AIMS K-12 College Prep Charter District

AIMS Board Meeting

Date and Time

Tuesday October 14, 2025 at 4:30 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
Passcode: Pu2kiv

One tap mobile
+12532050468,,6614266860#,,,,*071330# US
+12532158782,,6614266860#,,,,*071330# US (Tacoma)

Meeting ID: 661 426 6860
Passcode: 071330
Find your local number: https://us02web.zoom.us/u/kb9RJj161W

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment i n, its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related m odifications or accommodations in order to enable individuals with disabilities to participate in open and public m

eetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disabil ity accommodations being needed in order to participate in the meeting.

Click To Submit Public Comment

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Kimi Kean	5 m
B.	Record Attendance and Guests	Vote	Ahsjanae Hutchings	1 m
C.	Adoption of Agenda	Vote	Kimi Kean	2 m
D.	Public Comment on Agenda Items			4 m
	Public comment on agenda items is set aside for members of the public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
E.	Public Comment on Non-Agenda Items			4 m
	Public comment on non-agenda items is set aside for members of the public to address the items not on the Board's agenda. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			

		Purpose	Presenter	Time
II.	**Approve Board Meeting Minutes**			**4:46 PM**
A.	AIMS Board Meeting: Minute Approvals 9/16/2025	Approve Minutes	Kimi Kean	1 m
III.	**Information**			**4:47 PM**
A.	Executive Director Memo	FYI	Marco Menendez	15 m
B.	MOU Update	Discuss	Marco Menendez	30 m
C.	Governance Work Plan	Discuss	Kimi Kean	30 m

- Soliciting Community Input on AIMS Vision and Values: Board-led Community Engagement Framework
- AIMS board manual and role description - draft in progress
- Review process for selecting board officers and new members
- Update on board member recruitment
- Input on Board Committee Assignments - next Governance Cmt.

IV.	**Action Items**			**6:02 PM**
A.	AIMS Way Plan Ratification	Vote	Marco Menendez	10 m
B.	Board Budget Workshop Proposal	Vote	Marco Menendez & Jumoke Hinton	15 m
	- proposed agenda and date for Special Board Study Session			
C.	Conflict of Interest Policy	Vote	Kimi Kean	10 m
D.	Nomination of New Board Director	Vote	Marco Menendez	10 m
E.	AIMS CTC Declaration of Need	Vote	Suzanne Garrett	10 m
V.	**Consent Calendar**			**6:57 PM**
A.	Videography Vendor (CCSA Referral)	Vote	Suzen Chu	3 m
B.	Contracts	Vote	Tiffany Tung	5 m

		Purpose	Presenter	Time
C.	Linguabee CDI Contract	Vote	Deborah Woods	3 m
D.	NPS Spectrum Contract	Vote	Deborah Woods	3 m

VI. Non-Action Items — 7:11 PM

A.	Complaints Update	Discuss	Tiffany Tung	15 m

I. Mueller Investigated Final Report for August-September Claims
II. July- September Complaints Internal Tracking Log Report

B.	Team Special Education Annual Plan	Discuss	Deborah Woods	10 m

VII. Closed Session — 7:36 PM

A.	Public Comment on Closed Session items	Discuss	Kimi Kean	10 m

Public comment on closed session items is set aside for members of the public to address items on the Board's agenda for closed session. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**

B.	Recess to Closed Session	Discuss	Kimi Kean	5 m

Pursuant to the Brown Act (Government Code Section 54957.6), the following items will be discussed in closed session:

1. Public Employment
- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

VIII. Closing Items — 7:51 PM

A.	Adjourn Meeting	FYI	Kimi Kean	2 m
B.	NOTICES	FYI	Ahsjanae Hutchings	

The next regular meeting of the Board of Directors is scheduled to be held on Tuesday November 25th, 2025, at 4:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in,

Purpose Presenter Time

its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on or before October 11th, 2025 before 4:30 PM. Certification of Posting

Coversheet

AIMS Board Meeting: Minute Approvals 9/16/2025

Section:	II. Approve Board Meeting Minutes
Item:	A. AIMS Board Meeting: Minute Approvals 9/16/2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for AIMS Board Meeting on September 16, 2025

APPROVED

AIMS K-12 College Prep Charter District

Minutes

AIMS Board Meeting

Date and Time
Tuesday September 16, 2025 at 4:30 PM

Location
171 12th Street, Oakland, CA 94607

Members of the Board will be Joining from the listed addresses below:

President Jaime Colly: 4121 Laguna Avenue, Oakland, CA 94602

Vice President Kimi Kean: 4153 Fruitvale Ave, Oakland, CA 94602

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
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Click To Submit Public Comment

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Directors Present
J. Colly (remote), J. Hinton, K. Kean (remote), M. Sweet, S. Leung

Directors Absent
C. Edington

Guests Present
A. Hutchings, M. Menendez

I. Opening Items

A. Call the Meeting to Order

J. Colly called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Tuesday Sep 16, 2025 at 4:36 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

J. Colly made a motion to Adopt the agenda.
M. Sweet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Hinton	Aye

Roll Call

J. Colly	Aye
C. Edington	Absent
M. Sweet	Aye
S. Leung	Aye
K. Kean	Aye

D. Public Comment on Agenda Items

E. Public Comment on Non-Agenda Items

II. Approve Board Meeting Minutes

A. AIMS Board Meeting: Minute Approvals 8/26/2025

J. Colly made a motion to approve the minutes from AIMS Board Meeting on 08-26-25.
S. Leung seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Edington	Absent
J. Hinton	Aye
J. Colly	Aye
K. Kean	Aye
M. Sweet	Aye
S. Leung	Aye

III. Information

A. President's Report

President Colly expressed her gratitude to each board member for their continued commitment and dedication as they returned for another year of service on the board. She also extended heartfelt thanks to all staff members for their exceptional efforts in meeting deadlines related to the Memorandum of Understanding (MOU). Additionally, she recognized and appreciated Interim Executive Director Marco Menendez for stepping up and providing strong leadership to AIMS during this transitional period.

B. Board Report

Director Megan Sweet expressed her heartfelt gratitude to the staff and board members for their active participation and presence during the recently concluded committee meetings.

C. Executive Director Memo

Director Sweet emphasized that the memo for the next board meeting should focus on our enrollment goals established through AIMS. It should also incorporate insights from the Director of Enrollment regarding progress and strategies.
The board remains encouraged by current enrollment projections and is keen to understand the steps being taken to maintain and enhance this momentum. The memo should cover both quantitative achievements and qualitative measures driving these successes.
A comprehensive update will be critical for keeping the board informed and engaged as we advance our enrollment objectives.

D. MOU Update

IV. Action Items

A. Budget Revisions

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
K. Kean	Aye
J. Hinton	Aye
M. Sweet	Aye
C. Edington	Absent
J. Colly	Aye
S. Leung	Aye

B. Org Chart Adjustments

S. Leung made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
J. Colly	Aye
K. Kean	Aye
C. Edington	Absent
M. Sweet	Aye
J. Hinton	No
S. Leung	Aye

C. Job Descriptions

K. Kean made a motion to Approve the Director of Teacher and learning JD.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Edington	Absent
J. Hinton	Abstain
J. Colly	Aye
M. Sweet	Aye
S. Leung	Aye
K. Kean	Aye

M. Sweet made a motion to Approve Manager Extended Day School Programming JD.
S. Leung seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Kean	Aye
S. Leung	Aye
J. Colly	Aye
J. Hinton	Aye
M. Sweet	Aye
C. Edington	Absent

K. Kean made a motion to Approve Data & Performance Analyst JD Reclass.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Hinton	Aye
C. Edington	Absent
J. Colly	Aye
M. Sweet	Aye
S. Leung	Aye
K. Kean	Aye

D. Revised Bylaws

J. Colly made a motion to Approve the Bylaws changes, amending the approval threshold for contracts and expenses to $30,000 instead of the proposed $70,000, while also requiring staff to submit a quarterly expense report.
M. Sweet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Edington	Absent
J. Hinton	Aye
J. Colly	Aye
S. Leung	Aye
M. Sweet	Aye
K. Kean	Aye

V. Consent Calendar

A. Title III MOU

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

B. ASES Plan and Budget

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

C. Insurance Coverage Executive Summary

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

D. Inclusive NeuroPsych Services

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

E. Board On Track Renewal

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

F. AIMS Bank Account Signatories

J. Colly made a motion to Approve the appropriate changes to the signers of the AIMS bank account to remove all terminated employees from the organization and designate Interim Executive Director Marco Menendez as the primary signer.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Leung	Aye
J. Colly	Aye
J. Hinton	Aye
K. Kean	Aye
M. Sweet	Aye
C. Edington	Absent

VI. Closed Session

A.

Public Comment on Closed Session items

No comments

B. Recess to Closed Session

The board entered a closed session at 6:06 PM.
The board reported out of closed session at 7:01 PM with a unanimous vote to approve a confidential settlement regarding OAHH case number 2025060448.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:03 PM.

Respectfully Submitted,
J. Colly

B. NOTICES

Coversheet

Governance Work Plan

Section: III. Information
Item: C. Governance Work Plan
Purpose: Discuss
Submitted by:
Related Material:
AIMS Community Engagement Framework_25-26 DRAFT.pdf
AIMS Board Manual and JD based on SOFG and Urban Montessori v1 JH.pdf

AIMS Community Engagement Framework 2025 - 2025

Purpose:

The AIMS board of directors is responsible for engaging the school community to define its vision and values. In fall/winter 25-26, AIMS board members will engage with AIMS community members in order to listen and gather insights on the vision and values.

Outcomes:

The community input will inform the articulation of the organizational vision and values to be adopted by the AIMS board of directors by January 2026.

Process

Month	Activity	Who Responsible
October 2025	● Draft protocols for focus groups (framing, agenda, question prompts, tool to track responses and inputs) ● Finalize 1 pager describing purpose, outcomes and process for focus groups and engagements ● Schedule focus groups and community engagements ● Review proposals ● Adopt proposals	Kimi/Jumoke Kimi/Jumoke Ahsjanae Governance Cmt Full Board of Directors
October, November, December 2025	Board conducts 8 focus groups: ● Internal focus groups (topics) with SPED families, EL families, Latino families, Parent Union. ● Board engages partners including Latino CBOs, APIA CBOs, Black and African Diaspora CBOs, Chamber of Commerce.	Board Members (in pairs) + Staff Assigned by ED
January 2026	Board conducts 1st synthesis conversation Include LCAP updates	Governance Committee Full Board
February 2026	Re-engage community with draft vision and values Adopt vision and values	Board Members + Staff Assigned by ED Governance Committee Full Board

March 2026	Draft 3-5 year goals for the Board of Directors	Governance Committee Full Board

Community Orgs List

Monthly APU Parent Coffees - attend in pair of board members
Events - board members participate and be acknowledged, ie Latino Heritage Event, Staff Appreciation 10/24, Community Appreciation 11/13
Coffee with the Board Members - with staff and teachers. Point person: Head of School Winn

AIMS K12 College Prep Charter District

WHAT IS A BOARD POLICY MANUAL

The function of the School Board is to represent the vision and values of the district's stakeholders; this is what it means to govern the district. The function of the Executive Director is to implement the charter district stakeholders' vision and values; this is what it means to manage the district.

This document is the Board's policy manual and is focused on how the School Board governs the charter district. In addition there is the district procedure manual that is maintained by the Executive Director and is focused on how the Executive Director manages the district (https://www.joyfulpublicschools.org/supt/).

HOW TO USE THIS BOARD POLICY MANUAL

This is the official Board Policy Manual for American Indian Model Schools doing business as AIMS K12 College Prep Charter District

The manual is divided into four sections — Goals, Guardrails, Delegation, and Governing — followed by an appendix.

The **Goals** policies focus on the direction the Board wants to lead the school system. Because schools only exist to improve student outcomes, the Goals section is concerned with the outcomes the community wants to see for its students. The Goals section includes the vision and goals.

The **Guardrails** policies focus on the protections the Board puts in place regarding unacceptable circumstances. Because the School Board must represent not only the community's vision but also its values, the Guardrails section is concerned with identifying behaviors that the Executive Director may not engage in because they would be violations of the community's values. The Guardrails section includes the theory of action and guardrails.

The **Delegation** policies focus on the Board's cascading of authority to staff who are directly evaluated by the Board. The Delegation section includes the extent and nature of delegation and delegate evaluation.

The **Governing** policies focus on the Board's roles, Board Member roles, and how Board Members conduct themselves. The Governing section includes descriptions of the Board's role, Board Member ethics, Board self-evaluation, monitoring calendar, Board meeting procedures, communication procedures, and community engagement procedures.

1.0 GOALS

1.1 Vision
AIMS exists to ensure that all students will graduate ready for and with opportunities in careers, college, or the military.

1.2 Board's Goals
The Board's goals, as aligned to the vision, are:

- Goal 1:
- Goal 2:
- Goal 3:

2.0 GUARDRAILS

2.1 Theory of Action
- If the central office directly operates some schools and grants varying levels of autonomy to other schools; and
- If the central office clearly defines operational thresholds that deserve higher levels of autonomy, and the specific autonomies earned, consistent with Board goals and guardrails; and
- If central office manages the accountability system and enrollment system for all schools,
- Then:
    - Central office will ensure accomplishment of the Board's goals while operating within the Board's guardrails at centrally managed schools; and
    - School leaders will ensure accomplishment of the Board's goals while operating within the Board's guardrails at autonomously managed schools

2.2 Board's Guardrails for the Executive Director
In attaining the Board's goals, the Executive Director shall not:

- Guardrail 1:
- Guardrail 2:
- Guardrail 3:
- Guardrail 4:

3.0 DELEGATION

3.1 Delegation to the Executive Director

The School Board shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies shall be an administrative task to be performed by the Executive Director and their staff who shall be held accountable for the effective administration and supervision of the entire school system.

All matters to be submitted to the Board shall first be brought before the Executive Director for investigation. If these matters require Board action, they shall be presented to the Board by the Executive Director or their designee. Board members, acting as individuals, have no authority over school affairs, but have such authority when acting as a body duly called in session. Board members will refrain from acting as arbitrators of complaints. All complaints will be channeled through the Executive Director for resolution.

The Board believes that vision, goal setting, goal monitoring, and the legislation of policies are the most important functions of a Board, and that the execution of the policies should be the function of the Executive Director.

The Executive Director shall be the sole person responsible to the Board for the entire school program. All official Board actions and decisions will take place only when the Board convenes formally. The Board and the Executive Director will strive at all times to preserve institutional integrity and support each other, the faculty, and students. They will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and to always act within the framework of the local, state and federal laws when implementing duly constituted Board policies.

3.2 Executive Director’s Role

The Executive Director, as the Board’s sole executive officer for managing school system operations, shall be responsible for accomplishing any reasonable interpretation of the Board’s goals within the boundaries provided by the Board’s guardrails, and state and federal law.

State and federal law require Board adoption of policies on a variety of topics. The Board’s adopted policies in the district procedure manual constitute compliance with these legal requirements. In accordance with state law, the Executive Director shall be responsible for preparing recommendations for policies to be adopted by the Board, overseeing implementation of adopted policies, and developing appropriate administrative procedures. In recommending policy for Board adoption, the Executive Director shall identify when the Board is required to adopt policy or has statutory decision-making authority that cannot be delegated to the Executive Director. Required board policy addressing administrative issues shall be handled by consent agenda, with the Executive Director informing the Board of substantive changes.

Any operational issues not required to be Board adopted shall be addressed in district procedure manual and the Board shall take necessary steps to remove such issues from board policy.

3.3 Executive Director Evaluation

The Board shall annually evaluate the Executive Director based on the school system’s achievement of the Board’s goals and compliance with the Board’s guardrails.

4.0 GOVERNING

4.1 Powers and Duties of School Board

Members of the Board shall attend Board meetings, discuss items presented on the agenda, suggest other items for consideration and vote upon motions and resolutions presented. Official decisions of the Board can be arrived only at duly constituted Board meetings. Individual Board Members or groups of Board Members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

4.2 Board's Guardrails for the Board

The Board shall operate within the Board's role (as defined above) and the Board's operating procedures (as defined below). The Board, either collectively or through the actions of individual Board Members, shall not:

- Invest less than 50% of its minutes each month into monitoring student outcome goals
- Perform or appear to perform any of the responsibilities delegated to the Executive Director
- Violate any Board-adopted policy or district procedure

4.3 Board Officer Roles & Responsibilities

The Chair of the Board shall preside at Board meetings, shall perform all duties imposed by the state statutes, and shall perform such other duties as may be prescribed by law or by action of the Board. The Board Chair shall have the same right as other members to offer resolutions, make motions or second motions, discuss questions, and vote thereon. The Vice Chair of the Board shall have the powers and duties of the Board Chair in the event of absence or disability of the board Chair. The secretary of the Board shall keep, or cause to be kept, a full and accurate record of the proceedings of the Board which shall be transcribed into the official minutes of the Board. The secretary shall sign official district documents that require the signature of the secretary's office.

4.4 Board Committees

Committees, composed of Board Members, may be selected for special assignments. Such committees shall be appointed by the Board Chair and shall terminate upon completing their assignments, or may be terminated by a vote of the Board at any time. All recommendations of a committee must be submitted to the Board for action. The role of the Board's committees is to advise and support the work of the Board, not to advise or direct district staff.

No Committee may meet until the Board Chair has first defined the committee's Chair, Members, deliverable, and due date for the deliverable. Committees that fail to provide their deliverable back to the full board by the due date shall be disbanded and the Board Chair may create a new committee to accomplish the deliverable -- but the former chair from the failed committee is not eligible to serve on a new committee formed for a similar purpose.

4.5 Board Self Evaluation

The Board shall regularly conduct formative self-evaluations and, within 45 days prior to conducting the annual Executive Director evaluation, an annual summative self-evaluation. The Board shall self-evaluate using a research-based self-evaluation instrument.

4.6 Board Agenda

- 14 Days Before Board Meeting: For each Board meeting the Executive Director will provide all items to be considered -- including legal documents, support materials, staff presentations, etc -- to Board members at least 14 days prior to the Board meeting during which the items will be considered. The Executive Director will always provide recommendations for items that require Board approval. All consent-eligible items will be placed, by default, on the consent agenda. Once Board members receive the materials, they may immediately begin submitting questions to the Executive Director. Any items not provided to the Board at least 14 days in advance will not be eligible for consideration and will be moved to the subsequent meeting agenda.
- 9 Days Before Board Meeting: Board members will have five days to submit questions about the agenda items to the Executive Director.
- 6 Days Before Board Meeting: The Executive Director will have three days to create a Q&A document of responses.
- 4 Days Before Board Meeting: Board members will have the following two days to request items be removed from the “consent” agenda and placed on the “regular” agenda for discussion and consideration. If at least three board members request an item to be moved from the consent agenda to the separate vote agenda by 73 hours prior to the board meeting, the Board services office will immediately make the change. This is the only time before or during Board meetings that items will be able to be moved from the consent agenda to the separate vote agenda.
    - If Board members need to recuse themselves from participation in an item on the agenda because of a conflict of interests, they must declare that in writing to the Board services office and copy the Board president. If the Board services office receives a declaration, it will create a second consent agenda item -- a “recusal consent” agenda -- to place items on that are subject to a conflict of interests so that Board members can vote on the standard consent agenda without voting on an item on the conflicted consent agenda.
- 3 Days Before Board Meeting: The Board services office will post the final agenda 72 hours in advance in accordance with state law. The Board meeting agenda must include a copy of the Q&A document. No additional changes will be made to the Board agenda during the 72 hour period prior to the Board meeting.
- Day of Board Meeting: No additional additions to the agenda or removal of items from the consent agenda will be made to the Board agenda during the Board meeting. Motions to that effect will be ruled out of order by the Board president.

4.6 Board Meeting Procedures

The School Board shall meet regularly. A majority of the members of the Board shall constitute a quorum for the transaction of business. Special and recessed meetings may be held upon the call of the Board chair, or upon a call of a majority of the Board members. The Board may go into executive session under the circumstances permitted by statute, and the minutes of the Board shall show in each instance any final action taken in executive session.

All business shall be transacted in open meeting with the Executive Director present. All action taken by the Board shall become official at the time it is taken. The Executive Director or their designee shall be present at all meetings except when the trustees discuss matters germane to the Executive Director.

All action taken by the School Board shall become official at the time it is taken. All school business shall be transacted at Board meetings, and members shall avoid commitments through personal interviews with individuals which might tend to hamper or embarrass the trustees or to prejudice their decision.

4.7 Public Comment In Board Meetings

The School Board desires to hear the viewpoints of stakeholders throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the district. Because the Board is not the district ombudsman, stakeholders are encouraged to fully utilize meetings with school officials, site councils, and administrative procedures to communicate and resolve issues with the school administration *prior* to presenting the issue to the Board.

4.8 Board Member Conflict of Interest

It shall be unlawful for any member of the board to participate in decision-making when they have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation, in any contract made or let by the board for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children, or in any sub-contract indirectly connected with the above-stated activities. To protect the community's confidence in their work, Board Members will make every effort to avoid the reality of or perception of a conflict of interest.

4.9 Board Member Responses to Comments and/or Complaints

1. Board Members will listen respectfully and remain impartial.
2. Board Members will clarify that it is unethical for them to intervene directly with staff but that it is their role to aid stakeholders with connecting to the appropriate staff members. In most cases, this will be a teacher or a principal.
3. Board Members will ask if the commentator/complainant has followed the District's procedures and/or chain of command.
4. If the commentator/complainant does not know the procedures or chain of command, the Board Member will aid them in identifying the appropriate staff member. It is unethical and inequitable, however, for the Board Member to communicate directly or indirectly with district staff on behalf of the commentator/complainant.
5. This policy shall not be construed to apply to comments/complaints alleging criminal activity.

4.10 Board Member Concerns About Executive Director Performance

1. If, at any time, a Board Member becomes concerned that the Executive Director may have (1) breached any term of the Executive Director's contract, (2) violated a state or federal law, (3) violated a Board Policy or (4) failed within a reasonable amount of time to address a specific issue identified by the full Board, the following process will be used:
    a. The concerned Board Member will meet privately with the Executive Director to discuss their concerns in order to resolve the issue(s). The concerned Board Member may elect to bring their concerns to the Board Chair instead who will assist in resolving the issue(s).
    b. If the concerned Board Member does not feel that the resolution is satisfactory the Board Member may request, through the Board Chair, that an item be placed on the next regular meeting agenda as a Closed Meeting item. The concerned Board Member must inform the Board Chair in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.

    c. In addition the Board Chair may, of their own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the Executive Director.
2. In the event that a Closed Meeting is called, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Board Meeting.
3. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:
    a. The exact nature of the deficiency will be documented and discussed with the Executive Director.
    b. A plan for remediation will be written, to include action(s) to be taken and timelines.
    c. The Board Chair shall monitor the plan for compliance and the results will be made part of the Executive Director's annual performance evaluation.
    d. It shall be the responsibility of the Board Chair to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Executive Director's personnel file.

4.11 Board Member Concerns About Non-Executive Director Employee Performance

1. When a Board Member becomes concerned about the performance of District employees they must bring their concerns directly to the Executive Director and inform the Board Chair. Such concerns must be limited to:
    a. Actions which are illegal
    b. Egregious violations of Board policy
    c. Actions which are harmful to the District's or Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Executive Director, not the Board.
3. The Executive Director is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.
4. When a Board Member has concerns about the performance of District employees which relate to employee, student, Board or community safety, the Board Member will notify the Executive Director and, when appropriate, the police department.

4.12 Board Member Concerns About Board Member Performance

1. If a Board Member believes that another Board Member has violated Conflict of Interest, Board Policy, or State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board Chair.
2. If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board Chair (arbiter). If the Board Chair is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead.
3. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.

APPENDIX 1: Board Monitoring Calendar

MONTH	GOAL MONITORING	GUARDRAILS MONITORING / TRAININGS / EVALUATIONS	STATUTORY OBLIGATIONS
July	Goal 1, Interim Goal 1.3 Goal 3, Interim Goal 3.2	Board-led Community Training on Goal Monitoring	
August	Goal 2, Interim Goal 2.1	Guardrail 3, Interim Guardrails 3.1-3.3 Board Quarterly Self Eval	Annual Tax Ratification
September	Goal 1, Interim Goal 1.1		
October	Goal 3, Interim Goal 3.3	Guardrail 1, Interim Guardrails 1.1-1.3	
November	Goal 2, Interim Goal 2.3	Annual Board Self Eval	Annual Academic Performance Review
December	Goal 2, Interim Goal 2.2	Annual Board Executive Director Eval	
January	Goal 1, Interim Goal 1.2	Annual Board/Executive Director Retreat	
February	Goal 3, Interim Goal 3.1 Goal 3, Interim Goal 3.3	Board Quarterly Self Eval	
March	Goal 2, Interim Goal 2.1 Goal 2, Interim Goal 2.3		
April	Goal 1, Interim Goal 1.1	Guardrail 2, Interim Guardrails 2.1-2.3	Annual Staff Nonrenewals
May	Goal 2, Interim Goal 2.2	Board Quarterly Self Eval	
June	Goal 3, Interim Goal 3.2	Board-led Community Training on Governance	Annual Budget Adoption

APPENDIX 2: Legal Notice Regarding Legacy Policies

This document is the official Board policy manual for AIMS K12 College Prep District. All other policies and procedures in use by AIMS K12 College Prep District are subordinate to and must not conflict with this Board policy manual.

Not Delegated
As required by state law, the following policies in the district procedure manual are not delegated and may not be modified or deleted without the Board's prior approval. The Board does delegate all implementation and monitoring authority for these district procedures to the Executive Director so long as their implementation does not violate any policies in this Board policy manual. The Executive Director remains responsible, additionally, for notifying the Board if any of these non-delegated procedures are recommended for modification or removal.

A series	FCA	GACL	ILA
BA series	FDA	GACN-GADA series	JBD
BBA-BBE series	FEB	GADE-GADG	JBG
BC-BH series	FEC	GADQ	JBL
CB-CD series	FEE	GAEE	JCBA
CE	FEF	GBBA	JCB
CHAA-CI series	FFA	GBDA	JCE
DA-DEGA series	FH	GBED-GBEG series	JCF-JCH series
DEH-DHA series	GAAAA	GBEJ	JCIB
DIA	GAAA	GBEM	JCJ
DIEB	GAAB	ICC-ICL series	JCP
DIED	GAAE	IDEE	JCQ
DIEF	GAAF	IDG	JDJ
DIEI	GAAI	IDIA	JFA
DIEJA	GABA	IGAA	JKAA-JKC series
DIEM-DOA series	GACD	IIA	KBA
EBD	GACH	II	
EB	GACI	IKB	
EJ	GACJ	IKI	

Delegated
As allowed by state law, all other procedures in use by AIMS K12 College Prep District that are not required by state law to be retained by the Board are fully delegated by the Board to the Executive Director. The Executive Director may modify or delete these procedures without the Board's prior approval. The Executive Director remains responsible, however, for ensuring that any such modifications or deletions do not cause district procedure to conflict in any way with this Board policy manual.

DRAFT Development of Board JD

The Board declares and, thereby, reaffirms its intent to:

A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body;

B. establish policies and make decisions on the basis of declared educational philosophy and goals; and

C. act as a truly representative body for citizens in all matters related to governance programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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Board Powers

The Board of Education shall be a body politic and corporate, and, as such, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board consists of those matters expressly granted by statute and to those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

The Board of Education shall have the management and control of all the public schools in the District and the employees, students, and all other persons entering upon its school grounds or premises.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

In the event that the office of President, becomes vacant the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

A. The President of the Board of Education shall:

    1. preside at all public meetings of the Board;

2. call special meetings of the Board;

3. appoint all committees;

4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called;

5. assist in the preparation of the Board agenda.

B. The Vice-President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.

C. A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.

Columbus School District

Board's Code of Conduct
As a member of the Board, I will strive to be an advocate for students and to improve student outcomes by demonstrating appropriate behavior and conduct at all times. To that end:
1. I will abide by the Board's Code of Ethics .
2. I will have integrity in all matters and support the full development of all children and the welfare of the community.
3. I will always remember that the foremost concern of the Board is to improve outcomes for all students enrolled in CMS.
4. I will attend at least 80% of scheduled board meetings, including meetings of committees on which I serve. I will come to each Board meeting informed about the issues under consideration.
5. I will encourage the individual expression of opinion and will communicate with my colleagues in a professional and respectful manner.
6. I will refrain from questioning the motives of my fellow Board members and the legitimacy of Board actions.
7. I will educate the community about the issues facing our students and inform the community of all Board actions and policy decisions.
8. I will be transparent in my actions as a Board member.
9. I will respect the confidentiality of privileged information.
10. I will make no individual decisions or commitments that might compromise the Board or administration.
11. I will refrain from using my position on the Board for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
Page 5
12. I will use all Board resources (funds, facilities, equipment, and materials) only in my capacity as a Board member.
13. I will honor the delegation of authority to the Executive Director and will not interfere with the administration of the schools.
14. I will not give unsolicited operational advice or directives to staff members.

15. I will refer all complainants through the appropriate complaint process.

Coversheet

Conflict of Interest Policy

Section: IV. Action Items
Item: C. Conflict of Interest Policy
Purpose: Vote
Submitted by:
Related Material: Conflict of Interest Code (4922-1103-9854.v1).docx.pdf

AMERICAN INDIAN MODEL SCHOOLS

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., American Indian Model Schools hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of American Indian Model Schools ("Charter School"), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this Code and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Executive Director, who shall record the employee's disqualification. In the case of Executive Director, this determination and disclosure shall be made in writing to the Board of Directors.

B. Governing Board Member Designated Employees

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School's directors are directors and have a material financial interest).

EXHIBIT A

Designated Positions

Designated Position	Assigned Disclosure Category
Members of the Governing Board	1, 2
Executive Director	1, 2
	1, 2
Head of Schools	3
Treasurer	1, 2
~~Chief Business Officer~~	1, 2
Director of Human Resources	3
Director of Operations	2
Director of Special Education	3
Director of English Language Development	3
Director of Compliance	2
Director Teach. & Learn.	3
Director of Mark. & Comms.	3
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The

Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Govt. Code § 81008).

EXHIBIT B

Disclosure Categories

Category 1

Designated positions assigned to this category must report all interests in real property which are located in whole or in part within two (2) miles of any facility utilized by American Indian Model Schools, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Category 2

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by American Indian Model Schools.

Category 3

Designated positions assigned to this category must report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.

4922-1103-9854, v. 1

Coversheet

AIMS CTC Declaration of Need

Section: IV. Action Items
Item: E. AIMS CTC Declaration of Need
Purpose: Vote
Submitted by:
Related Material:
2025-2026 Updated AIMS CTC Declaration of Need slides.pptx.pdf
October 2025 Declaration of Need AIMS Board Submission Cover Letter.pdf
AIMS 2025-2026 Declaration of Need cl500.pdf
AIMS CTC Declaration of Need slides.pptx

CTC Declaration of Need (1 of 2)

Board Approval needed certifying that there is an insufficient number of certificated persons who meet the Charter's specified employment criteria for the position(s) listed.

Why this matters:

- The CTC-approved Declaration of Need (DON) authorizes use of ***specific*** permits and expires June 30th annually
- Example of a permit AIMS uses: Emergency CLAD Permit
- An approved DON is a prerequisite to submit these specific permits
- AIMS Credential Analyst submits digital requests to CTC to issue all permits and out of State/Country based Preliminary Credential applications (NEW for 2025 - Preliminary)

CTC Declaration of Need (2 of 2)

ACTION ITEM: Board Approval needed

- **Background Link**: Credential Information Alert 23-04

- The **Board Agenda** must show that the DON was acted upon for AIPCS II, Middle and High School sites and list them by name on the **Board Action**

- CTC will **not** approve Consent Calendar or Special Meeting Actions

LINK: Form to be submitted if board aproved

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Suzanne Garrett
Position/Title: Credential Analyst
Department: Human Resources

Item Details

Title of Item: Declaration of Need
Is this item a:
- ☐ New Submission
- ☑ Renewal

If Renewal: Please summarize any changes from the previous submission:
N/A

Approvals

Has this item been reviewed and
- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☑ Neither

Committee Review

Has this item been through the appropriate committee review process?
- ☐ Yes
- ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Routine administrative process for obtaining annual Board consent to recommend specific Teaching Permits to the Commission on Teacher Credentialing.

Deadline Information

Is there a submission deadline for this item?
- ☐ Yes
- ☑ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ 0

Is this expenditure included in the annual budget?
- ☐ Yes
- ☐ No

Please specify in which plan this expense is indicated:
- ☐ SPSA
- ☐ LCAP
- ☐ Other:

State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-2026

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: AIMS College Prep Charter District District CDS Code: 01 61259 0114363; 01 61259 6113807; 01 61259 01

Name of County: Alameda County CDS Code: 01

By submitting this annual declaration, the district is certifying the following:

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2026.

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

Suzanne Garrett		Credential Analyst
Name	*Signature*	*Title*
	(303) 827-6467	
Fax Number	*Telephone Number*	*Date*

171 12th St Oakland CA 94607
Mailing Address

suzanne.garrett@aimsk12.org
EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

Powered by BoardOnTrack

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

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

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

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
Name	*Signature*	*Title*
_____	_____	_____
Fax Number	*Telephone Number*	*Date*

_____

Mailing Address

_____

EMail Address

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	**Estimated Number Needed**
CLAD/English Learner Authorization (applicant already holds teaching credential)	5
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

LIMITED ASSIGNMENT PERMITS

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

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

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

Authorizations for Single Subject Limited Assignment Permits

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ○ Yes ◉ No

If no, explain. Our Charter is sufficiently served by participating in established Intern Programs.

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

If yes, how many interns do you expect to have this year? 12

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

CSU East Bay, Cal State Teach, Alliant International University, National University, San Francisco State University

Santa Clara County Office of Education, Dominican University, REACH, ACOE PATH

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

CTC Declaration of Need (1 of 2)

ACTION ITEM: Board Approval needed

- **Background Link**: CL-500 provides the Commission on Teacher Credentialing (CTC) notice of which Educator Permits AIMS needs to seek for credential compliance
- **new **This can grant our Credential Analyst authority to recommend Educator Permits to the CTC

LINK: Form to be submitted if board aproved

CTC Declaration of Need (2 of 2)

Board Approval needed certifying that there is an insufficient number of certificated persons who meet the Charter's specified employment criteria for the position(s) listed

Why this matters:

- First step for eliminating most paper applications.
- A Credential Analyst can submit CTC digital applications to issue Teaching Permits, i.e. 30-Day Substitute Permit, STSP, PIP
- May streamline turnaround from several months to just days
- Increased oversight/visibility this year -- 2022-2023 is the second year that Credential Monitoring is shared with the public for Charter Schools (AB 1505)

Coversheet

Videography Vendor (CCSA Referral)

Section: V. Consent Calendar
Item: A. Videography Vendor (CCSA Referral)
Purpose: Vote
Submitted by:
Related Material: Videography Vendor (CCSA Referral) Approval.PDF

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Suzen Chu
Position/Title: Director
Department: Marketing and Communications
Date of Submission (MM/DD/YYYY): 09/30/2025

Item Details

Title of Item: Videography Vendor (CCSA Referral) Approval
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

☑ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
New sumbission

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 09/17/2025

Financial Information (if applicable):

Total Cost: $ 18,000 or less

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

Public Relations
& Creative Services

VENDOR REFERRAL

Videography

AIMS K-12 College Prep Charter District



Prepared by:
Ana Tintocalis
Managing Director,
Public Relations & Creative Services
08/13/2025

Public Relations
& Creative Services

Submitted to:
Suzen Chu, Director of Marketing, Communications, and Recruitment
AIMS K-12 College Prep Charter District

CCSA's Public Relations & Creative Services (PRCS) defines success by helping member schools strengthen and amplify their narratives to achieve their goals. As part of that work, we connect members to trusted video production partners who can take on larger projects—streamlining the process and making it easier for you to collaborate with the right people.

Based on our consultation, PRCS recommends **Filmtwist Creative Agency** to produce your 3-minute school promotional video.

Located in the Bay Area, Filmtwist is a highly regarded video production agency and a proud CCSA Vendor Member, meaning they've earned our seal of approval for quality, professionalism, and expertise in the charter school landscape. The team partners with education organizations and mission-driven brands to bring their stories to life through strategic, high-quality content.

Filmtwist Creative Agency
Address: 911 Marina Way South, Studio E1, Richmond, CA 94804
Website: filmtwist.com
Work Samples: Click here to see their work

Point of Contact:



Tien Luis-Goff
Operations Manager
tien@filmtwist.com
(734) 277-4642

NEXT STEPS:
PRCS would like to set up an initial meeting with you and Filmtwist's Operations Manager, Tien Luis-Goff, so he can provide a cost estimate and turnaround time. If you'd like us to move forward, Sury Jimenez will coordinate with you to confirm a date and time.

Thank you for reaching out to us—we're happy to help connect you with the right people to bring your vision to life. Keep us in mind if your school needs social media reels, photography, graphic design, a website refresh, media coverage, or reputation management.

Coversheet

Contracts

Section: V. Consent Calendar
Item: B. Contracts
Purpose: Vote
Submitted by:
Related Material: Contracts - AIMS Board Submission-4.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of HR

Department: HR Department

Date of Submission (MM/DD/YYYY): 10/02/2025

Item Details

Title of Item: Employment Contracts - FY 25-26

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Contracts signed since last submission

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [ ] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Will be presented at the Board Meeting in October 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

FY 25-26 Employment Contracts

Employee Name	Position	FTE	Pay Type	25-26 Pay	Position Type	Processing Schedule	Hire Date
HARAMBE MA, OSONDU KALI	Director of Operations	1.00	Salary	$133,462.19	State Workers Classified	12 Month Semi Monthly	08/25/2025
VUCHKOV, GEORGI GEORGIEV	Elementary Teacher	1.00	Salary	$65,013.00	State Workers Certificated	11 Month Semi Monthly	08/26/2025
KOBYLARZ, PHILIP JAMES	High School Teacher	1.00	Salary	$71,035.00	State Workers Certificated	11 Month Semi Monthly	09/08/2025
LAYER, MICHELLE DENYSE	Elementary Teacher	1.00	Salary	$70,740.00	State Workers Certificated	11 Month Semi Monthly	09/08/2025
TIRCUIT-PEITSO, KAIJA ALANA	High School Teacher	1.00	Salary	$73,971.00	State Workers Certificated	11 Month Semi Monthly	09/15/2025
HILL, ROBERT Y	High School Teacher	1.00	Salary	$66,650.00	State Workers Certificated	11 Month Semi Monthly	09/17/2025
LY, RAYMOND SAY	Elementary Teacher	1.00	Salary	$65,665.00	State Workers Certificated	11 Month Semi Monthly	09/22/2025
SAVAGE, ANTONIO KILO	Elementary Teacher	1.00	Salary	$63,738.00	State Workers Certificated	11 Month Semi Monthly	09/23/2025
ABDELGADIR, GAWAHIR ABDALLA	High School Teacher	1.00	Salary	$72,100.00	State Workers Certificated	11 Month Semi Monthly	10/01/2025
AYON, ESTEVAN	High School Teacher	1.00	Salary	$68,303.00	State Workers Certificated	11 Month Semi Monthly	10/02/2025
PABIONA, KRISTINE MARATAS	Middle Teacher	1.00	Salary	$63,738.00	State Workers Certificated	11 Month Semi Monthly	10/06/2025

***Effective Dates** : 08/19/2025 - 10/02/2025*

Extended Work/Extra Duty/Stipends

Employee	Position Title	Start Date	End Date	Pay Type	Pay Amount
BILORUSKY, KYLE A	ELOP Saturday Instructor	08/28/2025	6/30/2025	Hourly	$65.00
HOLT, ROBERT JAYLIN	ELOP Intervention Tutor	08/29/2025	6/30/2025	Hourly	$65.00
IBANEZ, KIMBERLY BRIDGETTE	ELOP Saturday Instructor	09/03/2025	6/30/2025	Hourly	$65.00
IBANEZ, JESHLY IBANEZ	ELOP Helper	09/05/2025	6/30/2025	Hourly	$35.00
VELASQUEZ, KENNETH ALEXANDER	ELOP Intervention Tutor	09/05/2025	6/30/2025	Hourly	$65.00
MYINT, MAY THANZIN	ELOP Intervention Tutor	09/08/2025	6/30/2025	Hourly	$65.00
ANDREWS-ABAKAH, FIYAH AKAN	ELOP Helper	10/01/2025	6/30/2025	Hourly	$35.00
HOUSE, CEONTE	ELOP Saturday Instructor	8/26/2026	6/30/2026	Hourly	$65.00
HOLT, ROBERT JAYLIN	ELOP Saturday Instructor	08/29/2025	6/30/2025	Hourly	$65.00
HOUSE, CEONTE	ELOP Intervention Tutor	8/26/2026	6/30/2026	Hourly	$65.00
LEE, ERIC	ELOP Saturday Instructor	8/26/2025	6/30/2025	Hourly	$65.00
LEE, ERIC	ELOP Intervention Tutor	8/26/2025	6/30/2025	Hourly	$65.00
NEWMAN, JERMELLE	ELOP Intervention Tutor	8/26/2025	6/30/2025	Hourly	$65.00
STURDIVANT, BRANDON	ELOP Intervention Tutor	8/26/2025	6/30/2025	Hourly	$65.00
STURDIVANT, BRANDON	ELOP Saturday Instructor	8/26/2025	6/30/2025	Hourly	$65.00
VELASQUEZ, KIMBERLY	ELOP Intervention Tutor	8/26/2025	6/30/2025	Hourly	$66.00
VELASQUEZ, KIMBERLY	ELOP Saturday Instructor	8/26/2025	6/30/2025	Hourly	$66.00
WINSTON, RALAYAH	ELOP Intervention Tutor	8/26/2025	6/30/2025	Hourly	$66.00

***Effective Dates** : 08/19/2025 - 10/02/2025*

Coversheet

Linguabee CDI Contract

Section: V. Consent Calendar
Item: C. Linguabee CDI Contract
Purpose: Vote
Submitted by:
Related Material: Linguabee CDI Contract 2025-26 Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 10/2/25

Item Details

Title of Item: Linguabee Certified Deaf Translation
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☑ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Currently being presented to comittees

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 10/16/25

Financial Information (if applicable):

Total Cost: $ 1, 984

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☑ Other: SpEd Budget

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support@linguabee.com

Service Agreement

This Service Agreement ("Agreement") is made between Linguabee LLC, a Colorado limited liability company ("Linguabee", "we" or "us") and the person or entity contracting with us for the Services ("Contracting Entity" [or "Contracting Person" if an individual] or "you") stated in the signature block of this Agreement. You and we agree that the following terms will apply to all requests you place with us and we accept from the date of this Agreement until you or we notify the other in writing that your account with us and this Agreement are terminated.

1. Our Services. We will provide to you Services (the "Services") as defined below at the time and place and for the purposes you have requested through Linguabee.com, by email, or by phone (your request), subject to the availability of one or more service providers with appropriate qualifications to fulfill your request. As the Contracting Entity or Person, you make the final decision on which service provider to use from those who submit a proposal in response to your request. Their proposal will include their individual qualifications. **We do not represent that all service providers we offer are certified by any certifying body**, but only that to our knowledge the qualifications they present are accurate and that they will provide Services to the standards generally accepted in the caption, interpretation, and translation industry in the United States. If you require a specific certification, you must include that requirement in your request. Services provided may require a service provider with certain qualifications, it will be required to provide service providers with the proper requirements. We will use our commercially reasonable efforts to provide service providers meeting those requirements. **We make no warranties, express or implied, regarding the suitability or fitness of the Services for any particular purpose, and we warrant no specific outcomes of the Services.**

2. Definition of Services.
Interpreting Services:

On-site interpreting ("OSI"): A service provider is physically present at the assigned location.
Video Remote Interpreting ("VRI"): Services provided virtually (Zoom, WebEx, etc).

Captioning Services:

Live Captioning: Captioning services for a live event. Examples: CART or C-Print during a college class, captioning during a conference, or a live webinar.
Post-Production Captioning: Closed captions or open captions are added to a recording.

3. Pricing. You agree to pay us for Services the applicable fees outlined in Appendix A for interpreting services and in Appendix B for captioning services; fees are per service provider. Our initial fee for a service provider providing VRI Services, and OSI Services is equal to 2 times the hourly rate which includes up to two hours of Services. Time in excess of two hours is charged in half-hour increments (30 minutes). Our initial fee for a service provider providing live captioning services is equal to the hourly rate for that assignment and includes up to one hour of Services. Time in excess of one hour is charged in quarter-hour (15 minutes) increments. Our initial fee for a service provider providing post-production captioning services is equal to five times of the minute rate for that assignment and includes up to five minutes of Services. Time in excess of five minutes is charged in one-minute increments. **We may change these rates and times upon 30 days prior to written notice, e.g. email, to you.**

4. Expenses. You will reimburse us for all parking, travel costs, facility entrance, and similar charges and for the cost of any required environmental, safety, or other training and equipment incurred by service providers and will pay us service providers' mileage from their office or home to the Services site and return at the prevailing IRS business mileage rate.

5. Preparation and Additional Time Requirement. Certain requests require advance preparation, travel time, or other additional time spent by the service provider, which will be charged to you. After you have placed your request, we will inform you of any preparation or other chargeable time we believe is necessary and obtain your agreement before we agree to your request. Preparation and other chargeable time are charged at the rate applicable to the time of day, date, and specialization required. Examples of additional chargeable time include time spent in accessing a facility that requires the service provider to view a video, clear security, obtain a clearance or pass, travel time, and the like.

6. Multiple Service Providers. Some assignments may require more than one service provider. If your interpreting request exceeds 45 minutes in length or captioning request exceeds 3 hours in length, 2 service providers normally will be required

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for the wellbeing of the providers and to maintain the same level of quality throughout the entire duration. If you feel 1 service provider will meet your needs, please inform us and we will discuss it with you before accepting your request. If 2 service providers are required as noted above but are not available for your assignment, we reserve the right to provide 1 service provider at a fee equal to 1.5 times our rate for a single service provider.

Other examples requiring 2 or more service providers for interpreting assignments include multi-party meetings, legal proceedings, interpreting for consumers who are Deaf-Blind and use Tactile Sign Language, or where a consumer does not possess fluency in American Sign Language. It is your responsibility to communicate to us clearly and completely the nature of your request. If you do so, we will advise you if we believe multiple service providers are necessary.

If based on the actual situation encountered in your assignment, we in our good faith judgment believe multiple service providers are necessary to successfully complete your assignment, we reserve the right to dispatch one or more additional service providers. If we are unable to obtain the services of another service provider in a timely manner and the dispatched service provider agrees to complete the assignment despite it being one requiring two service providers, we will charge you a fee equal to 2 times the applicable single service provider fee. You agree to pay us for such additional services or an additional fee.

In certain circumstances, using VRI services may not be the right type of service. We will reach out to you and discuss other options to ensure the best possible service to ensure communication efficiency.

We assist in the training of novice service providers from time to time through internships, mentorships, and observations. Unless you inform us otherwise, you agree that an intern may attend and observe your assignment at no cost to you.

7. Change and Cancellation. If you wish to make a change in your request after we have accepted it, including a change in the characteristics of one or more of the participants, we will use our commercially reasonable efforts to accommodate the change, however, we reserve the right in our good faith discretion to change the service provider if we believe your change warrants it. If your change results in additional charges to you, we will notify you. If we cannot accommodate your change, or if you do not wish to pay the additional charges of which we notify you, you may cancel your request in accordance with the following provisions, but if you do not do so, you agree to pay us the fees due for original assignment.

You may cancel your request by giving us written notice of cancellation, which may be done through your account at Linguabee.com, at least 2 full business days in advance of the time scheduled for Services to begin. For example, if you give us written notice of cancellation on Thursday, the notice is effective for Services scheduled to be performed on or after the following Tuesday (not accounting for Holidays). If you cancel later than that, you agree to pay us an amount equal to the full fees for your request. If you terminate an agreed recurring schedule of Services of 4 weeks or more in duration, you agree to pay us a termination fee equal to fees for 2 full weeks of Services or fees for the remainder of the scheduled Services, whichever is less.

8. Delay in Commencement of or Failure to Complete Services. If a service provider is present to fulfill your request and Services do not begin due to the absence of one or more persons, whether or not under your control, your or the Deaf consumer's acts or omissions, or other circumstances beyond our reasonable control, the service provider will wait for a period equal to 20 minutes per hour of your requested Services unless we agree or the service provider agrees otherwise. If Services are not completed due to any of those reasons, you agree to pay us an amount equal to the full fees for the Services you requested. If a service provider fails to appear for your assignment, you agree to notify us as soon as practicable and in no event later than 72 hours after the time, the assignment would have been completed. If you fail to do so, you agree to pay the full fee for the assignment.

9. Safety. You are solely responsible for providing safe and secure access for our service providers to the facilities in which Services are to be performed, and you have an affirmative duty to notify us in writing in advance of any safety concerns, health risks, or dangers that exist or that you reasonably should anticipate may exist regarding the circumstances or environment in which the Services will be performed.

10. Payment; Disputed Invoices. If you reasonably want to dispute an invoice or a portion of an invoice, you must pay the undisputed portion of the invoice and submit written notice of the claim with sufficient detail of the nature of the claim, the amount, invoices in dispute, and information necessary to identify the affected Service for the disputed amount. All invoice

disputes will be submitted by Customer to the following email address: accounting@linguabee.com. All disputes must be submitted to Linguabee within ten (10) business days from the date of the invoice for the Service in question. Customer waives the right to dispute any charges not disputed within such ten (10) business day period. In the event the dispute is resolved against Customer, Customer shall pay such amounts within thirty (30) calendar days.

11. Payment; Past Due Amounts; Collection. We will invoice you by email to the address you have provided us for all charges under this Agreement following completion, termination, or (if a fee is payable) cancellation of your request. We will issue only one invoice per request, will invoice only you and not any third party, and will not split-bill. You agree to pay invoices net 30 days after the invoice date. You may in good faith dispute all or any part of an invoice by written notice to us within 60 days after the date of the invoice. You agree that if you have not given us such notice, the invoice shall be deemed valid, due, and payable and you will not contest it. Any amount you dispute in good faith and provided above will not be due until you and we have resolved the dispute and agreed to the amount due or, failing such resolution, we notify you of our good faith final determination of the amount due, after which you will have 15 days to pay the agreed amount or the amount we determined to be due. For past due invoices, you will pay a late fee equal to 10% of the amount due. For invoices more than 30 days past due, you will pay us interest on all unpaid invoices from the due date at the rate of 18% per year or the highest rate permitted by law, whichever is less. You will reimburse us all our costs and expenses of collection of amounts due to us, including reasonable attorneys' and professional fees. Any change in your billing email will be effective only upon our receipt of your written notice of change.

You may pay by check, most major credit cards, or by electronic funds transfer (EFT/ACH). However, if you pay by credit card, you agree to pay us a fee equal to 5% of the invoiced amount.

12. Recording of Service Provider. If the Services are to be recorded by audio or video or both, including live stream feed or photography, you will notify us at the time you make your request or as soon thereafter as you become aware of such recording. Notification after the time you make your request will be considered a change subject to Section 5 and may result in a change of the service provider(s), which may result in additional charges to you.

13. Duplicate Requests. It is your sole responsibility to ensure that you place only one request for particular Services. We are not responsible for recognizing duplicate requests. If you place a duplicate request, you agree to pay in full for all requests placed, unless we agree in writing otherwise.

14. Services Only. This Agreement is for the provision of Services by Linguabee only and does not make Linguabee or any service provider your employee, agent, partner, or joint-venturer.

15. Non-Discrimination and Equal Employment Opportunity. Linguabee is committed to a work environment in which all its employees and service providers can work in an environment free from unlawful harassment, discrimination, and retaliation. Linguabee will comply with all applicable federal, state, and local laws and regulations pertaining to non-discrimination, unlawful harassment, and equal employment opportunity. We do not and will not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military or veteran's status, in any of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, terms and conditions of employment, selection of and terms and conditions of a professional services agreement with service providers, and provision of services to consumers.

16. Force Majeure. If you or we are prevented from performing our obligations under this Agreement, except your obligation to pay us for Services, due to causes beyond your or our reasonable control, as the case may be, for example only, fire, flood, severe adverse weather, labor action, civil unrest, or material damage to or destruction of facilities, then such obligations shall be suspended for so long as the cause remains unresolved, provided that the party so prevented shall use its commercially reasonable efforts to resume performance of its obligations as soon as practicable.

17. Compliance with Law. We will comply with all applicable federal, state and local laws, rules and regulations in the performance of the Services. You agree that your requests for Services will be for lawful purposes and that you have full right to access, and have our service providers access, any facility or area in which the Services are to be performed and to have the Services performed there.

18. **Indemnification and Limitation of Liability**. You and we agree to indemnify, defend and hold harmless each other and our respective officers, directors, managers, members, employees, and contractors from and against all claims, demands, suits and actions and all loss, damage, cost, expense, and liability arising from the gross negligence or willful misconduct of, or breach of this Agreement by, the indemnifying party. NEITHER YOU NOR WE SHALL BE LIABLE TO THE OTHER UNDER ANY CIRCUMSTANCES FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES ARISING OUT OF THE SERVICE PROVIDED OR ANY BREACH OF THIS AGREEMENT, WHETHER ARISING IN CONTRACT OR TORT AND WHETHER NOT THE POSSIBILITY OF SUCH DAMAGES IS OR SHOULD BE KNOWN OR FORESEEN.

19. **Entire Agreement; Modifications; Survival of Provisions**. This Agreement contains the entire agreement between you and us on the subject matter contained in this Agreement and supersedes any other written or oral agreement between you and us and any written or oral representation by you or us regarding that subject matter. This Agreement may be modified or amended only by a written agreement specifying your and our intent to do so, signed by you and us. Each provision of this Agreement will survive termination of the Agreement for so long as necessary to accomplish the intent of that provision.

20. **Governing Law and Resolution of Disputes**. This Agreement is deemed to be signed in Colorado, and this Agreement and the Services will be governed for all purposes under the laws of Colorado, excluding any provision of those laws that would permit or require application of the laws of any other jurisdiction. Any dispute under or pertaining to this Agreement or the Services will be resolved only by an action in the District Court for the City and County of Denver or Jefferson County, Colorado, or the United States District Court sitting in Denver, Colorado if that court otherwise would have jurisdiction. The prevailing party in any such action shall be entitled to an award of costs, expenses, and reasonable attorneys' and professional fees incurred by it in connection with such action.

21. **Authorized, Electronic, and Counterpart Signatures**. This Agreement may be executed in one or more counterparts, all of which together shall constitute this Agreement. A signature transmitted by electronic copy, such as facsimile or scanned .pdf file, on a document purporting to be an original shall be deemed an original signature for all purposes. This Agreement may be executed manually or electronically in any way generally recognized as an authorized electronic signature, and such signature shall bind the party affixing it. All signatures to this Agreement shall be deemed to have been authorized signatures for the purpose of binding you and us to the terms of this Agreement. If you sign this Agreement in a manner we specify, such as on our website, we will be deemed to have signed this Agreement. You agree that the person signing this Agreement and any person designated by her or him to us in writing is authorized to submit and bind you to pay for a request for Services under this Agreement. Schedule 1 – Authorized Requesters - attached to and incorporated in this Agreement is a list of persons so designated. You also may designate an Authorized Requester in your account on our website. You may add or delete persons from Schedule 1 by doing so in your account on our website or by written notice to us referring to this Agreement and to Schedule 1 – Authorized Requesters, and you appoint us your agent to add or delete names in Schedule 1 of which you so notify us.

22. **Severability**. If any provision of this Agreement is held to be unenforceable in whole or in part, the remainder of this Agreement and the part of the provision not held unenforceable, shall remain valid and in full force and effect.

Remainder of page intentionally blank, signature page to follow.

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support@linguabee.com

Contracting Entity [*or Person, if an individual*]

By [Signature]

Name and Title Date

Email Address Phone Number

Mailing Address

Billing Contact Name and Title

Billing Contact Email Address Phone Number

Linguabee LLC

By [Signature]

Name and Title Date

PLEASE SEND REMITTANCES TO AR@LINGUABEE.COM

SCHEDULE 1 – REQUESTERS [*email us at support@linguabee.com if more requesters are needed*]

NAME	EMAIL ADDRESS	PHONE NUMBER	PRE-AUTHORIZATION REQUIRED?
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐

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Appendix A

Linguabee Community Interpreting Services

On-site/VRI Interpreting Rates and Terms of Service

Base Rate	Any day, any time	**$124.00 per hour**
	VRI Preferred interpreters upon request outside of this region.	**additional fee $13.00 per hour**
	On-Site anywhere outside of this region.	**additional fee $19.00 per hour**
Specialty add-on	Including but not limited to: legal, mental health, scientific, high profile, advanced post-secondary classes, and other settings in which specialized skill, specific certification, cultural knowledge, and/or experience is required.	***additional fee $28.00 per hour***
Recording add-on	Recordings of interpreter's work intended for repeated use or shared viewing.	***additional fee $30.00 per hour***
Short notice add-on	All services requested less than 2 full business days in advance [Please note that if a request for services is made by a person not also authorized to approve the request and we do not receive approval at least 2 full business days in advance of the assignment, this rate will apply.]	***additional fee $25.00 per hour***
Holiday add-on	Days other than Saturday and Sunday on which national banks generally are closed; however, if a recognized federal holiday, e.g. July 4th falls on a Saturday or Sunday, Holiday rates will apply even though the holiday is observed on another day that is customarily a workday.	***No additional charge***
Standard travel time	Travel time after the first hour round-trip, subject to pre-approval for extraordinary circumstances, or interpreters with specialized knowledge/training is required.	***applicable service base rate***
Cancellation	Services are billed in full when requests are made under 2 business days.	***billed in full***

All rates and fees are charged per service provider with a 2-hour minimum.

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Appendix B

Linguabee Captioning Services

Remote Captioning Rates and Terms of Service

Live Captioning Base Rate (CART, C-PRINT)	Any day, any time	**$142.00 per hour**
	Recurring assignments	**$132.00 per hour**
	Raw transcript of event	**included**
Non-English Live Captioning Base Rate	Captioning in any language other than English	***additional fee $25.00 per hour***
Cleaned/Edited transcript	CART/C-PRINT transcript cleaned and edited	***additional fee $2.25 per minute***
English closed captioned video	Non-live videos. Spoken English or ASL with transcript - five-minute minimum (7-day turnaround)	***$3.50 per minute***
Non-English closed captioned video	Non-live videos. ASL without transcript or any language besides English or languages mentioned below - five-minute minimum (7-day turnaround)	***$8.50 per minute***
Speciality non-English closed captioned video	Non-live videos. Chinese, French, German, Japanese, Dutch, Italian, Korean, or Russian - five-minute minimum (7-day turnaround)	***$15.00 per minute***
Expedited turnaround time	1-3 day turnaround for closed caption videos.	***additional fee $3.85 per minute***
Live streaming	Providing captioning services on a live-streaming event.	***additional fee $30.00 per hour***
Broadcast	Providing captioning services on a broadcast live event for services that require the use of 3rd party software to deliver captions.	***additional fee $47 per hour***
Speciality add-on	For example legal, scientific, high profile, and other settings in which specialized skill and experience are required. For non-live videos, manually inspected and adjusted caption breaks/time codes.	***additional fee $25.00 per hour or $0.75 per minute***
Short notice add-on	All services requested less than 2 full business days in advance [Please note that if a request for services is made by a person not also authorized to approve the request and we do not receive approval at least 2 full business days in advance of the assignment, this rate will apply.]	***additional fee $30.00 per hour or $1.10 per minute***
Holiday add-on	Days other than Saturday and Sunday on which national banks generally are closed; however, if a recognized federal holiday, e.g. July 4th falls on a Saturday or Sunday, Holiday rates will apply even though the holiday is observed on another day that is customarily a workday.	***1.5x of total service base rate***

All rates and fees are charged per service provider.

Coversheet

NPS Spectrum Contract

Section: V. Consent Calendar
Item: D. NPS Spectrum Contract
Purpose: Vote
Submitted by:
Related Material: NPS Spectrum Contract + ISA Board Packet 2025-26.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 10/2/25

Item Details

Title of Item: NPS: Spectrum-Camden
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
none

Approvals

Has this item been reviewed by:

☐ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☑ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Currently being presented to comittees

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 10/16/25

Financial Information (if applicable):

Total Cost: $ 148,114

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☑ Other: SpEd Budget

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K12 College Prep Charter

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:
Spectrum Center-Camden School

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between AIMS K12 College Charter District: AIPCS II , hereinafter referred to as the local educational agency ("LEA"), a member of the El Dorado Charter SELPA and Spectrum Center-Camden School(nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025 to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2025 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No

Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees

otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however,

such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by

endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure

coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional

progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;

6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such

disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction ("Superintendent"), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code

section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal

background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be

properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety

(90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California

Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
_Spectrum Center: Camden_____ **Nonpublic School/Agency**	___AIMS K12 College Prep Charter____ **LEA Name**
By: _____ **Signature** **Date**	**By:** _____ **Signature** **Date**
_____ **Name and Title of Authorized Representative**	_____ **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
Name and Title	**Name and Title**
Nonpublic School/Agency/Related Service Provider	**LEA**
Address	**Address**
City **State** **Zip**	**City** **State** **Zip**
Phone **Fax**	**Phone** **Fax**
Email	**Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City **State** **Zip**
Phone **Fax**
Email

EXHIBIT A: 2025-2026 RATES

Spectrum Center
SCHOOLS AND PROGRAMS

Spectrum Center Inc.
5201 Virginia Way Suite 100
Brentwood, TN 37027

PAYMENT PROVISION / RATE SCHEDULE 2025-2026

Spectrum Campuses: Camden, Solano, Peninsula

7/1/2025 - 6/30/2026
Contract Period

Bay Area Consortium
Contra Costa, Marin County, Mid-Alameda Co, Mission Valley, Mt Diablo, Napa Co, North Region, Oakland, San Francisco, San Ramon Valley, Solano Co, Tri-Valley, Vallejo City, West Contra Costa

Rate Schedule – Positive Attendance

Education service(s) offered by Spectrum Center, and the charges for such service(s) during this term, shall be as follows:

**rate differs per campus group*

Student Services		Daily	Billable
BASIC EDUCATION PROGRAM - Daily Tuition	$	322.00	Per Day
Absences paid: 8 per semester, up to 3 unexcused			210 Days
Related Services			
1:1 Aide Classroom	*$*	*225.00*	Per Day (6 Hours)
Adaptive Physical Education-Individual & Consult (Camden)	*$*	*125.00*	Per Hour
Adaptive Physical Education-Group (Camden)	*$*	*95.00*	Per Hour
Language/Speech Therapy-Individual & Consult*	$	147.00	Per Hour
Language/Speech Therapy-Group*	$	125.00	Per Hour
Occupational Therapy-Individual & Consult	*$*	*145.00*	Per Hour
Occupational Therapy-Group	*$*	*128.00*	Per Hour
Counseling-Individual & Parent	*$*	*155.00*	Per Hour
Counseling-Group	*$*	*129.00*	Per Hour
Meals	$	15.97	Per Day
Behavior Intervention Implementation	$	64.00	Per Hour
Behavior Intervention Design	$	76.00	Per Hour
Behavior Intervention Services	$	64.00	Per Hour
APE Assessment		$3,750	Per Assessment
Workability		$100	Per Hour

**Career Awareness, College Awareness, Vocational assessment, counseling, guidance, and career assessment, Job Coaching, Travel Training, Other Transition Service

Transportation *District shall pay third party costs plus 10% admin fee*			
1:1 Aide Transportation	*$*	*118.79*	Per Day (2 Hours)
Zone 1 (0-14 miles round trip)	$	82.72	Per Day
Zone 2 (15-19 miles round trip)	$	110.47	Per Day
Zone 3 (20-30 miles round trip)	$	196.99	Per Day
Zone 4 (31+ miles round trip)	$	256.99	Per Day

Approved by:

Kyle Farris, SVP Operations
Spectrum Schools and Programs

For questions:
ISAs & Master Contracts: contracts@spectrumschools.com
Billing Department: accountsreceivable@spectrumschools.com

Thank you for your continued partnership.

Powered by BoardOnTrack

EXHIBIT B: 2025-2026 ISA

INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2025 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency AIMS K12 College Prep Charter Nonpublic School Spectrum Center-Camden

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ Sex: ☐X M ☐ F Grade: _____
(Last) (First) (M.I.)

Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: ☐ Home ☐ Foster ☐ LCI # _____ ☐ OTHER _____

Parent/Guardian _____ Phone ( ) _____ (_____
(Residence) (Business)

Address _____ City _____ State/Zip _____
(If different from student)

AGREEMENT TERMS:

1. *Nonpublic School*: The average number of minutes in the instructional day will be: 390 during the regular school year
240 during the extended school year

2. *Nonpublic School*: The number of school days in the calendar of the school year are: 180 during the regular school year
30 during the extended school year

3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. *INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only):* Daily Rate: $322

Estimated Number of Days 210 **x Daily Rate** $322 **= PROJECTED BASIC EDUCATION COSTS** $67, 620

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		Yes		5 days weekly	$225 daily	230	51, 750
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)		Yes			$155 hourly	39	6, 045
Counseling and guidance (515).							

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SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Other: Meals		Yes			$15.97 daily	230	3,673
Other (900)							
Transportation- NPS		Yes			$82.72 daily	230	19, 026
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COST$ _____

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS $ 148,114

4. Other Provisions/Attachments:

_____

_____

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6.Progress Reporting Requirements: _____ Quarterly ___ Monthly ___ Other (Specify) _____

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-	-LEA/SELPA-
Spectrum Center- Camden	AIMS K12 College Prep Charter
(Name of Nonpublic School/Agency)	(Name of LEA/SELPA)
(Signature) (Date)	(Signature) (Date)
(Name and Title)	(Name of Superintendent or Authorized Designee)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Spectrum Center, Inc.

2 Business name/disregarded entity name, if different from above

DBA: ChanceLight Education

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

5201 Virginia Way Suite 100

Requester's name and address (optional)

6 City, state, and ZIP code

Brentwood, TN 37027

7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	0	–	1	4	7	7	5	7	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ _____ **Date** ▶ 01/06/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

California Department of Education - Nonpublic School Certification

Date: December 31, 2024

NPS ID 01-61259-7077878
Nonpublic School: Spectrum Center - Camden School
Site Administrator: Kyle Farris
Site Address: 6325 Camden Street
City: Oakland State: CA Zip Code: 94605

Grades: Kindergarten to 12+
Student Gender: Coed

2025 Certification Status: Approved

Effective Dates: January 01, 2025 *through* December 31, 2025

☐ *Amended*

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic, nonsectarian school or agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurrence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

Authorized to Provide Special Education Instruction to Students Identified with the following Primary Disabling Conditions:

- ☑ Autism
- ☑ Deaf/Blind
- ☐ Deaf
- ☑ Emotional Disturbance
- ☐ Established Medical Disability
- ☐ Hard of Hearing
- ☐ Hearing Impaired
- ☑ Intellectual Disability
- ☑ Multiple Disabilities
- ☐ Orthopedic Impairment
- ☑ Other Health Impairment
- ☐ Speech and Language Impairment
- ☐ Specific Learning Disability
- ☑ Traumatic Brain Injury
- ☐ Visual Impairment

Authorized to Provide the Following Related Services:

☑ APE	☑ BII	☑ LSDR	☐ RS	☑ VECD	☐ VT
☐ AS	☑ CG	☐ MT	☐ PCT	☐ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PS	☐ TS	☐ Other Services Authorized:
☑ BID	☐ HNS	☑ OT	☐ PT	☐ VS	

☐ Residential Component

If checked, this box acknowledges that the NPS has submitted documentation related to a residential component, and should not be construed as an evaluation, accreditation, approval, recognition, or endorsement.

Certification is not an endorsement of the services offered by the nonpublic school (NPS), but states only that the NPS meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPS to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Nonpublic Schools Unit, Special Education Division 2362

Spectrum Center
SCHOOLS AND PROGRAMS

CAMDEN CAMPUS
2025-2026 SCHOOL CALENDAR

CAMDEN COUGARS

- ~~X~~ Holiday /School Closure
- Staff In-Service Day/No School
- (Oval) Term Begins or Ends
- Minimum Day

Program Hours:
Grades K-5 M,T,TH,F: 8:30 - 3:00 W: 8:30 - 12:30
Grades 6-12+ M,T,TH,F: 8:30 - 3:00 W: 8:30 - 12:30
Regular School Year: 180 Days
Extended School Year: 30 Days

June 2025

MON	TUES	WED	THUR	FRI	Days	WK#
(2)	3	4	5	6		1
9	10	11	12	13		2
16	17	18	~~19~~	20		3
23	24	25	26	27		4
30					*20*	5

06/02 ESY BEGINS
06/19 JUNETEENTH

July 2025

MON	TUES	WED	THUR	FRI	Days	WK#
	1	2	~~3~~	~~4~~		5
7	8	9	10	11		6
14	15	(16)	~~17~~	~~18~~	*10*	7
~~21~~	~~22~~	~~23~~	~~24~~	~~25~~		
~~28~~	~~29~~	~~30~~	31			

07/03-07/04 INDEPENDENCE DAY
07/16 ESY ENDS
07/17 - 07/30 SUMMER BREAK
07/31 STAFF IN-SERVICE DAY/NO SCHOOL

August 2025

MON	TUES	WED	THUR	FRI	Days	WK#
				~~1~~		
~~4~~	~~5~~	(6)	7	8		1
11	12	13	14	15		2
18	19	20	21	22		3
25	26	27	28	29	*18*	4

08/01-08/05 STAFF IN-SERVICE DAY/NO SCHOOL
08/06 FALL TERM BEGINS

September 2025

MON	TUES	WED	THUR	FRI	Days	WK#
~~1~~	2	3	4	5		5
8	9	10	11	12		6
15	16	17	18	19		7
22	23	24	25	26		8
29	30				*21*	9

09/01 LABOR DAY

October 2025

MON	TUES	WED	THUR	FRI	Days	WK#
		1	2	3		9
6	7	8	(9)	~~10~~		10
13	14	15	16	17		11
20	21	22	23	24		12
27	28	29	30	31	*22*	13

10/09 QUARTER 1 ENDS
10/10 STAFF IN-SERVICE DAY/NO SCHOOL

November 2025

MON	TUES	WED	THUR	FRI	Days	WK#
3	4	5	6	7		14
~~10~~	~~11~~	12	13	14		15
17	18	19	20	21	*13*	16
~~24~~	~~25~~	~~26~~	~~27~~	~~28~~		

11/10 OTHER SCHOOL CLOSURE
11/11 VETERANS DAY
11/24-11/28 THANKSGIVING BREAK

December 2025

MON	TUES	WED	THUR	FRI	Days	WK#
1	2	3	4	5		17
8	9	10	11	12		18
15	16	17	(18)	~~19~~	*14*	19
~~22~~	~~23~~	~~24~~	~~25~~	~~26~~		
~~29~~	~~30~~	~~31~~				

12/18 FALL TERM ENDS
12/19 STAFF IN-SERVICE DAY/NO SCHOOL
12/22-01/02 WINTER BREAK

January 2026

MON	TUES	WED	THUR	FRI	Days	WK#
			~~1~~	~~2~~		
~~5~~	6	7	8	9		20
12	13	14	15	16		21
~~19~~	20	21	22	23		22
26	27	28	29	30	*18*	23

12/22-01/02 WINTER BREAK
01/05 STAFF IN-SERVICE DAY/NO SCHOOL
01/19 MARTIN LUTHER KING, JR.

February 2026

MON	TUES	WED	THUR	FRI	Days	WK#
2	3	4	5	6		24
9	10	11	12	~~13~~		25
~~16~~	~~17~~	~~18~~	~~19~~	~~20~~		
23	24	25	26	27	*14*	26

02/13 STAFF IN-SERVICE DAY/NO SCHOOL
02/16 PRESIDENTS WEEK BREAK

March 2026

MON	TUES	WED	THUR	FRI	Days	WK#
2	3	4	5	6		27
9	10	11	(12)	~~13~~		28
~~16~~	17	18	19	20		29
23	24	25	26	27		30
30	31				*20*	31

03/12 QUARTER 3 ENDS
03/13 & 03/16 STAFF IN-SERVICE DAY/NO SCHOOL

April 2026

MON	TUES	WED	THUR	FRI	Days	WK#
		1	2	3		31
~~6~~	~~7~~	~~8~~	~~9~~	~~10~~		
13	14	15	16	17		32
20	21	22	23	24		33
27	28	29	30		*17*	34

04/06-04/10 SPRING BREAK

May 2026

MON	TUES	WED	THUR	FRI	Days	WK#
				1		34
4	5	6	7	8		35
11	12	13	14	15		36
18	19	20	21	22		37
~~25~~	26	27	28	29	*20*	38

05/25 MEMORIAL DAY

June 2026

MON	TUES	WED	THUR	FRI	Days	WK#
1	2	(3)	~~4~~	~~5~~	*3*	39
~~8~~	~~9~~	~~10~~	~~11~~	~~12~~		
(15)	16	17	18	~~19~~		1
22	23	24	25	26		2
29	30				*11*	3

06/03 SPRING TERM ENDS
06/04 - 06/12 SUMMER BREAK
06/15 ESY BEGINS
06/19 JUNETEENTH

July 2026

MON	TUES	WED	THUR	FRI	Days	WK#
		1	2	~~3~~		3
~~6~~	7	8	9	10		4
13	14	15	16	17		5
20	21	22	23	24		6
27	28	(29)	~~30~~	~~31~~	*19*	7

07/03-07/06 INDEPENDENCE DAY
07/29 ESY ENDS
07/30 & 07/31 SUMMER BREAK

August 2026

MON	TUES	WED	THUR	FRI	Days	WK#
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

Aug 2026 TBD

RSY Days (Aug - June) ***180***
ESY Days (June - July) ***30***

REV. 05/28/2025

SPECTRUM CENTER BILLING AND CONTRACTS CONTACT INFORMATION

Master Contract and ISA Distribution:
Spectrum Center & Rossier Park Schools – contracts@spectrumschools.com

Important: Spectrum Center Inc, Rossier Park Elementary, and Rossier Park High School should be separate legal contracts. Please do not combine. They are different tax ID numbers.

Contract Signers: Master Contracts – Kyle Farris, SVP Operations – Spectrum and Rossier Schools
ISA's – leave blank & contracts department will complete with each campus director

Billing and Collections: accountsreceivable@spectrumschools.com

Billing, Receivables and Contracts Mailing address:

Spectrum Center and/or Rossier Park Schools
Attention: Accounts Receivable Department
5201 Virginia Way Suite 100
Brentwood, TN 37027

For immediate attention or additional questions, please contact:

Amanda Taylor
Director, Revenue Cycle
ChanceLight Education
Spectrum Schools & Programs
Direct Phone: (615) 866-1003
Email: amanda.taylor@chancelight.com

We do accept ACH payments as our preferred payment method. Please email amanda.taylor@chancelight.com for information. Otherwise, please mail payments to address above. WE DO NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT.

Coversheet

Team Special Education Annual Plan

Section: VI. Non-Action Items
Item: B. Team Special Education Annual Plan
Purpose: Discuss
Submitted by:
Related Material: TEAM Special Education Annual Plan.pptx

Special Education

2025-26 Annual Plan



Meet the team

Our Purpose:



Full Name
Title



Full Name
Title

Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title

Meeting Time: Wednesday at 8:30

Our Goals for 2025-26

Student Goal	Annual Target (SMART)
Students are to participate fully in AIMS program and meet annual IEP goals	100% of students have documented evidence of goals in annual IEP
Students are referred for evaluation and identified if they require SPED services	Increase students with IEPs to 40 in AIPCS II
Parents/guardians of students with IEPs feel included in the school community and have opportunities to participate	Representation on advisory council; ___ parents reporting to connectedness (CHKS, AIMS Survey)?

Our Theory of Action: Practices to meet our Goals

*Coordination of Service Team; Student Study Team

Instructional Practices	Leadership Practices	Org Practices
Evaluation - Teachers will refer students to SSTs when experiencing challenges, and refer to SPED after an after 6-8 intervention period if appropriate - SPED staff will complete evaluations and hold initial IEP w/in 60 days	• Dir. of T&L will coordinate a COST Process… • COSt Team schedules SST meetings and… • How does this lead to evaluation in appropriate cases?	• Tracking evaluations of all steps of process…
IEP meetings -Gen Ed: Attend IEP meetings and provide input on goals and performance -SPED staff: Hold meetings in compliance with timelines (initial, 30-day, annual, etc.) and include all IEP team members	• Monitoring timelines… • Shared LEA participation	
Service provision -Gen Ed: Know and implement accommodations for students -SPED staff: Ensuring that services minutes are provided/recorded…paras provide push-in, SPED teachers resource ctr. instruction	• Use IEP at a glance to train Gen Ed teachers…follow-through… • Training/PD • coaching…observation	• Staffing…
Parent communication -Communicate with families…	• Advisory council committee…	

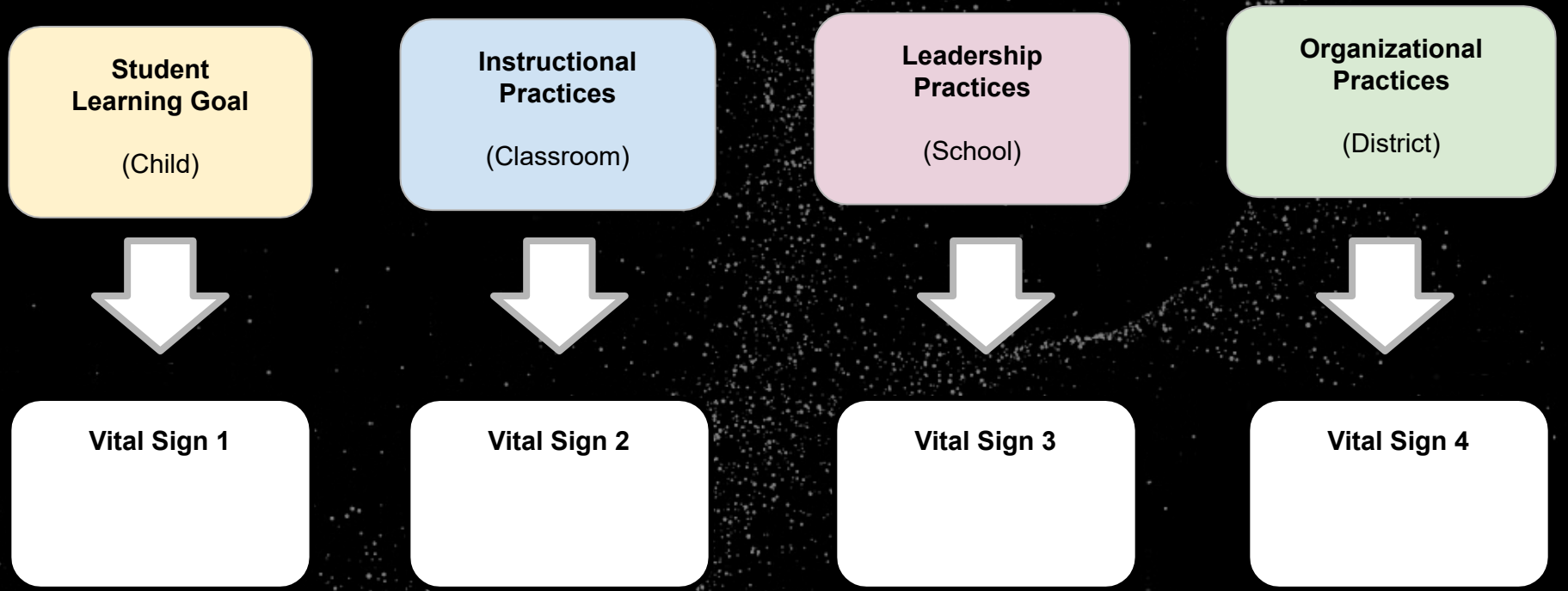
Milestones: Annual Calendar at-a-glance

Date(s)	Event/Action	Lead/Notes
October 1, 2025	Census Day	
December		

Appendices

Additional Resources

Vital Signs


Student Learning Goal
(Child)
Instructional Practices
(Classroom)
Leadership Practices
(School)
Organizational Practices
(District)
Vital Sign 1
Vital Sign 2
Vital Sign 3
Vital Sign 4