



Harvest Ridge Cooperative Charter School Board of Directors

Board of Directors Regular Meeting

Published on September 15, 2025 at 4:58 PM PDT

Amended on September 18, 2025 at 3:29 PM PDT

Date and Time

Thursday September 18, 2025 at 6:00 PM PDT

Location

9050 Old State Highway
Newcastle, CA 95658
Room 6

Harvest Ridge Schools

Board of Directors Meeting August 14, 2025

Open to the Public

Harvest Ridge Cooperative Charter School

9050 Old State Hwy, Newcastle, CA 95658

Join Zoom Meeting

<https://zoom.us/j/2184395442?omn=94194259480>

Meeting ID: 218 439 5442

Topic: HRCCS Board of Directors Meeting

Time: September 18, 2025 6:00 PM Pacific Time (US and Canada)

One tap mobile

+13092053325,,2184395442# US

+13126266799,,2184395442# US (Chicago)

Join by SIP

• 2184395442@zoomcrc.com

Join instructions

https://zoom.us/join/91689957462?signature=R8n_NjNOMFLnoPL8M8oSpogDcuTRoscUoeBBzMKrM_s

Mission: Harvest Ridge Cooperative Charter School is committed to collaborating with parents, teachers, and students to provide a high quality student-centered educational experience, which enhances the joy of learning and inspires a commitment to lifelong learning.

Vision: Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development. Students are encouraged to discover and pursue their interests and talents within a compassionate and supportive environment. Our students become self-motivated and confident as they develop 21st Century skills.

Harvest Ridge staff members are enthusiastic, creative, and committed to providing an engaging and relevant education that prepares students to adapt and thrive in a rapidly changing world. Our staff sets high standards, fosters individuality, encourages group collaboration, and differentiates for individual student needs.

Parents are an integral part of our school community. They work collaboratively to support classroom instruction, serve on school committees, participate in campus stewardship, and are active partners in their child's education.

Community connections and global awareness are encouraged through outreach programs, field trips, and service projects.

Agenda

Purpose Presenter

I. Opening Items

- A. Call the Meeting to Order

Jesse Fowler
- B. Establishment of a Quorum

Jesse Fowler
- C. Approval of Agenda

Vote

Jesse Fowler
- September 18, Regular Board Meeting Agenda Items
- D. Public Comments on Non-Agenda Items

1. **FROM THE GENERAL PUBLIC - *It is the policy and practice of the Board of Harvest Ridge Schools to encourage public attendance and participation at its meeting. This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the Board’s subject matter jurisdiction, and is limited to 3 minutes per individual. The Board is not allowed to take action on any item that is not on the agenda except as authorized by Government Code Section 54954.2.***

II. Reports and Communications

- A. PTO Report

FYI
- B. Staff Report

FYI
- Home Study Report- Janet Sutton
- Hybrid Report- Tina Wallgren
- C. Director's Report

FYI

Kathleen Daughtery
- Enrollment/Attendance
- Discipline
- Facilities
- CAASPP Scores
- iReady Scores
- D. Fiscal Report

FYI

Mary Reome
- Current Financial Statement
- Budget Review

Purpose Presenter

III. **Action Items: Consent Agenda**

All actions listed under the Consent Agenda are considered to be routine, and will be enacted by one motion followed by a vote. There will be no separate discussion of these items unless a member of the Board requests that a specific item be removed from Consent Agenda, and discussed. Such items will be considered separately in the order in which they appear on the agenda.

A. Approval of Board Minutes Approve Minutes Kathleen Daugherty

Board Minutes for August 13, 2025

B. Approval for Bill Warrants Vote Kathleen Daugherty
August 2025

C. Approval of Personnel Report Vote
September 2025

D. Approval of Ratifications of Annual Proposed contracts and service agreements Vote Kathleen Daugherty

E. Approval of 2025/26 Employee Handbook changes Vote Kathleen Daugherty

F. Approval of stipend chart Vote Kathleen Daugherty

G. Approval of revised Board calendar of discussion/action items Vote Kathleen Daugherty

H. Overnight Field Trip for 7/8 Grades Vote Kathleen Daugherty
The Board will be asked to approve the overnight field trip request for 7/8 grades.

IV. **Discussion/Action Items Regular Agenda**

Protocol for discussion action items includes a staff presentation/overview, questions from the Board, public input, closing of public input, deliberation and voting by the Board. During public input, the Board Chairperson will set a time limit per person, normally 3 minutes.

	Purpose	Presenter
A. Appointment of New Board Member	Vote	Kathleen Daughtery
The Board will be asked to appoint Jeff Sevey as the Community Representative to the Board of Directors		
B. Approval of Board Goals/action plan	Vote	Kathleen Daughtery
The Board will be asked ot approve the recommended Board Goals with Action Items		
C. Approval of search timeline for Executive Director/Principal	Vote	Kathleen Daughtery
The Board will be asked to review and approve the search timeline for Executive Director/Principal		
D. Approval of Unaudited Actuals for 2024-25	Vote	Mary Reome
The Board will receive a report on the unaudited actuals for the year ending June 31, 2025, and be asked to approve the report.		
E. Approval of Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization	Vote	Kathleen Daughtery
The Board will be asked to discuss and approve a membership with Board on Track for the 25-26 school year.		

V. Governance

A. Governance Handbook(s)	Discuss	Kathleen Daughtery
The Board will receive Board structure and Board meetings handbooks, and discuss proposed changes to the HRCCS handbook.		

VI. Closing Items

A. Adjourn Meeting	Vote	Jesse Fowler
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Future Meeting Dates: 10/9/25, 11/13/25, 12/11/25, 1/8/26,2/12/26,3/12/26, 4/9/26,5/14/25,6/11/25, 6/25/26, 8/13/26

Harvest Ridge Schools Board meetings will normally be held the second Thursday of the month, August – June. Special Meetings may be called at any time with proper notice.

Accommodating Those Individuals with Special Needs – *In compliance with the Americans with Disabilities Act, Harvest Ridge Schools encourages those with disabilities to participate fully in the public meeting process. If*

you have a special need in order to allow you to attend or participate in our public meetings, please contact our office well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you.

Coversheet

Establishment of a Quorum

Section:	I. Opening Items
Item:	B. Establishment of a Quorum
Purpose:	FYI
Submitted by:	
Related Material:	Board Attendance.docx

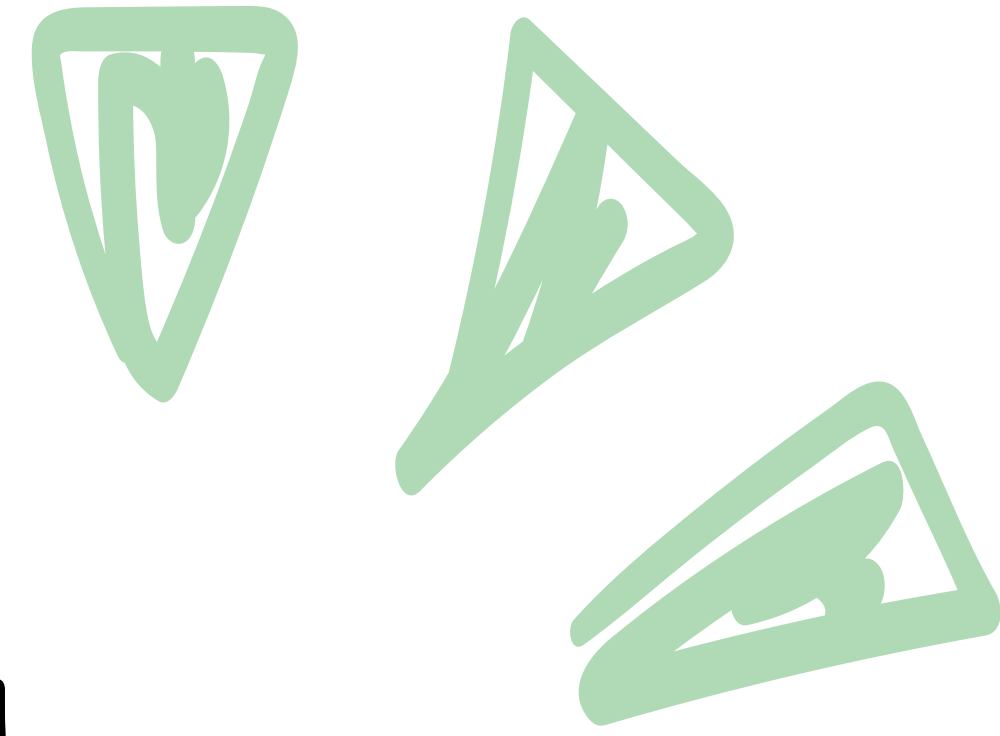
Jesse Fowler	Chairperson	Present____	Absent____
Jackie Lloyd	Vice-chair	Present____	Absent____
Vincent Cavanna	Member (Parent)	Present____	Absent____
Natalie Hudson	Member (Parent)	Present____	Absent____
Kayla Salazar	Member (Parent)	Present____	Absent____
Zane Shaeffer	Member (Parent)	Present____	Absent____
Open	Community Member	Present____	Absent____
Also in attendance			
Kathleen Daugherty	Interim Executive Director	Present____	Absent____
Annette Korn	Board Secretary	Present____	Absent____

Present____	Absent____
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Coversheet

Staff Report

Section:	II. Reports and Communications
Item:	B. Staff Report
Purpose:	FYI
Submitted by:	
Related Material:	Welcome.pdf Home Study Board Meeting Report Slides-September 18, 2025.pdf



Welcome
BACK!

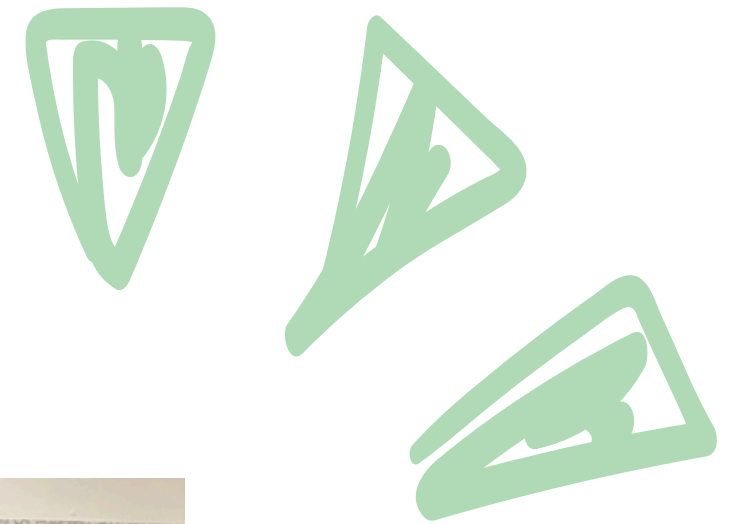
September 2025

K-2

learning the ropes



3RD AND 4TH *getting acquainted*



MYSTERY IN 5TH / 6TH

Bob, partner to Bobette, was missing for a few scary days. As their first anniversary approached, where could he have gone? Thankfully, he was found, deeper in the packed-away basket than first thought. Crisis averted.

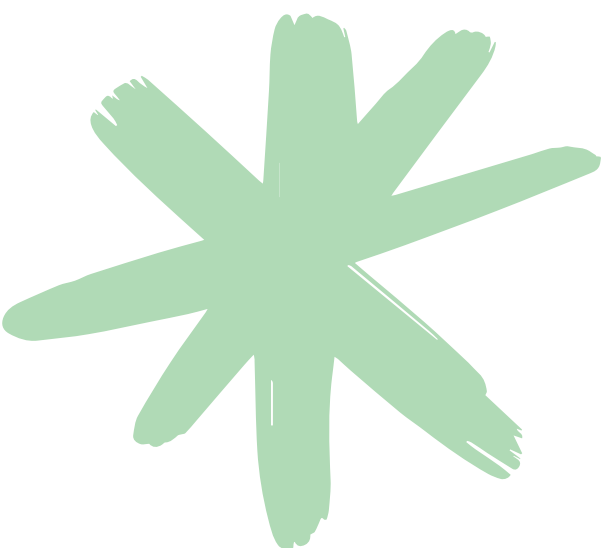
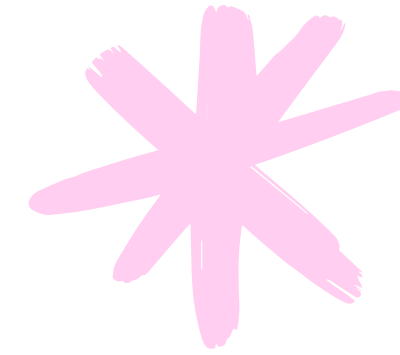
a few scary days



BIG AND LITTLE *buddies*

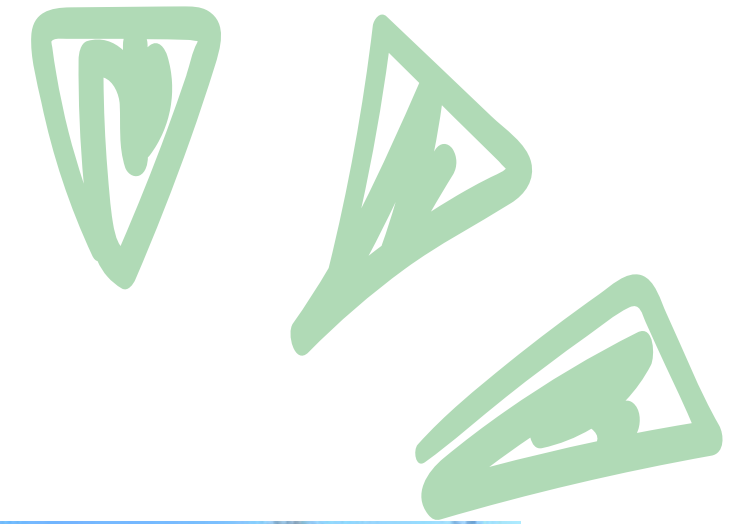


7TH / 8TH CREW



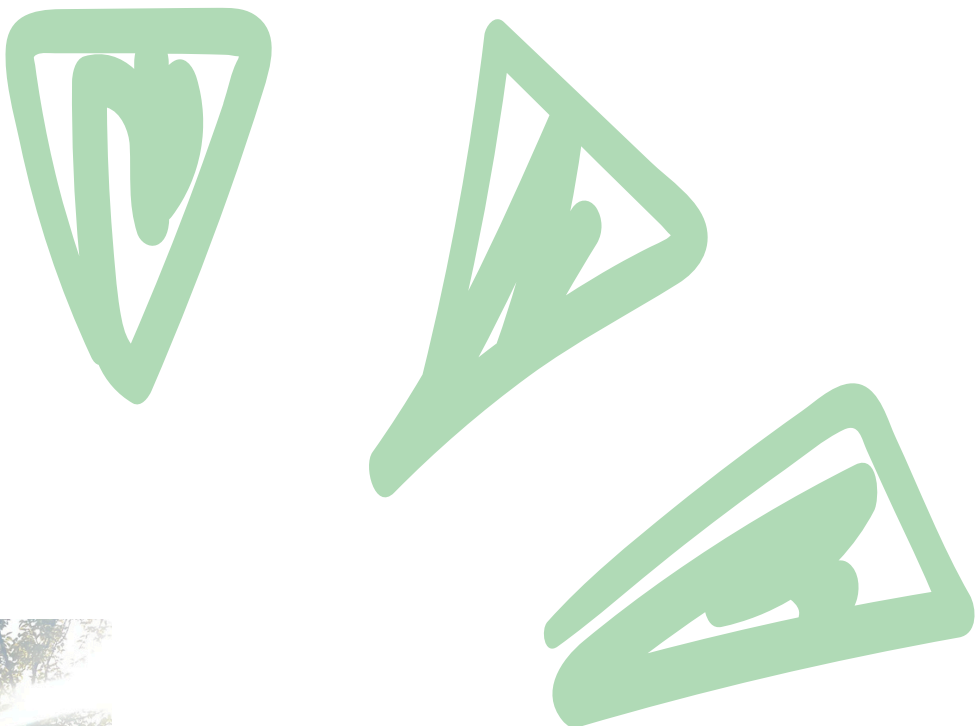
Friday Hikes

Enrichment with Mr. Nate



music and MOCKTAILS





back to school or back to cool?

STUDENT COUNCIL OFFICERS

2025-26



Adalynn
President



Bennett
Vice President



Wes
Co-Treasurer



Edward
Co-Treasurer



Hadley
Secretary



Imogen
Communications

MYSTERY IN 5TH / 6TH

Bob, partner to Bobette, was missing for a few scary days. As their first anniversary approached, where could he have gone? Thankfully, he was found, deeper in the packed-away basket than first thought. Crisis averted.

a few scary days





We're just getting
STARTED!



Home Study Program Board Meeting Report

September 18th, 2025

Back to School Bash



We welcomed families Back to School with a fun morning of games, a scavenger hunt, crafts, treats, a photo booth, and lots of visiting with old friends and new!



September Field Trip Treetop Adventure

This fall favorite was a hit! The cooler weather did not deter families from climbing through the trees and enjoying the challenge of overcoming fears and making new friends.



Cross Country



2025 Update:

- **16 athletes** on this year's roster.
- Practicing with Penryn since we do not have our own XC coach
- Races start 2 weeks from today!

Goals for next year:

- Harvest Ridge coach(es)
- Practice after school on campus
- Larger roster size (24 last year)

Intervention



Both our Hybrid and Home Study programs have been working hard to gather valuable data on all our students. We're excited to share that the analysis is already highlighting specific groups of students who may benefit from extra support. As we kick off our first cycle of interventions, students will participate in reading workshops, small group instruction, and 1:1 support. We anticipate running about four cycles of intervention this year, with students identified through the benchmark data that teachers are diligently collecting and sharing with our intervention teachers. This process ensures every child gets the targeted support they need to grow and succeed!

Transitional Kindergarten



Our TK Enrichment Class is in full swing! TK grant funding has been focused towards setting up a working TK classroom with a standards-based curriculum that utilizes a developmentally appropriate play-based structure to support literacy, math, and social growth.



Home Study Program Emerging Needs

The Harvest Ridge Home Study has identified two areas of need that will serve the program currently, as well as prepare for enrollment expansion moving forward.

- Clerical Office Support
- New Gravel Road/Parking Area

HS Clerical Office Staff

- **Increased Enrollment** – more students = higher administrative workload
- **Curriculum Ordering & Tracking** – ordering and distribution of curriculum, supplies, and instructional materials
- **Financial Paperwork** – invoices, purchase orders, check requests
- **Staff Capacity** – clerical tasks currently pull educators and administrators away from instructional and leadership responsibilities
- **Program Support** – add office clerical support **1–2 days per week** to handle routine paperwork and organizational tasks efficiently

HS Road Work

- **New Gravel Road Proposal** – build road on existing property to create a loop for safer and more efficient traffic flow.
- **Purpose** – streamline pick-up from enrichment programs, reduce congestion on Kentucky Greens, and improve safety.
- **Parking Access** – road would connect to additional parking areas for families.
- **Collaboration** – working with district officials to secure necessary approvals.
- **Cost Estimate** – initial bid received at \$33,000; efforts underway to further refine the project.

Thank You!

Coversheet

Director's Report

Section:	II. Reports and Communications
Item:	C. Director's Report
Purpose:	FYI
Submitted by:	
Related Material:	HRCCS Executive Director_Principal Report.pdf

HRCCS Executive Director/Principal Report

Kathi Daugherty

September 18, 2025

1. Hybrid-117
2. Home Study-250

Original Budget: 365



Current Enrollment

<https://mmars.multiplemeasures.com/ViewReport.aspx?id=2577144>

https://drive.google.com/file/d/1Am-nTn7O3SuuZndErtTIDSSA4fu_lqP/view?usp=sharing

iReady - Fall Scores

1. Sound Garden
2. Special Ed Instructional Space
3. Sell the rest play equipment in Storage as it won't fit

Facilities

Coversheet

Fiscal Report

Section:	II. Reports and Communications
Item:	D. Fiscal Report
Purpose:	FYI
Submitted by:	
Related Material:	HRCCS Fiscal - Aug 25 (1).pdf

Fiscal13a

Financial Statement

Fund 62 - Harvest Ridge Co-op Charter

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	LCFF State Aid	3,035,720.00	3,176,131.00	285,020.00	2,891,111.00	8.97
8012	Ed. Protection Act-State Aid	706,813.00	706,813.00		706,813.00	
8096	In-Lieu Tax Payments	283,982.00	283,982.00	17,081.00	266,901.00	6.01
8097	Prop Tx Tf	95,018.00	95,018.00		95,018.00	
Total LCFF Revenue Sources		4,121,533.00	4,261,944.00	302,101.00	3,959,843.00	7.09
Federal Revenue						
8181	Sped Ent	36,500.00	36,500.00		36,500.00	
Total Federal Revenue		36,500.00	36,500.00	.00	36,500.00	
Other State Revenues						
8550	Mandated Cost Reimbursements	6,881.00	6,881.00		6,881.00	
8560	State Lottery Revenue	99,976.00	99,976.00		99,976.00	
8590	All Other State Revenues	62,879.00	62,879.00	7,656.00	55,223.00	12.18
Total Other State Revenues		169,736.00	169,736.00	7,656.00	162,080.00	4.51
Other Local Revenue						
8660	Interest	25,000.00	25,000.00	4,420.57	20,579.43	17.68
8699	All Other Local Revenues	5,049.00	5,049.00		5,049.00	
8792	Apport TF	193,250.00	193,250.00		193,250.00	
Total Other Local Revenue		223,299.00	223,299.00	4,420.57	218,878.43	1.98
Total Year To Date Revenues		4,551,068.00	4,691,479.00	314,177.57	4,377,301.43	6.70

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salaries	1,511,965.00	1,511,965.00	1,317,462.30	146,384.70	48,118.00	9.68
1110	Teachers-Substitutes	9,300.00	9,300.00			9,300.00	
1120	Teachers-Extra Assignment	20,807.00	20,807.00		3,000.00	17,807.00	14.42
1190	Certificated Stipend	2,500.00	2,500.00			2,500.00	
1300	Cert Supervisor-Admin Salary	165,695.00	165,695.00	103,247.50	20,649.50	41,798.00	12.46
Total Certificated Salaries		1,710,267.00	1,710,267.00	1,420,709.80	170,034.20	119,523.00	9.94
Classified Salaries							
2100	Instructional Aides Salary	79,119.00	79,119.00	54,234.63	6,026.07	18,858.30	7.62
2110	Instr. Aides-Substitutes	2,000.00	2,000.00			2,000.00	
2120	Class Extra Time	2,186.00	2,186.00			2,186.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 60, Starting Period = 1, Ending Account Period = 2, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fiscal13a

Financial Statement

Fund 62 - Harvest Ridge Co-op Charter

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Classified Salaries (continued)							
2400	Clerical-Office Salaries	125,855.00	125,855.00	89,739.48	16,110.84	20,004.68	12.80
2410	Clerical-Substitutes	1,208.00	1,208.00			1,208.00	
2420	Clerical-Ex Duty	923.00	923.00		405.83	517.17	43.97
Total Classified Salaries		211,291.00	211,291.00	143,974.11	22,542.74	44,774.15	10.67
Employee Benefits							
3101	Strs Certificated	326,861.00	326,861.00	259,724.20	30,897.66	36,239.14	9.45
3201	Pers Certificated	17,857.00	17,857.00	16,326.90	1,814.10	284.00-	10.16
3202	Pers Classified	57,155.00	57,155.00	38,599.56	6,043.72	12,511.72	10.57
3301	Oasdi Certificated	4,074.00	4,074.00	3,636.18	404.02	33.80	9.92
3302	Oasdi Classified	12,635.00	12,635.00	8,486.92	1,309.76	2,838.32	10.37
3311	Medicare Certificated	25,040.00	25,040.00	19,692.94	2,358.12	2,988.94	9.42
3312	Medicare Classified	2,956.00	2,956.00	1,984.92	306.32	664.76	10.36
3401	Health & Welfare Certificated	153,695.00	153,695.00	129,094.24	15,083.36	9,517.40	9.81
3402	Health & Welfare Classified	9,984.00	9,984.00	8,320.00	1,664.00		16.67
3501	Unemployment - Certificated	878.00	878.00	687.93	82.47	107.60	9.39
3502	Unemployment - Classified	103.00	103.00	68.85	10.65	23.50	10.34
3601	Workers Comp - Certificated	17,532.00	17,532.00	15,546.84	1,863.86	121.30	10.63
3602	Workers Comp - Classified	2,050.00	2,050.00	1,558.06	240.97	250.97	11.75
3901	Other Benefits Certificated	4,732.00	4,732.00	4,149.36	461.04	121.60	9.74
Total Employee Benefits		635,552.00	635,552.00	507,876.90	62,540.05	65,135.05	9.84
Books and Supplies							
4300	Materials, Supplies, Subscrip	440,340.00	470,340.00	28,768.65	77,864.48	363,706.87	16.55
4301	Supplies-General	44,000.00	44,000.00		1,572.53	42,427.47	3.57
4310	Postal Expense	1,000.00	1,000.00		30.30	969.70	3.03
4400	Noncapitalized Equipment	3,000.00	3,000.00	.56	28,983.69	25,984.25-	966.12
4700	Food	500.00	500.00			500.00	
Total Books and Supplies		488,840.00	518,840.00	28,769.21	108,451.00	381,619.79	20.90
Services and Other Operating Expenditures							
5200	Travel And Conferences	23,829.00	23,829.00			23,829.00	
5210	Travel-Mileage	100.00	100.00			100.00	
5300	Dues And Memberships	9,900.00	9,900.00		7,838.00	2,062.00	79.17
5400	Insurance	79,624.00	79,624.00		32,568.00	47,056.00	40.90
5500	Operation And Housekeeping	51,000.00	51,000.00		3,547.05	47,452.95	6.96
5610	Rentals	147,339.00	147,339.00		37,947.54	109,391.46	25.76
5620	Leases	33,835.00	33,835.00		4,404.96	29,430.04	13.02

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 60, Starting Period = 1, Ending Account Period = 2, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fiscal13a

Financial Statement

Fund 62 - Harvest Ridge Co-op Charter

Fiscal Year 2025/26 Through August 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5640	Maintenance Agreements	20,600.00	20,600.00		4,953.28	15,646.72	24.05
5800	Prof/Cons Serv Opr Exp	275,095.00	275,095.00		120,981.67	154,113.33	43.98
5802	Contracted Services	585,466.00	585,466.00	47,640.25	26,262.47	511,563.28	4.49
5810	Legal Services	25,000.00	25,000.00			25,000.00	
5811	Audit	24,000.00	24,000.00			24,000.00	
5821	Fingerprinting	600.00	600.00			600.00	
5841	Student Records Services	7,500.00	7,500.00		3,858.75	3,641.25	51.45
5861	Internet Access	6,100.00	6,100.00		2,470.53	3,629.47	40.50
Total Services and Other Operating Expenditures		1,289,988.00	1,289,988.00	47,640.25	244,832.25	997,515.50	18.98
Tuition							
7141	TfagenDIST	221,044.00	221,044.00			221,044.00	
Total Tuition		221,044.00	221,044.00	.00	.00	221,044.00	
Total Year To Date Expenditures		4,556,982.00	4,586,982.00	2,148,970.27	608,400.24	1,829,611.49	13.26

Fiscal13a

Financial Statement

Fund 62 - Harvest Ridge Co-op Charter		Fiscal Year 2025/26 Through August 2025		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash In County Treasury		185,370.91-	185,370.91-
9200	Accounts Receivable		257,210.40-	257,210.40-
9330	Prepaid Expenditures		118,718.26-	118,718.26-
	Total Assets	.00	561,299.57-	561,299.57-
Liabilities				
9500	Accounts Payable		268,698.96-	268,698.96-
9510	Outlawed/Stale-Dated Warrants		1,619.96	1,619.96
9511	Use Tax Payable		2.10	2.10
	Total Liabilities	.00	267,076.90-	267,076.90-
	Calculated Fund Balance	.00	294,222.67-	294,222.67-
Beginning Fund Balance				
9791	Fund Bal-Beginning Balance			
	Beginning Fund Balance Proof	.00	294,222.67-	294,222.67-
Change in Fund Balance - Excess Revenues (Expenditures)			(294,222.67)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Fund Bal-Res For Encumbrances		2,148,970.27
Other Designations		
9790 Fund Bal-Undesig/Unapprop	1,031,155.00	1,141,566.00

Fiscal13a**Financial Statement****Fund 62 - Harvest Ridge Co-op Charter****Fiscal Year 2025/26 Through August 2025**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,551,068.00	4,691,479.00		314,177.57	4,377,301.43	6.70
B. Expenditures	4,556,982.00	4,586,982.00	2,148,970.27	608,400.24	1,829,611.49	13.26
C. Subtotal (Revenue LESS Expense)	5,914.00-	104,497.00		294,222.67-	2,547,689.94	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	5,914.00-	104,497.00		294,222.67-	2,547,689.94	
F. Fund Balance:						
Beginning Balance (9791)	1,037,069.00	1,037,069.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,037,069.00	1,037,069.00		.00		
G. Calculated Ending Balance	1,031,155.00	1,141,566.00		294,222.67-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,031,155.00	1,141,566.00				
Other				2,148,970.27		

Fiscal13a**Financial Statement****Fund 76 - Payroll Fund****Fiscal Year 2025/26 Through August 2025**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash In County Treasury		42,419.16-	42,419.16-
Liabilities				
9500	Accounts Payable		83,357.53-	83,357.53-
9530	Summer Arrears Pay Liability		17,469.35	17,469.35
9551	Strs Liability		4.81-	4.81-
9556	Workers Comp Liability		417.83	417.83
9558	Benefits Liability		23,056.00	23,056.00
Total Liabilities		<u>.00</u>	<u>42,419.16-</u>	<u>42,419.16-</u>
Calculated Fund Balance		<u>.00</u>	<u>.00</u>	<u>.00</u>

Fiscal13a**Financial Statement****Fund 76 - Payroll Fund****Fiscal Year 2025/26 Through August 2025**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Coversheet

Approval of Board Minutes

Section:	III. Action Items: Consent Agenda
Item:	A. Approval of Board Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2025-8-14 Draft Board Meeting Minutes.docx.pdf



**Harvest Ridge Schools
Board of Directors Meeting
Open to the Public
Harvest Ridge Cooperative Charter School
9050 Old State Hwy, Newcastle, CA 95658**

August 14, 2025

Join Zoom Meeting
<https://zoom.us/j/2184395442?omn=91689957462>
Meeting ID: 218 439 5442
Passcode: 722117

Topic: HRCCS Board of Directors Meeting
Time: Aug 14, 2025 05:30 PM Pacific Time (US and Canada)

One tap mobile
+13092053325,,2184395442# US
+13126266799,,2184395442# US (Chicago)

Join by SIP
• 2184395442@zoomcrc.com

Join instructions
https://zoom.us/meetings/91689957462/invitations?signature=R8n_NjNOMFLnoPL8M8oSpogDcuTRoscUoeBBzMKrM_s

Mission: Harvest Ridge Cooperative Charter School is committed to collaborating with parents, teachers, and students to provide a high quality student-centered educational experience, which enhances the joy of learning and inspires a commitment to lifelong learning.

Vision: Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development. Students are encouraged to discover and pursue their interests and talents within a compassionate and supportive environment. Our students become self-motivated and confident as they develop 21st Century skills.

Harvest Ridge staff members are enthusiastic, creative, and committed to providing an engaging and relevant education that prepares students to adapt and thrive in a rapidly changing world. Our staff sets high standards, fosters individuality, encourages group collaboration, and differentiates for individual student needs.

Parents are an integral part of our school community. They work collaboratively to support classroom instruction, serve on school committees, participate in campus stewardship, and are active partners in their child's education.

Community connections and global awareness are encouraged through outreach programs, field trips, and service projects.

Meeting Facilitator: Vincent Cavanna, Board Chairperson

5:30 pm OPEN SESSION

- 1. Call to Order: 5:40 pm**
- 2. Roll Call and Establishment of a Quorum: Jesse Fowler, Vincent Cavanna, Natalie Hudson, Zane Shaeffer, Jackie Lloyd**
- 3. FROM THE GENERAL PUBLIC - *It is the policy and practice of the Board of Harvest Ridge Schools to encourage public attendance and participation at its meeting. This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the Board's subject matter jurisdiction, and is limited to 3 minutes per individual. The Board is not allowed to take action on any item that is not on the agenda except as authorized by Government Code Section 54954.2. No comments from the public.***
- 4. Board Organization and Schedules:**
 - 4.1. Elect a new chairperson** (A) The Board will be asked to elect a new chairperson for the 2025/26 school year: **Jackie Lloyd motioned to elect Jesse Fowler as the new chairperson. Zane Shaeffer seconded the motion. All approved. Motion carried.**
 - 4.2. Elect a new vice-chairperson** (A) The Board will be asked to elect a new vice-chairperson for the 2025/26 school year: **Vincent Cavanna motioned to elect Jackie Lloyd as the new vice-chairperson. Natalie Hudson seconded the motion. All approved. Motion carried.**
 - 4.3. Accept the resignation of Board member** (A). The Board will be asked to accept the resignation of Jennifer Glenn: **Vincent Cavanna motioned to accept the resignation. Jackie Lloyd seconded the motion. All approved. Motion carried.**
 - 4.4. Establish a Committee for New Board Member Recommendation**(A) The Board will be asked to establish an ad hoc committee for Board member recommendations to fill the open position. **Jesse Fowler wondered if there were any volunteers to be on the ad hoc committee. Vincent Cavanna and Jackie Lloyd have volunteered. Jesse Fowler is giving Kathi Daugherty and Janet Sutton the directive to form the committee meeting.**
 - 4.5. Board Meetings "Year at a Glance" Known Topics** (I) (The Board will receive the known meeting topics for the 25/26 school year: **Vincent Cavanna motioned to approve "year at a glance." Jackie Lloyd seconded the motion. All approved. Motion carried.**
 - 4.6. Approve 2025-26 Board of Directors meeting schedule** (A) The Board will be asked to approve the meeting schedule for the 25/26 school year: **Vincent Cavanna motioned to approve the meeting schedule. Zane Shaeffer seconded the motion. All approved. Motion carried.**
- 5. Special Recognition for Outgoing Board Members** (A) The Board will be asked to approve and present resolutions 010825 and 020825 recognizing multiple years of service to Harvest Ridge Cooperative Charter School as dedicated board members. **Presented by: Jesse Fowler**
 - 5.1. Resolution 010825 in Honor of Jason Couch**
 - 5.2. Resolution 020825 in Honor of Ashley Neufeld**
- 6. Reports And Communication**

- 6.1. PTO Report: Courtney Sonksen is excited to be serving as this year’s PTO President, alongside Kelly Wyatt, Vice President; Julia Burnham, Treasurer; and Jessica Grosser, Communications. The team is still in the process of filling the Secretary position. Over the summer, PTO members and family volunteers dedicated numerous hours to campus projects, including removing the shed, dismantling the swings, and power washing around the school. Courtney shared the PTO’s collective goals for the year: 1. Cultivate a strong sense of community. 2. Increase parental involvement. 3. Continue successful fundraising events while exploring new ideas.
- 6.2. Staff Report:

6.2.1. Classroom: Presented by Rebecca Feickert: Some of the teachers have been working through the summer (tutoring). Today was the first day for all staff to be on campus for a professional development meeting. It was a positive experience filled with lots of laughter as we reviewed the student handbook and engaged in culture-building activities.

6.2.2. Home Study: Presented by Rebecca Stanphill. All teachers met on campus today, focusing on preparing for the new TK program, improving communication with all families, conducting a Zoom orientation on August 20, scheduling assessments, and hosting a back-to-school event on August 22 at the home study campus.
- 6.3. Facilities: Rebecca Feickert reported: Progress continues on the upper tier, with the new Learning Center office replacing the former file storage shed and scheduled for installation within three to four weeks. The areas where the swings were located will be cemented and leveled by Dave Landry to create a tricycle track for kindergarten students. Additional improvements include a revamped sandbox, the installation of a sound garden, and beautification of the playhouse by Dana Ross.
- 6.4. Director’s Report: Kathi Daugherty reported: Both programs are preparing for Orientation Day on August 20. On-campus teachers will meet tomorrow to discuss logistics. The focus includes data review, collaboration with the home study program, and coordination with Ashley and Christina Cowan, as well as the development of intervention goals.

6.4.1. School Opening and Professional Development

6.4.2. [Certified and Classified Evaluations Overview](#)

6.4.3. Enrollment projected as of 8/11/25

Campus	Home Study	Total
117	225	342

6.4.4 Discipline

Suspensions	Expulsions

- 6.5. Budget Report

6.5.1. [Current Financials](#): No questions from the Board.

7. CONSIDERATION OF: DISCUSSION/ACTION/INFORMATION ITEMS

- 7.1. **CAASPP Results 2025(I/D)** The Board will receive information on the CAASPP results for spring 2025
- 7.2. **Board Goals Draft (I/D)** The Board will receive the draft board goals and may decide to move forward to develop an action plan for these goals. **Kathi Daugherty presented the HRCCS proposed goals for the 2025-2026 school year.**

8. ACTION ITEMS – CONSENT AGENDA

All actions listed under the Consent Agenda are considered to be routine and will be enacted by one motion followed by a vote. There will be no separate discussion of these items unless a member of the Board requests that a specific item be removed from the Consent Agenda and discussed. Such items will be considered separately in the order in which they appear on the agenda. Jesse Fowler wants to withdraw from the Bill Warrants. She is questioning the \$3,000 fee for EdTheory's online speech service.

8.1. **Board Minutes** – Request to approve Board minutes for the following: After Kathi Daugherty agreed to investigate these charges from EdTheory, Jackie Lloyd motioned to approve the bill warrants and minutes. Vincent Cavanna seconded the motion.. All approved. Motion carried.

8.1.1 June 23, 2025 - Special Board Meeting

8.1.2. July 28, 2025- Special Board Meeting

8.2 **Approval for Bill Warrants:** Vincent Cavanna motion to approve the bill warrants without 8.2. Jackie Lloyd seconded the motion. All approved. Motion carried.

8.2.1 June 2025

8.2.2 July 2025

8.3 **Approval of Personnel Report for August:** Vincent Cavanna motioned to approve the personnel report. Zane Shaeffer seconded the motion. All approved. Motion carried.

8.4 **Ratifications of Annual Proposed contracts and service agreements**

9. ACTION ITEMS – REGULAR AGENDA

Protocol for action items includes a staff presentation/overview, questions from the Board, public input, closing of public input, deliberation and voting by the Board. During public input, the Board Chairperson will set a time limit per person, normally 3 minutes.

9.1 **Agreement with Charter Tech for Technology Services**

9.2 **Approval of 2025/26 Student/Parent Handbook with changes to the Discipline plan and Student behavior expectations** (A) The Board will be asked to approve the 2025/26 Parent/Student Handbook: **Kathi Daugherty presented the updated behavioral expectations. Jackie Lloyd motioned to approve. Zane Shaeffer seconded. All approved. Motion carried.**

9.3 **Approval of 2025/26 Employee Handbook** (A) The Board will be asked to approve the 2025/26 Employee Handbook: **Vincent Cavanna motioned to approve the employee handbook. Jackie Lloyd seconded the motion. All approved. Motion carried.**

9.4 **Resolution 030825 Sale/Discard of Outdated/Obsolete School Property** (A) The Board will be asked to approve Resolution 030825 to discard outdated school property. **Vincent Cavanna motioned to approve 9.4. Zane Shaeffer seconded the motion. All approved. Motion carried.**

10. Meeting Adjourned: 7:20 pm

Future Meeting Dates: TBD

Harvest Ridge Schools Board meetings will normally be held the second Thursday of the month, August – June. Special Meetings may be called at any time with proper notice.

Accommodating Those Individuals with Special Needs – *In compliance with the Americans with Disabilities Act, Harvest Ridge Schools encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you.*

Coversheet

Approval for Bill Warrants

Section:	III. Action Items: Consent Agenda
Item:	B. Approval for Bill Warrants
Purpose:	Vote
Submitted by:	
Related Material:	HRCCS Reqpay12c - August.pdf

ReqPay12c

Board Report

Checks Dated 08/01/2025 through 08/29/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
86016072	08/14/2025	Amazon	62-4301	HRCCS Signature Stamp KD		18.21
86016073	08/14/2025	Clark Pest Control of Stockton	62-5802	HRCCS Pest Control Service- Campus		138.00
86016074	08/14/2025	Crystal Wyatt	62-5210	HRCCS HS SPED Mileage Reimbursement 3/17/25-6/5/25 LR		1,019.20
86016075	08/14/2025	Culligan of Sacramento	62-4300	HRCCS Water for Office & Portables		13.95
86016076	08/14/2025	Juan Medrano dba JM Clean Ups	62-5802	HRCCS Landscaping Campus 5/25-7/25		1,275.00
86016077	08/14/2025	LEAF Capital Funding LLC	62-5620	HRCCS Copier Contract - Campus		247.28
86016078	08/14/2025	Newcastle ESD	62-4310	HRCCS Postage Expenses 24-25		1,072.82
86016079	08/14/2025	Newcastle ESD	62-5802	HRCCS HS Landscaping Services Aug..		650.00
86016080	08/14/2025	Placer County Water Agency	62-5500	HRCCS Campus Water Bill 6/20/25-7/21/25		477.42
86016081	08/14/2025	Scholastic, Inc.	62-4300	HRCCS 1/2 Curriculum RF	288.76	
				HRCCS 3/4 Curriculum TW	471.61	760.37
86016082	08/14/2025	ServiceMaster Janitorial Sol.	62-4301	HRCCS August Cleaning - Campus	949.00	
			62-5802	HRCCS August Cleaning - Home Study	757.00	1,706.00
86016083	08/14/2025	Wave Astound Business Solutions	62-5861	HRCCS HS Internet and Digital Phones 8/1-8/31/25		221.22
86016084	08/14/2025	Wave Astound Business Solutions	62-5861	HRCCS HS Internet 8/5-9/4/25		132.79
86016085	08/14/2025	Wave Astound Business Solutions	62-5861	HRCCS Digital Phone Service Campus 8/1-8/31/25		395.11
86016086	08/14/2025	Wave Astound Business Solutions	62-5861	HRCCS HS Digital Phones 8/1-8/31/25		486.42
86017110	08/20/2025	Amazon	62-4300	HRCCS Office Supplies for SY 25-26	165.86	
				HRCCS Student Incentives SY 25-26	80.29	246.15
86017111	08/20/2025	Kathleen Daugherty	62-4300	HRCCS Computer Supplies for ED Office		254.25
86017112	08/20/2025	Placer County Water Agency	62-5500	Re-Issue of Check#86008329		451.29
86017113	08/20/2025	Recology Auburn Placer	62-5500	HRCCS Trash Service 7/1-7/31/25		339.78
86018142	08/27/2025	All About Learning Press	62-4300	HRCCS HS ELA Curriculum 25/26 - LM		231.58
86018143	08/27/2025	Amazon	62-4300	HRCCS Class and Office Batteries	18.18	
				HRCCS Class Supplies Kinder	10.71	
				HRCCS Classroom Supplies 7/8th	96.93	
				HRCCS Kinder Curriculum	105.00	
			62-4301	HRCCS ED Stand Desk set	139.41	370.23
86018144	08/27/2025	AoPS Beast Academy	62-4300	HRCCS HS Math Curriculum SFE		128.72
86018145	08/27/2025	Beautiful Feet Books, Inc.	62-4300	HRCCS HS ELA curriculum LHP	321.01	
				HRCCS HS history curriculum RFL	301.10	622.11
86018146	08/27/2025	Benchmark Education Company	62-4300	1st/2nd grade ela curriculum		1,975.66
86018147	08/27/2025	California Charter Schools Joint Power dba Charter SAFE	62-5400	HRCCS WC and Premiums September	5,164.00	
			76-9556	HRCCS WC and Premiums September	1,687.00	6,851.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ReqPay12c

Board Report

Checks Dated 08/01/2025 through 08/29/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
86018148	08/27/2025	Clark Pest Control of Stockton	62-5802	HRCCS Campus Pest Control 8/18/25		138.00
86018149	08/27/2025	Edovate Learning Corp.dba Discover	62-4300	HRCCS HS curriculum EM	129.81	
				HRCCS HS curriculum HD	240.76	370.57
86018150	08/27/2025	Exploration Education	62-4300	HRCCS HS Science Curriculum KFE, SFE		248.30
86018151	08/27/2025	Home Training Tools dba Home Science Tools	62-4300	HRCCS HS Science - SS		35.78
86018152	08/27/2025	HRCCS Student Body & Revolving	62-4300	HRCCS School Banners		1,322.39
86018153	08/27/2025	HRCCS Student Body & Revolving	62-4300	HRCCS Supplies for Banners		110.94
86018154	08/27/2025	Inquisicorp, Corp dba Book Shark	62-4300	HRCCS HS ss curriculum AHED		1,331.29
86018155	08/27/2025	Jackrls Publishing, LLC	62-4300	HRCCS HS ela curriculum	31.09	
				Unpaid Sales Tax	2.10-	28.99
86018156	08/27/2025	Kathleen Daugherty	62-5802	HRCCS Zoom Workplace Pro Annual 8/11/25-8/10/25		159.90
86018157	08/27/2025	LEAF Capital Funding LLC	62-5620	HRCCS Copier Contract August		1,358.94
86018158	08/27/2025	Learning Without Tears	62-4300	HRCCS HS - ELA for AL	88.37	
				HRCCS HS - ELA for WS	88.37	
				HRCCS HS - ELA SS	88.37	
				HRCCS HS curriculum JF	24.68	
				HRCCS HS ela curriculum MT	189.82	479.61
86018159	08/27/2025	Literacy Resources, LLC	62-4300	HRCCS HS - ELA Curriculum 25/26 - EO	107.45	
				HRCCS HS - ELA for AR	145.48	
				HRCCS HS - ELA for JA	145.48	
				HRCCS HS - ELA for JS	145.48	
				HRCCS HS - ELA for KH	148.84	
				HRCCS HS TK funds ELA	89.00	781.73
86018160	08/27/2025	Logic of English	62-4300	HRCCS HS ela curriculum	395.22	
				HRCCS HS office copy curriculum	97.06	492.28
86018161	08/27/2025	Math-U-See	62-4300	HRCCS HS curriculum EB		66.48
86018162	08/27/2025	Newcastle ESD	62-5800	HRCCS Oversight Fees and Back Office Services 24/25		119,819.41
86018163	08/27/2025	Newcastle ESD	62-5610	HRCCS and HS Lease Sept.		12,649.18
86018164	08/27/2025	Pacific Gas & Electric Co.	62-5500	HRCCS PG&E Service dates 7/7-8/4/25		314.23
86018165	08/27/2025	Rainbow Resource Center, Inc.	62-4300	HRCCS HS - ELA & Math for AR	38.28	
				HRCCS HS - ELA & Math for JA	103.24	
				HRCCS HS - ELA & Math for JS	38.28	
				HRCCS HS - ELA & Math for KH	103.24	
				HRCCS HS - ELA Curriculum 25/26 - ED	357.82	
				HRCCS HS - ELA for KFE & SFE	73.26	
				HRCCS HS curriculum HLP	446.25	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ReqPay12c

Board Report

Checks Dated 08/01/2025 through 08/29/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
86018165	08/27/2025	Rainbow Resource Center, Inc.	62-4300	HRCCS HS curriculum HMB	267.55	
				HRCCS HS curriculum PH	178.05	
				HRCCS HS ela curriculum CC	240.53	
				HRCCS HS ela curriculum LOG	290.14	
				HRCCS HS mat and ela curriculum RM	350.96	
				HRCCS HS math curriculum JS	52.01	
				HRCCS HS math curriculum RKL	448.92	
				HRCCS HS Science & Social Studies for WS	122.12	3,110.65
86018166	08/27/2025	Seabright Speech Therapy APC	62-5802	HRCCS and HS SLP Services 8/5-8/15		4,880.00
86018167	08/27/2025	Solace	62-5802	HRCCS Plumbing Line Scope		509.63
86018168	08/27/2025	Team One Networking	62-5800	HRCCS Phone Troubleshooting		350.00
86018169	08/27/2025	The Good and the Beautiful LLC	62-4300	HRCCS HS math curriculum AE		75.46
86018170	08/27/2025	Timberdoodle Co.	62-4300	HRCCS HS curriculum AL	1,343.82	
				HRCCS HS curriculum SB	102.73	1,446.55
86018171	08/27/2025	WIZIX Technology Group, Inc.	62-5640	HRCCS Campus Copier Use 7/4-8/3	1,295.91	
				HRCCS Campus Copier Use 8/4-9/3	1,279.16	
				HRCCS HS Copier Use 7/19-8/18	143.38	
				HRCCS HS CopierUse 6/19-7/18	380.22	3,098.67
86018172	08/27/2025	Zoo Phonics, Inc.	62-4300	HRCCS HS ELA - EO		66.93
VACH-0000237	08/20/2025	Sutton, Janet	62-4300	HRCCS HS Classroom Furniture/ Supplies		515.20
VACH-0000238	08/27/2025	Serrano, Charles M	62-4400	HRCCS 2 Projectors RSP, Kinder		1,716.18
Total Number of Checks					52	175,561.85

Fund Summary

Fund	Description	Check Count	Expensed Amount
62	Harvest Ridge Co-op Charter	52	173,876.95
76	Payroll Fund	1	1,687.00
Total Number of Checks		52	175,563.95
Less Unpaid Sales Tax Liability			2.10
Net (Check Amount)			175,561.85

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Coversheet

Approval of Personnel Report

Section:	III. Action Items: Consent Agenda
Item:	C. Approval of Personnel Report
Purpose:	Vote
Submitted by:	
Related Material:	Personnel Report template.docx.pdf

HRCCS Personnel
Report August 2025

New Hires	Position	Contract Type/schedule/level	Start Date
Ashley Neufeld	Intervention Specialist	Certificated, Range 1/step 1, MA stipend, 60%	August 14, 2025
Sara Moulton	Classroom Instructional Assistant	Classified Aide Column 1, Step 3	9/17/25
Reassignments	New Position	Contract Type/schedule/level	Start Date
Resignations/Terminations	From		Effective Date
Extra Duty Stipends/ Medical Benefits	Type	Hourly/Daily/Program rate Benefit Coverage	Start Date
Rebecca Feickert	Stipend-Social Media/Website Marketing	\$1500/year	August 14, 2025
Andrea Sardella	Student Body Advisor	\$2,000/year	August 20, 2025
Jenica Seawell	Athletic Director	\$1,000/year	August 20, 2025
Lyndsey Smead	Summer Intake Specialist	\$1,500/year	July 1, 2025
Jenica Seawell	Summer Intake Specialist	\$1,500/year	July 1, 2025
Paige Staton	Volleyball Coach	\$750/season	October 1, 2025
Leave of Absence	Position	Filled by	Effective Dates

Coversheet

Approval of Ratifications of Annual Proposed contracts and service agreements

Section:	III. Action Items: Consent Agenda
Item:	D. Approval of Ratifications of Annual Proposed contracts and service agreements
Purpose:	Vote
Submitted by:	
Related Material:	PBM construction - concrete infill:sound garden installation.pdf Technology Support - Jorge Silva Guzman (hourly).pdf VEX Robotics PO26-00283.pdf IXL learning site licensesPO26-00282.pdf Apple Macbooks contract.pdf Scoot.education:recruiters.pdf

BACKGROUND:

The following list represents annual or one-time contracts for services and/or expenditures over the limit of authorization for the Executive Director.

RECOMMENDATION:


Recommend approval of:



4500 Yankee Hill Ct Suite A
 Rocklin, CA 95677
 Phone 916.315.2614 | Fax 916.315.2619

DATE: August 27, 2025
INVOICE # 1

Bill To:
 Harvest Ridge Charter School
 9050 Old State Hwy
 Newcastle, CA 95658

DESCRIPTION	AMOUNT
<u>Harvest Ridge Concrete Infill</u>	
Lump Sum	\$ 7,000.00
	
TOTAL	\$ 7,000.00

Greg Tornberg

8/27/25

Approved by Contractor

Date

Approved by Owner

Date

THANK YOU FOR YOUR BUSINESS!

DATE: August 27, 2025
INVOICE # 2

Harvest Ridge Charter School
9050 Old State Hwy
Newcastle, CA 95658

59 of 212

District Technologist Proposal

Jorge Silva Guzman

Phone: 916-239-8024 | Email: Jsilvaguzman530@gmail.com

To: Harvest Ridge Charter School Administration

Dear Harvest Ridge Charter School Administration,

I am pleased to submit this proposal for providing District Technologist support services to Harvest Ridge Charter School. With over 10 years of experience in technical support, troubleshooting, system administration, and educational technology, I can ensure the school's technology infrastructure remains reliable and fully supported.

Scope of Services:

- Onsite technical support for staff and students
- Troubleshooting and resolution of hardware, software, and network issues
- Workstation and device setup, configuration, and optimization
- Administration of user accounts, emails, and permissions
- Installation, configuration, and maintenance of school technology (computers, printers, AV, mobile devices)
- Implementation of the latest educational technology and applications to support teaching and learning
- Security updates, patch management, backups, and endpoint protection
- Support for classroom technology and instructional systems
- Training and guidance for staff on IT tools and best practices

Pricing:

- Hourly Rate: \$75 per hour (onsite services)
- Billed in 1-hour increments
- Overtime: Any hours worked beyond 8 hours in a single day will be billed in accordance with California overtime laws

This option allows the school to request onsite IT support as needed while maintaining flexibility and predictable costs.

Sincerely,
Jorge Silva Guzman

**Harvest Ridge Schools**

Business Department
9050 Old State Hwy
Newcastle, CA 95658
(916) 824-1667 FAX (916) 259-2835

PURCHASE ORDERNO: **PO26-00283**DATE **09/12/2025****ORDERED FROM:****Fax:**

VEX Robotics, Inc.
6725 West FM 1570
Greenville, TX 75402

SHIP TO:

Harvest Ridge Co-Op Charter
9050 Old State Hwy
Newcastle, CA 95658
Phone: (916) 259-1425

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST (including PO #) with ALL shipments.
3. Deviation in PRICE or SUBSTITUTION in kind only permitted with APPROVAL.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. No Payments will be made until ENTIRE order has been completed and accepted, unless special arrangements are made.

Phone:**ORDER LOCATION****ORDER TYPE****REQUISITIONER****REQUISITION #**

0001 - Harvest Ridge Co-Op Charter

PO without receiving

Andrea Sardella

VR26-00283

DATE REQUIRED

F.O.B.

TERMS OF PAYMENT

SHIP VIA

BUYER

RPQ #

ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	14	EACH	Vex IQ education 228-7597	205.99	\$2,883.86
2	4	EACH	IQ comp kit (2nd generation) 228-7890	699.99	\$2,799.96
3	1	EACH	2025-2026 Vex IQ robotics 228-9148	149.99	\$149.99
4	1	EACH	VIQC field kit 228-7396	339.90	\$339.90
5	3	EACH	VEX IQ field case 228-6521	31.99	\$95.97
				Order Sub-Total	\$6,269.68
				Sales Tax	454.55
				Shipping	723.61
				Adjustment	.00
				Order Total	\$7,447.84

AUTHORIZED BY:

**Harvest Ridge Schools**

Business Department
9050 Old State Hwy
Newcastle, CA 95658
(916) 824-1667 FAX (916) 259-2835

PURCHASE ORDER

NO: PO26-00282
DATE 09/11/2025

ORDERED FROM:

IXL Learning, Inc.
777 Mariners Island Blvd
Suite #600
San Mateo, CA 94404

Fax:

SHIP TO:

Harvest Ridge Co-Op Charter
9050 Old State Hwy
Newcastle, CA 95658
Phone: (916) 259-1425

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST (including PO #) with ALL shipments.
3. Deviation in PRICE or SUBSTITUTION in kind only permitted with APPROVAL.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. No Payments will be made until ENTIRE order has been completed and accepted, unless special arrangements are made.

Phone:

ORDER LOCATION

0001 - Harvest Ridge Co-Op Charter

ORDER TYPE

PO without receiving

REQUISITIONER

Charlie Serrano

REQUISITION #

VR26-00282

DATE REQUIRED

F.O.B.

TERMS OF PAYMENT**SHIP VIA**

BUYER

RPQ #

ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	75	EACH	IXL site license grades 3-8	15.25	\$1,143.75

Order Sub-Total	\$1,143.75
Sales Tax	.00
Shipping	.00
Adjustment	.00
Order Total	\$1,143.75

AUTHORIZED BY:

Agreement: TLS-2297441

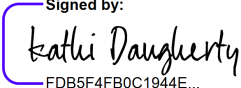
OFFER SUMMARY
NOMINAL PURCHASE OPTION LEASE FINANCING

Funding Provided	\$ 61,700.74	This is how much funding APPLE INC will provide.
Annual Percentage Rate (APR)	6.59%	APR is the cost of your financing expressed as a yearly rate. APR incorporates the amount and timing of the funding you receive, fees you pay, the periodic payments you make, and the anticipated cost for you to acquire the property at the end of the lease term. Your APR is not an interest rate.
Finance Charge	\$ 8,116.41	The finance charges include interest in the amount of \$8,115.41, a doc/admin fee in the amount of \$0.00, and the purchase option price of \$1.00.
Total Payment Amount	\$ 69,817.15	This is the total dollar amount of payments you will make during the term of the contract (including the cost of the purchase option).
Average Monthly Cost	\$ 1,454.52	Although you do not make payments on a monthly basis, this is our calculation of your average monthly cost based upon the payment amounts disclosed below.
Payment	Doc/admin fee due at contract commencement: \$0.00. \$13,963.23/Year for Annual Periods 1 - 5 (in Advance). Purchase Option Price: \$1.00.	This is how much you pay will each Annual Period, the due date and amount of any doc/admin fee (if not financed), and the purchase price you may pay at the end of the lease to acquire the property.
Term	4 Years, 0 Months	
Prepayment	If you pay off the financing before the end of the term, you will not be required to pay any portion of the finance charge other than unpaid interest accrued.	
	If you pay off the financing before the end of the term, you must pay additional fees or charges, including a prepayment fee of 1% of the then outstanding principal balance for each full 12 months remaining in the contract term as of the effective prepayment date.	
Assumptions	The Funding Provided and related disclosures assume that you finance an equipment cost of \$58,176.00 and sales/use tax and governmental charges of \$3,524.74. The amounts disclosed above will change if there is a change in the equipment cost, sales/use taxes, or governmental charges that you finance.	

Applicable law requires this information to be provided to you to help you make an informed decision. By signing below, you are confirming that you received this information.

X

Signed by:



FDB5F4FBOC1944E...

9/7/2025

Recipient Signature

Date

ITEMIZATION OF AMOUNT FINANCED

1. Amount Given Directly to You	\$0.00
2. Amount Paid to Your Supplier	\$61,700.74
3. Amount Paid on Your Account with Us	\$0.00
4. Amount Paid to [] to Pay Off financing transaction	\$0.00
5. Doc/Admin fee payable to us (financed)	\$0.00
6. Amount Provided to You or on Your Behalf (1+2+3+4+5)	\$61,700.74
7. Financed or Prepaid finance charges: Doc/Admin fee payable to us	\$0.00
8. Amount Financed (6 minus 7)	\$61,700.74

Applicable law requires this information to be provided to you to help you make an informed decision.



Financial Services

Education Finance

AFS Education Finance is pleased to send you the attached documentation package for your lease of Apple products and services. If you are new to Apple Financial Services, welcome. If you have previously used our services, we appreciate your continued business. At this stage in the process, please click on the "Review Documents" link below and follow the instructions to electronically sign your documents. In order to facilitate the most efficient and timely processing of your equipment order, please attach your purchase order and sales tax exemption certification where instructed on the first page of the documents. Prior to lease commencement, you will also need to send us an Acceptance Certificate, and, if required, the completed 8038, and/or your advance lease payment. You can print a copy of the documents at any time. You will also receive an email once the documents have been counter-signed by us so that you can view and print the final documents. **Please feel free to call Rochelle Bryant at 469-299-7558 with any questions.**

Lease Documentation Checklist

NOTE: Please call Rochelle Bryant at 469-299-7558 with any questions

Documents Required Prior to Shipment	Scanned to Apple Financial Services	Yes/No
Electronic Signature Addendum	Lessee Signature, Name/Title & Execution Date	_____
Lease Schedule 450-9669499-003	Lessee Signature, Name/Title & Execution Date	_____
Delivery Details	Please complete with the appropriate contact information	_____
Notice of Assignment	Please insert date and Lessee Signature, if required. (If no signature is required, please review the notice and note the Assignee.)	_____
Insurance Coverage	Complete name of insurance company and contact information.	_____
Sales/Use Tax Exemption Certificate	Please provide a copy, if applicable. Please list Seller as Apple Inc. and its Assigns.	_____
If not signed through DocuSign, or if requested by us, originals of all the above, as well as the items below.	<i>Please mail to:</i> Apple Financial Services Attention: Rochelle Bryant 5000 Riverside Drive, Suite 300 East Irving, TX 75039-4314	_____

NOTE: If you prefer to print a copy of the documents and sign, please scan signed documents and email to applefin@applefin.com and rochelle.bryant@applefin.com prior to overnighting for review. Please return the: (A) original properly executed documentation; (B) original purchase order(s); and (C) sales tax exemption certificate.



Financial Services
Education Finance

Closing Documentation Checklist

PLEASE NOTE:

The following documentation and responsibilities identified below are required in order to finalize and commence this lease. The return of the executed and original lease documents along with the insurance requirements remain the lessee’s obligation. The outstanding closing documents will be provided for completion and execution upon the invoicing of your equipment/lease.

Please call Rochelle Bryant at (469) 299-7558 with any questions.

Documents Required Prior to Closing	Mailed to Apple Financial Services	Yes/No
Please send the closing documents to:	Apple Financial Services Attention: Rochelle Bryant 5000 Riverside Drive, Suite 300 East Irving, TX 75039-4314	_____
Insurance Certificate or Self-Insurance Letter	Provide All Risk Personal Property and General Liability Coverage listing Apple Inc. and its assigns as “Loss Payee” and “Additionally Insured” or provide a self insurance letter as described in the “Insurance Coverage Requirements.”	_____
Advance Lease Payment	Invoice attached, if applicable.	_____

ADDENDUM TO LEASE AGREEMENT AGREEMENT NUMBER 9669499

THIS ADDENDUM TO LEASE AGREEMENT, dated as of August 8, 2017 is by and between **HARVEST RIDGE SCHOOLS** as Lessee, and **APPLE INC.**, as Lessor.

BACKGROUND

A. By that certain Lease Agreement identified by number **9669499** dated August 8, 2017 by and between Lessor and Lessee (the "Lease Agreement"), Lessor agreed to lease to Lessee certain personal property, upon and subject to the terms and conditions set forth in the Lease Agreement and all Schedules executed, whether now or hereafter, thereunder.

B. Lessor and Lessee desire to amend the terms and conditions of the Lease Agreement upon and subject to the terms and conditions of this Addendum, but only for purposes of each Schedule executed on or after the effective date of this Addendum.

C. All capitalized terms not otherwise defined herein will have the meanings set forth in the Lease Agreement.

NOW, THEREFORE, in consideration of good and valuable consideration, the parties intending to be legally bound agree as follows:

1. **Amendment to Lease Agreement.** The Lease Agreement is amended as follows:

The Miscellaneous Section is amended by adding the following language to the end of that Section:

"Notwithstanding anything to the contrary in this Lease Agreement, Lessee and Lessor both intend that this Lease Agreement and any Schedule, Acceptance Certificate, Escrow Agreement or any other related document or certificate (each a "Document") containing the electronic signature of both parties using the procedure or method for electronic signatures that Lessor provided to Lessee ("Electronic Signature") shall constitute the sole original authenticated Document for all purposes (including without limitation the perfection of security interests and admissibility of evidence). Lessee and Lessor acknowledge that any such Electronic Signatures will be applied by the duly authorized representative of the respective party with the intent to sign, authenticate and accept the Documents on behalf of such party."

2. **Effective date.** This Addendum is executed to be effective the same day as the Lease Agreement, and is incorporated into and made a part of the Lease Agreement.

3. **Effect of Addendum.** All terms and conditions of the Lease Agreement not expressly modified hereby remain in full force and are hereby ratified by the parties.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this Addendum as of the date first set forth above.

APPLE INC.

BY: _____

TITLE: authorized signer

Signed by:
HARVEST RIDGE SCHOOLS

BY:  _____
FDB5F4FB0C1944E...

TITLE: Executive Director/Principal

Lease Agreement Number 9669499
Lease Schedule Number 003

LESSOR: APPLE INC 5000 RIVERSIDE DRIVE, SUITE 300 EAST IRVING, TX 75039-4314	LESSEE: HARVEST RIDGE SCHOOLS 9050 OLD STATE HWY NEWCASTLE, CA 95658-9515
---	--

EQUIPMENT SCHEDULE

Equipment Description: Personal computers electronic devices, servers, and networking equipment with a value not to exceed **\$61,700.74** as such equipment is more particularly described in invoices presented to Apple Inc., as Lessor, and accepted by Lessee, which descriptions are incorporated herein by reference. Final Rental payment will be amended, if necessary, determined by final equipment payment by Lessor as determined by the effective interest rate stated below.

TRANSACTION TERMS: NUMBER OF RENTS: 5 @ \$13,963.23 (net of applicable taxes) PAYABLE: Annual in Advance LEASE TERM: 60 Months LEASE RATE FACTOR: 0.226306 EQUIPMENT PURCHASE OPTION AT END OF LEASE TERM: \$1 Out Purchase Option Equipment Location (if different from Lessee address above): Lessee Contact/Telephone:	TRANSACTION SUMMARY: New Apple Equipment Cost: \$58,176.00 E-Waste: \$208.00 Tax: \$3,316.74 Total Lease Amount: \$61,700.74
---	---

THIS SCHEDULE INCORPORATES ALL OF THE TERMS AND CONDITIONS OF THAT CERTAIN LEASE AGREEMENT IDENTIFIED BY THAT CERTAIN LEASE AGREEMENT NUMBER IDENTIFIED ABOVE.

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS SCHEDULE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. THIS SCHEDULE INCORPORATES THE TERMS OF THE ABOVE IDENTIFIED LEASE AGREEMENT. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN SCHEDULE OR THE LEASE AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS SCHEDULE ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS SCHEDULE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.

YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS SCHEDULE AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THIS SCHEDULE WAS SIGNED. THIS SCHEDULE IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS SCHEDULE.

ACCEPTED BY:
LESSOR: APPLE INC

BY: _____
Lisa E. Raines
PRINT NAME: _____
TITLE: authorized signer
DATE: _____

PROPOSED BY:
LESSEE: HARVEST RIDGE SCHOOLS

BY: _____
PRINT NAME: Kathi Daugherty
TITLE: Executive Director/Principal
DATE: 9/7/2025
FEDERAL TAX IDENTIFICATION NUMBER: 942-0178-7

Delivery Details

Product Delivery Address

9050 Old State Highway
Street
Newcastle
City
CA
State
95658
Zip

Invoice Address (leave blank if same)

9050 Old State Highway
Street
Newcastle
City
CA
State
95658
Zip
942-0178-7
Tax Identification Number

Accept partial shipment? (YES or NO) yes
na
Purchase Order Number (optional)
Any special delivery instructions Deliver to front office

Product Delivery Contact

Andrea Sardella
Name
asardella@harvestridgeschool.org
Email
9162951425
Phone

Secondary Delivery Contact

Annette Korn
Name
akorn@harvestridgeschool.org
Email
916.295.1425
Phone

Other contacts (please complete if different than above)

Digital Delivery Contact

Andrea Sardella
Name
asardella@harvestridgeschool.org
Email
9162591425
Phone

Billing Contact

Annette Korn
Name
akorn@harvestridgeschool.org
Email
916.259.1425
Phone

Essential Use Confirmation

Please identify the source of funds
(i.e. General / Technology Fund, Capital Project)
general

no
Has your institution had a non-appropriation or default in the past 10 years?

NOTICE OF ASSIGNMENT

Dated 9/7/2025

APPLE INC ("Assignor") hereby gives notice that Assignor assigned to Wells Fargo Vendor Financial Services, LLC ("Assignee") all of its rights in and to Lease Schedule Number 003 (the "Lease") to that certain Lease Agreement identified by number 9669499 dated August 8, 2017, by and between Assignor and HARVEST RIDGE SCHOOLS ("Lessee"). Assignor hereby requests, and instructs Lessee, that all rental payments and other amounts coming due pursuant to the Lease on and after the date hereof are payable to and should be remitted to Assignee as directed by invoices.

Lessee's questions related to the administration of the Lease and billing should be referred to Assignee as follows:

Wells Fargo Vendor Financial Services, LLC
P.O. Box 3072
Cedar Rapids, IA 52406-3072
Telephone: 1-800-535-1680
Attention: Customer Service

The Federal Tax Identification Number of Wells Fargo Vendor Financial Services, LLC is 94-1686094.

Lessee is instructed to deliver all rental payments and other amounts coming due under the Lease in accordance with terms thereof to Assignee.

Lease Agreement Number: 9669499
Lease Schedule Number:003
Dated:
HARVEST RIDGE SCHOOLS

INSURANCE COVERAGE REQUIREMENTS

- 1) Insurance Agency - Name of Agency, Phone Number, Fax Number, and Contact Name
-
- 2) Property Damage & Loss Coverage –
- a) "All Risk" Physical Damage & Loss Insurance

b) Include: Policy Number, Effective Date and Expiration Date

c) **APPLE INC. and its Assigns** named "Loss Payee"

d) Endorsement giving 30 days written notice of any changes or cancellation.
- LIMITS: The full replacement value of the equipment.
- 3) The Certificate Holder should be named as follows:
- APPLE INC. and its assigns

5000 Riverside Drive, Suite 300 East

Irving, TX 75039-4314

FOR SELF INSURANCE:

A letter needs to be prepared on Lessee's Letterhead and addressed to **APPLE INC. and its Assigns**, and signed by an authorized official of the Lessee. The letter must refer to the Lease Agreement, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).

415-504-3933



AGREEMENT FOR STAFFING SERVICES

THIS AGREEMENT, effective September 3, 2025 between Scoot Education, Inc., 5670 Wilshire Blvd, #1970, Los Angeles CA 90036 ("Scoot" "Us" "We"), and,

Harvest Ridge Cooperative Charter School
9050 Old State Highway, Newcastle CA 95658

("Customer" "You" "Yourself"). Scoot and Customer shall be referred to herein as a "Party," and collectively, the "Parties."

PART A - GENERAL CLAUSES

The following clauses apply to both the provision of educators and placement services.

1. DEFINITIONS

Annualized Gross Salary (AGS)	Means the annualized sum of all remuneration payable to our Educators placed (or sought for placement) in accordance with these terms (and if part time, calculated on a pro-rata basis).
Assignment	Means the hire or acceptance, in accordance with this Agreement, of one or more of our Educators to perform work at your premises or anywhere else specified by you and approved by us.
Confidential Information	<p>Means any information which you access or which is communicated to you in the course of our engagement by you and which is identified as confidential; or which you should reasonably expect to be confidential. It includes, but is not limited to: any trade secrets or information relating to our customers, or clients; customer requirements; employees and officers, employees of clients or customers; suppliers; workers; terms of trade; Bill Rates or Bill Rate structures; marketing information and plans; intellectual property; inventions; business plans or dealings; technical data; financial information and plans; designs; product lines; research activities; software and the source code of any such software, of ours.</p> <p>Confidential Information also means any information which Scoot or Educators access or which is communicated to Scoot or Educators in the course of Scoot's engagement by Customer which is identified as confidential or which Scoot or Educators should reasonably expect to be confidential. It includes but is not limited to: confidential and/or proprietary information concerning Customer's operations and/or activities, including but not limited to information about Customer's students, families, employees, donors, business affairs, and financial plans.</p> <p>It does not include information that is generally available in the public domain unless by unauthorized use or disclosure or which you are required to disclose by law.</p>

Educator(s)	Means, individually and collectively, Scoot employee(s), including but not limited to a Teacher and/or Support Position alone, or as assigned to a Substitute Bubble (including where the context requires their agents and sub-contractors), Paraprofessionals, alone, or as assigned to a Paraprofessional Bubble (including where the context requires their agents and sub-contractors), a TeachStart Fellow, a Special Education Teacher, a Registered Behavior Technician, a Behavior Interventionist, a Board Certified Behavior Analyst, a Speech Language Pathologist and/or a Psychologist, Before/After School Educator assigned to work for Customer in accordance with this Agreement.
Paraprofessional Bubble	Paraprofessional Bubbles are a group of hourly paraprofessional staff who are assigned to Customer school(s) for a specific period of time. Paraprofessional staff within a bubble are always assigned to Customer and must be used for long-term Assignments.
Placement	Means the placement of an Educator with Customer. Unless otherwise agreed in writing, the Placement Date will be the date that an Educator accepts any offer of employment with, or engagement to provide services to, Customer.
Substitute Bubble	Substitute Bubbles are a group of day-to-day Teachers and/or Support Position who are assigned to Customer school(s) for a specific period of time. Teachers and/or Support Positions within a bubble are always assigned to Customer and must be used for day-to-day coverage, rather than long-term same-classroom positions.
Support Position	Means an Educator scheduled to an Assignment that could be classified as, but is not limited to, Teaching Assistant, Administration Support, Campus Aide, or other roles that support the lead teacher or operations of the school but do not include lead-teaching responsibilities or any credential/certification requirements.
TeachStart Fellow	Means an Educator (including where the context requires their agents and sub-contractors) who is enrolled in the TeachStart program and is assigned to work for Customer in accordance with this Agreement.

2. ACCEPTANCE

You will be regarded as having entered into this Agreement when any of the following occur:

- (a) by signing and returning a copy of this Agreement;
- (b) by confirming acceptance of this Agreement in writing;
- (c) by requesting us to supply Educators after receiving this document;
- (d) by requesting us to supply Candidates for potential placement after receiving this document;
- (e) by authorizing a time sheet for one or more of our Educators; or
- (f) by paying one of our invoices for the provision of Educators or Candidate placement services.

3. CONFIDENTIALITY

The Bill Rates provided in Exhibit A is confidential between Scoot and Customer. Customer will be permitted to use the Exhibit in connection with its business operations, responses to Public Records Act requests, and other uses as required by law.

Scoot will provide to the Customer within the time requirements required by law, any public records subject to a properly framed public records request, and subject to applicable statutory exemptions.

4. INDEMNIFICATION

4.1 INDEMNIFICATION BY SCOOT

- i) Scoot will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, to the extent of the insurance limits set forth in Section 8, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:
 - (a) Scoot's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Scoot's capacity as the general employer of the Educator(s); and
 - (b) Breach of any obligation of Scoot contained in this Agreement.
- ii) Scoot's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages, (ii) the extent that Damages are due to Customer's failure to fulfill its duties, (iii) the extent that any Damages are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or (iv) the extent that Customer is required to indemnify Scoot against such Damages under Section 4.2.

4.2 INDEMNIFICATION BY CUSTOMER

- i) To the extent permitted by law, Customer will indemnify, defend and hold harmless Scoot and its directors, officers, employees and agents, including the Educators, from and against all Damages imposed upon or incurred by Scoot other than for job-related bodily injury or death of an Educator that is covered by Workers' Compensation, arising out of any of the following:
 - (a) Customer's failure to comply with its obligations under applicable laws, regulations, ordinances or other contracts;
 - (b) Any claims asserted against Scoot or its Educator by students, their parents or representatives, Customer personnel or business invitees, or other third parties arising from conduct of the Educator while on Assignment with Customer (except to the extent that such claim is determined to have been caused by the negligence of Scoot or the failure of Scoot full time staff personnel to reasonably fulfill their obligations regarding the recruitment, screening, and hiring of the Educator); or
 - (c) Breach of any obligation of Customer contained in this Agreement.
- ii) Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential Damages or (ii) to the extent any Damages are caused by any negligent act or omission or intentional misconduct of Scoot, its officers, Educators, employees or agents.

4.3 NOTICE OF CLAIM

Customer and Scoot agree (i) to immediately notify each other in writing of any asserted claim but in no event later than five (5) business days of either discovery of the occurrence upon which the claim may be

based or learning of the claim, whichever occurs first, and (ii) to permit Scoot or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused. Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld.

5. BILLING & PAYMENT FOR SERVICES

5.1 Scoot shall invoice Customer on a weekly basis which invoice is to be paid within thirty (30) days of receipt. **If you have any issue with an invoice, you agree to raise it specifically before the due date and to timely pay that portion of the invoice which is not questioned. Any charge indicated on any invoice not challenged by you within 30 days of your receipt of said invoice shall be deemed presumptively valid.** Interest shall be imposed on any unpaid fees at the rate of eighteen (18%) per annum or the maximum amount allowable by applicable law, whichever is less. If any invoice for services remains unpaid, the Company may suspend or terminate performing services for you until arrangements satisfactory to the Company have been made for payment of outstanding balance(s) and the payment of future fees and expenses.

5.2 The billed rate of charge applicable to Customer is set forth in Exhibit A hereto. Scoot reserves the right to adjust the rates specified on Exhibit A on a yearly basis, and shall provide notice of any such update to Customer through an addendum to this Agreement via e-mail; outside of this annual change, any modification to rates must be set forth in writing and accepted by both parties.

5.3 Any sales or use taxes that apply to the services being provided to Customer will be added to Customer's invoices as a separate item. Scoot will be responsible for all applicable employment or other taxes that apply to the services or compensation paid to the Educators.

5.4 Expenses incurred by a Candidate within the scope of their Assignment (for example, mileage to attend meetings) will be charged to the Customer, passed through without mark up. Candidate expenses must be pre-approved by Customer.

6. TERM; TERMINATION

The term of this Agreement begins as of the date hereof and will continue in effect until canceled by either party upon not less than thirty (30) days prior written notice to the other. Notwithstanding the foregoing, Scoot reserves the right to terminate this Agreement immediately in the event of Customer's failure to timely pay invoices. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.

7. NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall hire or solicit the employment of the other party's regular, full-time employees, including Educators, during the term of this Agreement and for a period of twelve (12) months thereafter. Notwithstanding the foregoing, in the event Customer desires to hire and/or solicit the employment of an Educator, then in consideration of Scoot's waiver of this non-solicitation restriction as to such Educator, Customer understands and agrees that it shall be responsible for the payment of the Educator Placement Fee identified in Part B, section 4 of this Agreement.

8. WORKERS' COMPENSATION AND LIABILITY INSURANCE

Scoot will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance for Educators:

8.1 Workers' Compensation

Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;

8.2 Commercial General Liability

Commercial general liability insurance with a \$2,000,000 combined single limit per occurrence / \$4,000,000 aggregate and includes contractual liability and personal injury coverage;

8.3 Automobile Liability

Hired and non-owned auto liability insurance with a \$1,000,000 combined single limit per occurrence;

8.4 Umbrella Insurance

Umbrella policy of \$2,000,000 providing excess limits over the primary policies described above;

8.5 Abusive Acts Coverage

Abusive Acts liability insurance with a \$1,000,000 combined single limit per occurrence / \$1,000,000 aggregate.

Scout will provide Customer with a certificate of this insurance coverage upon request.

9. MISCELLANEOUS

9.1 Notices

- i) Any notices or other communications under this Agreement must be in writing or sent by e-mail with a request for confirmation and must be clearly marked as a communication related to the terms of this Agreement. Addresses shall be:

For Customer: 9050 Old State Highway, Newcastle CA 95658

For Scout: 5670 Wilshire Blvd, #1970, Los Angeles CA 90036

- ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by e-mail; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

9.2 Severability; Waiver

The unenforceability of any part of this Agreement shall not render the remainder unenforceable. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any future breaches or remedies.

9.3 Assignment

This Agreement may not be assigned without the prior written consent of the other party. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns.

9.4 Amendments

Unless otherwise specified herein, this Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties except that special addenda for purposes of specific Assignments may be adopted, as to that Assignment, through the exchange of e-mails containing the agreed upon terms and a return e-mail clearly accepting terms.

9.5 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

9.6 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice or conflict of law provision or rule.

9.7 Disputes

Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof shall be determined by arbitration in Los Angeles, California before a single arbitrator. The arbitration shall be administered by JAMS pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

9.8 Attorneys' Fees

In the event of any legal action (including arbitration) to enforce or interpret this Agreement, the non-prevailing Party shall pay the reasonable attorneys' fees and other costs and expenses (including expert witness fees) of the prevailing Party in such amount as may be determined. In addition, such non-prevailing Party shall pay reasonable attorneys' fees incurred by the prevailing Party in enforcing, or on appeal from, a judgment in favor of the prevailing Party (including, but not limited to, Collection Costs (defined below)).

9.9 Collection Costs

If we are required to use a collection agency or debt collector to collect money owed by Customer under the terms of this Agreement, Customer agrees to pay the reasonable costs of collection charged by such collection agency or debt collector and such costs may be added to the debt. These costs include but are not limited to any collection agency fees, reasonable attorneys' fees incurred by the collection agency, applicable interest or any other related cost (together, "Collection Costs").

9.10 Entire Agreement

This Agreement, its Exhibits (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

PART B – EDUCATOR SERVICES

The provisions within this Part apply to the provision of Educators and should be read in conjunction with the relevant provisions of Part A.

1. SERVICES

Scoot will assign to Customer certain Educators to perform services in a specified capacity and for a specified period of time. Educators shall report to the sites requested by Customer and shall be under Customer's supervision while assigned. Any additional Assignments to an Educator must be agreed to between Scoot and Customer in a written addendum to this Agreement.

2. SCOOT'S COMMITMENTS

- 2.1. Scoot will use its best efforts to recruit, employ and assign qualified Educators for Assignments as requested by Customer.
- 2.2. Scoot will screen Educators before employing them to verify that all Educators have submitted to a live-scan criminal history check via the Department of Justice and Federal Bureau of Investigation with ongoing arrest notifications. Scoot will ensure all Educators comply with the requirements of Education Code Section 45125.1 et seq. before they are permitted to perform services for the Customer. In the event that Scoot is notified of any arrest or other similar infraction regarding an active Educator, Scoot shall, within its discretion and as required by applicable law, remove the Educator from their Placement and/or notify the Customer.
- 2.3. All Educators must have a physician-signed chest x-ray or medical professional signed risk assessment form proving that no risk factors are present or proving a negative tuberculosis test result within 60 days of date of hire with Scoot Education.
- 2.4. Scoot will verify that all Educators are eligible to work in the United States.
- 2.5. Scoot will provide all Educators with a means to report their working time and shall pay all Educators their wages and provide them all benefits for which they are eligible as Scoot employees.
- 2.6. Scoot shall handle all payroll-related tax and other withholding, as appropriate, and shall provide Workers' Compensation insurance for all Educators.
- 2.7. Scoot shall require all Educators to become familiar with and comply with Customer's policies and procedures when the Educator is on Assignment to the Customer and shall further comply with any reasonable requests by Customer for Educators to execute other documents such as documents Customer may require regarding any Intellectual Property an Educator may develop while assigned to Customer.

3. CUSTOMER COMMITMENTS

- 3.1. Customer shall provide Educators with a safe and suitable workplace including appropriate training regarding any special hazards, evacuation procedures, etc.
- 3.2. Customer shall provide Educators with an orientation regarding all other applicable workplace expectations including school rules, student discipline, grading and homework policies, etc.
- 3.3. Customer shall supply Educator with appropriate lesson plans and educational materials and will provide usual and customary supervision of Educator while Educator is on Assignment to Customer.

- 3.4. Customer shall provide Scoot with a prompt notice of any injury or altercation involving an Educator as well as any performance issue or complaint. Customer will permit Scoot to participate in any investigation should it so desire.
- 3.5. Customer shall be specifically responsible for the conduct of Educator with respect to any keys, cash, and confidential information and records of students and the Customer's regular employees to which Educator has access during the Assignment. Customer also assumes responsibility (except to the extent covered by Workers' Compensation) in connection with any use of Customer vehicles or equipment in connection with the Assignment.
- 3.6. Customer agrees that unless separately set forth in an addendum to this Agreement, Customer shall not assign an Educator sole custody of a single student, sole responsibility for supervising more than one classroom of students at a time, or administering or maintaining custody of any student medications.
- 3.7. Customer shall comply with all applicable laws, regulations and ordinances. No actions undertaken by Customer under this Agreement violate the terms of any other contract including any collective bargaining agreement.
- 3.8. Any qualifications or characteristics Customer requests for any Assignment are based on essential bona fide occupational qualifications the determination of which is Customer's sole responsibility.
- 3.9. Scoot is not responsible for screening Educators based on any qualifications or criteria which are not specifically disclosed by Customer. To the extent that Customer has specific screening requirements, Customer agrees to disclose such requirements to Scoot in writing, and to be acknowledged by Scoot.
- 3.10. Customer shall provide Educators assigned to Hourly Educator Staffing roles with thirty (30) minute duty free meal break(s) and duty-free rest break(s) in compliance with California labor law. If Customer fails to provide any required meal or rest break, Customer must notify Scoot via email within two (2) business days. In such cases, Scoot will invoice Customer an additional one (1) hour at Scoot's hourly Bill Rate for each missed meal and/or rest break.

4. EDUCATOR PLACEMENT FEE

Customer understands and agrees that Educators are assigned to Customer to render services on a temporary basis and, absent a written agreement stating otherwise, are not assigned to become employed directly by Customer. Customer acknowledges the considerable expense incurred by Scoot to advertise, recruit, evaluate, train, and place its Educators.

Customer agrees it will not, without prior written consent from Scoot, hire an Educator, interfere with the employment relationship between Scoot and its Educators, or directly or indirectly cause an Educator to become employed by Customer or another temporary service provider.

If Customer, either directly or indirectly, solicits, offers employment, and/or hires an Educator as an employee or consultant in any position, or utilizes the Educator's services through another temporary or outsourcing service company, or any person or entity affiliated with Customer refers an Educator to any other employer and the Educator becomes employed by that employer: (i) at any time from the date such Educator is introduced to or placed with Customer by Scoot until twelve (12) months thereafter or (ii) within twelve (12) months after termination of Educator's temporary Assignment through Scoot with Customer, whichever is later, Customer agrees to pay Scoot a placement fee as specified below (the "Educator Placement Fees"). The Educator Placement Fee is based upon the category of the Educator, timing of hire, or number of days the Educator has worked at the Customer who is hiring the Educator during a single school year. Customer shall pay the Educator Placement Fee within thirty (30) days of receipt of an Invoice from Scoot.

EDUCATOR PLACEMENT FEE FOR NON TEACHSTART FELLOWS	
Days worked in school year	Fee^
1 - 90 days worked	10% of AGS to a minimum of \$5,000
91 - 180 days worked	5% of AGS to a minimum of \$2,500
180+ days worked	\$1,000

^Fee is based upon the AGS, including any additional allowances or benefits that can be monetized listed on employment contract between Customer and Educator.

EDUCATOR PLACEMENT FEE FOR TEACHSTART FELLOWS	
Hire date	Fee
September 1 to May 31	\$10,000
June 1 to August 31	No fee

SIGNATORIES

Signed: James Sanders

Name: James Sanders

Title: CEO

Date: 09/03/2025

Signed: Kathleen Daugherty

Name: Kathleen Daugherty

Title: Ex. Dir

Date: 9/3/25

EXHIBIT A
BILL RATES FOR EDUCATORS

The Bill Rates contained in Exhibit A herein are confidential and proprietary. Customer agrees not to disclose the contents of this Exhibit A to persons or entities not party to this Agreement without Scoot's written permission.

Educators will be assigned pursuant to one of the following positions and at the following bill rates, subject to additional overtime charges as specified below:

Daily Educator Staffing				
Customer Bill Rate*	Half-day rate (4 hours or less)	Half-day long-term rate (4 hours or less)#	Short-term day rate (up to 8.5 hours/day)	Long-term day rate (up to 8.5 hours/day)#
Support Position	\$206	\$226	\$307	\$337
Teacher (emergency 30-day substitute permit or California credential)	\$227	\$249	\$338	\$371
Teacher and/or Support Position Assigned Within a Substitute Bubble	N/A			Bill Rate less Substitute Bubble discount specified below.
Paraprofessional	\$206	\$226	\$307	\$337
Special Education Credential in SpEd role	\$284	\$312	\$423	\$465
TeachStart Fellow	N/A	N/A	\$371	\$371
Hourly Educator Staffing^				
Paraprofessional	\$45/hour			
Registered Behavior Technician	\$60/hour			
Behavior Interventionist	\$50/hour			
Board Certified Behavior Analyst	Contact Scoot for bespoke hourly Bill Rate			
Speech Language Pathologist				
Psychologist				
Before/After School Educator				

* Because Educators are non-exempt hourly employees, additional charges over and above the standard Customer Bill Rate will apply in the event that an Educator is called upon to work overtime meaning a shift longer than eight and a half (8.5) hours, including a thirty (30) minute meal break, in a workday or more than (40) hours, excluding meal breaks, in a work week for the same Customer. Overtime is charged at 1.5x the prorated hourly bill rate according to the above table (e.g., overtime for a Support Position is charged at $\$307/8.5 \times 1.5$ per hour). Educators are instructed by Scoot that they should seek the approval of a duly designated supervisor at the Customer site before

incurring overtime but, of course, the need to ensure proper supervision of pupils may necessitate an Educator staying over even if the designated supervisor is not immediately available. Consistent with professional best practices, Educators are directed to maintain supervision over assigned students until they are relieved by appropriate school personnel.

[#] An Educator will be considered in long-term status if the same Educator has been scheduled at a Customer school for an Assignment that is scheduled for more than fifteen (15) workdays or an Assignment has extended beyond fifteen (15) workdays (half-days and full-days are counted the same) in the same academic year.

[^] Customer shall provide Educators assigned to Hourly Educator Staffing roles with thirty (30) minute duty free meal break(s) and duty-free rest break(s) in compliance with California labor law. If Customer fails to provide any required meal or rest break, Customer must notify Scoot via email within two (2) business days. In such cases, Scoot will invoice Customer an additional one (1) hour at Scoot's hourly Bill Rate for each missed meal and/or rest break.

DISCOUNTS FOR TEACHER AND/OR SUPPORT POSITION SUBSTITUTE BUBBLE

Customer is entitled to the following discount for any Teacher and/or Support Position assigned to a Substitute Bubble with Customer. Discounts are calculated based on the size of Bubble committed to pursuant to the below table.

	Quantity of Teachers and/or Support Positions in Bubble				
	5-9	10-19	20-29	30-39	40+
Discount	11%	12%	13%	14%	15%

The following terms apply to a Teacher and/or Support Positions Substitute Bubble:

1. Customer must commit to the Substitute Bubble from its start date until the conclusion of Customer's academic year, unless negotiated otherwise.
2. If a Substitute Bubble becomes larger in size than originally committed to by Customer, the larger discount will be applied according to the above table.
3. If a Substitute Bubble is smaller in size than originally committed to by Customer due to Scoot being unable to source the requested number of Educators, the originally agreed discount will be applied.
4. Substitute Bubbles may be canceled should an uncontrollable event force Customer to close its school(s) for a period extending beyond ninety (90) days (e.g., closure due to a pandemic or government order).
5. Substitute Bubbles are active on any instructional school day, non-student days are not included.
6. Substitute Bubbles are to be used to cover day-to-day absences at Customer site(s) but are considered long term Assignments as they are at least 15 days in length.
7. Should a Teacher and/or Support Position who was part of a Substitute Bubble move to a long-term position with Customer (defined as a single Assignment scheduled for 15 days or more), Customer will be given the choice of replacing that Educator to maintain Bubble size or decreasing the size of the Bubble, the latter option may decrease the Substitute Bubble discount applied to future invoices.
8. TeachStart Fellows cannot be included in a Substitute Bubble.

DISCOUNTS FOR PARAPROFESSIONAL BUBBLE

Customer is entitled to the following discount for any paraprofessional assigned to a Paraprofessional Bubble with Customer. Discounts are calculated based on size of Paraprofessional Bubble committed to according to the below table.

	Quantity of Paraprofessionals in Bubble					
	10-29	30-49	50-69	70-84	85-99	100+
Discount	5%	6%	7%	8%	9%	10%

The following terms apply to a Paraprofessional Bubble:

1. Customer must commit to the Paraprofessional Bubble from its start date until the conclusion of Customer's academic year, unless negotiated otherwise.
2. If a Paraprofessional Bubble becomes larger in size than originally committed to by Customer, the larger discount will be applied according to the above table.
3. If a Paraprofessional Bubble is smaller in size than originally committed to by Customer due to Scoot being unable to source the requested number of Educators, the originally agreed discount will be applied.
4. Educators assigned to a Paraprofessional Bubble are expected to be utilized in long-term Assignments rather than being used in day-to-day roles.
5. Paraprofessional Bubbles may be canceled should an uncontrollable event force Customer to close its school(s) for a prolonged period (e.g., closure due to a pandemic or government order).
6. Paraprofessional Bubbles are active on any instructional school day, non-student days are not included.
7. TeachStart Fellows cannot be included in a Paraprofessional Bubble.

EXHIBIT B
EDUCATOR CANCELLATION POLICY

Customer must cancel an Assignment via electronic mail or a phone call to their Scoot representative no later than midnight before the Assignment. If a cancellation is made before this time, no fee will be charged to the school. Cancellations made on the same day of the shift will result in a half-day charge according to the Bill Rates provided in Exhibit A.

EDUCATORS

Should a Scoot Educator not satisfy requirements of the assigned position within the first 90 minutes of a half-day shift or the first four hours of a full-day shift, there will be no fee charged to the school or Scoot will diligently work to replace the Educator as quickly as possible by another suitably skilled and qualified Educator.

To avoid a charge, the school must:

- Inform Scoot of the termination of the shift before the Educator leaves the school grounds,
- Allow Scoot a reasonable opportunity to resolve matters directly with the Educator, and
- The school must provide feedback on the reason(s) for the termination/cancellation.

scoot.education

Pricing overview prepared for:



Position	Hourly rate
Paraprofessional	\$45
Behavior Interventionist (BI)	\$50
Registered Behavior Technician (RBT)	\$60

Bill Rate	Half-day rate < 4 hours	Half-day long-term*	Full-day rate < 8.5 hours	Full-day long-term*
Support Position	\$206	\$226	\$307	\$337
Lead Teacher	\$227	\$249	\$338	\$371
Paraprofessional	\$206	\$226	\$307	\$337
Special Ed Cert	\$284	\$312	\$423	\$465
TeachStart Fellow	N/A	N/A	\$371	\$371

*placements of more than 15 consecutive work days are considered long-term

Educator "Bubble" Discounts (require a consistent daily commitment)

Paraprofessionals						
Quantity	10-29	30-49	50-69	70-84	85-99	100+
Discount	5%	6%	7%	8%	9%	10%

ex. a bubble of 10 paras would reduce the hourly rate per educator from \$45 to \$42.75.

right educator right place right time



Meet your next SpEd Paraprofessional!



Carla P.

Resume: [Carla P. Resume](#)

Education: Master of Arts in Special Education -
Western Governors University

Credential: [Emergency 30 Day Substitute Permit](#)

Experience:

- Tutor - Sierra College
- Spanish Tutor - Tamraloo Music



What my network says about me:

"Carla's leadership role was by default- she became a leader amongst other tutors by modeling tutoring best practices, having exemplary attendance and punctuality, asking good insightful questions, and offering warmth and kindness to all." - Faculty Coordinator

"Carla was responsible for creating an environment that helped her students succeed. As a tutor, Carla had to plan her sessions, be knowledgeable about the curriculum subject matter, be a good listener, refer students to other college services, work with technology, and report accurate data. Carla also took the time to understand each student's individual needs so she could help them with exactly what was needed." - Faculty Tutor

844.601.SUBS

subs@scoot.education

www.scoot.education

A



[Redacted]



[Redacted]



[Redacted]



[Redacted]

PROFESSIONAL SUMMARY

Dynamic Tutor from Sierra College, adept in online teaching and special needs support. Enhanced student comprehension through personalized, creative instructional techniques. Leveraged problem-solving skills and patience to foster learning environments where students achieved notable progress in language acquisition and confidence building. Boosted tutees scores and learning skills in a semester. Talented Tutor offering outstanding communication and problem-solving skills. Fosters positive learning environment by encouraging students to develop individual skills. Specializing in 1:1 instruction, team collaboration and relations with students, parents and support staff. Proactive and caring worker with four years of experience combined with communication strengths and good observational skills. Skillfully handles day-to-day activities while looking for opportunities to make a difference. Results-oriented education professional with track record of fostering academic growth and supporting diverse student needs. Adept at creating engaging lesson plans and delivering personalized instruction that resonates with learners. Known for strong collaboration and adaptability, consistently driving team success and student achievement. Enthusiastic educator working to help students develop and maintain goal-oriented study habits for consistent academic success. Equally skilled at one-on-one and group lessons using adaptable teaching strategies for different types of learners. Accustomed to both in-person and online instruction for flexibility and multimedia integration to maximize lesson engagement. Proactive and caring worker with four years of experience combined with communication strengths and good observational skills. Skillfully handles day-to-day activities while looking for opportunities to make a difference.

SKILLS

- Problem-solving skills
- Creative Thinking
- Patience and Empathy
- Growth Mindset
- Adaptable nature
- Confidence building
- Online Teaching via Zoom, Webex, Google Meet, Google workspace.
- Special Needs Support
- Differentiated Instruction
- Language Acquisition
- Collaboration and Teamwork
- Creativity and Innovation

WORK HISTORY

Sierra College - Tutor

Rocklin, CA • 01/2021 - 12/2024

- Taught students remotely using Zoom and its integrated tools.
- Leveraged technology and visual aids to engage students and enhance learning.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Implemented creative instructional techniques to address the unique challenges faced by students with learning differences.
- Managed diverse groups of tutees ranging from 3 to 15 students.
- Supported students with helpful study habits and exam strategies.
- Increased student comprehension by utilizing personalized teaching methods and adapting to individual learning styles.

Tamraloo Music - Spanish Tutor

Lincoln, CA • 08/2019 - 06/2022

- Boosted student confidence in speaking Spanish through regular conversational practice and interactive activities.
- Tutored students remotely with online platforms using live sessions via Zoom and Google Meet.

EDUCATION

Western Governors University
Salt Lake City, UT • Expected in
12/2025
Master of Arts: Special Education

Western Governors University
Salt Lake City, UT • 06/2024

Bachelor of Arts: Education

- Awarded Excellence Award for Excellence Science Lab
- Continuing studies in Special Education
- Member of National Society of Leadership and Success
- Awarded Excellence Award for Excellence Science Lab

- Tutored groups of students in person to help with homework assignments.
- Tutored individuals and groups with personalized curriculum created and tailored for their unique and specific needs.
- Boosted tutee's score from 60% to 90% in a 4 month period.
- Utilized a variety of teaching methodologies to accommodate various learning styles within the classroom effectively.
- Assisted students with core aspects of Spanish language.

ADDITIONAL INFORMATION

12 years teaching experience as a homeschooler from K-12
Native Spanish speaker
Adept in using technology such as Zoom, Google Meet, Webex, Google Workspace, and basic AI tools.

AFFILIATIONS

- Member of the National Society of Leadership and Success

LANGUAGES

Catalan	Spanish
<div></div>	<div></div>
Native or Bilingual	Native or Bilingual

Coversheet

Approval of 2025/26 Employee Handbook changes

Section:	III. Action Items: Consent Agenda
Item:	E. Approval of 2025/26 Employee Handbook changes
Purpose:	Vote
Submitted by:	
Related Material:	proposed changes 8_25 HRCCS Employee Handbook 2024-2025.pdf



Harvest Ridge
Cooperative Charter School

Employee Handbook

2025-2026

9050 Old State Highway
Newcastle, CA 95658

Phone (916) 259-1425 / Fax (916) 259-1428

www.harvestridgeschool.org

Revised/Approved HRS Board
8/14/2025

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE DIRECTOR.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the School Board of Directors, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Executive Director.

Employee Signature: _____ Date: _____

Please print/tear out, sign/date, and return to the School, and retain this Handbook for your reference.

Revised/Approved HRS Board
8/14/2025

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8/14/2025

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Revised/Approved HRS Board
8/14/2025

INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Harvest Ridge Cooperative Charter School (hereinafter referred to as “HRCCS” or the “School”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

This Handbook covers all programs that operate under the HRCCS charter.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. HRCCS also reserves the right to determine the meaning and application of the provisions set forth in this Handbook.

No individual other than the Board of Directors (“Board”) has the authority to enter into any employment other than at-will employment or to make or modify School policy. Any such modifications must be in writing and Board approved.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Executive Director.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to the Executive Director. This will provide the School with a record that each employee has reviewed and understood this Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

HRCCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race; (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status;
- Reproductive decision making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health);
- Off the job use of cannabis/marijuana; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation, and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what

job duties the disability impairs. HRCCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. HRCCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered "at-will" employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have "cause" to terminate an employee or otherwise restrict the School's right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School's right to terminate at-will. No School representative, other than the Board or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School's policy regarding "at will" employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

HRCCS will provide annual training on the mandated reporting requirements to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment

and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Executive Director.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Immigration Compliance

HRCCS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work

in the United States. However, HRCCS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

Professional Boundaries: Staff/Student Interaction Policy

HRCCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

- A. Examples of PERMITTED actions (NOT corporal punishment)
 - a. Stopping a student from fighting with another student;
 - b. Preventing a pupil from committing an act of vandalism;
 - c. Defending yourself from physical injury or assault by a student;
 - d. Forcing a pupil to give up a weapon or dangerous object;
 - e. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 - f. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)

- a. Hitting, shoving, pushing, or physically restraining a student as a means of control;
- b. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- c. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- A. Giving gifts to an individual student that are of a personal and intimate nature.
- B. Kissing of any kind.
- C. Any type of unnecessary physical contact with a student in a private situation.
- D. Intentionally being alone with a student away from the school.
- E. Making or participating in sexually inappropriate comments.
- F. Sexual jokes.
- G. Seeking emotional involvement with a student for your benefit.
- H. Listening to or telling stories that are sexually oriented.
- I. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- J. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- A. Giving students a ride to/from school or school activities.
- B. Being alone in a room with a student at school with the door closed.
- C. Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- A. Remarks about the physical attributes or development of anyone.
- B. Excessive attention toward a particular student.
- C. Sending emails, text messages or letters to students if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- A. Getting parents' written consent for any after-school activity.
- B. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- C. E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school

technology).

- D. Keeping the door open when alone with a student.
- E. Keeping reasonable space between you and your students.
- F. Stopping and correcting students if they cross your own personal boundaries.
- G. Keeping parents informed when a significant issue develops about a student.
- H. Keeping after-class discussions with a student professional and brief.
- I. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- J. Involving your supervisor if conflict arises with the student.
- K. Informing the Executive Director/Principal about situations that have the potential to become more severe.
- L. Making detailed notes about an incident that could evolve into a more serious situation later.
- M. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- N. Asking another staff member to be present if you will be alone with any type of special needs student.
- O. Asking another staff member to be present when you must be alone with a student after regular school hours.
- P. Giving students praise and recognition without touching them.
- Q. Pats on the back, high fives and handshakes are acceptable.
- R. Keeping your professional conduct a high priority.
- S. Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

HRCCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. HRCCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health); off the job use of cannabis/marijuana; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

HRCCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Executive Director or designee.

When HRCCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. HRCCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

HRCCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative

effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - o Rape, sexual battery, molestation or attempts to commit these assaults and
 - o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - o Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by

employees, such as:

- o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
- o Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- o Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate HRCCS policy.

Whistleblower Policy

HRCCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating,

discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug and Alcohol-Free Workplace

HRCCS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other HRCCS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

You may, during the course of your duties be advised of certain confidential business matters and affairs of the School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You shall not, either during your employment with the School or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the School;
- Without the written consent of the School, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the School, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Conflict of Interest

All employees must avoid situations involving actual or potential conflicts of interest.

An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

No Smoking

The HRCCS facility is a no smoking facility.

THE WORKPLACE

Work Schedule

Business hours are normally 7:45 a.m. – 4:00 p.m., Monday through Friday. The regular workday schedule for nonexempt employees is thirty (30) minutes before and thirty (30) minutes after the school day (or other hours specifically defined by the Executive Director/Principal and the HRS Board of Directors). Exempt employees are expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Remote Working

During designated Independent Study days, exempt employees may work remotely if they are not scheduled to be on campus for meetings, professional development, or for other activities specifically defined either by the Executive Director/Principal, Home Study Director, or the HRS Board of Directors. Exempt employees are expected to be available to be on campus within 1 hour, approximately, if called upon by the Executive Director/Principal, and/or Home Study Director. During remote working time, exempt employees are expected to fulfill the duties as detailed in the employee contract and appropriate job description. Exempt employees that are not able to be in a location where they can be on campus within an hour must have that location approved by the Executive Director/Principal or Home Study Director at least 7 days in advance.

Proposed change to above section:

During designated Independent Study days, exempt employees may work remotely if they are not scheduled to be on campus for meetings, professional development, or for other activities specifically defined either by the Executive Director/Principal, Home Study Director, or the HRS Board of Directors. Exempt employees are expected to be available and accessible to perform job duties during contract hours. During remote working time, exempt employees are expected to fulfill the duties as detailed in the employee contract and appropriate job description.

Meal and Rest Periods

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or

rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

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

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and HRCCS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

HRCCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

HRCCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations. HRCCS will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. HRCCS reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Attendance and Tardiness

Employees are expected to observe regular attendance and be punctual. Each of our

employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If it is necessary to be absent or late, employees are expected to telephone the Executive Director/Principal as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work ~~longer than one (1) day~~, he or she is expected to keep the Executive Director/Principal sufficiently informed of the situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Executive Director/Principal will be considered a voluntary resignation from employment.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

Time Cards/Records

By law, HRCCS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall keep ~~and/or~~ be required to utilize the School's time card system.

Nonexempt employees must accurately keep track of their shifts, as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday. Any work performed before or after any regularly scheduled work shift must be approved in advance by the Executive Director/Principal, or the Home Study Director.

Nonexempt employees are solely responsible for ensuring accurate information on their time payroll stub.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's extra duty worksheet. Any employee who violates any aspect of this policy, may be subject to disciplinary action, up to and including release from at-will employment with the School.

Use of Email, Voicemail and Internet Access

HRCCS will permit employees to use its email, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
3. Employees should not attempt to gain access to another employee's personal file or email or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. HRCCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. HRCCS will cooperate fully with local, state, and federal agencies in any investigation concerning or related to any illegal activities or activities not in compliance with HRCCS policies conducted through the HRCCS system.
6. Employees should be aware that HRCCS retains the right to inspect School networks, folders, and emails at any time. As such, employees have no reasonable expectation of privacy in their School provided accounts and devices.
7. Employees may not use personal devices or email accounts for School-related communications or such devices may be subject to public disclosure under the Public Records Act. School communications should only take place using School-issued devices and via the employee's email account.

Proposed change for 7 above:

It is recommended that employees not use personal accounts for School-related communications as such accounts may be subject to public disclosure under the Public Records Act. School communications should only take place using School-issued accounts.-new

Personal Business

HRCCS's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Social Media

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

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance

of such comments, without prior approval from the School.

- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."
- Never be false or misleading with respect to your professional credentials.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

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

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

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

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Executive Director.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

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

Nothing in this policy is not intended to interfere with, restrain or prevent employees from

using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Personal Appearance/Standards of Dress

HRCCS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

1. Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in dresses or skirts that are no higher than three (3) inches above the knee.
2. Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
3. Skirts and dresses should be no higher than three (3) inches above the knee.
4. All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
5. Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
6. Appropriate shoes must be worn at all times.

Parent and Community Relations

The success of HRCCS depends upon the quality of relationships between the School, our employees, our parents, our students, and the general public. Regardless of the employee's position, employees are the School's ambassadors. The more goodwill employees promote, the more our School community will respect and appreciate employees and HRCCS. Staff is expected to welcome, encourage and support parents. It is important that employees:

1. Act competently and deal with individuals in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with stakeholders at all times.
3. Follow-up on questions promptly, provide professional replies to inquiries, and perform all duties in an orderly manner.
4. Maintain the following methods of community and parent contact wherever applicable: Classroom website, LMS system, email, text, letters, telephone contacts, and participation in community events.

5. Encourage and support parents to fulfill their volunteer hours (30 hours per year) either in the employee's classroom, through various committees, technology support, homework support, or other activities approved by the Executive Director/Principal.

Health and Safety Policy

HRCCS is committed to providing and maintaining a healthy and safe work environment for all employees.

Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Director any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

HRCCS has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. These documents are located in the main office for review.

Security Protocols

HRCCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to Administration. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify Administration when keys are missing or if security access codes or passes have been breached. HRCCS will not be responsible for damage to, or loss of personal property or possessions. Employees are encouraged to use good judgment when deciding what to bring into the building, where to store personal property within the building, and what items to leave in a vehicle.

Occupational Safety

HRCCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. HRCCS provides safe and healthy working conditions for all employees and establishes and requires the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Personal Vehicles/Items

Employees are responsible for their personal parked vehicles and the personal items within. The School does not accept liability for damage to or theft of personal employee vehicles and the personal belongings within.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

Weapons Prohibition

For the safety of all students, staff, and other persons on HRCCS property, the use, possession and storage of weapons on HRCCS property is strictly prohibited. For the purpose of this policy, the term "weapon" specifically applies to firearms, ammunition, knives and similarly dangerous items, even if lawful, and even if the employee has a permit to carry concealed handguns under California law. HRCCS also prohibits the use of all items not traditionally considered to be a "weapon" from being used in any threatening manner. Violations of this policy may result in immediate release from at-will employment. Anyone who has information of a potential violation of this policy must immediately inform the Administration, or if violence is suspected to be imminent, to contact the local authorities. Failure to report a known or suspected violation of this policy may also be grounds for discipline, up to and including release from at-will employment.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Director to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Administrative Assistant. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Administrative Assistant and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. HRCCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by Administration. HRCCS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours

in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

Paydays are scheduled once per month. If an employee observes any error in his or her check, it should be reported immediately to Administration.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, Administration will discuss the situation with the employee.

Medical Benefits

Eligibility

An employee is eligible for medical coverage if he or she is a regular, full-time employee or a regular part-time employee who works a 50% FTE or higher. Part-time employees will be responsible to pay a pro-rated share of the costs for medical coverage.

For purposes of benefits eligibility, "full-time" employee means that an employee is hired to work at least thirty (30) regular hours on average per week. Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

When Coverage Starts

Employee coverage will begin on the first day of employment when beginning work on the first day of the month, or if hired mid-month it will start on the first day of the next month. Employee enrollment forms must be submitted to the Administrative Assistant as soon as possible. These forms serve as a request for coverage, and authorize any payroll deductions

necessary to pay for the employee's portion of coverage.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, employees must pay the full cost of coverage, which includes the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

HRCCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. HRCCS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- HRCCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD KEEPING

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by the Executive Director/Principal. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Employee performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with the Executive Director/Principal, and that the employee is aware of its contents.

Newly hired employees may have their performance goals reviewed by the Executive Director/Principal within the first ninety (90) days of employment.

On a periodic basis, the employee's job performance will be reviewed with them in order to correct concerns and establish goals for future performance. HRCCS's evaluation system will in no way alter the at-will employment relationship.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep Administration advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel files, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. HRCCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in a personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, PERSONAL TIME OFF AND LEAVES

Holidays

The HRCCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to Administration. An exempt employee will not be paid unless the religious holiday is taken as a personal leave of absence day. A nonexempt employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

Personal Necessity Leave (PNL)

A full-time employee may elect to use up to forty (40) hours of accumulated sick leave in any school year for purposes of personal necessity including any of the following specific reasons:

- Death or serious illness of a member of his/her immediate family.
- Accident involving his/her person or property or the person or property of a member of his/her immediate family.
- Appearance in court as a litigant, or as a witness under official order.
- Adoption of a child.
- The birth of a child making it necessary for an employee who is the parent of the child to be absent during work hours.
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance unless an emergency situation occurs. Personal necessity days are not vacation days and will not be paid out if unused upon separation from employment.

Sick Leave

Eligible employees are entitled to receive paid sick leave which may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Employees must provide reasonable advance notification, either orally or in writing, if a need for sick leave is foreseeable. Further, employees should schedule medical appointments in a manner that does not interfere with their job duties whenever possible. If the need for sick leave is unforeseeable, the employee must provide notice for the leave as soon as practicable.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave.

Employee requests for unpaid medical leave (or paid leave if request exceeds maximum days allowed) must be approved in advance by HRCCS.

1. All eligible employees shall be provided twenty-four (24) hours of paid sick leave at the beginning of the school year. Thereafter, salaried non-teaching staff are eligible to accrue additional sick leave during the year for a maximum of twelve (12) days. full-time certificated employees are eligible to accrue additional sick leave during the year for a maximum of ten (10) days of sick leave per school year. Part-time employees are eligible to accrue a prorated amount of sick leave. However, in no case shall any eligible employee receive less than twenty-four (24) hours of sick leave credited at the beginning of each school year, subject to the use restrictions noted in this policy.
2. An employee may take sick leave at any time during the school year, as needed.
3. Unused sick leave shall be accumulated from year to year without limitation. However, employees are only permitted to use up to five (5) days per year.
4. Accrued sick leave does carry over from year to year and the School does not pay employees in lieu of unused sick leave.
6. Sick leave days taken shall be recorded on the Employee Absence Tracker maintained by the Administrative Assistant.
7. If an employee is absent five (5) or more days because of an illness or injury, the employee may be required to provide written documentation from a doctor.

Unpaid Leave of Absence

HRCCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- **Employee Eligibility Criteria**

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles (except for purposes of CFRA where the threshold is five (5) employees).

- **Events That May Entitle an Employee To FMLA/CFRA Leave**

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either

inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

- b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- 3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a grandparent, grandchild, or sibling for CFRA purposes.
- 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- 5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 - 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
 - 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces servicemember shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the

servicemember.

3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.

- a. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the leave, the School and the employee may agree to have School-provided paid leave, such as paid sick leave, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the

leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

HRCCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.
- Procedures for Requesting and Scheduling FMLA/CFRA Leave
 1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
 2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
 - Return to Work
 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is

entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.

2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- **Employment during Leave**

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

REPRODUCTIVE LOSS LEAVE

HRCCS grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy. To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave. If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.

- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information provided to HRCCS related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- **Employee Eligibility Criteria**

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- **Events That May Entitle an Employee to Pregnancy Disability Leave**

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or

childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or

2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by-case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

An employee taking PDL must utilize any available paid sick leave during such time off work. The use of paid sick leave during PDL does not extend the total duration of the leave to which an employee is entitled.

California law dictates that PDL is an unpaid leave. As such, an employer has no obligation to provide compensation to an employee on such leave. Nevertheless, a pregnant employee may apply directly to the State of California to receive State Disability Insurance ("SDI") disability benefits, if eligible. HRCCS has no involvement with disability benefit determinations which are made by the State of California.

Regardless of any benefits which may be available from the State of California, HRCCS would like to offer to its employees the ability to receive differential pay during certified PDL time. Unless other terms are agreed to in writing, employees shall receive compensation from HRCCS which shall not be less than the difference between the

employee's salary and the salary of a substitute employee for a period of up to eight (8) weeks. Alternately, if no substitute employee is used, the employee may receive up to fifty percent (50%) of their regular pay during the same eight (8) week period. However, if the employee is also receiving SDI or PFL benefits, which is paid on a weekly basis, the total amount of differential pay the employee may receive on a weekly basis, when added to the amount of SDI or PFL benefits the employee is receiving, shall not exceed the employee's total weekly salary.

- Health Benefits

HRCCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. HRCCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - a. The employee is taking leave under the California Family Rights Act.
 - b. There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - c. There is a non-pregnancy related medical condition requiring further leave.
 - d. Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Director. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.
 - i. A "comparable" position is a position that involves the same or similar

duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with HRCCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- **Employment during Leave**

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Parental Leave

An employee who becomes a new parent through childbirth, surrogate, adoption, or foster care shall be entitled to receive up to eight (8) weeks of differential pay during an FMLA or CFRA baby bonding leave. Unless other terms are agreed to in writing, employees shall receive compensation from HRCCS which shall not be less than the difference between the employee's salary and the salary of a substitute employee for a period of up to eight (8) weeks. Alternately, if no substitute employee is used, the employee may receive up to fifty percent (50%) of their regular pay during the same eight (8) week period. However, if the employee is also receiving Paid Family Leave ("PFL") benefits, which is paid on a weekly basis by the California Employment Development Department, the total amount of differential pay the employee may receive on a weekly basis, when added to the amount of PFL benefits the employee is receiving, shall not exceed the employee's total weekly salary.

Employees that are also eligible for differential pay under PDL, shall only be entitled to eight (8) weeks of differential pay total. As such, employees shall be entitled to take eight (8) weeks of differential pay under PDL, Parental Leave, or both, but in no case shall such paid leave exceed eight (8) weeks.

Industrial Injury Leave (Workers' Compensation)

HRCCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to Administration;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to insure that the injured employee receives appropriate medical attention. HRCCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (EMS) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Director and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy may require drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

HRCCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or

unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued sick leave as wage replacement during time served, provided such sick leave accrued prior to the leave.

Except for employees serving in the National Guard, HRCCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

HRCCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Exempt employees are entitled to a leave of up to five (5) days without loss of pay due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and PNL) falling during the absence will be counted as both bereavement leave and scheduled days off.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all nonexempt employees, the School will pay for up to three (3) days if an employee is called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. Employees may receive greater unpaid time off if they can demonstrate that more time is needed. When possible, an employee requesting time off to vote shall give Administration at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, HRCCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of HRCCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused PNL to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

HRCCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide HRCCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide HRCCS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, HRCCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Principal.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give Administration thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult Administration.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School. Other types of conduct that threaten security, personal safety, employee welfare and/or the School's operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the School name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.

- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

The School will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no

responsibility for it. HRCCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify Administration regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unpaid wages. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

If an employee does not call in or report to work for two consecutive workdays at any time of the school year, the employee may be considered to have voluntarily terminated.

INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to Administration or the School Board to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed writing to the Chairperson of the School’s Board, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board Chairperson or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally with a conversation between the complainant and the school employee, complainants may file a written complaint with the office of the

Executive Director or School Board (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

HRCCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or School Board Chairperson.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

HRCCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant Date: _____

Print Name

Received by: _____ Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

Coversheet

Approval of stipend chart

Section:	III. Action Items: Consent Agenda
Item:	F. Approval of stipend chart
Purpose:	Vote
Submitted by:	
Related Material:	Extra Duty Compensation 2025-2026.docx.pdf

**Harvest Ridge Cooperative Charter School
Supplemental Pay Scale
2025-2026**

<i>Description</i>	<i>Annual Amount</i>	<i>Payment Date</i>
After School Tutoring	\$40.00/hour	Paid on the 19th of the month
Athletic Director	\$1,000 per year	January 10th June 10th
Cross Country Coach	\$750 season	November 10th
Extra Duty Hourly Pay	\$40.00/hour	Paid on the 19th of the month
Overnight Field Trips/per night	\$100.00	Paid on the 19th of the month
Professional Development/training (conducted on a non-paid, non-contract day/training equal to 6 or more hrs). +*prior approval required	\$40.00/hour	Paid on the 19 th of the month.
Social media, website, marquee	\$1,500 per year	January 10th June 10th
Student Body Advisor Stipend	\$2,000 per year	January 10 th June 10th
Summer Intake Specialist	\$1,500 per year	January 10th June 10th
Track Coach	\$750 season	May 10th
Extra Curricular Club	\$250	June 10th
Volleyball Coach	\$750 season	May 10th

Supplemental Pay Positions shall be added or made available based upon site needs and available budget. Harvest Ridge's yearly budget will reflect available stipends for the year.

2025-26: DRAFT Copy for Board Approval

Coversheet

Approval of revised Board calendar of discussion/action items

Section:	III. Action Items: Consent Agenda
Item:	G. Approval of revised Board calendar of discussion/action items
Purpose:	Vote
Submitted by:	
Related Material:	Board Meeting Calendar1 2025-26.pdf

Harvest Ridge Schools Board of Directors

Known Action Items for 2025-26

Revised 9/18/25



<p>August</p> <ul style="list-style-type: none"> • Annual Organizational Meeting • Obsolete Materials Disposal Approval • Certificated and Classified evaluation overview • Discipline Plan Revisions • Staff and Parent Handbooks updates • Board Goals Draft 	<p>February</p> <ul style="list-style-type: none"> • Second Interim Budget • Approval of Safety/Emergency Plan • Mid-Year ED Eval/Board self-Eval • iReady mid-year data
<p>September</p> <ul style="list-style-type: none"> • Board Goals Approval/ED Goals • Initial iReady data • Overnight field trips • Approval of 24/25 Unaudited Actuals 	<p>March</p> <ul style="list-style-type: none"> • Board Member Applications • ED Interviews/Visitation
<p>October</p> <ul style="list-style-type: none"> • First Interim Budget First Look • ED/Principal position discussion • Review bylaws and Governance agreements • Overnight field trips • 	<p>April</p> <ul style="list-style-type: none"> • 26/27 Preliminary budget first look • New ED Contract • MOU's with NESD • Renewal Timeline/Committee development
<p>November</p> <ul style="list-style-type: none"> • Search Calendar • Dashborad Quality Indicators • ED/Principal Criteria 	<p>May</p> <ul style="list-style-type: none"> • Upcoming school year, Preliminary budget final • LCAP Draft Public Hearing/Budget Draft Public Hearing • ED/Principal Meet and Greet • Employee contracts for 26-27 • Board self-eval
<p>December</p> <ul style="list-style-type: none"> • School Safety Plan First Look 	<p>June</p> <ul style="list-style-type: none"> • Renewal Work

<ul style="list-style-type: none"> ● School Accountability Report Card (or in January) ● Annual Audit Review & Approval ● LCAP Update (May be in January) ● ED/Principal Search Criteria 	<ul style="list-style-type: none"> ● Approve contracts/staff report for the upcoming school year ● MOU Approvals ● Facility MOU Approval ● LCAP/Budget Public Hearing ● LCAP Approval/Budget approval ● Parent and Staff Handbooks updates
<p>January</p> <ul style="list-style-type: none"> ● Second Interim Budget First Look ● Conflict of Interest Policy review/renewal ● Next Cycle Calendar Review ● School Accountability Report Card Approved if not in Dec ● School Safety Plan Approval ● Search screening/interview Committees/process ● Search Brochure ● Mid-year IReady assessment results 	<p>July</p> <ul style="list-style-type: none"> ● School/Board Vacation ● Renewal petition approval and finalize for submission (in August)

Coversheet

Overnight Field Trip for 7/8 Grades

Section:	III. Action Items: Consent Agenda
Item:	H. Overnight Field Trip for 7/8 Grades
Purpose:	Vote
Submitted by:	
Related Material:	field trip request.pdf

Field Trip Information for the Office

rsilski@harvestridgeschool.org [Switch account](#)



Draft saved

Not shared

* Indicates required question

Teacher Name

Silski - 7th/8th

Name and Address of Field Trip

Memorial County Park 9500 Pescadero Creek Rd. Loma Mar, CA 94021

Date of departure

Date

09/22/2025

Time of departure

Time

07 : 45 AM



Date of return

Date

09/25/2025

Time of return

Time

03 : 00 PM ▼

What will students need to bring?

- ☐ Day pack
- ☐ Durable 1-liter water bottle filled with drinking water, make sure it won't leak in your pack!
- ☐ Rain gear (If there is any chance of rain in the forecast)
- ☐ Notebook and pencil
- ☐ Bandana
- Do Bring:
- ☐ Warm sleeping bag
- ☐ Sleeping pad
- ☐ Warm jacket
- ☐ Rain gear
- ☐ 2 pairs of long pants
- ☐ 2 pairs of sturdy shoes (Do not bring open toed shoes or sandals. Boots & tennis shoes or two pairs of tennis shoes are recommended.)
- ☐ Change of socks and underwear for each day
- ☐ T-shirt or lightweight shirt for each day
- ☐ A sweater or sweatshirt
- ☐ Long sleeved shirt
- ☐ Wool hat
- ☐ Sun hat
- ☐ Shorts
- ☐ Towel
- ☐ Toiletries (soap, toothbrush, toothpaste, etc.)
- Flashlight



Please provide detailed descriptions of activities on the Field Trip (Ex: Hiking, Camping Outside, Tide pooling, etc.) *

This information will be updated on the Field Trip Permission Slip and needs to be specific for each trip. Typically, the organizations you book the field trips through provide this information to you as well.

See Attached

Who is driving?

Morgan Mendoza, Todd Silski, Kelly Seado, Robin Silski, Sterling Wolfe, Ardelle Seely, Teresa Buty

Is there a limit to chaperones? If so, how many?

5 for free- I have 6 because I need drivers. I split the cost of the extra between the 6 chaperones.

Cost per student?

\$195

Do we need a modified schedule?

☐ Yes

☒ No

☐ Maybe

Clear selection



Will you have lunch on campus?

☐ Yes

☒ No

☐ Maybe

Clear selection

504/IEP Considerations:

no

Do you need additional staff members to assist you?

no

Are there any other specifics that we need to know about this Field Trip?

no

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Harvest Ridge Coop Charter School. - [Contact form owner](#)

Google Forms





Redwood Ecology & Outdoor Living

Memorial County Park

EXAMPLE ITINERARY

Day 1

12:00pm STUDENTS & CHAPERONES ARRIVE AND MEET THE FIELDGUIDES :)

12:30-4:00pm STUDENTS BREAK INTO STUDY GROUPS

Students play a variety of group games, set-up their tents, discuss their goals for the trip, and venture out for a mini-hike/nature exploration.

4:00-4:30pm BACK TO CAMP FOR SHARE-OUTS & CAMP RULES

Students reconvene to review the day, share what they learned, and discuss camp life rules. Meanwhile, chaperones meet up with the fieldguides site director for a brief orientation.

4:30-6:00pm TENT ASSIGNMENTS & FREE TIME

Students unload their gear, get settled, and enjoy some free time (supervised by teachers/chaperones). Sports equipment and cards/games are available for student use.

5:15pm DINNER PREP

Students have a chance to help out in the kitchen as select study groups help prepare dinner (alongside the Fieldguides staff) for the whole group.

6:00pm DINNER & CLEAN-UP

Students are once again an integral part of camp-life, working together with their study group to help the fieldguides staff with dishwashing and clean-up.

7:45pm NIGHT HIKE AND SHORT CAMPFIRE

Students head out with their study groups for a short night hike, taking in the sights, smells, and sounds of the redwoods at dusk. We complete the evening activities with a short campfire complete with songs and skits from our talented fieldguides.

8:45pm PREPARE FOR BED. All quiet by 10pm

Day 2

7:00am EVERYONE UP :)

7:15am GROUP OF STUDENTS HELP PREPARE BREAKFAST

Students have another chance to help out in the kitchen as select study groups help prepare breakfast (alongside the Fieldguides staff) for the whole group.

8:00am BREAKFAST, CLEAN-UP, AND GETTING READY FOR THE DAY

Students are once again an integral part of camp-life, working together with their study group to help the fieldguides staff with dishwashing and clean-up.



9:30-4:00pm ALL DAY HIKE & ACTIVITIES IN STUDY GROUPS

While out on the trail students will focus on navigating their surroundings and winding through the waterways. They will learn about watersheds and how to determine the health of streams while searching for macroinvertebrates in Pescadero Creek and determining the stream flow rate. They will get a chance for some great views while out on their hike, giving them a better sense of the landscape around them. They will have to work together and utilize their map & compass skills as they attempt to find their way back to the campsite.

4:00-4:30pm BACK TO CAMP FOR SHARE-OUTS & GROUP GAMES

4:30-6:00pm FREE TIME (chaperones supervise)

5:15pm DINNER PREP

Students have a chance to help out in the kitchen as select study groups help prepare dinner (alongside the Fieldguides staff) for the whole group.

6:00pm DINNER & CLEAN-UP

Students are once again an integral part of camp-life, working together with their study group to help the fieldguides staff with dishwashing and clean-up.

7:45pm SQUARE DANCE AND SHORT CAMPFIRE

Everyone joins together for a whole camp square dance. We complete the evening activities with a short campfire complete with songs and skits from our talented fieldguides and their study groups.

8:45pm PREPARE FOR BED. All quiet by 10pm

Day 3

7:00am EVERYONE UP :)

7:15am GROUP OF STUDENTS HELP PREPARE BREAKFAST

Students have another chance to help out in the kitchen as select study groups help prepare breakfast (alongside the Fieldguides staff) for the whole group.

8:00am BREAKFAST, CLEAN-UP, AND GETTING READY FOR THE DAY

Students are once again an integral part of camp-life, working together with their study group to help the fieldguides staff with dishwashing and clean-up.

9:30-4:00pm ALL DAY HIKE & ACTIVITIES IN STUDY GROUPS

Students explore another area of the park with a full day out on the trails! Students dive deeper into redwood ecology honing in on their surroundings and learning about the unique plants and animals found within the ecosystem of the coastal redwoods. Highlights of the day include a trip to the park's largest redwood tree, creating a dichotomous key to identify native trees, and discovering the macroscopic and microscopic intricacies of the redwood forest floor.



4:00-4:30 BACK TO CAMP FOR SHARE-OUTS & GROUP GAMES

4:30-6:00pm FREE TIME (chaperones supervise)

5:15pm DINNER PREP

Students have a chance to help out in the kitchen as select study groups help prepare dinner (alongside the Fieldguides staff) for the whole group.

6:00 pm DINNER & CLEAN-UP

Students are once again an integral part of camp-life, working together with their study group to help the fieldguides staff with dishwashing and clean-up.

7:45 pm FULL CAMPFIRE (skits, songs, games & Fieldguides famous N'mores)

Students perform skits & songs around the campfire while enjoying Fieldguides famous N'mores.

8:45pm PREPARE FOR BED. All quiet by 10pm

Day 4 7:00am EVERYONE UP :)

Students pack their gear and work together to clean-out and break down tents.

8:00am BREAKFAST, CLEAN-UP, ALL CAMP PACK-UP

9:30am-11:30am LARGE GROUP GAMES

Study groups meet up for collaborative play & interactive learning activities. Highlights include making their way across a "treacherous landscape", working together to maintain the energy flow of an ecosystem, and keeping the chaos in check while they try to complete a common task.

12:00pm CLOSING CIRCLE, GOODBYES, AND LUNCH TO GO!!



LOOKING FOR MORE DETAILS? CHECK OUT THE FOLLOWING ACTIVITY DESCRIPTIONS.

Please note that the exact activities may vary by study group leader or desired focus of the program. The following represent examples of the types of activities you can expect.

-*Ranger/Ranger*: Students become that ranger as they teach others in their study groups fun forest facts they learn from their fieldguide.

-*Hug a tree*: Students pair up and one student leads their blindfolded partner to a specific tree who then sees if they can relocate the tree once the blindfold is removed.

-*Inside a Square Meter*: Students make observations of everything they can find inside a square meter on the redwood forest floor and record their observations in a field journal. They learn about the unique conditions of life below the redwood canopy.

-*What's in the water?* Students search Pescadero Creek for aquatic benthic macroinvertebrates and learn what they can tell us about the water quality while discussing the greater watershed of San Mateo County.

-*Stream Flow*: Students predict and then measure the flow rate of Pescadero Creek. This investigative study gets students making hypotheses, taking measurements, and designing a mini-experiment.

-*Name that Tree*: Students identify important descriptors for a variety of native trees in the area. They work together to create a dichotomous key to identify the various trees.

-*Forest Scavengers*: Students are sent out to find items from their surroundings. They try to gather as many of each thing as possible in the time given. Ex. Redwood pine cone, Douglas Fir pinecone, edible plant, leaves of plant you can ID, conifer needles, etc.

-*Energy Pipeline*: Students learn about the flow of energy through an active fun-filled simulation game in which they take on the role of different trophic levels and see how energy is lost as you move up the food chain.

-*Find your way home*: Students learn basic map skills while out on the trail, then the fieldguides take a step back from leading and the students become responsible for navigating their way home.

-*Can you 'bearing' it? A compass scavenger hunt*: Students follow clues by taking compass bearings until they reach their final destination where their treasure awaits!.

-*Chaos Circle*: Students attempt to continue passing a ball in a specific order while the group receives additional challenges such as a second ball, "fire" balls they have to keep out of the center, and a buzz ring they have to keep buzzing.

-*Gnarly Wave*: Students work together to figure out the pattern that allows each student to pass through the "gnarley wave" (jump rope).

Coversheet

Appointment of New Board Member

Section:	IV. Discussion/Action Items Regular Agenda
Item:	A. Appointment of New Board Member
Purpose:	Vote
Submitted by:	
Related Material:	Board Appointment as per adopted bylaws.pdf

Board Appointment as per adopted bylaws

Section 3. DESIGNATED DIRECTORS AND TERMS. The number of directors shall be no less than three (3) and no more than nine (9), unless changed by amendments to these bylaws. At least one Board Member may be a non-parent, whose term shall be 2 years. The spirit of the community member position is that this Member shall not be a parent or relative of an enrolled student in a Harvest Ridge program, nor is expecting to have an enrolled student or relative during his/her term of office. If that Member's child/relative enrolls in any of the school's programs during the Member's term of office, the Member may be asked to resign. If no community member is found for the community member position, a family stakeholder may be appointed to the position.

Section 6. NOMINATIONS BY COMMITTEE. The Chairperson of the Board of Directors or, if none, the President will appoint a committee to designate qualified candidates for election to the Board of Directors at least thirty (30) days before the date of any election of directors. The nominating committee shall make its report at least seven (7) days before the date of such designation or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee.

Section 12 VACANCIES FILLED BY BOARD. Vacancies on the Board of Directors, except for the representative appointed by the charter authorizer, may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director. A vacancy in the seat of the representative of the charter authorizer shall be filled by the charter authorizer.

Coversheet

Approval of Board Goals/action plan

Section:	IV. Discussion/Action Items Regular Agenda
Item:	B. Approval of Board Goals/action plan
Purpose:	Vote
Submitted by:	
Related Material:	Draft HRCCS Board Goals and actions-F.pdf

HRCCS Draft Goals for 2025-26

HRCCS BOARD PRIORITIES

1. Student Learning and Achievement
2. Safe and Fully Functional Campuses
3. Board Governance and Leadership
4. Fiscal Soundness/Positive Cash Flow

Draft Goals/Proposed Actions

1. Student Learning and Achievement

1.1 All students achieve a minimum growth level of one year in essential areas of skill and knowledge as measured by local assessments, CAASPP, LCAP Metrics and/or IEP growth metrics; and utilize data and assessment to develop the narrative for student achievement and renewal

Actions: 1.1.1 LCAP: Provide High Quality Instruction

Provide Standards aligned materials

Actions: 1.1.2 Provide Professional Development and program support in Data Analysis, Assessment, Targeted Instruction

Actions: 1.2.3. Provide Intervention Specialists and after-school tutoring

2. Safe and Fully Functional Campuses

2.1 Develop, approve, and implement a 5-7 year Facilities Master Plan that includes learning centers, play areas/hard courts, portable restrooms, parking and alternate drive-ways

Actions 2.1.1 Create Facilities committee to identify areas of need, priorities for development, and plan with timeline and costs for both sites

2.1.1.1 Identify consultants to assist with this process (architect, project manager, engineer, etc.)

Actions 2.1.2 Collect input from staff and community via: survey and town hall meetings

Actions 2.1.3. Identify short and long-term funding sources

Actions 2.1.4 Verify NESD Approval for Master Plan Steps

3. Board Governance and Leadership

3.1 Engage the community, parents, students, and staff in reviewing and updating a shared vision for the school, emphasizing student and family engagement, learning, school growth, and achievement in preparation for renewal.

Actions 3.1.1 Create (Identify members) and train a Renewal committee

Actions 3.1.2 Collect input from staff and community via: survey and town hall meetings

3.2 Hire and support the Executive Director so that the vision, goals, and

policies of the school can be implemented, and that the Executive Director holds the school personnel accountable for student learning and achievement.

Actions 3.2.1 Adopt and implement a Search Timeline

Actions 3.2.2 Collect input from staff and community via: survey and town hall meetings

Actions 3.2.3 Adopt and implement an ED evaluation process and expectations for the new ED

Actions 3.2.4 Hire a coach as appropriate to support the new ED

3.3 Improve the knowledge and skill level of Board members through workshops and training

Actions 3.3.1 Schedule and participate in required Board trainings

Actions 3.3.2 Include Board growth/governance items or discussions on each agenda

Actions 3.3.3 Provide access to Governance trainings and support

4. Fiscal Soundness/Positive Cash Flow

4.1 Maintain the fiscal integrity of the school and manage the school's assets and accounts to improve classroom instruction and educational opportunities for all students, with priorities for student achievement for targeted student populations, with a focus on using one-time revenue only for one-time expenditures.

Actions 4.1.1 Include a budget and expenditure review item for each agenda

Actions 4.1.2 Review and revise as necessary the Fiscal Policy

Actions 4.1.3. Participate in training related to Understanding Budgets

4.2 Maintain the reserve to sustain the school expenses for a minimum of three months or a minimum of 15%.

Actions 4.2.1 Approve budget expenditures that are aligned to the adopted goals and keep the reserve at the expected minimum.

4.3 Set aside a funding source to support the implementation of the Facilities Master Plan components. Align long term debt with facility procurement and facility improvements

Actions 4.3.1 Develop Board priorities within the budget to identify short-term and long-term funding for the Facilities Master Plan

Actions 4.3.2 Procure funding as appropriate to support facilities improvements

Coversheet

Approval of search timeline for Executive Director/Principal

Section:	IV. Discussion/Action Items Regular Agenda
Item:	C. Approval of search timeline for Executive Director/Principal
Purpose:	Vote
Submitted by:	
Related Material:	Search Time Line for ED_Principal of HRCCS 2025_26.pdf

Executive Director Search Timeline for HRCCS

July 1	Official New contract begins
June	Overlap of new Director with ED. Pick days.
May 21, 2026	Performance Objectives and Action Plan Development with new ED
May 11, 2026	Announcement to Community and date for Meet and Greet
April 23, 2026	Contract Approval at Regular Board Meeting
April 6-9, 2026	Site Visitation(s) as needed/desired (open for now)/ Special Closed session to select finalists, negotiate contract
March 25, 2026 Special Board Meeting, Closed Session	Take input from Stakeholder interviews, select finalists, negotiate contract or make site visit (see above)
3/18-3/25, 2026	Stakeholder and Board Interviews/Board discussion Days and Times TBD
3/6-3/13	Notify stakeholder group participants and schedule a special meeting with each group to select questions or actions for group interviews
2/20-3/6	Candidate review, selection of finalists for interview, Selection of Interview questions, and finalization of stakeholder group members
Jan.19-Feb 13	Application Period
Jan-February 2026	Post Job Opening on Ed Join, National Alliance for Public Charter Schools Job Board, CSDC, CCSA

	(Send announcement to sitting directors/assistant directors within county) Linked-In
January 2026	Approve brochure draft and application, Set salary range
December 2025	Regular Board meeting : Review stakeholder input, Set interview procedures, Finalize qualifications/criteria,
November 2025	Stakeholder meetings: Share Process and Timeline, Take input on desired criteria:

Coversheet

Approval of Unaudited Actuals for 2024-25

Section:	IV. Discussion/Action Items Regular Agenda
Item:	D. Approval of Unaudited Actuals for 2024-25
Purpose:	Vote
Submitted by:	
Related Material:	00 FINAL UA HRCC 24.25.pdf



HARVEST RIDGE
COOPERATIVE CHARTER

2024-25

UNAUDITED ACTUALS

**PRESENTED TO THE
BOARD OF DIRECTORS
ON SEPTEMBER 18, 2025**

Prepared By: Mary Reome, CBO

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actual
FINANCIAL REPORT
2024-25 Unaudited Actuals
Charter School Certification

31 66852 0121608
Form CA
F8A9WM3GZR(2024-25)

Charter Number: 121608

To the entity that approved the charter school:

2024-25 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: Kathleen Daugherty Title: Interim ED

To the County Superintendent of Schools:

2024-25 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Sean Healy Title: Superintendent

To the Superintendent of Public Instruction:

2024-25 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual financial report, please contact:

For Approving Entity:

Mary Reome

Name

CBO

Title

916-824-1664

Telephone

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E-mail Address

For Charter School:

Kathleen Daugherty

Name

Interim ED

Title

916-259-1425

Telephone

kdaugherty@harvestridgeschool.org

E-mail Address

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	3,996,764.79	4,121,533.00	3.1%
2) Federal Revenue		8100-8299	143,527.90	36,500.00	-74.6%
3) Other State Revenue		8300-8599	173,040.62	169,736.00	-1.9%
4) Other Local Revenue		8600-8799	261,642.27	223,299.00	-14.7%
5) TOTAL, REVENUES			4,574,975.58	4,551,068.00	-0.5%
B. EXPENSES					
1) Certificated Salaries		1000-1999	1,714,484.39	1,710,267.00	-0.2%
2) Classified Salaries		2000-2999	165,536.70	211,291.00	27.6%
3) Employee Benefits		3000-3999	595,963.03	635,552.00	6.6%
4) Books and Supplies		4000-4999	338,101.09	488,840.00	44.6%
5) Services and Other Operating Expenses		5000-5999	1,104,139.84	1,289,988.00	16.8%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	232,874.02	221,044.00	-5.1%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			4,151,099.07	4,556,982.00	9.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			423,876.51	(5,914.00)	-101.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			423,876.51	(5,914.00)	-101.4%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	706,463.31	1,114,835.82	57.8%
b) Audit Adjustments		9793	(15,504.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			690,959.31	1,114,835.82	61.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			690,959.31	1,114,835.82	61.3%
2) Ending Net Position, June 30 (E + F1e)			1,114,835.82	1,108,921.82	-0.5%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	190,831.52	141,056.52	-26.1%
c) Unrestricted Net Position		9790	924,004.30	967,865.30	4.7%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,344,714.30		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	393,356.99		
4) Due from Grantor Government		9290	(37,150.00)		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	118,718.26		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	111,896.00		
d) Buildings		9430	(55,004.00)		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			1,876,531.55		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	665,890.37		
2) Due to Grantor Governments		9590	(177,007.00)		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	214,298.36		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	58,514.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			761,695.73		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
(must agree with line F2) (G11 + H2) - (I7 + J2)			1,114,835.82		
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	2,382,326.00	3,035,720.00	27.4%
Education Protection Account State Aid - Current Year		8012	1,210,031.00	706,813.00	-41.6%
State Aid - Prior Years		8019	1,077.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	296,515.00	283,982.00	-4.2%
Property Taxes Transfers		8097	106,815.79	95,018.00	-11.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			3,996,764.79	4,121,533.00	3.1%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	43,590.87	36,500.00	-16.3%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

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Charter Schools Enterprise Fund
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Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	0.00	0.00	0.0%
Title III, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	99,937.03	0.00	-100.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			143,527.90	36,500.00	-74.6%
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	6,314.00	6,881.00	9.0%
Lottery - Unrestricted and Instructional Materials		8560	97,858.19	99,976.00	2.2%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	37,344.00	37,000.00	-0.9%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	31,524.43	25,879.00	-17.9%
TOTAL, OTHER STATE REVENUE			173,040.62	169,736.00	-1.9%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	29,238.13	25,000.00	-14.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	25,882.32	5,049.00	-80.5%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	206,521.82	193,250.00	-6.4%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			261,642.27	223,299.00	-14.7%
TOTAL, REVENUES			4,574,975.58	4,551,068.00	-0.5%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,451,259.35	1,544,572.00	6.4%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	263,225.04	165,695.00	-37.1%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,714,484.39	1,710,267.00	-0.2%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	81,747.19	83,305.00	1.9%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	83,789.51	127,986.00	52.7%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			165,536.70	211,291.00	27.6%
EMPLOYEE BENEFITS					
STRS		3101-3102	305,869.28	326,861.00	6.9%
PERS		3201-3202	62,634.74	75,012.00	19.8%
OASDI/Medicare/Alternative		3301-3302	39,893.20	44,705.00	12.1%
Health and Welfare Benefits		3401-3402	163,809.20	163,679.00	-0.1%
Unemployment Insurance		3501-3502	905.80	981.00	8.3%
Workers' Compensation		3601-3602	18,120.41	19,582.00	8.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	4,730.40	4,732.00	0.0%
TOTAL, EMPLOYEE BENEFITS			595,963.03	635,552.00	6.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	328,243.14	485,340.00	47.9%
Noncapitalized Equipment		4400	9,857.95	3,000.00	-69.6%
Food		4700	0.00	500.00	New
TOTAL, BOOKS AND SUPPLIES			338,101.09	488,840.00	44.6%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	25,000.17	23,929.00	-4.3%
Dues and Memberships		5300	9,645.75	9,900.00	2.6%
Insurance		5400-5450	59,622.00	79,624.00	33.5%
Operations and Housekeeping Services		5500	37,178.49	51,000.00	37.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	201,424.25	201,774.00	0.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	771,269.18	923,761.00	19.8%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,104,139.84	1,289,988.00	16.8%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	232,874.02	221,044.00	-5.1%

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			232,874.02	221,044.00	-5.1%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			4,151,099.07	4,556,982.00	9.8%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Function

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Description	Function Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	3,996,764.79	4,121,533.00	3.1%
2) Federal Revenue		8100-8299	143,527.90	36,500.00	-74.6%
3) Other State Revenue		8300-8599	173,040.62	169,736.00	-1.9%
4) Other Local Revenue		8600-8799	261,642.27	223,299.00	-14.7%
5) TOTAL, REVENUES			4,574,975.58	4,551,068.00	-0.5%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		2,874,081.38	3,171,909.00	10.4%
2) Instruction - Related Services	2000-2999		501,090.39	467,783.00	-6.6%
3) Pupil Services	3000-3999		35,091.50	34,561.00	-1.5%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		192,618.35	309,902.00	60.9%
8) Plant Services	8000-8999		315,343.43	351,783.00	11.6%
9) Other Outgo	9000-9999	Except 7600-7699	232,874.02	221,044.00	-5.1%
10) TOTAL, EXPENSES			4,151,099.07	4,556,982.00	9.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			423,876.51	(5,914.00)	-101.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			423,876.51	(5,914.00)	-101.4%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	706,463.31	1,114,835.82	57.8%
b) Audit Adjustments		9793	(15,504.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			690,959.31	1,114,835.82	61.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			690,959.31	1,114,835.82	61.3%
2) Ending Net Position, June 30 (E + F1e)			1,114,835.82	1,108,921.82	-0.5%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	190,831.52	141,056.52	-26.1%
c) Unrestricted Net Position		9790	924,004.30	967,865.30	4.7%

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
Charter Schools Enterprise Fund
Exhibit: Restricted Net Position Detail

31 66852 0121608
Form 62
F8A9WM3GZR(2024-25)

Resource	Description	2024-25 Unaudited Actuals	2025-26 Budget
6300	Lottery: Instructional Materials	13,319.57	3,881.57
6500	Special Education	18,717.73	18,717.73
6546	Mental Health-Related Services	7,548.18	7,427.18
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	82,327.79	10,973.79
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	65,056.26	100,056.26
7435	Learning Recovery Emergency Block Grant	3,861.99	(.01)
Total, Restricted Net Position		190,831.52	141,056.52

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

2024-25 Unaudited Actuals
AVERAGE DAILY ATTENDANCE

31 66852 0121608
Form A
F8A9WM3GZR(2024-25)

Description	2024-25 Unaudited Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0.00
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0.00
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

2024-25 Unaudited Actuals
AVERAGE DAILY ATTENDANCE

31 66852 0121608
Form A
F8A9WM3GZR(2024-25)

Description	2024-25 Unaudited Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Harvest Ridge Cooperative Charter
Newcastle Elementary
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2024-25 Unaudited Actuals
AVERAGE DAILY ATTENDANCE

31 66852 0121608
Form A
F8A9WM3GZR(2024-25)

Description	2024-25 Unaudited Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	348.83	349.27	348.83	364.00	364.00	364.00
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	348.83	349.27	348.83	364.00	364.00	364.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	348.83	349.27	348.83	364.00	364.00	364.00

Harvest Ridge Cooperative Charter
Newcastle Elementary
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Unaudited Actuals
2024-25 Unaudited Actuals
Schedule of Capital Assets

31 66852 0121608
Form ASSET
F8A9WM3GZR(2024-25)

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress	12,500.00		12,500.00			12,500.00
Total capital assets not being depreciated	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
Capital assets being depreciated:						
Land Improvements	11,180.00		11,180.00			11,180.00
Buildings	198,128.00		198,128.00			198,128.00
Equipment	66,385.00		66,385.00			66,385.00
Total capital assets being depreciated	275,693.00	0.00	275,693.00	0.00	0.00	275,693.00
Accumulated Depreciation for:						
Land Improvements	(11,180.00)		(11,180.00)			(11,180.00)
Buildings	(63,401.12)		(63,401.12)			(63,401.12)
Equipment	(18,198.00)		(18,198.00)			(18,198.00)
Total accumulated depreciation	(92,779.12)	0.00	(92,779.12)	0.00	0.00	(92,779.12)
Total capital assets being depreciated, net excluding lease and subscription assets	182,913.88	0.00	182,913.88	0.00	0.00	182,913.88
Lease Assets	56,792.00		56,792.00			56,792.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	56,792.00	0.00	56,792.00	0.00	0.00	56,792.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	252,205.88	0.00	252,205.88	0.00	0.00	252,205.88
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net excluding lease and subscription assets	0.00	0.00	0.00	0.00	0.00	0.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Harvest Ridge Cooperative Charter
Newcastle Elementary
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Unaudited Actuals
2024-25 Unaudited Actuals
Schedule of Long-Term Liabilities

31 66852 0121608
Form DEBT
F8A9WM3GZR(2024-25)

Description	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Governmental activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable	58,414.00		58,414.00			58,414.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Business-type activities long-term liabilities	58,414.00	0.00	58,414.00	0.00	0.00	58,414.00	0.00

Harvest Ridge Cooperative Charter
Newcastle Elementary
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Unaudited Actuals
2024-25 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort
Expenditures

31 66852 0121608
Form ESMOE
F8A9WM3GZR(2024-25)

Section I - Expenditures	Funds 01, 09, and 62			2024-25 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	4,151,099.07
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	143,527.90
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6700, 6910, 6920	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				0.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				4,007,571.17
Section II - Expenditures Per ADA				2024-25 Annual ADA/Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, Line C9)				349.27
B. Expenditures per ADA (Line I.E divided by Line II.A)				11,474.14
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		Total	Per ADA	
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE Calculation) (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)			3,429,294.62	10,917.15
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)			0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)			3,429,294.62	10,917.15
B. Required effort (Line A.2 times 90%)			3,086,365.16	9,825.44
C. Current year expenditures (Line I.E and Line II.B)			4,007,571.17	11,474.14
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)			0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)			MOE Met	

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
2024-25 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort
Expenditures

31 66852 0121608
Form ESMOE
F8A9WM3GZR(2024-25)

F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2026-27 may be reduced by the lower of the two percentages)	0.00%	0.00%
SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
2024-25 Unaudited Actuals
Indirect Cost Rate Worksheet

31 66852 0121608
Form ICR
F8A9WM3GZR(2024-25)

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 0.00
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 2,475,984.12

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 0.00%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool.
Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 139,162.14
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 0.00

**Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County**

**Unaudited Actuals
2024-25 Unaudited Actuals
Indirect Cost Rate Worksheet**

**31 66852 0121608
Form ICR
F8A9WM3GZR(2024-25)**

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	0.00
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	139,162.14
9. Carry-Forward Adjustment (Part IV, Line F)	2,737.97
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	141,900.11
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	2,874,081.38
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	501,090.39
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	35,091.50
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	53,456.21
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	168,004.43
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	147,339.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	3,779,062.91
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B19)	3.68%
D. Preliminary Proposed Indirect Cost Rate (For final approved fixed-with-carry-forward rate for use in 2026-27 see www.cde.ca.gov/fg/ac/ic) (Line A10 divided by Line B19)	3.75%
Part IV - Carry-forward Adjustment	
The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates	

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
2024-25 Unaudited Actuals
Indirect Cost Rate Worksheet

31 66852 0121608
Form ICR
F8A9WM3GZR(2024-25)

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8) 139,162.14

B. Carry-forward adjustment from prior year(s)

1. Carry-forward adjustment from the second prior year 0.00
2. Carry-forward adjustment amount deferred from prior year(s), if any 0.00

C. Carry-forward adjustment for under- or over-recovery in the current year

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (3.61%) times Part III, Line B19); zero if negative 2,737.97
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (3.61%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive 0.00

D. Preliminary carry-forward adjustment (Line C1 or C2) 2,737.97

E. Optional allocation of negative carry-forward adjustment over more than one year

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward

adjustment is applied to the current year calculation: not applicable

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward

adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward

adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

LEA request for Option 1, Option 2, or Option 3

1

F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if

Option 2 or Option 3 is selected) 2,737.97

Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
2024-25 Unaudited Actuals
Exhibit A: Indirect Cost Rates Charged to Programs

31 66852 0121608
Form ICR
F8A9WM3GZR(2024-25)

Approved indirect cost rate: 3.61%
Highest rate used in any program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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Harvest Ridge Cooperative Charter
Newcastle Elementary
Placer County

Unaudited Actuals
2024-25 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

31 66852 0121608
Form L
F8A9WM3GZR(2024-25)

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	0.00		17,776.13	17,776.13
2. State Lottery Revenue	8560	67,133.40		30,724.79	97,858.19
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Proceeds from SBITAs	8974	0.00		0.00	0.00
6. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
7. Total Available (Sum Lines A1 through A6)		67,133.40	0.00	48,500.92	115,634.32
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	46,840.12		0.00	46,840.12
2. Classified Salaries	2000-2999	0.00		0.00	0.00
3. Employee Benefits	3000-3999	14,968.66		0.00	14,968.66
4. Books and Supplies	4000-4999	0.00		35,181.35	35,181.35
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800			0.00	0.00
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			0.00	0.00
6. Capital Outlay	6000-6999	0.00		0.00	0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211, 7212, 7221, 7222, 7281, 7282	0.00			0.00
b. To JPAs and All Others	7213, 7223, 7283, 7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399	0.00			0.00
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		61,808.78	0.00	35,181.35	96,990.13
C. ENDING BALANCE (Must equal Line A7 minus Line B12)	979Z	5,324.62	0.00	13,319.57	18,644.19
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Harvest Ridge Cooperative Charter (121608) - UA 24.25			
2024-25			
General Assumptions			
COLA & Augmentation	1.07%		
Base Grant Proration Factor	0.00%		
Add-on, ERT & MSA Proration Factor	0.00%		
Student Assumptions:			
Enrollment Count	349		
Unduplicated Pupil Count (UPC)	43		
Unduplicated Pupil Percentage (UPP)	13.55%		
Current Year LCFF Average Daily Attendance (ADA)	348.83		
Funded LCFF ADA	348.83		
LCFF ADA Funding Method	Current Year		
Current Year Necessary Small School (NSS) ADA	-		
Funded NSS ADA	-		
LCFF Entitlement Summary			
Base Grant	\$	3,540,196	
Grade Span Adjustment		185,748	
<i>Adjusted Base Grant</i>	\$	3,725,944	
Supplemental Grant		100,973	
Concentration Grant		-	
Total Base, Supplemental and Concentration Grant	\$	3,826,917	
Allowance: Necessary Small School		-	
Add-on: Targeted Instructional Improvement Block Grant		-	
Add-on: Home-to-School Transportation		-	
Add-on: Small School District Bus Replacement Program		-	
Add-on: Economic Recovery Target		-	
Add-on: Transitional Kindergarten		50,124	
Total Allowance and Add-On Amounts		50,124	
Total LCFF Entitlement Before Adjustments (excludes Additional State Aid)	\$	\$	3,877,041
Miscellaneous Adjustments		-	
Total LCFF Entitlement (excludes Additional State Aid)	\$	\$	3,877,041
LCFF Entitlement Per ADA (excludes Categorical MSA)	\$		11,114
Additional State Aid		-	

Harvest Ridge Cooperative Charter (121608) - UA 24.25		2024-25
Total LCFF Entitlement with Additional State Aid		3,877,041
LCFF Sources Summary		
Funding Source Summary		
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$	284,684
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$	1,210,031
Net State Aid (excludes Additional State Aid)	\$	2,382,326
Additional State Aid	\$	-
Total Funding Sources	\$	3,877,041
Funding Source by Resource-Object		
State Aid (Resource Code 0000, Object Code 8011)	\$	2,382,326
EPA, Current Year (Resource 1400, Object Code 8012)	\$	1,210,031
EPA, Prior Year Adjustment (Resource 1400, Object Code 8019)	\$	1,077
Property Taxes (Object 8021 to 8089)	\$	-
% Change		0.0000%
In-Lieu of Property Taxes (Object Code 8096)		284,684
Entitlement and Source Reconciliation		
Basic Aid/Excess Tax District Status	\$	-
Total LCFF Entitlement	\$	3,877,041
Additional State Aid	\$	-
Additional EPA Minimum Entitlement (excess to LCFF Entitlement)	\$	-
Excess Taxes before Minimum State Aid	\$	-
Total Funding Sources	\$	3,877,041
LCAP Percentage to Increase or Improve Services Calculation		
Base Grant (Excludes add-ons for TIIG & Transportation)	\$	3,776,068
Supplemental and Concentration Grant funding in the LCAP year	\$	100,973
Projected Additional 15% Concentration Grant funding in the LCAP year	\$	-
Percentage to Increase or Improve Services		2.67%
Necessary Small School Allowance by School		

Harvest Ridge Cooperative Charter (121608) - UA 24.25			2024-25
District Current Year Necessary Small School (NSS) ADA			-
District Funded NSS ADA			-
District NSS Allowance		\$	-
NSS #1			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
NSS #2			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
NSS #3			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
NSS #4			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
NSS #5			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
NSS #5			
NSS Funding Basis (Greater of CY, PY, or 3PY Average)			Current Yr
CY ADA (Actual)			-
Funded ADA for NSS			-
Funded NSS Allowance		\$	-
PER-ADA FUNDING LEVELS			
Base, Supplemental and Concentration Rate per ADA			
Grades TK-3	\$		11,367.94
Grades 4-6	\$		10,452.80
Grades 7-8	\$		10,761.95

Harvest Ridge Cooperative Charter (121608) - UA 24.25		2024-25
Grades 9-12	\$	12,797.67
Base Grants		
Grades TK-3	\$	10,025
Grades 4-6	\$	10,177
Grades 7-8	\$	10,478
Grades 9-12	\$	12,144
Grade Span Adjustment		
Grades TK-3	\$	1,043
Grades 9-12	\$	316
Prorated Base, Supplemental and Concentration Rate per ADA		
Grades TK-3	\$	11,068
Grades 4-6	\$	10,177
Grades 7-8	\$	10,478
Grades 9-12	\$	12,460
Prorated Base Grants		
Grades TK-3	\$	10,025
Grades 4-6	\$	10,177
Grades 7-8	\$	10,478
Grades 9-12	\$	12,144
Prorated Grade Span Adjustment		
Grades TK-3	\$	1,043
Grades 9-12	\$	316
Supplemental Grant		
Maximum - 1.00 ADA, 100% UPP		
Grades TK-3	\$	2,214
Grades 4-6	\$	2,035
Grades 7-8	\$	2,096
Grades 9-12	\$	2,492
Actual - 1.00 ADA, Local UPP as follows:		
Grades TK-3	\$	13.55%
Grades 4-6	\$	300
Grades 4-6	\$	276

Harvest Ridge Cooperative Charter (121608) - UA 24.25		2024-25
Grades 7-8	\$	284
Grades 9-12	\$	338
Concentration Grant (>55% population)		65%
Maximum - 1.00 ADA, 100% UPP		
Grades TK-3	\$	7,194
Grades 4-6	\$	6,615
Grades 7-8	\$	6,811
Grades 9-12	\$	8,099
Actual - 1.00 ADA, Local UPP >55% as follows:		0.0000%
Grades TK-3	\$	-
Grades 4-6	\$	-
Grades 7-8	\$	-
Grades 9-12	\$	-

	Teacher Full-Time Equivalents					Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100 - 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	340,535.18	1,490.85	156,856.38	73,669.52	0.00	
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)								
Instructional Goals								
0001 Pre-Kindergarten								
1110 Regular Education, K–12			340,535.18	1,490.85	125,734.13	73,669.52		
3100 Alternative Schools								
3200 Continuation Schools								
3300 Independent Study Centers								
3400 Opportunity Schools								
3550 Community Day Schools								
3700 Specialized Secondary Programs								
3800 Career Technical Education								
4110 Regular Education, Adult								
4610 Adult Independent Study Centers								
4620 Adult Correctional Education								
4630 Adult Career Technical Education								
4760 Bilingual								
4850 Migrant Education								
5000-5999 Special Education (allocated to 5001)								
6000 ROC/P								
Other Goals								
7110 Nonagency - Educational								
7150 Nonagency - Other								
8100 Community Services								
8500 Child Care and Development Services								
Other Funds								
-- Adult Education (Fund 11)								
-- Child Development (Fund 12)								
-- Cafeteria (Funds 13 & 61)								
C. Total Allocation Factors	0.00	0.00	340,535.18	1,490.85	125,734.13	73,669.52	0.00	

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals	0001 Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
	1110 Regular Education, K-12	3,017,532.44	572,551.93	3,590,084.37	185,687.63		3,775,752.00
	3100 Alternative Schools	0.00	0.00	0.00	0.00		0.00
	3200 Continuation Schools	0.00	0.00	0.00	0.00		0.00
	3300 Independent Study Centers	0.00	0.00	0.00	0.00		0.00
	3400 Opportunity Schools	0.00	0.00	0.00	0.00		0.00
	3550 Community Day Schools	0.00	0.00	0.00	0.00		0.00
	3700 Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00		0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
Other Goals	4610 Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
	4620 Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
	4750 Bilingual	0.00	0.00	0.00	0.00		0.00
	4850 Migrant Education	0.00	0.00	0.00	0.00		0.00
	5000-5999 Special Education	134,399.73	0.00	134,399.73	6,950.72		141,350.45
	6000 Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
	7110 Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
	7150 Nonagency - Other	0.00	0.00	0.00	0.00		0.00
	8100 Community Services	0.00	0.00	0.00	0.00		0.00
Other Costs	8500 Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
	Food Services					1,122.60	1,122.60
	Enterprise					0.00	0.00
	Facilities Acquisition & Construction					0.00	0.00
	Other Outgo					232,874.02	232,874.02
	Adult Education, Child Development, Cafeteria, Foundation [(Column 3 + CAC, line C5) times CAC, line E]						
	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)						
			0.00	0.00	0.00		0.00
					0.00		0.00
Total General Fund and Charter Schools Funds Expenditures		3,151,932.17	572,551.93	3,724,484.10	192,618.35	233,996.62	4,151,096.07

Unaudited Actuals
2024-25
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Newcastle Elementary
Piaer County

Goal	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4999)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals	0001 Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
	1110 Regular Education, K-12	2,772,060.70	0.00	0.00	160,555.21	99.00	0.00	0.00	0.00		11,148.05	73,669.48	3,017,532.44
	3100 Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3200 Continuation Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3300 Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3400 Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3550 Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3700 Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4610 Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4620 Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4760 Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	4850 Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Other Goals	5000-5999 Special Education	102,020.68	0.00	0.00	0.00	32,379.05	0.00	0.00	0.00		0.00	0.00	134,399.73
	6000 ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	7110 Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	7150 Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	8100 Community Services		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs	8500 Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
		2,874,081.38	0.00	0.00	160,555.21	32,478.05	0.00	0.00	0.00	0.00	11,148.05	73,669.48	3,151,932.17

* Functions 7100-7199 for goals 8100 and 8500

		Type of Program	Allocated Support Costs (Based on factors Input on Form PCRAF)			Total
Goal			Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals						
	0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
	1110	Regular Education, K-12	342,026.03	230,525.90	0.00	572,551.93
	3100	Alternative Schools	0.00	0.00	0.00	0.00
	3200	Continuation Schools	0.00	0.00	0.00	0.00
	3300	Independent Study Centers	0.00	0.00	0.00	0.00
	3400	Opportunity Schools	0.00	0.00	0.00	0.00
	3550	Community Day Schools	0.00	0.00	0.00	0.00
	3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
	3800	Career Technical Education	0.00	0.00	0.00	0.00
	4110	Regular Education, Adult	0.00	0.00	0.00	0.00
	4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
	4620	Adult Correctional Education	0.00	0.00	0.00	0.00
	4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
	4760	Bilingual	0.00	0.00	0.00	0.00
	4850	Migrant Education	0.00	0.00	0.00	0.00
	5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
	6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals						
	7110	Nonagency - Educational	0.00	0.00	0.00	0.00
	7150	Nonagency - Other	0.00	0.00	0.00	0.00
	8100	Community Services	0.00	0.00	0.00	0.00
	8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds						
	--	Adult Education (Fund 11)	0.00	0.00	0.00	0.00
	--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
	--	Cafeteria (Funds 13 and 61)	0.00	0.00	0.00	0.00
Total Allocated Support Costs			342,026.03	230,525.90	0.00	572,551.93

Newcastle Elementary Placer County	Unaudited Actuals 2024-25 General Fund and Charter Schools Funds Program Cost Report Schedule of Central Administration Costs (CA C)	31 68652 0121608 Form PCR F8A9WW3GZR(2024-25)
A.	Central Administration Costs in General Fund and Charter Schools Funds	
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	53,456.21
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000 - 7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	139,162.14
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	0.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	192,618.35
B.	Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	3,151,932.17
2	Total Allocated Costs (from Form PCR, Column 2, Total)	572,551.93
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	3,724,484.10
C.	Direct Charged Costs in Other Funds	
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D.	Total Direct Charged and Allocated Costs (B3 + C5)	3,724,484.10
E.	Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)	5.17%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000- 9999)	Total
Food Services (Objects 1000-5999, 6400-6920)	1,122.60				1,122.60
Enterprise (Objects 1000-5999, 6400-6920)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6700)			0.00		0.00
Other Outgo (Objects 1000 - 7999)				232,874.02	232,874.02
Total Other Costs	1,122.60	0.00	0.00	232,874.02	233,996.62

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31-66852-0121608

Unaudited Actuals
Unaudited Actuals 2024-25
Technical Review Checks
Phase - All
Display - Exceptions Only

Harvest Ridge Cooperative Charter Placer County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- WWC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHK-RESOURCExOBJECTA - (Warning) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. Exception

ACCOUNT FD - RS - PY - GO - FN - OB	RESOURCE	OBJECT	VALUE
62-6053-0-0000-0000-9330	6053	9330	\$199.69
Explanation: Prepaid acct will not be used in future years.			

GENERAL LEDGER CHECKS

NET-INV-CAP-ASSETS - (Warning) - Because capital asset amounts were imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. Exception

ACCOUNT FD - RS - PY - GO - FN - OB	RESOURCE	VALUE
62-0000-0-0000-0000-9425	0000	\$111,896.00
62-0000-0-0000-0000-9430	0000	(\$55,004.00)
Explanation: Auditors will provide adjusting entries for Form Asset.		

OBJ-POSITIVE - (Warning) - The following objects have a negative balance by resource, by fund: Exception

FUND	RESOURCE	OBJECT	VALUE
62	0000	9290	(\$37,150.00)
Explanation: This is correct per our auditors.			
62	0000	9430	(\$55,004.00)
Explanation: This is correct per our auditors.			
62	0000	9590	(\$177,007.00)
Explanation: This is correct per our auditors.			

SUPPLEMENTAL CHECKS

DEBT-ACTIVITY - (Informational) - Long-term debt exists, but it appears that no activity has been entered in the Schedule of Long-Term Liabilities (Form DEBT) for the following long-term debt types: Exception

Long-Term Liability Type	Beginning Balance	Ending Balance
DEBT.BTYPE.CAP.LEASES.9667	\$58,414.00	\$58,414.00

IC-ADMIN-PLANT-SVCS - (Warning) - Percentage of plant services costs attributable to general administration is either zero or exceeds 25%. LEAs with these percentages may have incorrectly coded general administration costs. Please review the GL data extracted on Line A1 and any amount entered on Line A2a in Part I of the Indirect Cost Rate Worksheet (Form ICR) and correct the data if necessary.

Exception

Percentage of plant services costs attributable to general administration (Part I, Line C) is	%	\$0.00
Explanation: Form ICR is correct.		

SACS Web System - SACS V13

9/16/2025 10:38:46 AM

31-66852-0121608

Unaudited Actuals

Budget 2025-26

Technical Review Checks

Phase - All

Display - Exceptions Only

Harvest Ridge Cooperative Charter

Placer County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

Coversheet

Approval of Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization

Section: IV. Discussion/Action Items Regular Agenda
Item: E. Approval of Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization
Purpose: Vote
Submitted by:
Related Material: Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization (3).pdf

Order Authorization

This Order Authorization (the "Agreement"), effective as of the date signed below, has a preview start date of 9/30/2025 and a subscription period of 11 / 01 / 2025 to 10 / 31 / 2026. Pricing void if not entered into by 09 / 30 / 2025.

This Agreement is by and between: TransACT Communications, LLC., located at 5105 200th Street SW, Suite 200, Lynnwood, WA 98036 and Harvest Ridge Cooperative Charter School hereinafter ("Customer") for the purpose of providing Customer with cloud-based access to the Company's *BoardOnTrack* (software), including updates, upgrades, fixes or revisions provided under this Agreement.

The terms and conditions available at <https://pathwise12.com/terms-of-use/> govern this Agreement unless the parties have entered into a separate mutually executed agreement.

Name	Price	Discount	QTY	Subtotal
BOT Operations	\$8,000.00	-\$1,000.00	1	\$7,000.00

Total \$7,000.00

Plus Sales Tax As Applicable	TBD
Year 1 Subscription + Implementation Fees	\$7,000.00

Name:Kathleen Daughtery Title: Interim Executive Director District/Company: Harvest Ridge Cooperative Charter School
Address: 9050 Old State Hwy City: Newcastle State: California Zip: 95658
Email: kathleen@momnicafe.com

Signature: Date:



Software License Agreement

For Harvest Ridge Cooperative Charter School

Pricing expires on
09 / 30 / 2025

Created by:

Nick Henne

Prepared for:

Kathleen Daughtery
Harvest Ridge Cooperative Charter School

Kathleen Daughtery
Interim Executive Director
Bay Area Technology School

09 / 11 / 2025

To the Governance Team of Harvest Ridge Cooperative Charter School:

Thank you for engaging BoardOnTrack to help strengthen the governance of the organization as you continue to seek success for the students in your community.

We appreciate your interest in improving your governance and we are please to present the enclosed BoardOnTrack membership plan to help you achieve your priority governance goals.

We'll bring you the knowledge your team needs, combined with the tools to put that knowledge into action, deliver the results your organization is striving for.

Please don't hesitate to reach out with any questions. Once you commit to moving forward, we will initiate your implementation plan immediately.

We look forward to welcoming you to our national community of exceptional governing boards.

Best,
Mike

Mike Mizzoni
Director of BoardOnTrack Governance

Your BoardOnTrack Membership Overview

BoardOnTrack provides an annual membership that centers around an online platform custom-built for charter public school boards.

Our suite of online tools builds institutional memory, establishes best practice processes, and includes self-paced professional development designed to meet the needs of busy volunteers and charter school leaders.

BoardOnTrack membership always includes unlimited users, committees, meetings, and hands-on support for your board members and staff.

Specifically, your BoardOnTrack **Operations** membership includes:

Paperless Board Meetings & Operations

- Board and committee meetings management: including agendas, packets, and minutes
- Attendance & RSVPs tracker
- Simplified, consistent open meeting law compliance
- Zoom integration and store videos or transcripts
- Governance team Directory
- Unlimited, searchable document storage
- E-Sign board agendas & minutes
- Google, Outlook, Apple calendar integration

Expert Governance Coaching

- Access to Dedicated Governance Expert
- Self-paced professional development with extensive online resources and on-demand training webinars