ed Tech JPA..

2.14 Amendments. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

2.15 Governing Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California.

2.16 Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

2.17 Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Education Technology JPA

By: _____

By: _____

Name: _____

Name: Brianne Ford

Title: _____

Title: President

Date: _____

Date: _____

20-41/4425452.2

Coversheet

Approval of Declaration of Need for Fully Qualified Educators (CL-500) for Oakland Charter Academy

Section: III. Business
Item: K. Approval of Declaration of Need for Fully Qualified Educators (CL-500) for Oakland Charter Academy
Purpose: Vote
Submitted by:
Related Material: 24-25 OCA DON CL-500.pdf

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

Original Declaration of Need for year: 24-25
Revised Declaration of Need for year: _____

Name of District or Charter: Oakland Charter Academy District CDS Code: 61259

Name of County: Alameda County County CDS Code: 01

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

► ***Enclose a copy of the board agenda item***

Submitted by (Superintendent, Board Secretary, or Designee):

Name *Signature* *Title*

<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
-------------------	-------------------------	-------------

Mailing Address

E-Mail Address

Name of County	County CDS Code
----------------	-----------------

Name of State Agency

[illegible]

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

3

Bilingual Authorization (applicant already holds teaching credential)

0

List target language(s) for bilingual authorization:

Resource Specialist

0

Teacher Librarian Services

0

Emergency Transitional Kindergarten (ETK)

0

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	5
Special Education	
TOTAL	6

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art	1	Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English	1	Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science	1	Science: Physics	
Health		Social Science	1
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. Insufficient capacity at this time to manage intern district intern program.

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 4

If yes, list each college or university with which you participate in an internship program.

REACH University, Alliant University, CSU East Bay, Touro

If no, explain why you do not participate in an internship program.

N/A

Coversheet

Approval of Curriculum Associates

Section:	III. Business
Item:	M. Approval of Curriculum Associates
Purpose:	Vote
Submitted by:	
Related Material:	Curriculum Associates Invoice \$126k.pdf

Curriculum Associates

153 Rangeway Road
N. Billerica, MA 01862
FID: 26-3954988

Bill To:
Amethod Public Schools
1450 Marina Way S
Oakland, CA 94606
US

Ship To:
Benito Juarez ES
1450 Marina Way S
Richmond, CA 94804
US

Invoice Number: 90827647
Account Number: 4047609
Invoice Date: 7/9/24
Due Date: 8/8/24
PO Number: AMPS156
Payment Terms: Net 30
OC #: 60247233

Account: 4418064408
Account Name: Curriculum Associates, LLC
Bank Name: Wells Fargo Bank,
San Francisco, CA
ABA Routing: 121000248
SWIFT: WFBIUS6S

Please send remittance detail to:
payments@cainc.com

Line #	Product	Shipped	Unit Price	Extended Amt
1	27124.0 IMPL SUPPORT SVC CORE 3Y	1	\$0.00	\$0.00
2	28024.0 PL ED PREP SERIES SITE LICENSE	1	\$0.00	\$0.00
3	38557.0 PL OS AY 24-25	3	\$2,200.00	\$6,600.00
4	38558.0 PL OS AY 25-26	2	\$2,200.00	\$4,400.00
5	38559.0 PL OS AY 26-27	2	\$2,200.00	\$4,400.00
6	26041.0 RCL MTH V1+2 GK-8 CC TCHDA 3Y	24	\$0.00	\$0.00
7	15016.0 IRY M+R A+I 501-800 3Y	1	\$65,546.00	\$65,546.00
8	25851.0 RCL MTH SW+DA G5 3Y	102	\$68.85	\$7,022.70

4100-BJE

Curriculum Associates

153 Rangeway Road
N. Billerica, MA 01862
FID: 26-3954988

Bill To:
Amethod Public Schools
1450 Marina Way S
Oakland, CA 94606
US

Ship To:
Benito Juarez ES
1450 Marina Way S
Richmond, CA 94804
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Invoice Number: 90827647
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OC #: 60247233

Account: 4418064408
Account Name: Curriculum Associates, LLC
Bank Name: Wells Fargo Bank,
San Francisco, CA
ABA Routing: 121000248
SWIFT: WFBUS6S

Please send remittance detail to:
payments@cainc.com

Line #	Product	Shipped	Unit Price	Extended Amt
9	25347.0 RCL MTH SW+DA GK 3Y	100	\$68.85	\$6,885.00
10	25403.0 RCL MTH SW+DA G1 3Y	100	\$68.85	\$6,885.00
11	25459.0 RCL MTH SW+DA G2 3Y	100	\$68.85	\$6,885.00
12	25571.0 RCL MTH SW+DA G3 3Y	102	\$68.85	\$7,022.70
13	25711.0 RCL MTH SW+DA G4 3Y	102	\$68.85	\$7,022.70

Sub Total: \$122,669.10
Shipping: \$0.00
Tax: \$4,068.00
Prepayment Applied: \$0.00
Total USD Amt: \$126,737.10

Curriculum Associates

153 Rangeway Road
N. Billerica, MA 01862
FID: 26-3954988

Invoice Number: 90827647
Account Number: 4047609
Invoice Date: 7/9/24
Due Date: 8/8/24
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Account: 4418064408
Account Name: Curriculum Associates, LLC
Bank Name: Wells Fargo Bank,
San Francisco, CA
ABA Routing: 121000248
SWIFT: WFBIUS6S

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Mail payment to Lockbox:
Curriculum Associates LLC
PO Box 936600
Atlanta, GA 31193-6600

Account #: 4047609
Invoice #: 90827647
Invoice Date: 7/9/24
PO #: AMPS156
Total USD Amt: \$126,737.10



PURCHASE ORDER

Amethod Public Schools
1450 Marina Way South; Ste: 300
Richmond, CA 94804
510-436-0172
apsupport@amethodschools.org

DATE
06/26/2024
PURCHASE ORDER NO.
AMPS156
VENDOR QUOTE/INVOICE N
354181.4

Vendor Curriculum Associates
Contact: Peter Murphy
Address 153 Rangeway Road
City, State, Zip North Billerica, MA 01862-2013
Email order@cainc.com
Phone: 800-225-0248

School Site
Benito Juarez Elementary
Attn: Dr. Lasonya Walker
1450 Marina Way South
Richmond CA 94804
510-893-8700

SHIPPING METHOD	SHIPPING TERMS	SHIP VIA	PAYMENT	DELIVERY DATE
TBD	TBD	TBD	Net 30	TBD

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
25347	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde K	100	\$68.85	\$6,885.00
25403	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde 1	100	\$68.85	\$6,885.00
25459	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde 2	100	\$68.85	\$6,885.00
255710	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde 3	102	\$68.85	\$7,022.70
25711	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde 4	102	\$68.85	\$7,022.70
25851	iReady Classroom 2020 Math Student Worktext w/ Digital Access Grde 5	102	\$68.85	\$7,022.70
26041	iReady Classroom 2020 Common Core Math Teacher Digital Access Volume 1+2 Grade K-8 3 Years	24	\$0.00	\$0.00
15016	iReady Assessment and Personalized Instruction Math & Reading Site License 501-800 Student 3 years	1	\$65,546.00	\$65,546.00
28024	Online Educator Learning Platform	1	\$0.00	\$0.00
38557	Professional Learning Session AY24-25	3	\$2,200.00	\$6,600.00
38558	Professional Learning Session AY25-26	2	\$2,200.00	\$4,400.00
38559	Professional Learning Session AY26-27	2	\$2,200.00	\$4,400.00
				\$0.00
				\$0.00
				\$0.00

Remarks / Instructions:

Please send all invoices to apsupport@amethodschools.org. If the purchase order is for services provided, invoices are processed after the services are rendered.

SUBTOTAL	122669.10
enter total amount DISCOUNT	0.00
SUBTOTAL LESS DISCOUNT	122669.10
enter percentage TAX RATE	3.32%
TOTAL TAX	4068.00
SHIPPING/HANDLING	0.00
OTHER	0.00
TOTAL \$	126,737.10

THANK YOU

AUTHORIZED SIGNATURE
Accounting Manager, Kym Smith

DATE 6/26/2024

For questions concerning this purchase order please contact the school
www.amethodschools.org

AMPS

HONOR HARD WORK

Payment Request

Send completed form and backup documentation with this form

Date: 6/04/24Site: Benito Juarez ElementaryName of Requester: Dr. Michelle Walker**Check Information**Name/Payable to
(REQUIRED): Curriculum AssociatesInvoice #:
(if applicable)354181.4Address:
(REQUIRED if different from
Remit To Address below): 153 Rangeway Road, North Baller**Accounting Information**Amount: \$
(REQUIRED)Expense Code:
(REQUIRED)
\$126,737.10Resource Code:
(REQUIRED if applicable)3213 / 3218 - \$112984.850000 - \$13752.25**Delivery Method (check one - REQUIRED)**

School to pickup at Home Office:

☐

Regular Mail:

☐

Overnight:

☐REMIT TO ADDRESS ONLY
(REQUIRED)Benito Juarez Elementary School

Street

1450 Marina Way, S.Richmmond,CAPlease provide the name of the
person the check will be mailed
to.

City

State

Zip

Dr. Michelle Walker510-722-1179

Contact Person

Phone Number

Approval:Date: 6/6/24

Approved (REQUIRED):

Date: 6/25/24

Approved (REQUIRED):



Curriculum Associates®

Prepared For:
Maurice Williams
Benito Juarez ES
1450 Marina Way S,
Richmond, CA 94804

5/30/2024

Dear Maurice Williams,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2024-2025 Quote ID: 354181.4 Quote Valid through: 12/31/2024

Product	List Price	Net Price
i-Ready Classroom	\$69,486.00	\$41,723.10
i-Ready	\$65,546.00	\$65,546.00
Professional Learning	\$15,900.00	\$15,400.00
i-Ready Partners Services	\$6,000.00	\$0.00
<i>i-Ready Partners Services Includes:</i> <ul style="list-style-type: none"> <u>Initial Implementation Services</u>: Provisioning, Initial Rostering, Hosting, Technology Assessment <u>Implementation Management</u>: Partner Success Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management <u>Staff Development Consultation and Resources</u>: Consultative services to help you plan and make the most of Professional Learning sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources <u>Technical Support</u>: Proactive Network Monitoring & Issue Notification, Annual Health Check, Technical Support 		
List Total:		\$156,932.00
Savings:		\$34,262.90
Shipping/Tax/Other:		\$4,068.00
Total:		\$126,737.10

Thank you again for your interest in Curriculum Associates.

Sincerely

Peter Murphy
(323) 312-8887
pmurphy@cainc.com

Please submit this quote with your purchase order

Curriculum Associates®

Quote ID: 354181.4 Date: 5/30/2024 Quote Valid through: 12/31/2024

Prepared For:
Maurice Williams
Benito Juarez ES
1450 Marina Way S,
Richmond, CA 94804
mwilliams@amethodschools.org

Your Representative:
Peter Murphy
(323) 312-8887
pmurphy@cainc.com

i-Ready Classroom

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade K 3 Years	25347.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade 1 3 Years	25403.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade 2 3 Years	25459.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade 3 3 Years	25571.0	102	\$81.00	\$68.85	\$7,022.70
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade 4 3 Years	25711.0	102	\$81.00	\$68.85	\$7,022.70
i-Ready Classroom 2020 Mathematics Student Worktext with Digital Access Grade 5 3 Years	25851.0	102	\$81.00	\$68.85	\$7,022.70
i-Ready Classroom 2020 Common Core Mathematics Teacher Digital Access (English and Spanish) Volume 1 + 2 Grade K-8 3 Years	26041.0	24	\$850.00	\$0.00	\$0.00
i-Ready Classroom Subtotal:					\$41,723.10

i-Ready

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 3 Years	15016.0	1	\$65,546.00	\$65,546.00	\$65,546.00
i-Ready Subtotal:					\$65,546.00

Professional Learning

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Learning)	28024.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 24-25	38557.0	3	\$2,200.00	\$2,200.00	\$6,600.00
Professional Learning Session (up to 6 hours) AY 25-26	38558.0	2	\$2,200.00	\$2,200.00	\$4,400.00
Professional Learning Session (up to 6 hours) AY 26-27	38559.0	2	\$2,200.00	\$2,200.00	\$4,400.00
Professional Learning Subtotal:					\$15,400.00

i-Ready Partners Services

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 3 Years	27124.0	1	\$6,000.00	\$0.00	\$0.00

i-Ready Partners Services Subtotal:		\$0.00
Total		
	List Total:	\$156,932.00
	Savings:	\$34,262.90
	Merchandise Total:	\$122,669.10
	Voucher/Credit:	\$0.00
	Estimated Tax:	\$4,068.00
	Estimated Shipping:	\$0.00
	Total:	\$126,737.10

Special Notes	
<p>All i-Ready purchases require professional development.</p> <p>Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PL.</p> <p>15% i-Ready <u>Partnership Discount</u> applied to i-Ready <u>Classroom products</u>.</p>	

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Please submit this quote with your purchase order

N1

Curriculum Associates

Shipping Information

Please fill out the following information to help us arrange the delivery of your materials and exceed your expectations. Thank you for your order!

Shipping Location

Please indicate where the delivery should be made.

☒ **Individual Schools**

See page 2 for additional information.

☐ **Central Location (Warehouse/District Office)**

Benito Juarez Elementary School

Name

1450 Marina Way South

Address

Richmond

CA

94804

City

State

Zip

Requested Delivery Window

Please provide a date range of at least **7–10 business days** when you would like your materials delivered.

July 15, 2024

Start of Date Range

through

July 25, 2024

End of Date Range

Please note any summer hours or upcoming vacations during the requested delivery window:

Please, ask for Dr. Walker, Ms. Galindo, and/or Mr. Devlin

Shipping Information

Please fill out the following information to help us arrange the delivery of your materials and exceed your expectations. Thank you for your order!

For each ship-to location, please fill out the following information: *Print one page per ship-to location.*

Ship-To Name

Please provide the **name** of the ship-to location.

Name: Janice Galindo

Delivery Contact

Please provide the **name** and **phone number** of the individual who will serve as the point of contact for delivery.

Name: Janice Galindo

Phone Number: 510-722-1179

Delivery Instructions

Please select **Yes** or **No** for each of the following statements describing the delivery location.

- The delivery location has a standard loading dock. ☐ Yes ☒ No
- The delivery location can accommodate an 18-wheel truck. ☒ Yes ☐ No
- Inside delivery is required. ☒ Yes ☐ No
- The delivery location has obstructions (e.g., stairs, trees, wires). ☐ Yes ☒ No
- An appointment is required prior to delivery. ☐ Yes ☒ No

Please note any other special delivery instructions:



Diem Huynh <dihuynh@amethodschools.org>

Fwd: New current invoice 90827647 for customer 4047609 Amethod Public Schools / PO# AMPS156

Dr. Michelle Walker, MBA, MAT <lawalker@amethodschools.org>

Fri, Jul 26, 2024 at 1:51 PM

To: Diem Huynh <dihuynh@amethodschools.org>

Cc: Janice Galindo <jgalindo@amethodschools.org>, Kymbrell Smith <ksmith@amethodschools.org>

Received! Thank you!



~Dr. LaSonya Michelle Walker, Ed.D, MBA, MAT~

Site Director/Principal

Benito Juarez Elementary School

1450 Marina Way S

Richmond, CA 94804

~Amethod Public Schools~

p: 510.722.1179 (office)

c: 510.374.8657 (cell)

e: lawalker@amethodschools.org

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