



# Elevate School

## Regular Board Meeting

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### Date and Time

Monday September 11, 2023 at 4:00 PM PDT

### Location

Elevate School  
8404 Phyllis Place, Room 104  
San Diego, CA 92123

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The public comment portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or those items that are on the agenda. These presentations are limited to three (3) minutes per person and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. Individuals wishing to speak please complete a Public Comment Request Form by 10:00am on the day of the meeting.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
<b>A.</b> Record Attendance and Guests		Chancellor Brown	1 m
<b>B.</b> Call the Meeting to Order		Chancellor Brown	1 m
<b>C.</b> Approve Agenda	Vote	Chancellor Brown	1 m
<b>D.</b> Approve Minutes from August 12 Regular Board Meeting and Board Retreat	Approve Minutes	Chancellor Brown	1 m

	Purpose	Presenter	Time
<b>E.</b> Core Values and Board Meeting Protocol		Chancellor Brown	2 m
<b>F.</b> Non-Agenda Public Comment		Chancellor Brown	5 m
<b>II. Agenda Items</b>			<b>4:11 PM</b>
<b>A.</b> Executive Director Report	FYI	Ryan Elliott	15 m
<b>B.</b> Financial Update	FYI	Adam McWethy	15 m
<b>C.</b> Approve Revised Fiscal Policies	Vote	Adam McWethy	5 m
<b>D.</b> Board Resolution Regarding Capital Asset Threshold	Vote	Adam McWethy	2 m
<i>The Board of Directors hereby resolve to retroactively implement the original capital asset threshold of \$1,000, with effect from the commencement of the 22-23 school year and for all subsequent fiscal years, until such time as a contrary resolution is formally submitted for consideration by the board of directors in the future.</i>			
<b>E.</b> Approve 22-23 Unaudited Actuals	Vote	Adam McWethy	5 m
<b>F.</b> 23-24 ConApp	FYI	Ryan Elliott	5 m
<b>G.</b> Approve 23-24 Application for Funding	Vote	Ryan Elliott	5 m
<b>H.</b> Approve CityView Lease Extension	Vote	Ryan Elliott	5 m
<b>I.</b> 23-24 Board Goal Discussion	Discuss	Chancellor Brown	25 m
<b>J.</b> Approve Proposed Posting Guidelines	Vote	Ryan Elliott	10 m
<b>III. Closing Items</b>			<b>5:43 PM</b>
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes from August 12 Regular Board Meeting and Board Retreat

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from August 12 Regular Board Meeting and Board Retreat  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Retreat and Regular Board Meeting on August 12, 2023

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## Elevate School

# Minutes

### Board Retreat and Regular Board Meeting

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#### **Date and Time**

Saturday August 12, 2023 at 8:00 AM

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The public comment portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or those items that are on the agenda. These presentations are limited to three (3) minutes per person and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. Individuals wishing to speak please complete a [Public Comment Request Form](#) by 10:00am on the day before the meeting.

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#### **Directors Present**

Adam McWethy, Becky Madeja, Chancellor Brown, Veronica Maxwell

#### **Directors Absent**

Cheryl Gorman

#### **Guests Present**

Ryan Elliott

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

Chancellor Brown called a meeting of the board of directors of Elevate School to order on Saturday Aug 12, 2023 at 8:13 AM.

**C. Approve Agenda**

Adam McWethy made a motion to Approve Agenda.  
Becky Madeja seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve Minutes from June 28 Board Meeting**

Adam McWethy made a motion to approve the minutes from Board Meeting on 06-28-23.  
Veronica Maxwell seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**E. Welcome New Board Members**

Board discussion

**F. Non-Agenda Public Comment**

None

**II. Agenda Items**

**A. Approve Consent Agenda: Updated Board Policies**

Adam McWethy made a motion to Approve Consent Agenda.  
Becky Madeja seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Executive Director Report**

Ryan provided an update  
Comments on off-site retreats and tours  
Staffing and enrollment

**C. Approve Lease Extension at SM Campus with Faith Community Church**

Becky Madeja made a motion to Approve Lease Extension at SM Campus.  
Veronica Maxwell seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve 23-24 Student/Parent Handbook**

Chancellor Brown made a motion to Approve 23-24 Student/Parent Handbook pending further changes.  
Adam McWethy seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**E. Approve 23-24 Personnel Handbook**

Adam McWethy made a motion to Approve 23-24 Personnel Handbook.  
Chancellor Brown seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Community Building**

Board Discussion

**G. History of Elevate**

Ryan provided history of Elevate

**H. Elevate Core Values**

Discussion

**I. 23-24 Board Items/Business**

**J. Election of Officers: Chairperson, Vice-Chair, CFO, Secretary**

Becky Madeja made a motion to Approve Chairperson -Chancellor Brown, Vice-Chair - Cheryl Gorman, CFO- Adam McWethy ,Secretary - Veronica Maxwell.  
Adam McWethy seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**K. Approve 23-24 Board Calendar**

Adam McWethy made a motion to Approve 23-24 Board Calendar.  
Becky Madeja seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**III. 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 12:19 PM.

Respectfully Submitted,  
Chancellor Brown

# Coversheet

## Core Values and Board Meeting Protocol

**Section:** I. Opening Items  
**Item:** E. Core Values and Board Meeting Protocol  
**Purpose:**  
**Submitted by:**  
**Related Material:** Elevate Core Values & Board Meeting Norms.pdf

## **Elevate Core Values & Board Meeting Norms**

**Excellence: We hold ourselves to a high standard, and believe everyone in our community is capable of achieving greatness.**

- We seek opportunities and are prepared to take advantage of them
- We challenge each other in order to achieve the highest standards
- We follow-through on our commitments

**Leadership: We believe every person is capable of creativity and innovation that can cause positive change in the world. We will create the opportunities for all students + staff to practice and achieve their leadership potential.**

- We model the 7 Habits in our interactions and influence our school community to do the same
- We recognize and build upon the creativity, innovation, and leadership of one another and all those in our school community
- We take a learning stance and seek out examples of innovation and best practice in order to grow

**Justice: We are agents of change committed to exploring how our identities, community diversity, and action lead to justice.**

- We solicit and listen to all community input, especially voices that often go unheard
- We are transparent with our rationale for decision-making
- We make decisions honoring our most vulnerable members
- We make decisions consistent with Elevate Core Values

**Community: We are better together. Each member is valued as an essential contributor to our community.**

- We speak to each other in-person, and with kindness and respect, when expressing thoughtful and challenging ideas
- We listen with an ear of understanding and consideration for different perspectives and life experiences
- We focus on bringing the entire Elevate community together by honoring the benefits of our diversity

*This is a living document: we will check in on our Elevate Board Meeting Norms based on our Core Values at our annual retreat. As a Board we will undergo a self-assessment of Elevate Board Meeting Norms as needed to encourage mindfulness.*



# Coversheet

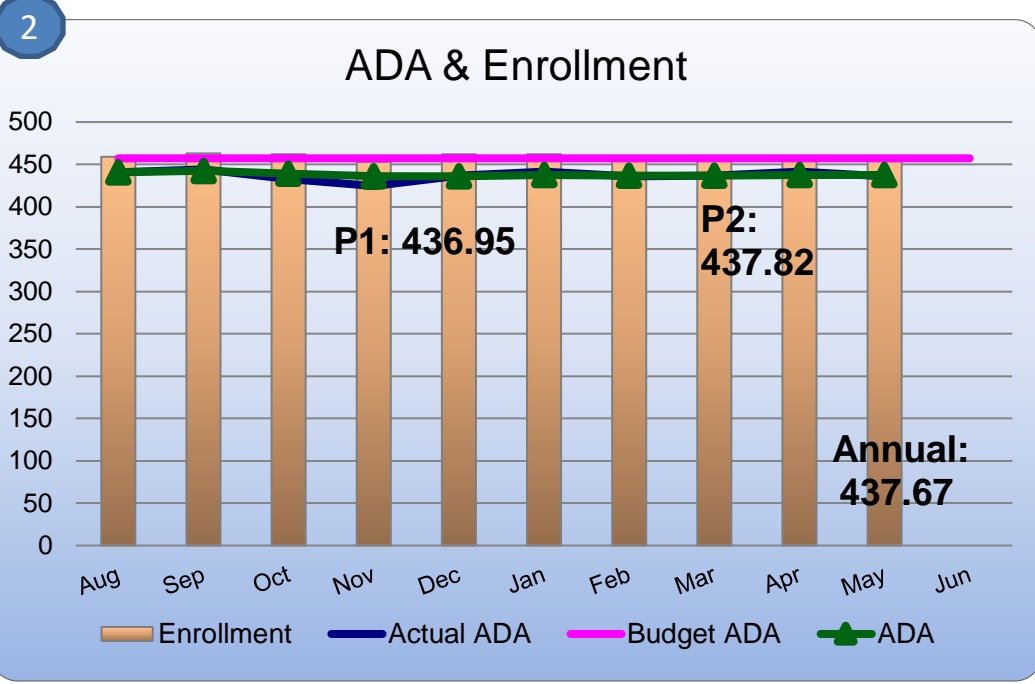
## Financial Update

**Section:** II. Agenda Items  
**Item:** B. Financial Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EE School June 2023 Financial Packet.pdf

# ELEVATE SCHOOL - Financial Dashboard (June 2023)

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●  
 Net Income / (Loss) ● Year-End Cash ●



## KEY POINTS

### Grant Reductions

	2022 Budget Act	Governor's Budget	May Revision	Legislative Budget Deal	Enacted Budget
Arts, Music, and Instructional Materials Discretionary Block Grant	\$3.6 billion	\$1.2 billion reduction	\$1.8 billion reduction	\$200 million reduction	\$200 million reduction
Learning Recovery Emergency Block Grant	\$7.9 billion	-	\$2.5 billion reduction	\$494.5 million reduction	\$1.1 billion reduction (intent to restore over three years starting in 2025-26)

Elevate School	2022 Budget Act	Governor's Budget	May Revision	Legislative Budget Deal	Enact Budget
AMIMG - 6762	\$261,348	174,232	130,674	246,829	246,829
LREBG - 7435	\$399,283	399,283	272,928	374,290	343,687

**3 Average Daily Attendance Analysis**

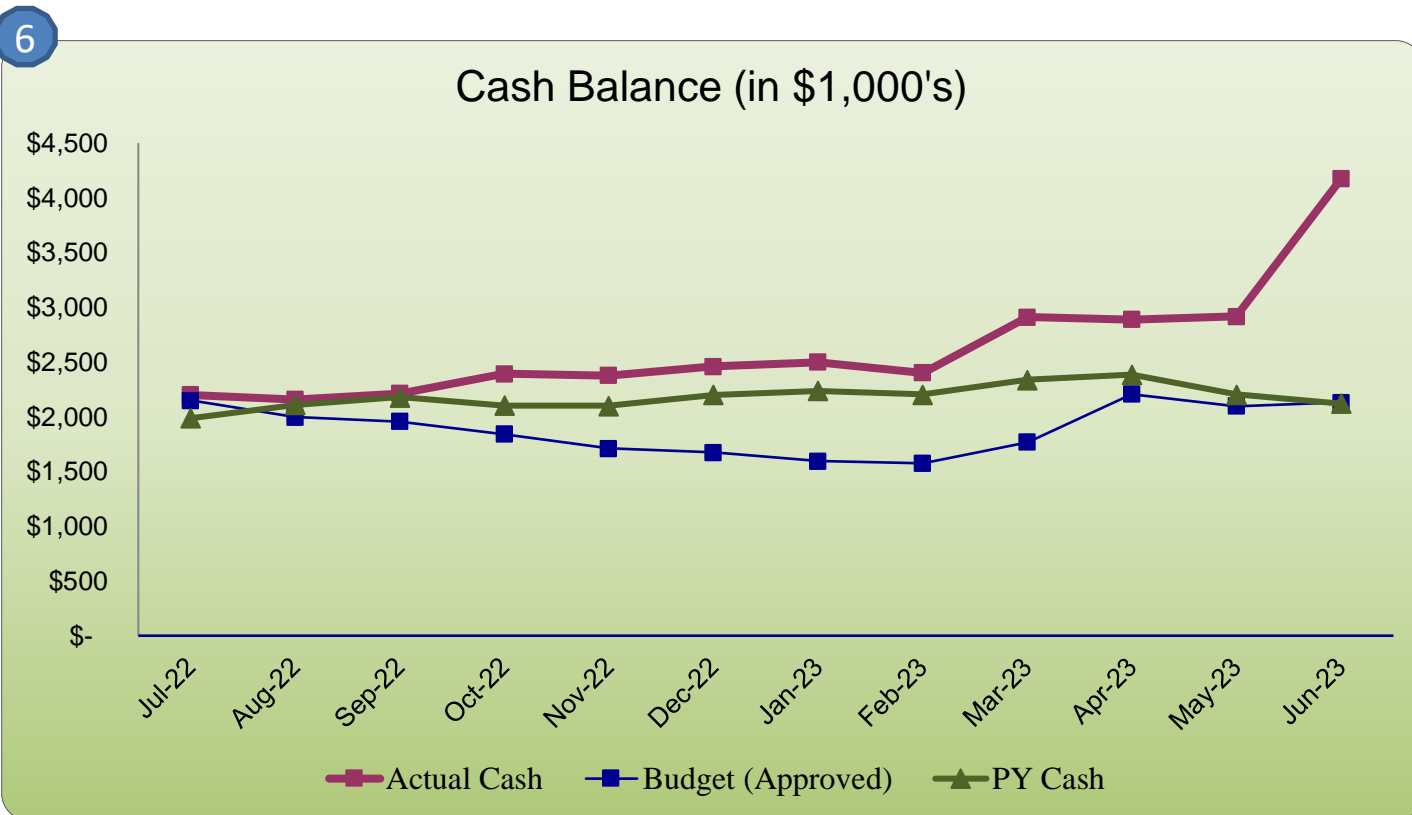
Category	Actual P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	462	475	(13)	418
ADA %	94.7%	96.3%	-1.6%	93.9%
ADA	437.82	457.19	(19.37)	392.37

**4 LCFF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	45.3%	48.3%	3.0%	45.2%
3-Year Average %	43.9%	41.1%	-2.8%	42.5%
District UPP C. Grant Cap	57.1%	58.4%	1.2%	58.4%

**5 INCOME STATEMENT**

As a % of Revenue	Forecast		VS. Budget		Historical	
	As of 06/30/23	FY 22-23 Budget	Variance B/(W)	FY 21-22	FY 20-21	
Local Control Funding Formula	4,601,574	4,682,992	(81,418)	3,762,827	3,108,971	
Federal Revenue	1,232,637	940,077	292,560	934,496	824,446	
State Revenue	532,089	422,392	109,697	450,739	188,492	
Other Local Revenue	411,560	414,896	(3,336)	245,463	255,270	
Grants/Fundraising	71,159	172,000	(100,841)	117,904	61,799	
<b>TOTAL REVENUE</b>	<b>6,849,018</b>	<b>6,632,358</b>	<b>216,661</b>	<b>5,511,428</b>	<b>4,438,978</b>	
<i>Total LCFF per ADA</i>	10,510	10,696	(186)	14,047	12,701	
Certificated Salaries	2,858,842	2,952,136	93,294	2,268,347	1,705,279	
Classified Salaries	836,563	823,039	(13,524)	675,155	601,648	
Benefits	1,038,360	1,030,913	(7,448)	831,976	625,991	
<i>Total Payroll Expenses</i>	4,733,765	4,733,765	69%			
Student Supplies	493,487	316,175	(177,312)	410,742	446,895	
Operating Expenses	1,509,633	1,420,341	(89,292)	1,162,128	954,462	
Other	45,491	29,750	(15,741)	28,363	24,342	
<i>Total Other Operating Expenses</i>	2,048,611	2,048,611	30%			
<b>TOTAL EXPENSES</b>	<b>6,782,376</b>	<b>6,572,354</b>	<b>(210,022)</b>	<b>5,376,712</b>	<b>4,358,617</b>	
<b>NET INCOME / (LOSS)</b>	<b>66,643</b>	<b>60,003</b>	<b>6,639</b>	<b>134,716</b>	<b>80,361</b>	



**Year-End Cash Balance**

Actual	Budget	Variance
2,894,339	2,130,221	764,117

**7 Balance Sheet**

	6/30/2022	6/30/2023 Unaudited
<b>Assets</b>		
Cash, Operating	1,315,515	1,876,982
Cash, Board Designated	806,507	1,017,356
Accounts Receivable	731,219	842,436
Other Assets	146,628	611,893
Net Fixed Assets	98,967	119,383
<b>Total Assets</b>	<b>3,098,836</b>	<b>4,468,051</b>
<b>Liabilities</b>		
A/P & Payroll	200,196	155,454
Due to Others	32,539	115,853
Deferred Revenue	285,615	1,038,860
Long Term Liabilities	0	510,756
<b>Total Liabilities</b>	<b>518,350</b>	<b>1,820,923</b>
<b>Equity</b>		
Beginning Fund Bal.	2,445,769	2,580,485
Net Income/(Loss)	134,716	66,643
<b>Total Equity</b>	<b>2,580,485</b>	<b>2,647,128</b>
<b>Total Liabilities &amp; Equity</b>	<b>3,098,836</b>	<b>4,468,051</b>

Days Cash on Hand	90	102
Cash Reserve %	24.6%	27.9%



**ELEVATE SCHOOL**  
**2022-23 Cash Flow Forecast**  
 Prepared by ExED. For use by ExED and ExED clients only. © 2022 ExED

Actuals as of 6/30/2023

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	FORECAST
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	Jul-22 - Jun-23
<b>Income</b>														
<b>8011-8098 · Local Control Funding Formula Sources</b>														
8011 Local Control Funding Formula	57,660	57,660	103,788	149,711	103,788	103,788	126,258	52,569	52,569	52,569	52,569	(35,104)	-	877,825
8012 Education Protection Account	-	-	19,619	-	-	19,618	-	-	25,553	-	-	-	22,776	87,566
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	4,736	(4,736)	-	-	104,091	(78,132)	25,959
8096 In Lieu of Property Taxes	-	194,838	389,676	259,784	242,288	255,667	255,667	255,667	641,828	280,670	280,670	280,670	298,758	3,636,183
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	(25,959)	(25,959)
<b>Total 8011-8098 · Local Control Funding Formula Sources</b>	<b>57,660</b>	<b>252,498</b>	<b>513,083</b>	<b>409,495</b>	<b>346,076</b>	<b>379,073</b>	<b>381,925</b>	<b>312,972</b>	<b>715,214</b>	<b>333,239</b>	<b>333,239</b>	<b>349,657</b>	<b>217,443</b>	<b>4,601,574</b>
<b>8100-8299 · Federal Revenue</b>														
8181 Special Education - Federal (IDEA)	-	-	-	-	-	-	-	-	-	-	-	61,073	-	61,073
8221 Child Nutrition - Federal	-	14,666	-	-	3,709	-	15,153	-	9,652	-	-	10,989	15,412	69,581
8291 Title I	-	-	-	-	-	14,305	24,468	-	-	-	19,896	-	(4)	58,665
8292 Title II	-	-	-	-	-	-	2,755	4,753	-	3,506	-	117	-	11,131
8295 Title IV, SSAE	-	-	-	-	-	-	10,000	-	-	-	-	-	-	10,000
8296 Title IV, PCSGP	-	-	-	-	-	-	89,572	-	24,968	-	-	20,682	27,283	162,505
8297 Facilities Incentive Grant	-	-	-	40,000	-	-	-	-	-	-	-	-	-	40,000
8299 All Other Federal Revenue	-	1,824	22,060	12,389	27,841	-	-	169,462	187,876	3,867	209,718	164,273	20,372	819,682
<b>Total 8100-8299 · Other Federal Income</b>	<b>-</b>	<b>16,490</b>	<b>22,060</b>	<b>52,389</b>	<b>31,550</b>	<b>14,305</b>	<b>141,948</b>	<b>174,215</b>	<b>222,496</b>	<b>7,373</b>	<b>229,614</b>	<b>257,134</b>	<b>63,063</b>	<b>1,232,637</b>
<b>8300-8599 · Other State Revenue</b>														
8520 Child Nutrition - State	-	-	-	40,500	30,626	-	56,978	-	27,699	-	114,005	62,068	(116,057)	215,819
8550 Mandate Block Grant	-	-	-	-	7,196	-	-	-	-	-	-	-	-	7,196
8561 State Lottery - Non Prop 20	-	-	-	-	-	-	38,944	-	25,571	-	-	15,783	12,767	93,066
8562 State Lottery - Prop 20	-	-	-	-	-	-	5,755	-	11,608	-	-	16,915	11,274	45,552
8560 Lottery Revenue	-	-	-	-	-	-	44,700	-	37,179	-	-	-	-	138,618
8592 State Mental Health	-	-	-	5,494	1,766	-	1,766	-	4,676	-	-	8,730	10,239	32,671
8595 Expanded Learning Opportunity Program	15,215	15,215	27,388	27,388	121,831	27,388	27,388	27,431	27,431	27,431	27,431	45,354	(371,187)	45,705
8599 State Revenue - Other	-	175	19,097	-	333,069	130,818	-	-	(57,215)	199,641	1,060	103,858	(638,422)	92,081
<b>Total 8300-8599 · Other State Income</b>	<b>15,215</b>	<b>15,390</b>	<b>46,485</b>	<b>73,382</b>	<b>494,488</b>	<b>158,206</b>	<b>130,832</b>	<b>27,431</b>	<b>39,770</b>	<b>227,072</b>	<b>142,496</b>	<b>252,708</b>	<b>(1,091,385)</b>	<b>532,089</b>
<b>8600-8799 · Other Local Revenue</b>														
8660 Interest & Dividend Income	-	1,986	-	3,815	-	2,970	2,975	-	7,809	2,487	-	13,746	7,623	43,409
8662 Net Increase (Decrease) in Fair Value of Investments	48,800	-	-	-	-	-	-	-	-	-	-	(48,800)	-	-
8692 Grants	-	-	-	-	3,580	500	1,000	-	1,973	-	-	60,611	-	67,664
8695 Contributions & Events	-	-	149	-	127	-	-	145	-	-	224	190	-	835
8696 Other Fundraising	-	-	-	-	-	-	-	-	415	-	-	2,245	-	2,660
8699 All Other Local Revenue	-	-	-	5,879	-	-	-	-	-	-	-	100	-	5,979
8792 Transfers of Apportionments - Special Education	-	-	-	87,008	27,948	-	29,501	-	62,994	-	-	103,385	49,747	360,583
<b>Total 8600-8799 · Other Income-Local</b>	<b>48,800</b>	<b>1,986</b>	<b>149</b>	<b>96,701</b>	<b>31,655</b>	<b>3,470</b>	<b>33,476</b>	<b>145</b>	<b>73,191</b>	<b>2,487</b>	<b>224</b>	<b>131,477</b>	<b>57,370</b>	<b>481,129</b>
<b>Prior Year Adjustments</b>														
8999 Other Prior Year Adjustment	-	-	-	-	-	-	-	-	-	-	-	1,589	-	1,589
<b>Total Prior Year Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,589</b>	<b>-</b>	<b>1,589</b>
<b>TOTAL INCOME</b>	<b>121,675</b>	<b>286,364</b>	<b>581,777</b>	<b>631,967</b>	<b>903,769</b>	<b>555,054</b>	<b>688,181</b>	<b>514,763</b>	<b>1,050,671</b>	<b>570,171</b>	<b>705,572</b>	<b>992,565</b>	<b>(753,509)</b>	<b>6,849,018</b>
<b>Expense</b>														
<b>1000 · Certificated Salaries</b>														
<b>Total 1000 · Certificated Salaries</b>	<b>28,817</b>	<b>167,476</b>	<b>272,972</b>	<b>261,128</b>	<b>258,312</b>	<b>259,888</b>	<b>242,653</b>	<b>255,104</b>	<b>267,400</b>	<b>268,370</b>	<b>281,400</b>	<b>295,322</b>	<b>-</b>	<b>2,858,842</b>
<b>2000 · Classified Salaries</b>														
<b>Total 2000 · Classified Salaries</b>	<b>12,145</b>	<b>39,301</b>	<b>76,648</b>	<b>82,855</b>	<b>71,123</b>	<b>67,437</b>	<b>74,460</b>	<b>87,716</b>	<b>88,334</b>	<b>71,051</b>	<b>86,850</b>	<b>78,642</b>	<b>-</b>	<b>836,563</b>
<b>3000 · Employee Benefits</b>														
3111 STRS - State Teachers Retirement System	5,373	31,585	52,518	45,464	49,782	50,083	46,791	49,152	48,986	50,312	52,801	52,907	-	535,753
3311 OASDI - Social Security	711	2,334	4,547	4,743	4,015	3,817	4,206	5,075	5,082	4,037	5,007	4,518	-	48,093
3331 MED - Medicare	584	2,998	5,070	4,870	4,659	4,636	4,478	4,867	5,038	4,808	5,224	5,321	-	52,554
3401 H&W - Health & Welfare	29,072	48,628	23,615	47,539	36,112	29,113	26,402	29,566	29,978	28,658	28,883	(3,900)	-	353,666
3501 SUI - State Unemployment Insurance	201	1,034	1,748	1,679	1,607	1,599	1,544	1,678	1,737	1,658	1,801	1,820	-	18,108

**ELEVATE SCHOOL**  
**2022-23 Cash Flow Forecast**  
 Prepared by ExED. For use by ExED and ExED clients only. © 2022 ExED

Actuals as of 6/30/2023

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	FORECAST
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	Jul-22 - Jun-23
3601 Workers' Compensation Insurance	5,529	2,534	2,534	2,534	2,031	2,534	2,534	2,534	2,533	2,533	-	-	-	27,829
3901 Other Retirement Benefits	109	466	600	596	537	503	427	491	476	443	436	344	-	5,427
3902 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	(3,070)	-	(3,070)
<b>Total 3000 · Employee Benefits</b>	<b>41,580</b>	<b>89,579</b>	<b>90,631</b>	<b>107,425</b>	<b>98,741</b>	<b>92,284</b>	<b>86,382</b>	<b>93,364</b>	<b>93,831</b>	<b>92,449</b>	<b>94,152</b>	<b>57,942</b>	-	<b>1,038,360</b>
<b>4000 · Supplies</b>														
4111 Core Curricula Materials	18,726	9,540	-	-	-	-	-	7,136	4,788	-	-	(6,169)	-	34,022
4211 Books & Other Reference Materials	4,592	695	1,713	-	-	95	42	30	127	92	672	106	-	8,164
4311 Student Materials	33	12,051	26,947	10,316	2,168	1,426	4,160	1,584	6,602	1,273	4,639	20,881	-	92,078
4351 Office Supplies	222	2,274	5,803	4,663	2,329	2,849	1,764	4,109	2,806	2,843	2,671	3,613	-	35,945
4371 Custodial Supplies	-	136	896	1,685	1,304	1,060	1,068	991	1,053	1,134	1,637	779	-	11,740
4391 Food (Non Nutrition Program)	-	1,509	2,582	1,161	2,298	507	790	230	1,143	1,377	3,746	5,445	-	20,789
4392 Uniforms	-	-	-	387	6,953	1,034	86	-	2,241	2,427	4,466	316	-	17,908
4393 PE & Sports Equipment	-	-	-	446	1,474	115	-	314	76	500	61	-	-	2,987
4399 All Other Supplies	-	3,490	3,153	2,683	660	1,477	(67)	3,909	2,896	537	934	(3,295)	-	16,376
4390 Other Supplies	-	4,999	5,735	4,677	11,385	3,132	809	4,453	6,356	4,840	9,207	-	-	58,060
4411 Non Capitalized Equipment	36,380	6,001	9,672	11,742	1,085	10,423	3,417	16,162	428	5,083	4,544	3,928	-	108,866
4711 Nutrition Program Food & Supplies	-	-	3,829	17,635	29,796	9,402	15,552	-	13,975	-	30,806	23,619	-	144,612
<b>Total 4000 · Supplies</b>	<b>59,953</b>	<b>35,695</b>	<b>54,594</b>	<b>50,717</b>	<b>48,067</b>	<b>28,387</b>	<b>26,811</b>	<b>34,465</b>	<b>36,137</b>	<b>15,265</b>	<b>54,175</b>	<b>49,222</b>	-	<b>493,487</b>
<b>5000 · Operating Services</b>														
5211 Travel & Conferences	-	50	-	1,233	256	56	-	998	1,566	859	(22)	6,720	-	11,716
5311 Dues & Memberships	9,923	150	1,425	-	-	-	1,600	30	(30)	-	54	168	-	13,319
5451 General Insurance	16,235	6,102	6,102	6,102	6,102	6,102	6,102	6,102	6,102	6,103	-	-	-	71,154
5511 Utilities	-	-	-	-	-	2,600	-	2,298	-	-	-	5,394	-	10,292
5531 Housekeeping Services	2,171	4,134	934	12,659	4,049	7,240	3,679	4,148	4,120	4,073	3,616	4,908	-	55,731
5599 Other Facility Operations & Utilities	-	108	663	209	440	108	195	214	108	914	643	905	-	4,508
5611 School Rent - Private Facility	-	-	-	-	-	-	-	-	-	-	-	5,700	-	5,700
5619 Other Facility Rentals	42,975	34,155	61,312	35,517	36,042	472	72,862	37,817	41,917	36,117	38,502	7,755	-	445,447
5621 Equipment Lease	1,522	979	2,132	2,161	3,278	3,396	534	2,708	2,559	1,028	6,646	1,971	-	28,915
5631 Vendor Repairs	-	900	-	159	-	473	-	-	568	112	-	5,010	-	7,222
5812 Field Trips & Pupil Transportation	-	-	91	1,831	19,331	4,413	797	3,599	6,509	1,374	6,390	4,338	-	48,672
5821 Legal	-	650	599	668	-	329	763	1,313	4,489	10,613	1,884	321	-	21,626
5823 Audit	-	-	-	-	-	685	5,250	-	-	-	6,900	-	-	12,835
5831 Advertisement & Recruitment	164	2,006	-	-	-	-	-	-	145	-	-	-	-	2,316
5842 Special Education Services	-	828	2,407	13,007	12,390	11,348	10,348	19,314	14,838	39,777	40,365	21,615	-	186,236
5844 After School Services	-	-	-	-	160	-	-	-	120	6,221	3,418	14,429	-	24,347
5849 Other Student Instructional Services	-	5,622	836	5,152	11,767	4,926	5,119	4,199	5,916	6,416	4,907	9,134	-	63,994
5852 PD Consultants & Tuition	-	-	4,826	2,671	11,398	2,435	-	75	-	480	2,725	828	-	25,438
5859 All Other Consultants & Services	17,207	20,008	14,018	29,058	32,173	24,292	24,206	16,377	10,175	24,217	26,060	33,638	-	271,429
5861 Non Instructional Software	22,411	2,758	1,591	3,457	2,267	1,048	108	4,853	141	112	714	210	-	39,669
5865 Fundraising Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5871 District Oversight Fees	-	-	-	-	-	6,756	6,756	6,756	6,756	6,756	6,756	13,513	15,702	69,752
5872 Special Education Fees (SELPA)	-	-	-	-	-	-	-	-	-	-	-	-	12,603	12,603
5899 All Other Expenses	469	15	15	37	32	590	763	590	605	590	590	2,886	-	7,181
5911 Office Phone	87	371	371	4,261	4,094	-	2,279	-	2,406	-	1,224	2,016	-	17,110
5921 Internet	1,560	1,560	1,560	7,338	4,634	100	8,146	3,150	10,574	3,074	3,074	6,148	-	50,920
5923 Website Hosting	-	-	-	-	-	-	52	-	-	-	-	-	-	52
5931 Postage & Shipping	-	-	192	249	80	20	59	111	39	60	89	409	-	1,308
5999 Other Communications	-	12	12	12	12	12	12	12	12	12	12	24	-	144
<b>Total 5000 · Operating Services</b>	<b>114,724</b>	<b>80,407</b>	<b>99,086</b>	<b>125,782</b>	<b>148,506</b>	<b>77,400</b>	<b>149,632</b>	<b>114,664</b>	<b>119,635</b>	<b>148,928</b>	<b>154,562</b>	<b>148,001</b>	<b>28,305</b>	<b>1,509,633</b>
<b>6000 · Capital Outlay</b>														
6901 Depreciation Expense	2,905	3,230	3,777	3,754	3,754	4,030	3,995	4,034	4,034	4,034	4,015	3,929	-	45,491
6903 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-



**ELEVATE SCHOOL**  
**2022-23 Cash Flow Forecast**  
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	Actuals as of 6/30/2023												FORECAST	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	FORECAST
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	Jul-22 - Jun-23
<b>Total 6000 · Capital Outlay</b>	2,905	3,230	3,777	3,754	3,754	4,030	3,995	4,034	4,034	4,034	4,015	3,929	-	45,491
<b>7000 · Other Outgo</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total 7000 · Other Outgo</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>260,124</b>	<b>415,689</b>	<b>597,708</b>	<b>631,662</b>	<b>628,502</b>	<b>529,427</b>	<b>583,934</b>	<b>589,347</b>	<b>609,370</b>	<b>600,097</b>	<b>675,154</b>	<b>633,058</b>	<b>28,305</b>	<b>6,782,376</b>
<b>NET INCOME</b>	<b>(138,449)</b>	<b>(129,325)</b>	<b>(15,931)</b>	<b>305</b>	<b>275,267</b>	<b>25,628</b>	<b>104,246</b>	<b>(74,584)</b>	<b>441,301</b>	<b>(29,927)</b>	<b>30,419</b>	<b>359,508</b>	<b>(781,814)</b>	<b>66,643</b>
<b>Operating Income</b>														<b>112,133</b>
<b>EBITDA</b>														<b>112,133</b>
<b>Beginning Cash Balance</b>	2,122,022	2,200,456	2,156,580	2,210,793	2,390,680	2,376,722	2,459,322	2,498,109	2,400,091	2,909,765	2,889,417	2,915,180	4,173,047	2,122,022
<b>Cash Flow from Operating Activities</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	(138,449)	(129,325)	(15,931)	305	275,267	25,628	104,246	(74,584)	441,301	(29,927)	30,419	359,508	(781,814)	66,643
Change in Accounts Receivable														
Prior Year Accounts Receivable	264,947	43,702	31,065	214,997	-	-	4,398	-	11,756	4,736	4,736	(691,553)	-	(111,217)
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Due from	-	(244)	244	-	-	-	(3,223)	3,223	-	-	-	-	-	-
Change in Accounts Payable	(61,433)	17,198	13,837	(33,184)	(8,130)	(6,021)	9,176	(6,339)	49,501	8,369	15,183	(59,048)	-	(60,892)
Change in Due to	-	-	-	-	-	-	-	-	-	-	(27,823)	654,431	(543,294)	83,314
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	(6,473)	-	(6,473)
Change in Payroll Liabilities	(55,754)	41,283	33,840	(4,676)	781	73,474	(79,806)	5,305	3,082	1,566	3,483	43	-	22,622
Change in Prepaid Expenditures	85,362	(180)	(226)	(1,308)	(14)	-	-	(27,338)	-	(4,125)	(4,250)	(41,831)	-	6,091
Change in Deposits	(7,000)	-	-	-	-	-	-	-	-	-	-	-	-	(7,000)
Change in Deferred Revenue	-	-	-	-	(285,615)	-	-	-	-	-	-	1,038,860	-	753,245
Change in Other Long Term Assets	-	-	-	-	-	-	-	-	-	-	-	-	(464,356)	(464,356)
Change in Other Long Term Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	510,756	510,756
Depreciation Expense	2,905	3,230	3,777	3,754	3,754	4,030	3,995	4,034	4,034	4,034	4,015	3,929	-	45,491
<b>Cash Flow from Investing Activities</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	(12,144)	(19,540)	(12,394)	-	-	(14,511)	-	(2,319)	-	(5,000)	-	-	-	(65,907)
<b>Cash Flow from Financing Activities</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash Balance</b>	<b>2,200,456</b>	<b>2,156,580</b>	<b>2,210,793</b>	<b>2,390,680</b>	<b>2,376,722</b>	<b>2,459,322</b>	<b>2,498,109</b>	<b>2,400,091</b>	<b>2,909,765</b>	<b>2,889,417</b>	<b>2,915,180</b>	<b>4,173,046.55</b>	<b>2,894,338.53</b>	<b>2,894,339</b>
<b>Designated Portion of Ending Cash Balance</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>806,507</b>	<b>1,017,356</b>	<b>1,017,356</b>	



**Elevate School  
Financial Analysis  
June 30, 2023 (UAR)**

**Net Income**

Elevate School is expected to have a net income of \$66,643 in the Fiscal Year 2022-23. This is \$6,639 more than the current board-approved budget.

**Balance Sheet**

As of June 30, 2023, the school's operating cash balance was \$1,876,982, with an additional amount of \$1,017,356 reserved for Economic Uncertainty.

As of June 30, 2023, the Accounts Receivable balance was \$842,436.

As of June 30, 2023, the Accounts Payable balance, including payroll liabilities, totaled \$155,454.

**Income Statement**

*Revenue*

Total unaudited revenue for Fiscal Year 2022-23 is \$6,849,018, which is \$216,661 more than the board-approved budget.

- LCFF is \$81,418 under budget based on a 462 enrollment and 94.7% ADA, resulting in a 437.82 Average Daily Attendance rate (approved budget COLA = 6.56%; current COLA = 6.56% + additional one-time investment).
- Federal Revenue is \$292,560 favorable mainly due to PCSG revenue, Child Nutrition Revenue, and additional ESSER funds.
- Other State Revenue is \$109,697 favorable due to an increase in State Child Nutrition Revenue.
- Grants/Fundraising came in \$100,841 lower than the budgeted amount.

*Expenses*

Total unaudited expenses for the year are \$6,782,376. This is \$210,022 more than the budgeted amount.

- Certificated Salaries are \$93,294 less than the budgeted amount due to some adjustments to the staff FTE.
- Student Supplies are \$177,312 more than the budgeted amount due to additional PCSG and Nutrition Program Food & Supplies expenditures offset by the revenue.
- Operating Expenses are \$89,292 more than the budgeted amount due to Special Education Services and Other Student Instructional Services.
- Other expenses are \$15,741 more than the budgeted amount due to depreciation expenses being higher than anticipated.

**ADA & Enrollment**

Financials were calculated based on an enrollment of 462 and ADA percentage of 94.70%, resulting in an Average Daily Attendance of 437.82. Budgeted enrollment was 475 with a 96.3% ADA percentage, resulting in an Average Daily Attendance of 457.19.

**Elevate School  
Check Register  
From 06/01/2023 to 06/30/2023**

Check #	Vendor Name	Date	Description	Amount
1002814	DEPENDABLE PLUMBING HEATING & AIR CONDITIONING	5/1/2023	04/01/23 - INSTALLATION OF DRINKING FOUNTAIN	91.80
1002815	RUN THE RACE LLC	5/1/2023	04/10/23-04/21/23 - MAINTENANCE & CUSTODIAL SERVICES FOR SM CAMPUS	504.00
1002816	DENISE FINNEY	5/1/2023	04/18/23 - EDUCATIONAL CONSULTATION	500.00
1002817	KCE CHAMPIONS LLC	5/1/2023	04/18/23 - CHILD CARE FOR DESSERT SERVICES WITH THE DIRECTORS PARENT MEETING	195.00
1002818	SAN DIEGO CENTER FOR CHILDREN	5/1/2023	03/23 - BASIC EDUCATION PROGRAM	4,416.30
1002819	DBA BEARCOM	5/1/2023	(4) TWO-WAY RADIOS	1,721.40
1002820	FAITH COMMUNITY CHURCH	5/1/2023	05/23 - RENT	23,795.00
1002821	DBA CITY VIEW CHURCH	5/1/2023	05/23 - RENT FOR MIDDLE SCHOOL CAMPUS 04/14/23-06/12/23- OFFICE SPACE RENTAL - SANCTUARY - GRADUATION & TALENT SHOW,	9,550.00
1002822	DBA CITY VIEW CHURCH	5/1/2023	SIGNAGE	2,182.00
1002823	ALICIA HITHE	5/8/2023	MILEAGE	36.69
1002824	FAITH COMMUNITY CHURCH	5/8/2023	04/18/23 - ROOM RENTAL, HONORARIUM FOR SOUND & AV STAFF, TABLECLOTH CLEANING	620.00
1002825	ANISHA BHOLA	5/8/2023	AMAZON - CANDY FOR SBAC MOTIVATION	13.97
1002826	DENISE FINNEY	5/8/2023	04/24/23 - EDUCATIONAL CONSULTATION	500.00
1002827	TAN HUYNH	5/8/2023	AMAZON - (2) ROUTERS, DRILL BITS, CNC MACHINES, LASER, BLICK - PLASTIC HALF ROUND ROD, ETC	3,212.95
1002828	SPECIALIZED THERAPY SERVICES, INC	5/8/2023	03/23 - APE & NURSING SERVICES	1,887.50
1002829	PICTURE WHAT'S NEXT, LLC	5/8/2023	04/03/23-04/26/23 - SPECIAL EDUCATION CONSULTANT	825.00
1002830	KCE CHAMPIONS LLC	5/8/2023	01/23 - AFTER SCHOOL TUITION	3,277.97
1002831	FOUNDATION OF THE ZOOLOGICAL SOCIETY OF SAN DIEGO	5/8/2023	FIELD TRIP TO SD ZOO WILDLIFE ALLIANCE	90.00
1002832	ATHLEAD ADVANTAGE LLC	5/8/2023	04/23 - MS ATHLETIC LEAGUE FEE - SPRING SEASON FY23	800.00
1002833	AZTEC LEASING, INC	5/8/2023	04/10/23-05/09/23 - COPIER LEASE	261.84
1002834	DBA BEARCOM	5/8/2023	(3) TWO-WAY RADIOS	1,299.04
1002835	AZTEC LEASING, INC	5/8/2023	04/27/23-05/26/23 - COPIER LEASE	765.94
1002836	EXED	5/15/2023	03/23 - MANAGEMENT CONTRACT FEE, CALPADS & SIS SUPPORT SERVICES	21,716.66
1002837	CINTAS	5/15/2023	MICROFIBER TOWELS, SIG SANTs, SANITIZER, ETC FOR TS CAMPUS	371.89
1002838	ODP BUSINESS SOLUTIONS LLC	5/15/2023	ZIPLOC BAGS	2,823.75
1002839	MICHELLE SAN PEDRO	5/15/2023	VONS - VINEGAR - 5TH GRADE PHYSICAL SCIENCE, PET KINGDOM - BETTA FISH, ETC	143.58
1002840	TOP NOTCH CATERING	5/15/2023	04/23 - MEALS	16,355.80
1002841	CHARTER TECH SERVICES	5/15/2023	(1) WIFI ENTERPRISE WIRELESS ACCESS POINT - MS CAMPUS	300.62
1002842	JILLIAN WILLIAMS	5/15/2023	PAR - TEST OF VISUAL PROCESSING	266.69
1002843	YOUNG, MINNEY & CORR, LLP	5/15/2023	04/23 - LEGAL SERVICES	826.50
1002844	KCE CHAMPIONS LLC	5/15/2023	03/23 - AFTER SCHOOL TUITION	1,947.70
1002845	MICHAEL KAZMIERSKI	5/15/2023	SDCOE - TUITION REIMBURSEMENT	1,500.00
1002846	DBA CITY VIEW CHURCH	5/15/2023	06/23 - OFFICE SPACE RENTAL - KI 102, KIDS ISLAND, FLC	4,000.00
1002847	IDENTITY THEFT GUARD SOLUTIONS, INC	5/15/2023	04/23 - IDENTITY THEFT PROTECTION	386.70
1002848	CALNET	5/15/2023	04/23 - INTERNET SERVICE FOR ALL CAMPUSES	3,074.12
1002849	NCS PEARSON, INC	5/15/2023	SPED INTERACTIVE STUDENT MATERIALS	123.30
1002850	ODP BUSINESS SOLUTIONS LLC	5/22/2023	CABLE TIES	10.68
1002851	CAMILLE KLEPACZ	5/22/2023	DOLLAR TREE - TRIFOLDS	13.47
1002852	SARA KAZMIERSKI	5/22/2023	PROMO 4 KIDS - SUNGLASSES	146.52
1002873	CINTAS	6/5/2023	MICROFIBER TOWELS, SIG SANTs, SANITIZER, ETC FOR TS CAMPUS	371.89
1002874	SARA KAZMIERSKI	6/5/2023	AMAZON - WHISTLES, SILLY STRING	1,150.06
1002875	CAMILLE KLEPACZ	6/5/2023	WALMART - TRIFOLDS, SNACKS, MILEAGE	16.00
1002876	AMANDA LINCOLN	6/5/2023	MILEAGE	165.58
1002877	ARIANNA MARRIOTTI	6/5/2023	MILEAGE	63.93
1002878	LILLIA HITE	6/5/2023	WALMART - TRIFOLDS, SNACKS, MILEAGE	34.20
1002879	JILLIAN WILLIAMS	6/5/2023	CASP - LEGAL ISSUES & ERMHS ASSESSMENTS REGISTRATION	125.00
1002880	KCE CHAMPIONS LLC	6/5/2023	04/23 - AFTER SCHOOL TUITION	3,417.55
1002881	AZTEC LEASING, INC	6/5/2023	05/27/23-06/26/23 - COPIER LEASE	765.94
1002882	AZTEC LEASING, INC	6/5/2023	05/10/23-06/09/23 - COPIER LEASE	261.84
1002883	SPECIALIZED THERAPY SERVICES, INC	6/5/2023	04/23 - APE & NURSING SERVICES	2,238.75
1002884	TOP NOTCH CATERING	6/12/2023	05/23 - MEALS	16,549.65
1002885	SPOT KIDS THERAPY, INC	6/12/2023	04/30/23-05/31/23 - OCCUPATIONAL THERAPY	12,144.00
1002886	SOUND THERAPIES, INC.	6/12/2023	05/23 - SPEECH & LANGUAGE THERAPY	12,555.20
1002887	BOARDONTRACK, INC	6/15/2023	07/01/23-06/30/24 - SOFTWARE FOR BOARD	3,500.00
1002888	PICTURE WHAT'S NEXT, LLC	6/15/2023	05/23 - SPECIAL EDUCATION CONSULTANT	337.50
1002889	COUNTY OF SAN DIEGO DEPT OF ENVIRONMENTAL HEALTH	6/15/2023	06/30/23-06/30/24 - HEALTH PERMIT RENEWAL & NONPROFIT REDUCTION - TS CAMPUS	335.00
1002890	DECKER EQUIPMENT	6/15/2023	CUSTOM SIGNS FOR TS CAMPUS	86.15
1002891	AT&T	6/15/2023	05/07/23-06/06/23 - PHONE SERVICE	1,224.32
1002892	CHARTER TECH SERVICES	6/15/2023	MACBOOK AIR REPLACEMENT BATTERY	75.41
1002893	CALNET	6/15/2023	05/23 - INTERNET SERVICE FOR ALL CAMPUSES	3,074.12
1002894	DBA CITY VIEW CHURCH	6/15/2023	07/23 - OFFICE SPACE RENTAL - FLC	4,000.00
1002895	YOUNG, MINNEY & CORR, LLP	6/15/2023	05/23 - LEGAL SERVICES	261.00
1002896	ODP BUSINESS SOLUTIONS LLC	6/15/2023	COLOR PAPER, PENCILS, PENS, SANITIZERS	397.75
1002897	SHARP ELECTRONICS CORPORATION	6/15/2023	04/27/23-05/25/23 - COPIER LEASE	927.82
1002898	IDENTITY THEFT GUARD SOLUTIONS, INC	6/15/2023	05/23 - IDENTITY THEFT PROTECTION	386.70
1002899	OPEN WORKS	6/15/2023	06/23 - JANITORIAL SERVICES AT TS CAMPUS	2,734.00
1002900	SAN DIEGO STATE UNIVERSITY FOUNDATION	6/26/2023	FY22-23 - SDSURF FUND 5A864A	23,000.00
1002901	EAGLE SOFTWARE	6/26/2023	07/01/23-06/30/24 - HOSTING SERVICES SUBSCRIPTION	12,550.00
1002902	CURRICULUM ASSOCIATES LLC	6/27/2023	10004389	36,450.56
1002903	CURRICULUM ASSOCIATES LLC	6/30/2023	VOID - \$36,450.56 - VOID	0.00
1421M	RUN THE RACE LLC	6/1/2023	04/24/23-05/05/23 - MAINTENANCE & CUSTODIAL SERVICES FOR SM CAMPUS	504.00
1422M		6/1/2023	05/23 - PAYROLL	2,294.55
1423M		6/5/2023	VOID	0.00

**Elevate School  
Check Register  
From 06/01/2023 to 06/30/2023**

Check #	Vendor Name	Date	Description	Amount
1424M		6/9/2023	06/23 - PAYROLL	717.86
1425M	TONY LAW	6/16/2023	06/23 - CUSTODIAL SERVICES	189.00
1426M	TONY LAW	6/22/2023	05/23 - CUSTODIAL SERVICES	472.50
1427M	HANNAH HAILU-BEYENE	6/22/2023	05/23 - INTERPRETING SERVICES	300.00
1428M	VOID	6/22/2023	VOID	0.00
1429M	MICHELLA ALMEIDA	6/30/2023	MILEAGE	566.63
2306020-1019M	CHARTER TECH SERVICES	6/2/2023	06/23 - MONTHLY TECH SERVICE	2,500.00
2306080-1019M	CHARTER TECH SERVICES	6/8/2023	05/23 - VISIO PLAN 2	2.20
2306150-1019M	CHOICE BUILDER ADMINISTRATORS	6/15/2023	07/23 - HEALTH PREMIUM	3,641.78
2306200-1019M	THIRD PLATEAU SOCIAL IMPACT STRATEGIES	6/20/2023	05/23 - CONSULTING SERVICES 1 OF 2 (50%)	15,000.00
2306201-1019M	CHARTERSAFE	6/20/2023	FY23-24 - PREMIUM PACKAGE & WORKERS COMP - 25% DEPOSIT	11,904.00
2306211-1019M	CALIFORNIA CHOICE BENEFIT ADMINISTRATORS	6/21/2023	07/23 - HEALTH PREMIUM	29,678.96
2306280-1019M	BUSINESS CARD	6/28/2023	05/07/23-06/06/23 - CREDIT CARD PURCHASES	10,349.13
A011870	ODP BUSINESS SOLUTIONS LLC	6/12/2023	STAMPS, MOVING BOXES, FACIAL TISSUE	363.09
A011987	ODP BUSINESS SOLUTIONS LLC	6/26/2023	COPY PAPER, TAPE, BLUE TAPE, PENS, ETC	287.96
A012037	ODP BUSINESS SOLUTIONS LLC	6/30/2023	CUPS, COPY PAPER, EASEL PADS, MARKERS, POST-ITS, ETC	1,558.06
A012038	DENISE FINNEY	6/30/2023	06/26/23-06/28/23 - EDUCATIONAL CONSULTATION	3,000.00
A012039	TOP NOTCH CATERING	6/30/2023	06/23 - MEALS	7,068.30
A012040	SOUND THERAPIES, INC.	6/30/2023	06/23 - SPEECH & LANGUAGE THERAPY	5,947.20
E010858	NCS PEARSON, INC	6/12/2023	SPED INTERACTIVE STUDENT MATERIALS	63.00
E010859	CINTAS	6/12/2023	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	189.82
E010961	CINTAS	6/26/2023	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	406.98
E010962	SHARP ELECTRONICS CORPORATION	6/26/2023	03/09/23-06/09/23 - COPIER LEASE	963.53
E010998	FRANKLIN COVEY CLIENT SALE INC.	6/30/2023	07/13/23-07/13/24 - LEADER IN ME ANNUAL MEMBERSHIP	8,170.00
E010999	CALIFORNIA CHARTER SCHOOLS ASSOCIATION	6/30/2023	07/01/23-06/30/24 - CCSA MEMBERSHIP	6,915.00
P040048	RUN THE RACE LLC	6/26/2023	06/05/23-06/16/23 - MAINTENANCE & CUSTODIAL SERVICES FOR SM CAMPUS	1,008.00
P040049	SAN DIEGO CENTER FOR CHILDREN	6/26/2023	05/23 - BASIC EDUCATION PROGRAM	4,416.30
P040050	CHRISTY WHITE ASSOCIATES	6/26/2023	FY21-22 CHARTER SCHOOL AUDIT	6,900.00
P040177	DEJUAN CORTES GARIBALDI	6/30/2023	KNOTTS BERRY FARM - FIELD TRIP PARKING VOUCHER	35.00
P040212	SHANNON CHATFIELD	6/30/2023	AMAZON - FLET PENS FOR TRACING WRITING	35.73
P040213	SAN DIEGO COUNTY OFFICE OF EDUCATION	6/30/2023	10/22-04/23 - EQUITY COHORT - 5 DAY EVENT	3,600.00
P040214	DEPENDABLE PLUMBING HEATING & AIR CONDITIONING	6/30/2023	06/17/23 - REPAIRS, SET & INSTALLED NEW DRINKING FOUNTAIN	5,010.40
P040215	ANGELA GONZALEZ	6/30/2023	USPS - MAILED CHECK FOR LUNCH PROGRAM	28.75
P040216	KCE CHAMPIONS LLC	6/30/2023	03/23 - AFTER SCHOOL TUITION DAISO - CONTAINERS MS CAMPUS, PARTY CITY - HELIUM TANK MS CAMPUS, TREERING -	4,197.93
P040217	MICHELLE HUTCHINSON	6/30/2023	STAFF YEARBOOKS AMAZON - SQUEEZE BOTTLES, AMAZON - BRUSHES, MARKERS, PAINTS, PAPER, SCISSORS,	263.07
P040218	JAMIE N FONTAINE	6/30/2023	BOTTLES, ETC	678.03
P040219	A PLUS CHARTER CONSULTING	6/30/2023	FY23-24 - LCAP COMPLETION	3,000.00
P040220	SPECIALIZED THERAPY SERVICES, INC	6/30/2023	05/23 - APE & NURSING SERVICES	1,345.00
P040221	DANIELLE ALDEN	6/30/2023	LAKESHORE - BULLETIN BOARD BOARDERS	25.60
P040222	EMS LINQ INC	6/30/2023	07/01/23-06/30/24 - POS STUDENT MANAGEMENT, STUDENT MGMT APPLICATION	2,235.90
<b>Total</b>				<b>395,587.56</b>



# Coversheet

## Approve Revised Fiscal Policies

**Section:** II. Agenda Items  
**Item:** C. Approve Revised Fiscal Policies  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023.9.11 Elevate Fiscal Policies and Procedures .pdf

# **Elevate School Fiscal Policies & Procedures**

Approved by the Board of Directors, 8/22/2017  
Revised Version presented to the Board, 9/11/2023

# Elevate School Fiscal Policies & Procedures

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## Elevate School FISCAL POLICIES AND PROCEDURES

Last approved by the Board of Directors, 8/20/2022

### Introduction

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

Elevate School has contracted with ExED for various business services including budgeting, financial reporting, and forecasting; accounting and bookkeeping; cash management; CALPADS reporting; and payroll processing and retirement reporting.

### Accounting Procedures

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

#### Basis of Accounting

**Policy:** The organization uses the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

**Procedures:**

- Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses are recorded in the month in which they occur.
- At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
- Year-end books, inclusive of adjusting journal entries, are closed by December 15, the date by which the audit report must be submitted to the state controller and respective reporting agencies.

#### Bank Reconciliations

**Policy:** Bank reconciliation and approval will occur on a monthly basis.

**Procedures:**

- The ExED Accounting Associate or Senior Accounting Associate (AA/SAA) assigned to the organization will print the bank statements directly from the online banking system. If online banking is unavailable, the organization will make copies of the original statement available to ExED.
- The ExED AA/SAA will prepare the bank reconciliation.

## Elevate School FISCAL POLICIES AND PROCEDURES

Last approved by the Board of Directors, 8/20/2022

- The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation by initialing and dating the report.

### Record Keeping

**Policy:** Financial records will be retained for a minimum of seven years or as outlined in the 990 policies for Elevate School.

#### **Procedures:**

- ExED will retain financial records, including transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll record, and any other necessary fiscal documentation at its site until the prior year audit has been completed.
- ExED will deliver financial records to the organization for storage for the remaining years of the seven year retention period.
- At the discretion of the Governing Board or Executive Director, certain documentation may be maintained for a longer period of time.
- Financial records will be shredded at the end of their retention period.
- Backup copies of electronic and/or paper documentation should be stored in a secure location.

### Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

All documentation related to financial matters will be completed by computer, typewriter, or ink. Completion by pencil is not permitted. The organization employs various electronic systems and processes to complete the work associated with its fiscal operations (e.g., SpendBridge, Paychex). The electronic systems the organization chooses to use may change over time and new electronic systems may be introduced. The organization will configure the electronic systems to ensure they align to the organization's internal controls.

### Lines of Authority

#### **Governing Board**

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the Executive Director.
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually, if needed.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.

## Elevate School FISCAL POLICIES AND PROCEDURES

Last approved by the Board of Directors, 8/20/2022

- Reviews annual and monthly financial statements, including the monthly check register and the ExED-prepared financial dashboard and budget-to-actual variance analysis.
- Reviews the Executive Director's performance annually and establishes the salary.
- Reviews and approves all vendor contracts over \$15,000
- Reviews and approves all non-budgeted expenditures over \$30,000
- Commissions the annual financial audit by an independent third party auditor approved by the State of California.
- Approves the annual financial audit by December 15.
- Appoints someone else to perform the duties of the Executive Director in the case of absence.

### **Executive Director**

- Is responsible for all operations and activities related to financial management.
- Develops the annual budget with ExED.
- Reviews and approves all contracts under \$15,000
- Reviews and approves all expenditures
- Oversees the adherence to all internal controls.
- Appoints someone else to perform his/her duties in case of absence.

## Segregation of Duties

**Policy:** The organization's financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

### **Procedures:**

- Procedures for each section of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

## Financial Planning & Reporting

### Budgeting Process

**Policy:** In consultation with the Executive Director, ExED will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.

### **Procedures:**

- The Executive Director will work together with the staff to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- ExED will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures.

## Elevate School FISCAL POLICIES AND PROCEDURES

Last approved by the Board of Directors, 8/20/2022

- ExED, in consultation with the Governing Board, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- ExED will prepare financial statements displaying budget vs. actual results for presentation to the Governing Board at each board meeting.

### Internal Financial Reports

**Policy:** The organization reviews regular financial reports on a monthly basis.

**Procedures:**

- ExED is responsible for producing the following year-to-date reports within 45 days of the end of each month (in August through June): Income Statement including budget to actual variances, Balance Sheet, Financial Analysis, and Cash Flow Projection.
- ExED will also present a check register at each board meeting.
- The Executive Director will review financial reports each month.
- ExED and/or the Finance Task Force will present the financial reports to the Governing Board at each meeting.

### Audit

**Policy:** The Governing Board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide* (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement.

After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020).

**Procedures:**

- The Governing Board will review and approve the audit no later than December 15.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15.

### Tax Compliance

#### Exempt Organization Returns

**Policy:** The audit firm contracted by the Governing Board to conduct the annual financial audit

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

will prepare the annual Federal Form 990 and the California Form 199. The tax forms are to be filed no later than May 15 of each year.

### Procedures:

- ExED will work with the tax preparer to complete the organization's tax returns.
- The Executive Director will review the tax returns before submitting to the Governing Board for final approval prior to May 15.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. nonprofit companies.

### Quarterly/Annual Payroll Reports

**Policy:** ExED will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

### Procedures:

- ExED will prepare employee W2s by January 31 each year.
- ExED will file quarterly payroll tax reports (941 and DE9) by the filing deadline.

## Revenue & Accounts Receivable

### Cash Receipts

**Policy:** Cash receipts (including check or cash payments received via mail or in person and deposits received via Electronic Fund Transfer) shall be recorded completely and accurately to prevent the misappropriation of assets.

### Procedures:

- For each fundraising or other event in which cash or checks will be collected, the Executive Director will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- The designee will record each transaction in a receipt book or document each item sold at the time the transaction is made in a log or similar.
- The designee shall give the cash, checks, deposit summary, and any related supporting documentation to the Office Manager immediately.
- The Office Manager and the designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval. The office manager will immediately put the funds in a secure, locked location.
- Cash/checks dropped off in the classroom will be held by the teacher. Each morning, the teacher will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before the end of the work day, the teacher will bring the envelope from his/her classroom to the office where the cash/checks will be counted by the teacher and the office manager.
- Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a "received"



## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/22/2017

stamp. If possible, the person opening the mail should not also be responsible for making bank deposits.

- Once a week, the Office Manager will log cash or checks received into the Cash Receipts Book. Copies of Cash Receipt records should be sent to ExED for posting into the general ledger.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

### Deposits

**Policy:** Deposits will be made at a minimum within two weeks of the receipt of funds.

**Procedures:**

- The Office Manager will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The deposit packet will include a copy of each check and a bank deposit slip.
- The Executive Director will review and approve the deposit packet.
- The Office Manager will make the deposit and attach the deposit receipt to the deposit packet.
- The Office Manager will forward the deposit packet to ExED.
- ExED will reconcile the cash receipts to the deposit slip and the bank statement as part of the monthly close process.

## Expense & Accounts Payable

### Payroll

**Policy:** Employees are paid on a semi-monthly basis (15<sup>th</sup> and end of month). Under the supervision of the CEO/Principal, ExED will be responsible for processing payroll through a third-party provider.

### Time Sheet Preparation & Approval

**Policy:** All non-exempt employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

**Procedures:**

- Non-exempt employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each non-exempt employee will approve his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and approve his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

### Payroll Additions, Deletions, and Changes

**Policy:** The Executive Director is authorized to approve all payroll changes within the scope of his/her budget authority.

#### Procedures:

- The Executive Director or designee will submit, either physically or electronically via payroll system, new hire or employee change paperwork to ExED prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

### Payroll Preparation & Approval

**Policy:** ExED will prepare payroll in accordance with the organization's payroll calendar.

#### Procedures:

- Prior to each check date, the Executive Director will provide ExED with a summary payroll report that includes:
  - A listing of salaried staff to be included in the payroll and an accounting of any vacation, sick, or personal hours to be recorded for each salaried employee.
  - The number of hours each hourly employee worked during the pay period as well as an account of any vacation, sick, or personal hours to be recorded for each hourly employee.
- The ExED Accounting Analyst, Associate, or Senior Associate assigned to the organization will prepare payroll based upon the summary payroll report and submit the "Register Prior to Processing" to the ExED Accounting Manager (AM) or Vice President (VP), School Finance.
- The ExED senior staff will review the "Register Prior to Processing" and the supporting "Employee Change Listing" for accuracy and completeness.
- If there are changes between the payroll summary report and the register, ExED will obtain approval from the Executive Director before submitting payroll.
- The ExED Accounting Manager or Vice President, School Finance will submit payroll to the 3<sup>rd</sup> party payroll provider for check and direct deposit processing.
- The 3<sup>rd</sup> party payroll provider will deliver the payroll package to the organization address on file one day prior to the check date.
- The Executive Director or designee will be responsible for opening the payroll package, reviewing reports for accuracy, and notifying ExED of any missing checks.
- The Executive Director or designee will distribute pay stubs to employees on the check date.

### Pay Upon Termination

**Policy:** Employees who are discharged shall be paid all wages due at the time of termination.

## Elevate School FISCAL POLICIES AND PROCEDURES

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(Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours (inclusive of weekends and holidays). If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)

### Procedures:

- The Executive Director or designee will inform ExED of any voluntary or involuntary termination immediately and will provide an accounting of the hours/days worked since the last payroll and any accrued Paid Time Off (PTO) to be paid.
- ExED will calculate the final check based on the hours/days worked and the employee's pay rate.
- ExED or the Executive Director or the Office Manager will prepare the final check based on the final check calculation. ExED will provide ExED-generated checks to the school in accordance with the timelines required by law. The organization is responsible for obtaining the employee's signature on the final check acknowledgement.
- An employee who quits without 72 hours' notice may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The final check may not be provided via direct deposit unless agreed to by the employee and the organization.
- The organization must provide ExED with a list of non-returning staff two weeks prior to the last day of instruction to ensure that final checks are distributed in accordance with labor law.

## Purchases & Procurement

**Policy:** All purchases must be authorized by the Executive Director. Any expenditure in excess of \$50,000 for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds \$150,000 (the small purchase threshold set by the US Department of Agriculture) shall follow a competitive bid process.

Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Sub-part C (Post Award Requirements), Section 80.36 (Procurement) located at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

The Governing Board must approve any contract over \$15,000.

### Procedures:

- All purchases over \$500 require a purchase requisition, with the exception of recurring payments and utilities.
- The Executive Director will approve the purchase requisition after determining:
  - If the expenditure is budgeted.
  - If funds are available for the expenditure.
  - If the expenditure is allowable under the appropriate revenue source.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.
- If the price is competitive and prudent and proper bidding procedures have been followed.
- The Governing Board will review expenditures during each board meeting through the review of a check register that will list all checks written since the Governing Board's last meeting and will include the check #, check date, payee, and check amount.

### **Contracts**

- The Executive Director will consider in-house capabilities to accomplish services before contracting for them.
- The Executive Director will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) for any contract over \$50,000.
- The Executive Director will confirm that the contractor is not listed in the US government's Suspended or Disbarred list via a search of the System for Award Management ([www.sam.gov](http://www.sam.gov)). The Executive Director will keep a record of all searches.
- The Executive Director will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- The Executive Director will approve proposed contracts and modifications in writing.
- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.
- Potential conflicts of interest will be disclosed upfront, and the CEO/Principal and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

### **Credit Cards**

**Policy:** Organization credit cards shall only be issued with the formal approval of the Governing Board and may only be used for organization-related expenditures.

### **Procedures:**

- Purchase requisition and other documentation requirements apply to credit card purchases.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts are not available, missing or contain an inappropriate expense, the individual making the charge will be held responsible for payment.
- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the Executive Director. Should the Executive Director be required to complete a "missing receipt" form, authorization must be granted by a member of the Governing Board.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.
- All reward points or discounts are property of the school. Use of such points or discounts is at the discretion of the Executive Director and should be used for the benefit of the organization.
- Upon termination, the employee shall immediately return the credit card and all receipts to the Executive Director.

### Debit Cards

**Policy:** Organization debit cards are not permitted.

#### Procedures:

If a debit card is automatically issued by the bank, the Executive Director will:

- Contact the bank to deactivate debit card service from the account.
- Destroy the physical debit card.

### Independent Contractors

**Policy:** The organization will comply with all applicable federal and state laws relative to the use of independent contractors.

#### Procedures:

- The Executive Director has the authority to establish a contract with an independent contractor and is responsible for verifying that the person is appropriately classified as an independent contractor and not as an employee and for obtaining a Form W-9.
- School employees may not serve as independent contractors.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- All services performed by independent contractors will be processed as accounts payable.
- At the close of the calendar year, ExED will issue a Form 1099 to all independent contractors in accordance with IRS regulations.

### Invoice Approval & Processing

**Policy:** The Executive Director must approve all invoices. The following procedures will be performed either manually or electronically.

#### Procedures:

- The Office Manager will open and review invoices and bills and will notify the Executive Director of any unexpected or unauthorized expense.
- When receiving tangible goods from a vendor, the Office Manager will trace the merchandise to the packing list and note any items that were not in the shipment.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- The Office Manager will code invoices to the correct budget line.
- Invoices are then routed to the Executive Director for payment approval.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the Office Manager will obtain a W-9 from the vendor prior to submitting any requests for payments to ExED.
- ExED will review the invoice for sufficient supporting documentation, verify the coding, and process payment.

### Cash Disbursements

**Policy:** Bank checks will be issued upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.).

#### Procedures:

- Once an invoice is approved by the Executive Director for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.
- The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the Executive Director facsimile signature stamp, which is maintained in a secured location when not in use.
- ExED will distribute the check as follows:
  - Original – mailed or delivered to payee
  - Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant.
- Should a check need to be voided, “VOID” will be written in ink on the signature line of the check.
- Checks over \$10,000 will require electronic approval by a designated board member in the accounts payable system.
  - The following items will be exempt from requiring a second signature: STRS, Rent, Health Insurance

### Employee and Volunteer Expense Reimbursements

**Policy:** The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation.

#### Procedures:

- An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from the Executive Director (if the purchase is over the PO limit).
- Employees will submit signed expense reports monthly, as necessary, to the CEO/Principal for approval. Original receipts or other appropriate documentation (e.g. e-mail receipt) must be attached to the expense report.
- Executive Director expense reports must be approved by a member of the board.
- The Office Manager will submit the approved expense report and supporting documentation to ExED.
- Employees will submit expense reports within the fiscal year in which the expenses were incurred.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- The organization reserves the right to refuse reimbursement for any inappropriate expenses made.

### Travel Expenses

**Policy:** The Executive Director must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.

#### Procedures:

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Employees will be reimbursed up to the established per diem rate found at (<http://www.gsa.gov/portal/category/100120> - US Government Rates) for any breakfast, lunch, dinner, or incidental expense that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
- Transportation expenses such as airfare will be purchased at the lowest rate available.
- Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis may be more economical. Employees should choose between long-term parking or a taxi based on whichever is the more economical for the organization.
- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the Executive Director for approval and then on to ExED for processing.

### Governing Board Expenses

- The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report and attach original receipts.
- The Executive Director will approve and sign the expense report, and submit it to ExED for payment.

## Asset Management

### Cash Management and Investments

**Policy:** All funds will be maintained in high quality financial institution or invested with the following objectives in order of priority; preservation and safety of principal, liquidity, and yield.

#### Procedures:

- The Executive Director will obtain Governing Board approval before opening or closing a bank account.

## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- Governing Board will adopt an investment policy before funds are to be invested.

### Capital Equipment

**Policy:** The organization capitalizes any item, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year.

#### Procedures:

- ExED will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
- The organization will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
- The Executive Director will be notified of all cases of theft, loss, damage or destruction of assets.
- The Office Manager will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.

### Loans

**Policy:** The Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents. Employee loans, including salary advances, are not allowed.

#### Procedures:

- The Executive Director and/or Governing Board designee shall review and sign the promissory note before funds are borrowed.
- Loan agreements should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.
- Loan covenants and reporting requirements are to be acknowledged by the board at the time of adoption.

### Insurance

**Policy:** The organization will maintain insurance with a high quality insurance agency at all times for:

- General Liability
- Property
- Workers' Compensation
- Professional Liability
- Directors' and Officers' Coverage

Umbrella and student accident policies are considered prudent add-ons.

#### Procedures:



## Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 8/20/2022

- The Executive Director will carefully review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer and any applicable loan covenant requirements.
- The Executive Director will forward to ExED all insurance policies and related documents (e.g. certificates of insurance, claim forms, etc.).

### Operating Reserves

**Policy:** The organization will ensure adequate cash balances to meet annual cash flow needs. The target minimum operating reserve fund is recommended to be equal to 3 months of average operating costs. The amount of Operating Reserves will be calculated each year after approval of the annual budget and included in monthly financial reports.

#### Procedures:

- ExED will monitor the organization's reserve level and will report the reserve level to the Executive Director and the Governing Board on a monthly basis.
- It is the responsibility of the Executive Director and the Governing Board to understand the organization's cash situation and it is the responsibility of the Executive Director to prioritize payments as necessary to manage cash flow.
- The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- The Governing Board may develop an additional Operating Reserve Policy to specify use of the Operating Reserves.

# Coversheet

## Approve 22-23 Unaudited Actuals

**Section:** II. Agenda Items  
**Item:** E. Approve 22-23 Unaudited Actuals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY 23 EE Unaudited Actuals Report.pdf

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2022-23 Unaudited Actuals  
Charter School Alternative Form  
Certification

37 68338 0129395  
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CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2022 to June 30, 2023

CHARTER SCHOOL CERTIFICATION

**Charter School Name:** Elevate  
**CDS #:** 37-68338-0129395  
**Charter Approving Entity:** San Diego Unified  
**County:** San Diego  
**Charter #:** 1633

**NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:**

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Roxanna Travers	Nadine Creer	DeAnna Jones
Name	Name	Name
Financial Accounting & Data Support Manager	Senior Financial Accountant	VP of School Finance
Title	Title	Title
(858)295-6700	(619)725-7592	(619)266-3230 ext. 308
Telephone	Telephone	Telephone
roxanna.travers@sdcoe.net	ncreer@sandi.net	djones@exed.org
Email address	Email address	Email address

To the entity that approved the charter school:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)  
Printed Name: Ryan Elliott Title: Executive Director

To the County Superintendent of Schools:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

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

**CHARTER SCHOOL UNAUDITED ACTUALS**

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2022 to June 30, 2023

Charter School Name: Elevate  
CDS #: 37-68338-0129395  
Charter Approving Entity: San Diego Unified  
County: San Diego  
Charter #: 1633

This charter school uses the following basis of accounting:

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

- X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	877,825.00		877,825.00
Education Protection Account State Aid - Current Year	8012	87,566.00		87,566.00
State Aid - Prior Years	8019	25,959.00		25,959.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	3,610,224.00		3,610,224.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		4,601,574.00	0.00	4,601,574.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		242,301.00	242,301.00
Special Education - Federal	8181, 8182		61,072.96	61,072.96
Child Nutrition - Federal	8220		69,580.96	69,580.96
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	555,127.72	304,553.94	859,681.66
Total, Federal Revenues		555,127.72	677,508.86	1,232,636.58
3. Other State Revenues				
Special Education - State	StateRev SE		393,254.00	393,254.00
All Other State Revenues	StateRev AO	186,473.00	312,945.24	499,418.24
Total, Other State Revenues		186,473.00	706,199.24	892,672.24
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	122,135.57		122,135.57
Total, Local Revenues		122,135.57	0.00	122,135.57
5. TOTAL REVENUES				
		5,465,310.29	1,383,708.10	6,849,018.39
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,698,693.76	245,115.86	1,943,809.62
Certificated Pupil Support Salaries	1200	10,812.89	239,032.73	249,845.62
Certificated Supervisors' and Administrators' Salaries	1300	606,565.73	994.00	607,559.73
Other Certificated Salaries	1900	57,626.96		57,626.96
Total, Certificated Salaries		2,373,699.34	485,142.59	2,858,841.93
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	240,797.46	166,887.05	407,684.51
Noncertificated Support Salaries	2200		52,356.57	52,356.57
Noncertificated Supervisors' and Administrators' Salaries	2300	74,279.41		74,279.41
Clerical, Technical and Office Salaries	2400	279,242.35	23,000.00	302,242.35
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		594,319.22	242,243.62	836,562.84
3. Employee Benefits				
STRS	3101-3102	443,090.28	92,662.30	535,752.58
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	75,080.89	25,566.21	100,647.10

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Health and Welfare Benefits	3401-3402	325,785.36	27,880.81	353,666.17
Unemployment Insurance	3501-3502	14,470.60	3,636.93	18,107.53
Workers' Compensation Insurance	3601-3602	24,815.17	3,014.26	27,829.43
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	2,357.56		2,357.56
Total, Employee Benefits		885,599.86	152,760.51	1,038,360.37
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	34,021.73		34,021.73
Books and Other Reference Materials	4200	8,163.68		8,163.68
Materials and Supplies	4300	130,169.51	67,654.21	197,823.72
Noncapitalized Equipment	4400	22,759.71	86,106.00	108,865.71
Food	4700		144,612.17	144,612.17
Total, Books and Supplies		195,114.63	298,372.38	493,487.01
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	10,990.91	725.00	11,715.91
Dues and Memberships	5300	13,319.06		13,319.06
Insurance	5400	71,153.50		71,153.50
Operations and Housekeeping Services	5500	70,530.34		70,530.34
Rentals, Leases, Repairs, and Noncap. Improvements	5600	442,273.70	45,010.00	487,283.70
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	597,405.14	188,692.00	786,097.14
Communications	5900	69,533.34		69,533.34
Total, Services and Other Operating Expenditures		1,275,205.99	234,427.00	1,509,632.99
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	39,243.91	6,247.00	45,490.91
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		39,243.91	6,247.00	45,490.91
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
<b>8. TOTAL EXPENDITURES</b>		5,363,182.95	1,419,193.10	6,782,376.05
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		102,127.34	(35,485.00)	66,642.34
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979			0.00

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Less:					
2. Other Uses	7630-7699			0.00	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(75,696.00)	75,696.00	0.00	
4. TOTAL OTHER FINANCING SOURCES / USES		(75,696.00)	75,696.00	0.00	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		26,431.34	40,211.00	66,642.34	
<b>F. FUND BALANCE / NET POSITION</b>					
1. Beginning Fund Balance/Net Position					
a. As of July 1	9791	2,522,908.45		2,522,908.45	
b. Adjustments/Restatements	9793, 9795	57,577.00		57,577.00	
c. Adjusted Beginning Fund Balance /Net Position		2,580,485.45	0.00	2,580,485.45	
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		2,606,916.79	40,211.00	2,647,127.79	
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>					
a. Nonspendable					
1. Revolving Cash (equals Object 9130)	9711			0.00	
2. Stores (equals Object 9320)	9712			0.00	
3. Prepaid Expenditures (equals Object 9330)	9713			0.00	
4. All Others	9719			0.00	
b. Restricted	9740			0.00	
c. Committed					
1. Stabilization Arrangements	9750			0.00	
2. Other Commitments	9760			0.00	
d. Assigned	9780			0.00	
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties	9789			0.00	
2. Unassigned/Unappropriated Amount	9790M			0.00	
3. <b>Components of Ending Net Position (Accrual Basis only)</b>					
a. Net Investment in Capital Assets	9796	79,172.43	40,211.00	119,383.43	
b. Restricted Net Position	9797			0.00	
c. Unrestricted Net Position	9790A	2,527,744.36	0.00	2,527,744.36	
	<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>G. ASSETS</b>					
1. Cash					
In County Treasury	9110	1,628,537.33	747,126.66	2,375,663.99	
Fair Value Adjustment to Cash in County Treasury	9111	518,674.54		518,674.54	
In Banks	9120			0.00	
In Revolving Fund	9130			0.00	
With Fiscal Agent/Trustee	9135			0.00	
Collections Awaiting Deposit	9140			0.00	
2. Investments	9150			0.00	
3. Accounts Receivable	9200			0.00	
4. Due from Grantor Governments	9290	550,702.26	291,733.65	842,435.91	
5. Stores	9320			0.00	
6. Prepaid Expenditures (Expenses)	9330	108,537.26		108,537.26	
7. Other Current Assets	9340	38,999.99		38,999.99	
8. Lease Receivable	9380			0.00	
9. Capital Assets (accrual basis only)	9400-9489	543,528.24	40,211.00	583,739.24	
10. TOTAL ASSETS		3,388,979.62	1,079,071.31	4,468,050.93	
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1. Deferred Outflows of Resources	9490			0.00	
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00	
<b>I. LIABILITIES</b>					
1. Accounts Payable	9500	122,906.37		122,906.37	
2. Due to Grantor Governments	9590	115,853.19		115,853.19	
3. Current Loans	9640			0.00	
4. Unearned Revenue	9650		1,038,860.31	1,038,860.31	

5. Long-Term Liabilities (accrual basis only)	9660-9669	543,303.26		543,303.26
6. TOTAL LIABILITIES		782,062.82	1,038,860.31	1,820,923.13
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)				
		2,606,916.80	40,211.00	2,647,127.80

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

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

**1. Federal Revenue Used for Capital Outlay and Debt Service**

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

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

**2. Community Services Expenditures**

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

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	_____
b. Noncertificated Salaries 2000-2999	_____
c. Employee Benefits 3000-3999 except 3801-3802	_____
d. Books and Supplies 4000-4999	_____
e. Services and Other Operating Expenditures 5000-5999	_____
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

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

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

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

Results of this calculation will be used for comparison with 2021-22 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	6,782,376.05
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	1,232,636.58
c. Subtotal of State & Local Expenditures	5,549,739.47
[a minus b]	
d. Less Community Services	0.00
[L2 Total]	
e. Less Capital Outlay & Debt Service	45,490.91
[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	
f. Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00

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TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

\$ 5,504,248.56

[c minus d minus e minus f]



# Coversheet

## 23-24 ConApp

**Section:** II. Agenda Items  
**Item:** F. 23-24 ConApp  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2023-2024 Full ConApp.pdf

Elevate (37 68338 0129395)

Status: Certified  
 Saved by: Brianna Bennett  
 Date: 8/24/2023 11:05 AM

### 2023–24 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

### Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	DeAnna Jones
Authorized Representative's Signature	
Authorized Representative's Title	VP of School Finance
Authorized Representative's Signature Date	08/24/2023

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2023–24 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

### Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Ryan Elliot
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	07/31/2023
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2023–24 LCAP Federal Addendum Certification

### CDE Program Contact:

Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto:LCAPAddendum@cde.ca.gov), 916-323-5233

### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) or District</b>	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	06/28/2023
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Ryan Elliott
Authorized Representative's Title	Executive Director

**\*\*\*Warning\*\*\***

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## 2023–24 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

### District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

### Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes

**\*\*\*Warning\*\*\***

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Elevate (37 68338 0129395)

Status: Certified  
 Saved by: Brianna Bennett  
 Date: 8/24/2023 11:05 AM

### 2023–24 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2022–23 Title II, Part A Fiscal Year Expenditure Report, 12 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2022 through June 30, 2023.

**CDE Program Contact:**

Alice Ng (Fiscal), Division Support Office, [ANg@cde.ca.gov](mailto:ANg@cde.ca.gov), 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963

2022–23 Title II, Part A allocation	\$11,131
Transferred–in amount	\$0
Transferred–out amount	\$0
2022–23 Total allocation	\$11,131

**Professional Development Expenditures**

Professional development for teachers	\$0
Professional development for administrators	\$2,000
Consulting/Professional services	\$0
Induction programs	\$9,131
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

**Personnel and Other Authorized Activities**

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

**Program Expenditures**

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$11,131
2022–23 Unspent funds	\$0

**\*\*\*Warning\*\*\***

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## 2022–23 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, [LWheeler@cde.ca.gov](mailto:LWheeler@cde.ca.gov), 916-319-0383  
Karmina Barrales, Integrated Student Support and Programs Office, [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov), 916-327-9692

## Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
  - b) Includes a dispute resolution process;
  - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

## Homeless Liaison Contact Information

Homeless liaison first name	Alicia
Homeless liaison last name	Hithe
Homeless liaison title	Administrative Assistant/Homeless Liaison
Homeless liaison email address (Format: abc@xyz.zyx)	ahithe@elevateschool.com
Homeless liaison telephone number (Format: 999-999-9999)	858-751-4774
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.05

## Homeless Liaison Training Information

### \*\*\*Warning\*\*\*

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Elevate (37 68338 0129395)

Status: Certified  
Saved by: Brianna Bennett  
Date: 8/24/2023 4:07 PM**2022–23 Homeless Education Policy, Requirements, and Implementation**

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

**CDE Program Contact:**

Leanne Wheeler, Integrated Student Support and Programs Office, [LWheeler@cde.ca.gov](mailto:LWheeler@cde.ca.gov), 916-319-0383  
Karmina Barrales, Integrated Student Support and Programs Office, [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov), 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

**Homeless Education Policy and Requirements**

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	08/20/2022
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

**Housing Questionnaire Identifying Homeless Children**

Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

**Title I, Part A Homeless Expenditures**

2022–23 Title I, Part A LEA allocation	\$58,665
2022–23 Title I, Part A direct or indirect services to homeless children reservation	\$190

**\*\*\*Warning\*\*\***

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## 2022–23 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, [LWheeler@cde.ca.gov](mailto:LWheeler@cde.ca.gov), 916-319-0383  
 Karmina Barrales, Integrated Student Support and Programs Office, [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov), 916-327-9692

Amount of 2022–23 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$190
Homeless services provided  (Maximum 500 characters)	Expenses related to staff time for Homeless Liaison training and communication/training to other key staff. Legal expenses for Homeless Education policy review and revision
No expenditures or encumbrances comment  Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2021–22 Title II, Part A Fiscal Year Expenditure Report, 24 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through June 30, 2023.

**CDE Program Contact:**

Alice Ng (Fiscal), Division Support Office, [ANg@cde.ca.gov](mailto:ANg@cde.ca.gov), 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963

2021–22 Title II, Part A allocation	\$8,988
Transferred–in amount	\$0
Transferred–out amount	\$0
2021–22 Total allocation	\$8,988

**Professional Development Expenditures**

Professional development for teachers	\$0
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$5,000
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$1,140

**Personnel and Other Authorized Activities**

Certificated personnel salaries	\$2,286
Classified personnel salaries	\$0
Employee benefits	\$562
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

**Program Expenditures**

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$8,988
2021–22 Unspent funds	\$0

**\*\*\*Warning\*\*\***

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# Coversheet

## Approve 23-24 Application for Funding

**Section:** II. Agenda Items  
**Item:** G. Approve 23-24 Application for Funding  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY EE 2023–24 Application for Funding.pdf



## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Elevate (37 68338 0129395)

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### 2023–24 Application for Funding

Required fields are denoted with an asterisk (\*).

#### Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that  the Local Board has approved the Application for Funding for the listed fiscal year:

#### District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that  parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year:

#### Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

\* **Title I, Part A (Basic Grant):**  No  Yes  
 ESSA Sec. 1111 et seq.  
 SACS 3010

\* **Title II, Part A (Supporting Effective Instruction):**  No  Yes

ESEA Sec. 2104  
SACS 4035

\* **Title III English Learner:**  No  Yes

ESEA Sec. 3102  
SACS 4203

\* **Title III Immigrant:**  No  Yes

ESEA Sec. 3102  
SACS 4201

\* **Title IV, Part A (Student and School Support):**  No  Yes

ESSA Sec. 4101  
SACS 4127

*Last Saved: Brianna Bennett (ExED2), 7/17/2023 3:55 PM, Draft*

Save

Return to List

**Consolidated Application Support Desk, Education Data Office | [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov) | 916-319-0297**  
**General CARS Questions: Consolidated Application Support Desk | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov) | 916-319-0297**

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)

# Coversheet

## Approve CityView Lease Extension

**Section:** II. Agenda Items  
**Item:** H. Approve CityView Lease Extension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023.9.11 Elevate CityView Lease Extension Agreement.pdf

## COMMERCIAL LICENSE AGREEMENT

This lease is made between and executed by City View Church, herein called “Lessor”, and Elevate School herein called “Lessee.”

### 1. DESCRIPTION OF PREMISES

Lessor grants to Lessee and Lessee hires from Lessor as herein provided, a lease for the non-exclusive use of the premises located at 8404 Phyllis Place, San Diego, CA 92123. Lessor, in consideration of the lease payments provided in this Lease, leases to Lessee those rooms and areas identified in Exhibit A (the “Premises”). Except for the areas detailed below and in Exhibit A, and access to those areas, no other portion of Lessor’s property is made available to Lessee by means of entering into this Lease Agreement.

### 2. USE OF PREMISES

Lessee may only use the Premises for the purpose of a California Non-Profit Charter School. The times and days detailed below exclude scheduled school holidays. Lessee will provide the Lessor with a written schedule of such holidays.

#### 2.1 ROOMS

Lessee shall have use of the following rooms during each year of the lease agreement: Years 1-3 (and extended year): Rooms KI 102, KI 103, KI 104, KI 201, KI 204, KI 205, FLC 101, FLC 102; Offices (FLC 203, FLC 204), FLC 205, FLC 206, KI Dean’s Office, SC 101, SC 102 (Offices); Storage Shed, SC and FLC Kitchens; Grass field to the east of the SC; Front East parking lot; Adult Restrooms SC and FLC Upstairs, Student Restrooms FLC (3), KI (4); FLC 202 (Upstairs Storage Room)

These areas will be used Monday through Friday between the hours of 7:00 AM and 6:00 PM with the exception of FLC 205 and FLC 206 which will be vacated by 4:00 PM. FLC 205 and 206 should not be set up as a classroom and left in “as is” condition.

Based on the availability as determined solely by Lessor, and with written authorization from Lessor, Lessee may utilize these rooms outside of these hours and for select evening activities (e.g. open house, parent- teacher conferences). Upon Lessor approving the schedule, rental payment includes use of the above rooms during the following 3 evening activities per school year:

- Back to School Night
- Winter Exhibition
- Spring Exhibition

Lessee is a public school and all areas leased by Lessee must be free of any religious objects, religious text, video, and audio that can be seen/heard by employees and students while using the premises. It is the Lessee’s responsibility to ensure classroom compliance. Lessor grants the Lessee the right to cover or remove any material deemed religious, and Lessor agrees to assist the Lessee with removal of any religious material upon Lessee’s request.

#### 2.2 ROOMS WITH 24-HOUR ACCESS

Lessee shall have 24-hour, seven-day-per-week, exclusive use of room SC 101, SC 102 (offices), FLC 202 Storage Closet (storage), FLC 203/204 and KI Dean’s Office. After hours access will be coordinated with Lessor due to security system.



### 2.3 LUNCH TABLES AND RECREATIONAL AREAS

Lessee shall have the right to non-exclusive use of the exterior Lunch Tables and the Recreational Area (as illustrated in Exhibit A) Monday through Friday between the hours of 7:00 AM and 6:00 PM. Lessee will provide and maintain a written schedule detailing to Lessor its intended use of these areas. Lessor may use the Lunch Tables, and/or the Recreational Areas when Lessee is not scheduled to use them.

### 2.4 STUDENT CENTER – AUDITORIUM

Lessee may use the Student Center for up to ten (10) hours each week, Monday, Tuesday, Thursday or Friday between the hours of 7:00 AM and 6:00 PM (No usage on Wednesdays-except for rainy days) Lessee will keep Lessor updated on SC use by inputting the usage dates/times on a shared calendar with at least 72 hours notice. In case of a rainy day, Lessee will have access to the Student Center for PE until 12:35. Lessee will reset and vacuum the room following rainy day usage. Rainy day activities and kitchen access will not count towards the 10 hour weekly allotment. Lessee will limit their use of the Lessor's refrigerator. Lessee will have access to the stage for assemblies, but will not use any musical equipment (without prior approval). Prior approval is required for use of the soundbooth and may require an additional fee. Groups of 5 or less people meeting in the Student Center will not count towards the ten (10) hours per week allotment. Minimal cleaning will be permitted during 5 or less usage. The total monthly rent described in Section 6 includes these ten (10) hours of usage, but excludes any required time for set-up, teardown, or cleanup.. Hours cannot be accrued and carried over from week-to-week. Except for conflicts of schedule, Lessor will not withhold requests for the use of the Student Center by Lessee. All Student Center doors will remain locked with the exceptions of the doors to the offices and the east door nearest the water fountain.

### 2.5 PARKING

Lessor will provide the front East parking lot for Lessee's employees and PE. Lessor will work with Lessee to ensure access for parent/student drop-off and pick-up during times of construction and parking lot maintenance, if applicable. Overage parking is permitted during events.

### 2.6 FURNITURE AND FIXTURES

Lessor will provide the equipment, furniture, and fixtures as currently exist in all rooms, if any, in an "as is" condition. Lessor will maintain upkeep and filters for Lessee provided water fountains.

### 2.7 STUDENT OCCUPANCY

Lessee will ensure that occupancy does not exceed 28 students per classroom.

### 2.8 ACTIVELY SHARED CLASSROOMS (ASCs)

KI102 and KI104 will be classrooms that are fully converted and transformed from Lessee's use during the week (Monday through Friday), to Lessor's use during the weekend (Friday after 6:00 PM to Monday at 7:00 AM). For purposes of this Agreement, these rooms requiring complete conversion are defined as "Actively Shared Classrooms" or "ASCs." Lessee will move desks from KI 102 for the weekend and chairs will be mutual use. Lessor will return desks to room KI 102 prior to next school day. If alternate furniture and/or fixtures are mutually agreed upon, Lessee will purchase items at school expense (and said items will remain the possession of school).

## 2.9 LESSOR USE

Lessee understands that Lessor may use any room or area of the Premises for its own use at times not defined for exclusive use by Lessee. In addition, during the summer months of June (after Lessee's school is out of session), July and August (prior to Lessee's staff return), Lessee also understands that Lessor provides camps and activities for children and young adults throughout the premises. Lessee will allow Lessor the right to use any of the Premises (excluding Offices and Storage) for four non-contiguous weeks during this summer period. Lessor will schedule these summer events by March 1 of each year, such that Lessee can plan their summer accordingly. In preparing the summer schedule, Lessor will work with Lessee to attempt to address Lessee's summer needs. Lessor will return all Lessee rooms back to their original condition after each event.

## 3. STORAGE

Lessor shall not be liable for loss of, or damage to, Lessee's property. Lessee shall be entitled to store items of personal property in any of its leased rooms (excluding exterior areas and rooms leased with an hourly allotment e.g. Student Center), at Lessee's sole risk. Lessee recognizes that all rooms are ASCs, and as such the use of these rooms will limit the storage of personal property, and may require unique storage methods that may move classroom contents to another location on Lessor's premises each weekend.

## 4. DAMAGE TO LESSOR'S PROPERTY

With the exception of normal wear and tear, Lessee agrees to reimburse Lessor for repairs related to any damage of Lessor's property or facilities caused by the activity of Lessee, or Lessee's employees, students, parents, or visitors. Lessee will inform Lessor of any such damage within 24 hours of occurrence.

## 5. ONE-YEAR OPTION

The term of this lease is for thirty-six (36) months, with one additional twelve (12) month option period. The lease begins on July 1, 2023 (Lease Commencement Date) and ends on June 30, 2026. The One-Year Option period begins on July 1, 2026 and ends on June 30, 2027.

Lessee shall have a one-time right to exercise a one-year extension of this lease (the "One-Year Option"). Such notification can occur at any time during the term of the lease. Lessee shall give Lessor written notice of Lessee's election to exercise the One-Year Option by 4:00 PM, February 1, 2027. This One-Year Option can be rescinded and canceled by the Lessor, with notification in writing to the Lessee by January 1, 2027.

## 6. RENT AND LATE FEE

Rent Defined: All monetary obligations of Lessee to Lessor under the terms of this Lease (except for the Security Deposit) are deemed to be rent ("Rent").

The total rent due under this lease is \$756,600. Including the one-year option period, the total rent due under this lease is \$1,034,400. Lessee agrees to pay Lessor monthly rent amounts as follows:

MONTH	TOTAL MONTHLY RENT
1-12 (7/1/23-6/30/24)	\$20,000
13-24 (7/1/24-6/30/25)	\$21,000
25-36 (7/1/25-6/30/26)	\$22,050
One-year Option: 37-48 (7/1/26-6/30/27)	\$23,150

Payable to:

City View Church  
 8404 Phyllis Place  
 San Diego, CA 92123

Upon signature of this lease, Lessee will pay first monthly rent installment in advance on or before July 1, 2023, and all future monthly installments will be payable by Lessee to Lessor by the first business day of each month thereafter during the term of the lease.

If any rental payment (EFT or otherwise) or other sum due under this lease is not paid within two (2) business days after the same becomes due, Lessee agrees to pay Lessor a late fee of One Hundred Dollars (\$100) per calendar day, for each day the payment is late beyond the initial due date. If Lessee has two late payments over the lease term (including the option period), Landlord will rescind this two-day grace period and consider any payment late that does not arrive on or before the due date. Lessee further agrees to pay One Hundred dollars (\$100) for each dishonored bank or other check, or unsuccessful ACH or EFT transaction.

#### 7. SECURITY DEPOSIT

Lessor is currently holding a Security Deposit in the amount of \$17,000. On July 1, 2023 the Security Deposit will be increased to \$20,000, resulting in an incremental Security Deposit payment from Lessee to Lessor of \$3,000. If Lessee fails to pay rent or other charges due hereunder, or otherwise defaults with respect to any provision of the Lease, Lessor may use, apply, or retain all or any portion of the Security Deposit for the payment of any rent or other charge in default. If Lessee performs all of Lessee's obligations hereunder, the Security Deposit or so much thereof as has not theretofore been applied by Lessor, shall be returned, without payment of interest or other increment for its use, to Lessee upon confirmation of Lessee's vacation of the premises, leaving the premises in good repair. The Security Deposit may not be used as advance payment of the final month's rent under the terms and provisions of this lease.

#### 8. HOLDOVER

If Lessee maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Lessee shall pay to Lessor lease payment(s) during the Holdover Period at a rate equal to 125% of the most recent rate preceding the Holdover Period. Such holdover shall constitute a month-to-month extension of this Lease.

#### 9. TAXES

Use of property as a public charter school exempts the Lessor from paying property taxes for the portion of the premises in which the school is occupying. The exemption must be timely claimed, however, and the Lessor must be involved. Lessee and Lessor shall work together in the process of applying for property use tax exemption. Should the exemption be denied, for reasons other than lack of action by the Lessor, Lessee agrees to pay any additional real estate taxes and assessments that are assessed against the Premises during the time of this Lease. Lessee shall have no liability for real estate taxes assessed prior to start of Lessee's use of the premises.

#### 10. USE OF PREMISES AND RESTRICTIVE COVENANT

The premises are to be used only as a charter school and for other meetings, events and gatherings related to the operations of a charter school ("Permitted Use"), and for no other business or purpose without the prior written consent of Lessor. Lessee agrees to restrict their use to such purposes, and not to use or permit the use of the premises for any other purpose without first obtaining the consent in writing of Lessor or of Lessor's authorized agent. Lessee further agrees as an unalterable covenant and condition of this lease agreement that no alcoholic beverage may be sold, dispensed, served, consumed, or made available in any manner on the premises.

#### 11. LESSOR'S ACCESS.

Lessee shall have access to the designated use areas of the Premises (Exhibit A) to conduct its operations during designated hours (section 2.1). Lessee shall have the right, during school hours, to control access by persons to and from areas on the Premises where students are present including, without limitation, control of locked doors, requiring visitor badges for all persons who are not students, faculty or staff at the Premises. Except in the case of emergency, no persons shall be allowed to access such areas during school hours without being supervised by Lessee at all times during such access. Lessor agrees to provide Lessee with reasonable advance notice of any proposed visitors to the church property if such visitors would require access to or through any portion of such areas during school hours. Lessor shall ensure that all maintenance personnel, staff members, and other individuals associated with Lessor who will have regular contact with Lessee's students will complete background checks in compliance with the terms of Lessee's Charter.

#### 12. NO USE THAT INCREASES INSURANCE RISK

Lessee shall not use the premises in any manner, even in his use for the purposes for which the premises are leased, that will increase risks covered by insurance on the building where the premises are located, so as to increase the rate of insurance on the premises, or to cause cancellation of any insurance policy covering the building. Lessee further agrees not to keep on the premises, or permit to be kept, used, or sold thereon, anything prohibited by the policy of fire insurance covering the premises. Lessee shall comply, at his own expense, with all requirements of insurers necessary to keep in force the fire and public liability insurance covering the premises and building.

#### 13. NO WASTE NUISANCE, OR UNLAWFUL USE

Lessee shall not produce, generate, or store, any waste and/or hazardous waste on the premises, or create or allow the premises to be used for any unlawful purpose.

#### 14. UTILITIES AND JANITORIAL SERVICE

Lessor shall pay for utilities furnished on the premises for the term of this lease, which include electricity, trash, recycling, and water and Internet. Thermostats will be set and controlled by Lessor with a low of 68 degrees and a high of 78 degrees. Lessee shall obtain and pay for installation and monthly charges of a separate phone line for its exclusive use, if desired by Lessee. Lessor shall provide standard janitorial services for the Premises, and such standard janitorial services are included in Lessee's rent.

Janitorial service will include:

- Emptying trash cans daily and vacuum 2 agreed upon times per week in the following rooms: KI 102, 103, 104, 105 (office), 201, 204, 205, FLC 101, 102, 203 (office), 204 (office), 205, 206, SC 101 & 102 (offices). Lessee will put classroom chairs on the desks to facilitate vacuuming.
- Clean bathrooms daily (Adult Restrooms SC, FLC Upstairs and Student Restrooms FLC (3) and KI (4)).

Lessee will be responsible for deep cleaning the following spaces during school breaks: KI 102, 103, 104, 105 (office), 201, 204, 205, FLC 101, 102, 203 (office), 204 (office), SC 101 & 102 (offices).

#### 15. REPAIRS, MAINTENANCE AND IMPROVEMENTS

Lessee expressly waives all rights to make repairs at Lessor's expense under any provision of local, county, and/or state law. Lessor is not requiring Lessee to construct any improvements within the leased premises or, if applicable, the common areas. Lessee, at Lessee's sole expense, may make alterations, repairs, improvements or additions within the leased premises, or attach any fixtures or equipment therein, by first obtaining Lessor's prior written consent. Such consent may be withheld at the sole discretion of Lessor.

Property must be kept in proper order at all times. Any costs to keep the property in proper order are the responsibility of the Lessor and shall be done expeditiously. Lessor shall keep in regular communication with Lessee about the status of outstanding repair matters.

Lessee shall be responsible for payment of the cost thereof to Lessor for that portion of any maintenance and repair of the Premises to the extent such cost is attributable to misuse or abuse. Lessee shall be responsible for any equipment purchase (wherever located) that serves only Lessee.

#### 16. DELIVERY, ACCEPTANCE, AND SURRENDER OF PREMISES

Lessee agrees to accept the premises on possession as being in a good state of repair and in sanitary condition. Lessee shall surrender the premises to Lessor at the end of the lease term, if the lease is not renewed, in the same condition as when it took possession, allowing for reasonable use and wear, and damage by acts of God including fire and storms. Lessee shall remove all business signs or symbols placed on the premises by it before re-delivery of the premises to the Lessor and shall restore the portion of the premises on which they were placed in the same condition as before their placement.

#### 17. PARTIAL DESTRUCTION OF PREMISES

Partial destruction of the leased premises shall not render this lease void or voidable, or terminate it except as herein provided. Lessee hereby waives any rights it may have to the contrary under any provision of local, county, and/or state law. If the premises are partially destroyed during the term of this lease, Lessor shall repair them, when such repairs can be made in conformity with local state, and federal laws and

regulations, within 30 days of the partial destruction with no abatement of rent. If the repairs cannot be made within the time limited, Lessor has the option to make them within a reasonable time and continue this lease in effect with proportional rent rebate to Lessee as provided for herein. If the repairs cannot be so made in 30 days, and if Lessor does not elect to make them within a reasonable time, either party hereto has the option to terminate this lease. Disputes between Lessor and Lessee relating to the provisions of this section shall be arbitrated. The parties shall each select an arbitrator; the two arbitrators selected shall select another arbitrator. The three arbitrators shall hear and determine the dispute. Their decisions shall be binding on the parties hereto. The parties agree to divide the arbitration costs equally between them.

#### 18. SIGNS, AWNINGS, MARQUEES, ETC.

Lessee may install temporary, easily removable signs, at Lessee's sole expense, that must be removed on Fridays. Lessor must approve signage design and location prior to use. Lessee will not construct or place, or permit to be constructed or place signs, awnings, marquees, or other structures projecting from the exterior of the premises. Lessee further agrees to remove signs, displays, advertisements or decorations it has placed, or permitted to be placed, on the premises which, in Lessor's opinion, are offensive or otherwise objectionable. If Lessee fails to remove such signs, displays, advertisements, or decorations within three (3) calendar days after receiving written notice from Lessor to remove the same, Lessor reserves the right to remove them, at Lessee's expense. Lessee may place signs pre-approved by Lessor about the premises at locations approved by Lessor.

19. "QUITTING BUSINESS," "BANKRUPTCY," OR "LOST OUR LEASE" SALES  
Lessee agrees not to conduct "Quitting Business," "Lost Our Lease," "Bankruptcy," or other such types of activities on the premises without Lessor's written consent.

#### 20. NONLIABILITY OF LESSOR FOR DAMAGES AND INDEMNITY

Lessor shall not be liable for liability or damage claims for injury to persons, including Lessee and its agents, employees, invitees, guests or customers, or for property damage from any cause, related to Lessee's use of the premises, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the premises, during the term of this lease or any extension hereof. Lessee hereby agrees to indemnify Lessor against all liability, loss, or other damage claims or obligations because of or arising out of such injuries or losses. Lessee's obligation shall not extend to any liability, loss, claims, damages or obligations arising in whole or in part from the active negligence or willful misconduct of the lessor, its agents, or employees.

#### 21. LESSEE TO CARRY LIABILITY INSURANCE

Lessee shall procure and maintain in force during the term of this lease and any extension thereof, at his expense, general liability insurance in admitted companies and through brokers approved by Lessor (with said companies holding an "A.M. Best Rating" of 'A' or better) or through self-insurance pooling as permitted by California Government Codes 990.4 and 990.8 and California Education Code 17566 to adequately protect against liability for damage claims through public use of or arising out of accidents occurring for each person injured, Two Million Dollars (\$2,000,000.00) for any one accident. Such insurance policies shall provide coverage for Lessor's contingent liability on such claims or losses. Lessee shall deliver to Lessor certificates of insurance as well as the policy endorsement indicating First Assembly of God of San Diego doing business as CityView Church as an additional insured for each of the aforesaid insurance



companies. Lessee agrees to notify Lessor in writing at least 30 days prior to cancellation or refusal to renew any such policies. Lessee agrees that if such insurance policies are not kept in force during the entire term of this lease and any extension thereof, Lessor may procure the necessary insurance and pay the premium therefore, and that such premium shall be repaid to Lessor as an additional rent installment for the month following the date on which such premiums are paid.

## 22. LESSEE AGREEMENT, SUBLEASE OR LEASE FOR OCCUPATION BY OTHER PERSONS

Lessee agrees not to assign or sublease the leased premises, any part thereof, or any right or privilege connected therewith, or to allow any other person, except Lessee's agents, employees and business customers, including parents and students to occupy the premises or any part thereof, without first obtaining Lessor's written consent.

Lessee's unauthorized assignment sublease, or lease to occupy shall be void and shall terminate the Lessee's option. Lessee's interest in this lease is not assignable by operation of law, nor is any assignment of its interest herein, without Lessor's written consent.

## 23. LEASE BREACHED BY LESSEE'S RECEIVERSHIP ASSIGNMENT FOR BENEFIT OF CREDITORS, INSOLVENCY OR BANKRUPTCY

Appointment of a receiver to take possession of Lessee's assets, Lessee's general assignment for benefit of creditors, or Lessee's insolvency or taking or suffering action under the Bankruptcy Act is a breach of this lease.

## 24. LESSOR'S REMEDIES ON LESSEE'S BREACH

If Lessee breaches this lease, Lessor shall have the following remedies in addition to his other rights and remedies in such event:

- a. *Reentry.* Lessor may take exclusive possession of the premises immediately, and remove all Lessee's personnel and property therefrom. Lessor may store the property in a public warehouse or at another place of his choosing at Lessee's expense or to Lessee's account.
- b. *Termination.* After reentry, Lessor may terminate the lease at the conclusion of the current school year by giving written notice of such termination to Lessee. Reentry only, without notice of termination, will not terminate the lease.

In the event of Lessee's breach of this Agreement, Lessor may, with or without further notice or demand, and without limiting Lessor in the exercise of any right or remedy which Lessor may have by reason of such breach:

- a. Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession to Lessor. In such event Lessor shall be entitled to recover from Lessee: (i) the unpaid Rent which had been earned at the time of termination; (ii) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that the Lessee proves could have been reasonably avoided; (iii) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss that the Lessee proves could be reasonably avoided; and (iv) any other amount necessary to compensate Lessor for all the detriment proximately caused by the Lessee's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including but not limited to the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorneys' fees,

and that portion of any leasing commission paid by Lessor in connection with this Lease applicable to the unexpired term of this Lease. The worth at the time of award of the amount referred to in provision (iii) of the immediately preceding sentence shall be computed by discounting such amount at the discount rate of the Federal Reserve Bank of the District within which the Premises are located at the time of award plus one percent. Efforts by Lessor to mitigate damages caused by Lessee's Breach of this Lease shall not waive Lessor's right to recover any damages to which Lessor is otherwise entitled. If termination of this Lease is obtained through the provisional remedy of unlawful detainer, Lessor shall have the right to recover in such proceeding any unpaid Rent and damages as are recoverable therein, or Lessor may reserve the right to recover all or any part thereof in a separate suit. If a notice and grace period required herein was not previously given, a notice to pay rent or quit, or to perform or quit given to Lessee under the unlawful detainer statute shall also constitute the notice required herein. In such case, any applicable grace period required herein and the unlawful detainer statute shall run concurrently, and the failure of Lessee to cure the default within the greater of the two such grace periods shall constitute both an unlawful detainer and a breach of this Lease entitling Lessor to the remedies provided for in this Lease and/or by said statute.

b. Continue the Lease and Lessee's right to possession and recover the Rent as it becomes due. Acts of maintenance, efforts to relet, and/or the appointment of a receiver to protect the Lessor's interests, shall not constitute a termination of the Lessee's right to possession.

c. Pursue any other remedy now or hereafter available under the laws or judicial decisions of the state wherein the Premises are located. The expiration or termination of this Lease and/or the termination of Lessee's right to possession shall not relieve Lessee from liability under any indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Lessee's occupancy of the Premises.

## 25. PREVAILING PARTY TO BE AWARDED REASONABLE ATTORNEY'S FEES AND COSTS

If Lessor or Lessee files an action to enforce any term of this lease or for breach of any term herein, the prevailing party shall be awarded its reasonable attorney fees and costs.

## 26. MANNER OF GIVING NOTICE

Notices given pursuant to the provisions of this lease or necessary to carry out its provisions, shall be in writing, and delivered personally to the person to whom the notice is to be given, or mailed postage prepaid, addressed to such person. Lessor's address for this purpose shall be:

City View Church  
Attn: Director of Church Operations  
8404 Phyllis Place  
San Diego, CA 92123

or such other address as may be designated to Lessee in writing.

Notices to Lessee may be addressed to:

Elevate School  
2285 Murray Ridge Road  
San Diego, CA 92123



## 27. EFFECT OF LESSOR'S WAIVER

Lessor's waiver of breach of one term or condition of this lease is not a waiver of breach of others, or of subsequent breach of the one waived. Lessor's acceptance of rent installments after breach is not a waiver of the breach, except of breach of the covenant to pay such rent installment(s) accepted.

## 28. APPLICABLE TO SUCCESSORS

The lease and the covenants and conditions hereof apply to and are binding on the heirs, successors, legal representatives, and assigns of the parties

## 29. TIME OF ESSENCE

Time is of the essence of this lease.

## 30. EFFECT OF EMINENT DOMAIN PROCEEDINGS

Eminent domain proceedings resulting in the condemnation of a part of the premises leased herein that leave the rest usable by Lessee for purposes of the business for which the premises are leased will not terminate this lease unless Lessor at Lessor's option terminates it by giving written notice of termination to Lessee. The effect of such condemnation, should such option not be exercised, will be to terminate the lease as to the portion of the premises condemned, and leave it in effect as to the remainder of the premises. Lessee's rental for the remainder of the lease term shall in such case be reduced by the amount that the usefulness of the premises to him for such business purposes is reduced. All compensation awarded in the eminent domain proceeding as a result of such condemnation shall be Lessor's. Lessee hereby assigns and transfers to Lessor any claim he may have to compensation for damages as a result of such condemnation.

## 31. CONSTRUCTION

This lease shall be governed by and construed by the laws of the State of California. In construing the terms of this agreement, the masculine gender shall include the feminine and neuter genders, and singular number shall include the plural, the plural shall include the singular, wherever necessary to convey the intent and understanding of the parties hereto.

## 32. SUBORDINATION; ATTORNMENT; NONDISTURBANCE.

32.1 SUBORDINATION. This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or other hypothecation or security device (collectively, "Security Device"), now or hereafter placed upon the Premises, to any and all advances made on the security thereof, and to all renewals, modifications, and extensions thereof. Lessee agrees that the holders of any such Security Devices (in this Lease together referred to as "Lender") shall have no liability or obligation to perform any of the obligations of Lessor under this Lease. Any Lender may elect to have this Lease and/or any Option granted hereby superior to the lien of its Security Device by giving written notice thereof to Lessee, whereupon this Lease and such Options shall be deemed prior to such Security Device, notwithstanding the relative dates of the documentation or recordation thereof.

32.2 ATTORNMENT. In the event that Lessor transfers title to the Premises, or the Premises are acquired by another upon the foreclosure or termination of a Security Device to which this Lease is subordinated (i) Lessee shall, subject to the nondisturbance provisions of Paragraph 32.3, attorn to such new owner, and upon request, enter into a new lease, containing all of the terms and provisions of this Lease, with such new owner

for the remainder of the term hereof, or, at the election of the new owner, this Lease will automatically become a new lease between Lessee and such new owner, and (ii) Lessor shall thereafter be relieved of any further obligations hereunder and such new owner shall assume all of Lessor's obligations, except that such new owner shall not: (a) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership; (b) be subject to any offsets or defenses which Lessee might have against any prior lessor, (c) be bound by prepayment of more than one month's rent, or (d) be liable for the return of any security deposit paid to any prior lessor which was not paid or credited to such new owner.

### 32.3 NONDISTURBANCE.

With respect to Security Devices entered into by Lessor after the execution of this Lease, Lessee's subordination of this Lease shall be subject to receiving a commercially reasonable nondisturbance agreement (a "NonDisturbance Agreement") from the Lender which NonDisturbance Agreement provides that Lessee's possession of the Premises, and this Lease, including any options to extend the term hereof, will not be disturbed so long as Lessee is not in Breach hereof and returns to the record owner of the Premises. Further, within 60 days after the execution of this Lease, Lessor shall, if requested by Lessee, use its commercially reasonable efforts to obtain a NonDisturbance Agreement from the holder of any preexisting Security Device which is secured by the Premises. In the event that Lessor is unable to provide the NonDisturbance Agreement within said 60 days, then Lessee may, at Lessee's option, directly contact Lender and attempt to negotiate for the execution and delivery of a NonDisturbance Agreement.

### 32.4 SELF EXECUTING.

The agreements contained in this Paragraph 32 shall be effective without the execution of any further documents; provided, however, that, upon written request from Lessor or a Lender in connection with a sale, financing or refinancing of the Premises, Lessee and Lessor shall execute such further writings as may be reasonably required to separately document any subordination, attornment and/or NonDisturbance Agreement provided for herein.

Lessor: CITYVIEW CHURCH

Date:

By:

Title:

Lessee: ELEVATE SCHOOL

Date:

By:

Title

# Coversheet

## Approve Proposed Posting Guidelines

**Section:** II. Agenda Items  
**Item:** J. Approve Proposed Posting Guidelines  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Posting Guidelines - Posting Guidelines.pdf

### Proposed Posting Guidelines:

Every aspect of the Elevate experience is an opportunity for us to fulfill our vision of inspiring every student to be excellent in academics, exceptional in leadership, and extraordinary in creativity. We recognize the myriad opportunities we have to teach and inspire students both in and out of the classroom, including the ways we use our walls as a teaching tool. With this in mind, here are the guiding principles that we will adhere to as a school community when choosing what to display on our walls:

- The content posted and shared should be consistent with our mission, core values, leadership curriculum, and academic standards (Common Core State Standards, California Social Studies Standards, and Next Generation Science Standards).
- The California Common Core State Standards serve as the framework in all grades and content areas. As a public school, Elevate adheres to the instruction of these standards, which include representation and inclusion so that all students see themselves represented in the learning curriculum. To access state standards, please [click here](#).
- We are teaching respect. Inclusion and representation are integral to true community. What this looks like at Elevate is that all students, regardless of background, abilities, beliefs or gender are valued, cared for and belong.
- When questions arise related to curriculum, family members may reach out to Elevate's Assistant Director/Director of Instruction, Desiree Wooden.
- We hold ourselves to a high standard in our communication. In the spirit of our core values, we are committed to open, healthy communication with our families and ask that families communicate with the same respect.

\*\* This language will be added to the 23-24 Student/Parent Handbook if approved by the board.

Current Handbook Language: (part of 23-24 Student/Parent Handbook approved on 8/12)

Curriculum Elevate offers a child-centered, project-based curriculum that is aligned with the California Common Core State Standards. Interdisciplinary thematic units throughout the year will focus on Community, Character, Service, Justice/Diversity, and Discovery. In addition to regularly practicing leadership skills, emphasis will be placed on students applying their new learning and understanding in real-world contexts.

The California Common Core State Standards serve as the framework in all grades and content areas. As a public school, Elevate adheres to the instruction of these standards, which include representation and inclusion so that all students see themselves represented in the learning curriculum.

To access state standards, [click here](#).