



Elevate School

September Board Meeting

Date and Time

Monday September 15, 2025 at 4:00 PM PDT

Elevate School - Middle School Campus, Fireside Room
8404 Phyllis Place
San Diego, CA 92123

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Record Attendance and Guests		Cheryl Gorman	1 m
B. Call the Meeting to Order		Cheryl Gorman	1 m
C. Approve Agenda	Vote	Cheryl Gorman	1 m
D. Approve Minutes from August 2 Board Meeting	Approve Minutes	Cheryl Gorman	2 m

	Purpose	Presenter	Time
E. Core Values and Board Meeting Protocol		Cheryl Gorman	2 m
F. Non-Agenda Public Comment		Cheryl Gorman	5 m
II. Agenda Items			4:12 PM
A. Executive Director Report	FYI	Ryan Elliott	15 m
B. Fiscal Update	FYI	Chancellor Brown	15 m
C. Approve 24-25 Unaudited Actuals	Vote	Ryan Elliott	5 m
D. Approve Revised Elevate Fiscal Policies	Vote	Ryan Elliott	5 m
Revisions are noted in red.			
E. Approve 25-26 Board Goals	Vote	Cheryl Gorman	20 m
F. Approve Revised BP6005 Policy, Cell Phone and Electronic Device Policy	Vote	Ryan Elliott	10 m
G. Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b)	Vote	Ryan Elliott	5 m
The attached resolution authorizes the use of the Local Assignment Option pursuant to Education Code §44256(b). Approval of this resolution will allow Michelle Hernandez, who holds a valid Multiple Subject Credential, to teach K-5 STEAM and grade 6 Science as part of her 25-26 assignment.			
H. Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b), Corrective Action	Vote	Ryan Elliott	5 m
The attached resolution authorizes the use of the Local Assignment Option pursuant to Education Code §44256(b). Approval of this resolution will allow Michelle Hernandez, who holds a valid Multiple Subject Credential, to teach K-5 STEAM as part of her 24-25 assignment.			
I. Approve of Nonpublic School (NPS) Placement	Vote	Ryan Elliott	10 m
Student's Individualized Education Program (IEP) team has determined that placement in a California Department of Education-certified Nonpublic School is appropriate.			

	Purpose	Presenter	Time
III. Closing Items			5:42 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes from August 2 Board Meeting

Section:	I. Opening Items
Item:	D. Approve Minutes from August 2 Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on August 2, 2025

APPROVED



Elevate School

Minutes

Board Meeting

Date and Time

Saturday August 2, 2025 at 8:00 AM

Elevate School - Serra Mesa Campus, Room 203
2285 Murray Ridge Road
San Diego, CA 92123

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.

Directors Present

Becky Madeja, Chancellor Brown, Cheryl Gorman, Jane Levenson, Sophie Karagianes

Directors Absent

None

Guests Present

Ryan Elliott

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Cheryl Gorman called a meeting of the board of directors of Elevate School to order on Saturday Aug 2, 2025 at 8:09 AM.

C. Approve Agenda

Sophie Karagianes made a motion to approve agenda.

Chancellor Brown seconded the motion.

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

Roll Call

Sophie Karagianes	Aye
Cheryl Gorman	Aye
Jane Leverson	Aye
Becky Madeja	Aye
Chancellor Brown	Aye

D. Approve Minutes from June 18 Board Meeting

Chancellor Brown made a motion to approve the minutes from Special Board Meeting on 06-18-25.

Sophie Karagianes seconded the motion.

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

Roll Call

Becky Madeja	Aye
Cheryl Gorman	Aye
Sophie Karagianes	Aye
Jane Leverson	Abstain
Chancellor Brown	Aye

E. Core Values and Board Meeting Protocol

Core Values were read aloud by the Board.

A singular revision was requested to revise "action lead" to "actions lead"

Request was made to review public comment form to make sure that our core values are shared there so those who may have comments know our Board Core Values up front.

F. Non-Agenda Public Comment

There are no non-agenda public comments

II. Consent Agenda

A.

Approve Updated Board Policies

Becky Madeja made a motion to approve the agenda consent items.

Sophie Karagianes seconded the motion.

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

Roll Call

Becky Madeja	Aye
Jane Levenson	Aye
Sophie Karagianes	Aye
Cheryl Gorman	Aye
Chancellor Brown	Aye

III. Agenda Items

A. Executive Director Report

Reviewed and discussed Vision and Mission statements.

Current enrollment projections were discussed.

CAASP and ELA end of year data was reviewed.

B. Approve 25-26 Personnel Handbook

Sophie Karagianes made a motion to approve the 25-26 Personnel Handbook.

Chancellor Brown seconded the motion.

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

Roll Call

Chancellor Brown	Aye
Becky Madeja	Aye
Sophie Karagianes	Aye
Jane Levenson	Aye
Cheryl Gorman	Aye

C. Approve 25-26 Student/Family Handbook

Sophie Karagianes made a motion to approve the 25-26 Student/Family Handbook.

Chancellor Brown seconded the motion.

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

Roll Call

Becky Madeja	Aye
Cheryl Gorman	Aye
Chancellor Brown	Aye
Jane Levenson	Aye
Sophie Karagianes	Aye

D. Approve Revision to ELOP Club Facilitator Compensation Schedule

Becky Madeja made a motion to approve revision to the ELOP Club Facilitator Compensation Schedule.

Sophie Karagianes seconded the motion.

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

Roll Call

Becky Madeja	Aye
Chancellor Brown	Aye
Cheryl Gorman	Aye
Sophie Karagianes	Aye
Jane Leverson	Aye

E. Teambuilding

The team shared summer highlights, creative ideas and initiatives for the board to accomplish, goals for Elevate's students this year, favorite memories from last school year, and what members are most looking forward to this upcoming school year.

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

Cheryl - Chair

Chance - CFO

Sophie - Vice Chair

Becky - Secretary

Chancellor Brown made a motion to approve the election of officers as discussed.

Jane Leverson seconded the motion.

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

Roll Call

Cheryl Gorman	Aye
Chancellor Brown	Aye
Jane Leverson	Aye
Sophie Karagianes	Aye
Becky Madeja	Aye

G. Approve 25-26 Board Meeting Schedule

Becky Madeja made a motion to to approve the 25-26 Board Meeting Schedule.

Sophie Karagianes seconded the motion.

Addition of an informal hold on February 9 at 12:30pm, if needed

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

Roll Call

Chancellor Brown	Aye
Jane Leverson	Aye
Cheryl Gorman	Aye
Becky Madeja	Aye
Sophie Karagianes	Aye

H.

25-26 Board Goals Discussion

Potential Board and school goals were brainstormed to consider prior to next meeting

IV. Closing Items

A. Adjourn Meeting

Chancellor Brown made a motion to adjourn the meeting.

Sophie Karagianes seconded the motion.

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

Roll Call

Jane Leverson Aye

Cheryl Gorman Aye

Sophie Karagianes Aye

Chancellor Brown Aye

Becky Madeja Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:06 PM.

Respectfully Submitted,

Becky Madeja

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

Fiscal Update

Section:	II. Agenda Items
Item:	B. Fiscal Update
Purpose:	FYI
Submitted by:	
Related Material:	EE School June 2025 Monthly Financials_091225.pdf

ELEVATE SCHOOL - Financial Dashboard (June 2025)

1

Key Performance Indicators

ADA vs. Budget



Cash on Hand



Net Income / (Loss)

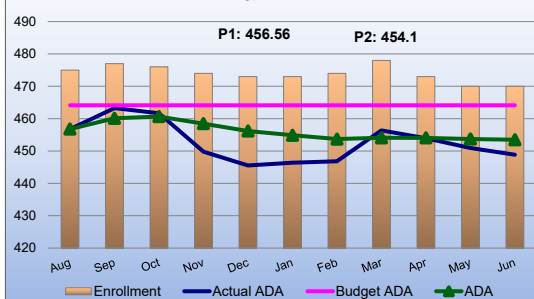


Year-End Cash



2

ADA & Enrollment



3

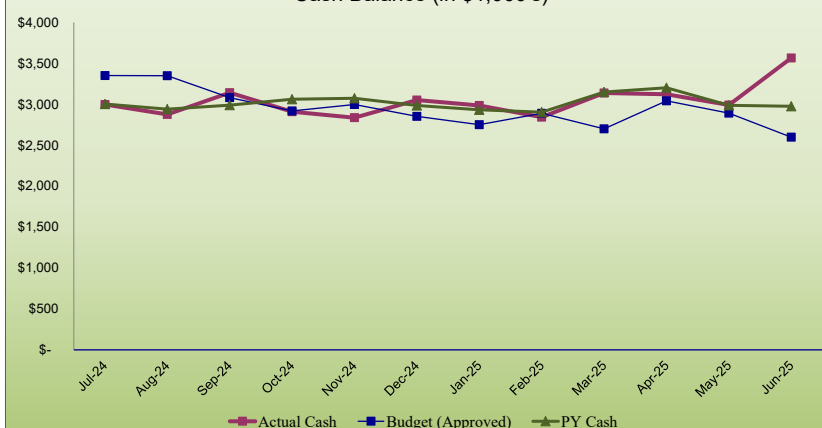
Attendance Analysis	Actual through Month 11	Actual P2	Budgeted P2	Budget Variance B/(W)	FY 23-24	FY 22-23
Enrollment	470	478	486	(8)	470	459
Attendance %	95.6%	95.7%	95.5%	0.2%	95.3%	94.7%
Avg Daily Attendance (ADA)	453.5	454.1	464.1	(10.0)	451.3	437.8

4

Income Statement	Actual through 06/30/25	Forecast as of 06/30/25	FY 24-25 Budget	Budget Variance B/(W)	FY 23-24	FY 22-23
Local Control Funding Formula	5,258,458	5,258,458	5,368,532	(110,074)	5,149,792	4,601,574
Federal Revenue	938,873	938,873	809,170	129,703	1,034,686	1,232,637
State Revenue	867,043	867,043	899,728	(32,684)	809,013	532,089
Other Local Revenue	1,369,702	1,369,702	525,499	844,203	524,708	395,563
Grants/Fundraising	139,290	139,290	131,559	7,731	90,314	71,159
TOTAL REVENUE	8,573,367	8,573,367	7,734,488	838,879	7,608,513	6,833,021
Total per ADA		18,880	16,664	2,216	16,858	15,607
w/o Grants/Fundraising		18,574	16,381	2,193	16,658	15,444
Certificated Salaries	3,275,735	3,275,735	3,360,837	85,102	3,139,199	2,858,842
Classified Salaries	1,151,319	1,151,319	911,376	(239,942)	971,550	836,563
Benefits	1,246,984	1,246,984	1,269,475	22,491	1,192,138	1,038,360
Student Supplies	508,159	508,159	405,498	(102,661)	504,266	493,487
Operating Expenses	1,669,930	1,669,930	1,718,918	48,988	1,698,026	1,539,633
Other	28,413	28,413	44,626	16,214	47,876	45,491
TOTAL EXPENSES	7,880,539	7,880,539	7,710,731	(169,808)	7,553,054	6,812,376
Total per ADA		17,355	16,613	(741)	16,735	15,560
NET INCOME / (LOSS)	692,827	692,827	23,757	669,071	55,460	20,646
OPERATING INCOME	721,240	721,240	68,383	652,857	103,335	66,136

5

Cash Balance (in \$1,000's)



6

Balance Sheet	6/30/2024	5/31/2025	6/30/2025	6/30/2025 Actual
Assets				
Cash, Operating	2,975,592	2,990,351	3,565,591	3,565,591
Accounts Receivable	825,077	11,247	11,064	623,129
Due From Others	840	640	640	640
Other Assets	1,162,521	645,285	664,418	664,418
Net Fixed Assets	89,531	69,717	67,656	67,656
Total Assets	5,053,560	3,717,239	4,309,369	4,921,434
Liabilities				
A/P & Payroll	298,073	190,676	87,782	105,178
Due to Others	632,660	128,099	(589,206)	171,474
Deferred Revenue	955,482	1,010,482	776,112	776,112
Other Liabilities	510,756	510,756	519,253	519,253
Total Debt	0	0	0	0
Total Liabilities	2,396,970	1,840,014	793,941	1,572,017
Equity				
Beginning Fund Bal.	2,601,131	2,656,591	2,656,591	2,656,591
Net Income/(Loss)	55,460	(779,365)	858,838	692,827
Total Equity	2,656,591	1,877,226	3,515,428	3,349,418
Total Liabilities & Equity	5,053,561	3,717,239	4,309,369	4,921,435

Year-End Cash Balance		
Actual	Budget	Variance
3,565,591	2,597,444	968,147

Available Line of Credit			
Days Cash on Hand	145	139	166
Cash Reserve %	39.6%	38.2%	45.4%

ELEVATE SCHOOL
2024-25 Cash Flow Forecast
 Prepared by ExED. For use by ExED and ExED clients only. © 2024 ExED

														Actuals as of 6/30/2025			
														FORECAST	Budget Variance		
														Jul-24 - Jun-25	Better / (Worse)		
Income	ACTUAL Jul-24	ACTUAL Aug-24	ACTUAL Sep-24	ACTUAL Oct-24	ACTUAL Nov-24	ACTUAL Dec-24	ACTUAL Jan-25	ACTUAL Feb-25	ACTUAL Mar-25	ACTUAL Apr-25	ACTUAL May-25	ACTUAL Jun-25	ACTUAL Accrual				
8011-8098 - Local Control Funding Formula Sources		-															
8011 Local Control Funding Formula	48,604	48,604	87,488	87,488	87,488	87,488	87,488	41,430	41,430	41,430	41,430	-	(12,685)	687,683	(379,018)		
8012 Education Protection Account	-	-	22,567	-	-	22,566	-	-	23,234	-	-	22,501	-	90,868	(1,958)		
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	(2,738)	(2,724)	(2,738)	(2,738)	-	(4,469)	(15,407)	(15,407)		
8096 In Lieu of Property Taxes	-	248,472	496,945	331,296	331,296	331,296	331,296	331,296	681,477	340,739	340,739	340,739	373,484	4,479,075	270,070		
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	-	14,510	-	-	-	1,729	16,239	16,239		
Total 8011-8098 - Local Control Funding Formula Sources	48,604	297,076	607,000	418,784	418,784	441,350	418,784	369,988	757,927	379,431	379,431	363,240	358,059	5,258,458	(110,074)		
8100-8299 - Federal Revenue																	
8181 Special Education - Federal (IDEA)	-	-	-	-	-	-	-	-	-	-	-	-	77,476	77,476	1,919		
8221 Child Nutrition - Federal	-	-	-	-	12,163	-	8,628	5,958	12,643	6,754	7,824	33,925	14,943	102,837	(40,854)		
8291 Title I	-	-	-	-	16,351	-	19,020	-	28,563	-	-	-	4,182	68,116	12,603		
8292 Title II	-	-	-	2,809	-	-	2,865	-	-	-	-	-	5,538	11,212	1,803		
8295 Title IV, SSAFE	-	-	-	2,500	-	-	-	-	-	-	-	-	7,500	10,000	-		
8296 Title IV, PCSGP	-	-	-	-	-	56,388	-	-	-	-	-	-	-	56,388	6,388		
8299 All Other Federal Revenue	-	-	-	-	-	317,296	-	-	-	257,423	32,418	-	5,707	612,844	147,844		
Total 8100-8299 - Other Federal Income	-	-	-	5,309	28,514	373,684	30,513	5,958	41,206	264,177	40,242	33,925	115,346	938,873	129,703		
8300-8599 - Other State Revenue																	
8520 Child Nutrition - State	-	-	-	14,735	20,171	24,782	-	16,174	34,152	18,273	21,347	99,722	38,689	288,046	247,917		
8550 Mandate Block Grant	-	-	-	-	9,054	-	-	-	-	-	-	-	-	9,054	6		
8560 Lottery Revenue	-	-	-	2,269	-	-	29,401	-	37,854	-	-	32,526	36,065	138,114	17,408		
8592 State Mental Health	1,874	1,874	3,374	3,374	3,374	3,374	3,415	3,415	3,415	3,415	3,415	-	3,575	37,853	296		
8595 Expanded Learning Opportunity Program	12,527	12,527	22,549	22,549	22,549	22,549	22,549	22,560	22,560	22,560	22,560	262,286	(146,967)	343,358	139,364		
8596 Prop 28 Arts & Music	3,316	3,316	5,969	5,969	5,969	5,969	5,969	5,971	5,971	5,971	5,971	35,080	(46,458)	48,983	(17,465)		
8599 State Revenue - Other	-	-	600	-	-	1,635	-	3,218	-	(600)	-	524,469	(527,687)	1,635	(420,209)		
Total 8300-8599 - Other State Income	17,717	17,717	32,492	48,896	61,117	58,309	61,293	51,338	103,953	49,619	53,293	954,083	(642,783)	867,043	(32,684)		
8600-8799 - Other Local Revenue																	
8660 Interest & Dividend Income	-	-	16,460	3,142	0	11,291	4,768	32,155	-	6,642	0	3,273	8,732	86,463	(5,537)		
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	1,323	1,102	(1,577)	2,026	1,414	5,316	(1,128)	1,005	(1,200)	5,876	-	14,157	14,157		
8692 Grants	-	500	-	30,000	-	29,508	150	25,000	45,000	-	5,250	-	-	135,408	135,408		
8695 Contributions & Events	-	-	-	-	-	-	-	-	-	146	-	-	-	146	(124,654)		
8696 Other Fundraising	-	15	-	2,337	-	378	65	-	-	-	942	-	-	3,737	(3,023)		
8699 All Other Local Revenue	-	-	-	-	-	-	-	200	-	-	5,946	855,188	175	861,509	839,879		
8792 Transfers of Apportionments - Special Education	-	19,533	54,710	-	35,159	35,156	70,318	-	72,002	35,938	35,938	14,549	34,270	407,573	(4,296)		
Total 8600-8799 - Other Income-Local	-	20,048	72,493	36,581	33,582	78,359	76,714	62,671	115,874	43,730	46,876	878,887	43,177	1,508,992	851,934		
TOTAL INCOME	66,321	334,841	711,985	509,570	541,997	951,702	587,304	489,955	1,018,959	736,958	519,842	2,230,135	(126,201)	8,573,367	838,879		

ELEVATE SCHOOL
 2024-25 Cash Flow Forecast

Prepared by ExED. For use by ExED and ExED clients only. © 2024 ExED

Actuals as of 6/30/2025													FORECAST Jul-24 - Jun-25	Budget Variance Better / (Worse)
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL		
Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual		
Expense														
Total 1000 - Certificated Salaries													3,275,735	85,102
Total 2000 - Classified Salaries													1,151,319	(239,942)
3000 - Employee Benefits														
3111 STRS - State Teachers Retirement System	9,640	56,379	65,492	53,049	57,483	57,850	64,325	56,231	57,225	58,654	57,384	13,001	606,712	35,207
3311 OASDI - Social Security	1,269	5,342	6,104	6,981	6,101	5,317	4,559	5,568	7,118	6,190	7,747	8,133	70,428	(13,923)
3331 MED - Medicare	1,023	5,639	5,907	6,115	5,880	5,754	5,494	5,663	6,101	5,988	6,237	3,558	63,358	(1,410)
3401 H&W - Health & Welfare	56,986	34,287	20,244	58,871	36,312	32,561	38,854	38,260	22,122	56,968	38,592	23,304	457,361	(23,595)
3501 SUL - State Unemployment Insurance	35	194	204	211	203	198	189	195	210	206	215	123	2,184	(48)
3601 Workers' Compensation Insurance	12,312	4,104	4,104	-	2,200	4,104	4,104	4,104	4,104	4,105	-	-	43,241	16,289
3901 Other Retirement Benefits	115	378	381	391	375	338	332	1,057	382	352	390	345	4,837	8,834
3902 Other Benefits	-	-	-	-	878	-	2,085	-	-	-	277	(4,377)	(1,138)	1,138
Total 3000 - Employee Benefits													1,246,984	22,491
4000 - Supplies														
4111 Core Curricula Materials	24,417	-	-	13,500	-	-	-	8,072	6,489	-	-	13,529	66,007	(18,363)
4211 Books & Other Reference Materials	1,388	385	376	600	82	44	-	65	6,974	3,602	107	13,624	13,624	(844)
4311 Student Materials	84	9,801	9,126	4,309	13,732	2,883	1,740	2,061	1,315	8,845	17,080	5,122	76,098	(16,124)
4351 Office Supplies	-	3,406	2,524	2,017	1,062	1,861	1,120	3,133	1,623	979	2,063	3,613	23,401	7,300
4371 Custodial Supplies	560	1,822	1,322	2,127	578	1,313	1,791	2,467	1,309	1,159	1,367	2,076	17,891	(2,677)
4390 Other Supplies	782	1,377	12,741	3,627	5,383	10,277	4,115	2,294	5,233	3,526	3,963	8,080	61,398	(2,704)
4411 Non Capitalized Equipment	-	22,686	2,608	277	-	-	593	2,575	933	874	-	1,271	31,816	11,301
4711 Nutrition Program Food & Supplies	-	-	-	38,416	-	45,417	18,560	21,569	20,730	24,302	46,228	2,702	217,925	(80,551)
Total 4000 - Supplies													508,159	(102,661)
5000 - Operating Services														
5211 Travel & Conferences	-	1,325	100	1,700	594	18	620	1,649	262	990	-	262	7,520	3,233
5311 Dues & Memberships	12,623	2,368	2,680	130	2,000	52	-	1,000	-	-	119	674	21,645	1,785
5451 General Insurance	-	41,416	-	-	-	-	-	-	-	-	-	-	41,416	(1,884)
5511 Utilities	-	-	-	-	-	3,168	-	2,839	-	-	-	166	13,514	2,948
5531 Housekeeping Services	7,951	2,734	4,586	3,871	4,442	6,644	4,110	3,665	4,232	3,707	4,715	3,658	54,314	562
5599 Other Facility Operations & Utilities	-	108	108	1,529	1,256	4,741	694	822	1,282	2,118	126	993	21,737	(11,609)
5619 Other Facility Rentals	45,132	45,224	45,224	45,051	20,436	70,278	46,121	45,549	44,761	46,100	45,325	41,049	540,250	18,990
5621 Equipment Lease	2,724	1,060	954	243	954	954	954	954	243	954	1,454	21,014	32,461	(7,170)
5631 Vendor Repairs	-	400	-	-	-	-	1,600	-	322	-	801	-	3,123	1,671
5812 Field Trips & Pupil Transportation	-	(493)	-	2,606	15,449	936	2,600	233	3,234	2,590	9,234	2,184	38,573	7,150
5821 Legal	-	2,025	3,475	420	225	1,013	-	-	-	1,180	108	1,613	10,058	5,899
5823 Audit	-	-	-	4,381	-	4,500	-	-	-	1,474	-	4,763	15,117	3,683
5831 Advertisement & Recruitment	-	-	1,651	86	-	-	-	300	-	-	-	-	2,037	10,882
5841 Contracted Substitute Teachers	-	-	-	-	1,470	1,176	491	588	882	-	-	-	4,607	(4,607)
5842 Special Education Services	900	-	9,308	-	23,120	16,770	18,036	4,821	18,826	18,932	14,232	10,200	135,146	54,979
5844 After School Services	-	-	-	12,825	-	25,100	19,276	11,020	10,825	11,532	12,472	12,145	115,194	31,300
5849 Other Student Instructional Services	1,518	4,000	8,048	5,894	7,000	7,992	2,000	3,600	4,900	9,300	900	3,600	58,752	(18,220)
5852 PD Consultants & Tuition	-	-	-	75	3,000	-	1,750	75	2,075	-	3,825	412	11,212	38,937
5859 All Other Consultants & Services	17,470	4,538	48,781	14,438	34,470	17,067	200	17,676	4,734	41,658	17,936	124,934	343,900	(122,175)

ELEVATE SCHOOL

2024-25 Cash Flow Forecast

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Actuals as of 6/30/2025													FORECAST Jul-24 - Jun-25	Budget Variance Better / (Worse)
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL		
Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual		
5861 Non Instructional Software	32,250	4,347	357	5,374	1,030	361	251	2,297	249	501	330	424	47,773	(2,049)
5865 Fundraising Cost	-	-	-	-	-	-	-	750	-	270	556	-	1,576	674
5871 District Oversight Fees	-	-	-	-	-	7,154	7,154	7,154	7,154	7,154	7,154	7,154	72,249	4,229
5872 Special Education Fees (SELPA)	-	282	790	-	508	508	508	-	-	-	-	14,549	17,389	(2,766)
5899 All Other Expenses	36	36	45	7,152	53	753	(6,082)	863	939	958	959	990	244	(933)
5911 Office Phone	264	2,726	-	2,831	-	1,405	-	-	-	4,147	-	5,386	16,760	(100)
5921 Internet	(292)	2,475	2,782	2,799	3,091	(579)	5,890	2,799	(271)	5,890	2,799	6,157	33,542	14,898
5923 Website Hosting	-	-	16	-	-	-	58	-	-	-	-	-	74	2,115
5931 Postage & Shipping	15	101	312	96	59	49	9	203	17	8	34	150	1,053	335
5999 Other Communications	-	12	12	12	12	12	12	12	12	12	12	24	144	122
Total 5000 - Operating Services	120,593	114,683	129,228	111,513	144,224	145,014	106,251	106,029	107,517	159,475	123,093	262,501	39,809	48,988
6000 - Capital Outlay														
6901 Depreciation Expense	2,364	2,417	2,475	2,393	2,393	2,393	2,393	2,393	2,393	2,393	2,349	2,060	28,413	16,214
Total 6000 - Capital Outlay	2,364	2,417	2,475	2,393	2,393	2,393	2,393	2,393	2,393	2,393	2,349	2,060	-	16,214
TOTAL EXPENSE	303,571	657,491	676,257	732,206	688,495	718,308	641,026	656,740	670,138	758,838	745,728	591,931	39,809	(169,808)
NET INCOME	(237,250)	(322,650)	35,728	(222,636)	(146,498)	233,394	(53,722)	(166,785)	348,822	(21,881)	(225,886)	1,638,203	(166,011)	669,071
Beginning Cash Balance	2,975,592	2,996,852	2,876,421	3,140,720	2,909,059	2,835,822	3,051,378	2,984,429	2,842,643	3,136,842	3,121,929	2,990,351	3,565,591	(22,116)
Cash Flow from Operating Activities														
Net Income	(237,250)	(322,650)	35,728	(222,636)	(146,498)	233,394	(53,722)	(166,785)	348,822	(21,881)	(225,886)	1,638,203	(166,011)	669,071
Change in Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Accounts Receivable	390,121	171,936	163,984	41,904	-	15,415	28,846	-	1,024	600	-	(611,882)	201,947	(538,098)
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	612,065	(612,065)	703,169
Change in Due from	-	-	-	200	-	-	-	-	-	-	-	-	200	200
Change in Accounts Payable	(124,561)	(39,249)	65,387	(47,390)	26,546	16,137	(42,854)	29,833	(53,476)	7,894	50,782	(30,850)	17,396	(118,338)
Change in Due to	(42,060)	(42,978)	(47,768)	(45,347)	2,656	(94,303)	(45,042)	(45,278)	(53,810)	(44,474)	(46,156)	(717,305)	760,680	(206,794)
Change in Payroll Liabilities	(69,993)	71,815	4,874	(1,795)	(608)	185	(816)	(1,913)	1,737	1,805	(1,735)	(67,668)	(64,112)	(64,112)
Change in Prepaid Expenditures	62,701	(272)	-	-	-	(125)	-	(2,870)	-	(4,162)	(9,034)	(62,426)	(16,187)	220,264
Change in Deferred Revenue	-	-	-	-	-	-	-	-	-	-	55,000	(234,370)	(179,370)	(179,370)
Change in Other Long Term Assets	41,540	41,723	41,906	42,090	42,275	42,460	42,647	42,834	47,510	42,912	43,102	43,292	514,290	(16,214)
Depreciation Expense	2,364	2,417	2,475	2,393	2,393	2,393	2,393	2,393	2,393	2,393	2,349	2,060	28,413	23,462
Capital Expenditures	(1,600)	(3,171)	(2,286)	(1,080)	-	-	1,600	-	-	-	-	-	(6,538)	989,533
Ending Cash Balance	2,996,852	2,876,421	3,140,720	2,909,059	2,835,822	3,051,378	2,984,429	2,842,643	3,136,842	3,121,929	2,990,351	3,565,591	3,565,591	



Elevate School Financial Analysis June 30, 2025

Net Income

Elevate School's Fiscal Year 2024-25 net income was **\$692,827**. This is \$669,071 above the current board-approved budget, primarily driven by revenue from Impact Aid Grant and the Employee Retention Credit.

Balance Sheet

As of June 30, 2025, the school's **Operating Cash** balance was \$3,565,591. The year-end cash position includes one-time revenue from Employee Retention Credit.

As of June 30, 2025, the **Accounts Receivable** balance was \$623,129.

As of June 30, 2025, the **Accounts Payable** balance, including payroll liabilities, totaled \$105,178. The balance consists of \$57,055 for current payables, \$20,833 for current payroll liabilities, and \$27,290 for accrued payroll vacation.

Income Statement

Revenue

Total revenue for Fiscal Year 2024-25 was **\$8,573,367**, which was \$838,879 above the board-approved budget.

- Local Control Funding Formula revenue was \$110,074 lower than budgeted amount due to the lower month end enrollment (478 vs 486) and average daily attendance (454.1 vs 464.1).
- Federal Revenue is \$129,703 favorable primarily from the additional Impact Aid Award of \$607,137.
- State Revenue was below budget by \$32,684 due to shifting revenue from Learning Recovery Block, Educator Effectiveness and Arts & Music Block Grants to better manage future revenue.
- Other Local Revenue was significantly above-board lead by revenue from Employee Retention Credit contribution of \$855,188.

Expenses

Total expenses for the year were **\$7,880,539**. This was \$132,349 above the budgeted amount.

- The projected Certificated & Classified Salaries and Employee Benefits expenses have a combined value of \$5,674,037 and tracked on par to budget with a 2.5%.
- Nutrition Program Food & Supplies expenses trended above budget by \$80,551 to cover meal service costs from Top Notch Catering.
- Special Education Services reflected a \$54,979 expense savings against higher budget projections.
- After School Services experienced a \$31,300 expense reduction compared to budget \$1406,494. FY24-25 actuals of \$155,194 were more aligned with prior year actuals of \$107,782.



- PD Consultants & Tuition actuals of \$11,212 were below the budget from teacher PD expenses.
- All Other Consultants & Services expenses were materially higher than budget by \$122,175 from the 10% Employee Retention Credit service fee and additional expenses for consulting services.

ADA

The budgeted ADA for the year is 464.1 with an enrollment of 486. Revenues are calculated based on a projected ADA of 454.1 with an enrollment of 478 and attendance percentage of 95.7%.

Elevate School
Check Register
For the Month Ending June 30, 2025

Check #	Vendor Name	Date	Description	Amount
2506020-1019M	HEALTH NET OF CALIFORNIA, INC	6/2/2025	06/25 - HEALTH PREMIUM	18,842.34
1516M	TONY LAW	6/4/2025	05/06/25-05/28/25 - CUSTODIAL SERVICES	378.00
A024416	SCHOOLMINT, INC	6/6/2025	10/17/25-10/16/26 - SM CHARTER APPLICATION & LOTTERY	4,874.64
A024417	ODP BUSINESS SOLUTIONS LLC	6/6/2025	PURELL, NOTEPADS, BINDER, PAPER CLIP, STOCK PAPER	258.52
A024418	DBA CITY VIEW CHURCH	6/6/2025	05/22/25-05/29/25 - FACILITY RENTAL - EXPO NIGHT & PROMOTION	600.00
A024419	TOP NOTCH CATERING	6/6/2025	05/25 - MEALS	23,853.58
E021650	EMS LINQ INC	6/6/2025	07/01/25-06/30/26 - POS STUDENT MANAGEMENT	2,582.49
E021651	CINTAS	6/6/2025	AUTOSOAP, WIPES, HAND SANITIZER FOR SM CAMPUS	392.51
P072794	AZTEC LEASING, INC (SMX6071)	6/6/2025	05/10/25-06/09/25 - COPIER LEASE	261.84
P072795	OMAS PUMPKIN PATCH	6/6/2025	05/21/25 - FIELD TRIP	975.00
P072796	ZOVARGO LLC	6/6/2025	07/18/25 - ZOO ANIMAL ASSEMBLY	500.00
P072797	SAN DIEGO COUNTY OFFICE OF EDUCATION	6/6/2025	09/24 - TRAINING FOR CHRONIC ABSENTEEISM	140.00
P072798	EARTH MADE SNOW CONES	6/6/2025	05/25 - SNOW CONES EOY CELEBRATION	865.00
P072799	AZTEC LEASING, INC	6/6/2025	5/27/25 TO 6/26/25-COPIER LEASE	765.94
1517M		6/9/2025	06/25 - PAYROLL	528.38
1518M		6/9/2025	06/25 - PAYROLL	256.73
1519M		6/9/2025	06/25 - PAYROLL	300.53
A024500	OPEN WORKS	6/11/2025	06/25 - JANITORIAL SERVICES AT TS CAMPUS	2,734.00
E021716	CINTAS	6/11/2025	HAND CLEANER, MOP, AUTOSOAP, WIPES, HAND SANITIZER TS	119.49
P073035	CHARTER TECH SERVICES	6/11/2025	06/25 - MONTHLY TECH SERVICE	4,537.50
P073036	SHARP ELECTRONICS CORPORATION	6/11/2025	04/26/25-05/26/25 - COPIER LEASE SM CAMPUS	706.91
P073037	WESS TRANSPORTATION SERVICES, INC.	6/11/2025	05/16/25 - 4TH GRADE FIELD TRIP TO JULIAN MINING COMPANY	5,507.07
A024590	ODP BUSINESS SOLUTIONS LLC	6/16/2025	ADRESS LABELS, FOLDERS, PENCIL, MARKERS, POST-IT, WIPES	385.03
A024591	DENISE FINNEY	6/16/2025	06/25 - EDUCATIONAL CONSULTATION	3,000.00
E021781	SPECIALIZED THERAPY SERVICES, INC	6/16/2025	04/25 - APE, AUDIOLOGY, NURSING SERVICES	1,691.20
E021782	CINTAS	6/16/2025	AUTOSOAP, MICROFIBER WIPES, HAND SANITIZER SM CAMPUS	264.31
E021783	IDENTITY THEFT GUARD SOLUTIONS, INC	6/16/2025	05/25 - IDENTITY THEFT PROTECTION	278.69
E021784	CALIFORNIA CHARTER SCHOOLS ASSOCIATION	6/16/2025	07/01/25-06/30/26 - CCSA MEMBERSHIP	7,616.00
P073255	A PLUS CHARTER CONSULTING	6/16/2025	FY25-26 - COMPLETION FOR LCAP & LREBG ASSESMENT	5,500.00
2506170-1019M	MUTUAL OF OMAHA INSURANCE COMPANY	6/17/2025	06/25-07/25 - HEALTH PREMIUM	2,465.97
1520M		6/18/2025	06/25 - PAYROLL	991.48
A024760	EXED	6/23/2025	05/25 - MANAGEMENT CONTRACT FEE, CALPADS & SIS SUPPORT	12,011.85
A024761	ODP BUSINESS SOLUTIONS LLC	6/23/2025	TOWELS, PAPER, TAPE, WITEOUT, INDEX CARDS, GLUE STICKS	497.73
P073623	VICTORIA OTERO	6/23/2025	AMAZON - END OF YEAR/STATE TESTING CELEBRATION	207.41
1521M		6/24/2025	06/25 - PAYROLL	1,835.17
2506240-1019M	CHOICE BUILDER ADMINISTRATORS	6/24/2025	07/25 - HEALTH PREMIUM	3,452.35
2506260-1019M	ASSURITY LIFE INSURANCE COMPANY	6/26/2025	06/25 - HEALTH PREMIUM	2,586.29
A024869	WAXIE'S SANITARY SUPPLY	6/27/2025	ROLL TOWELS, TOILET PAPER	571.29
A024870	ODP BUSINESS SOLUTIONS LLC	6/27/2025	INDEX CARDS, PAPER, TAPE, LABELS, MARKERS, SHARPIES,	489.72
A024871	DBA CITY VIEW CHURCH	6/27/2025	07/25 - OFFICE SPACE & MS CAMPUS RENTAL	22,050.00
E022036	SHARP ELECTRONICS CORPORATION	6/27/2025	03/08/25-06/08/25 - COPIER LEASE	1,675.04
E022037	FRANKLIN COVEY CLIENT SALES, INC.	6/27/2025	(385) STUDENT & TEACHER LEADERSHIP GUIDE	3,095.68
E022038	SPECIALIZED THERAPY SERVICES, INC	6/27/2025	05/25 - APE, AUDIOLOGY, NURSING SERVICES	2,341.20
E022039	CINTAS	6/27/2025	AUTOSOAP, MICROFIBER WIPES, HAND SANITIZER FOR SM CAMPUS	144.82
E022055	KENDALL HUNT PUBLISHING COMPANY	6/27/2025	MATHEMATICS WORKBOOKS	10,432.96
P073913	JEFFREY JAMES THIEL	6/27/2025	05/25-05/25 - INSTRUCTIONAL CONSULTATION SERVICES	600.00
P073914	CHARTER TECH SERVICES	6/27/2025	01/25 - MONTHLY TECH SERVICE	4,544.10
P073915	LUNCH ASSIST, INC	6/27/2025	FY25-30 - NUTRITION CONSULTING & TRAINING, LUNCH ASSIST PRO	62,763.75
P073954	APEX THERAPIES, INC	6/27/2025	06/25 - OCCUPATIONAL THERAPY SERVICES	10,200.00
P073955	CFOMW TAX LLC	6/27/2025	06/25 - EMPLOYEE RETENTION CREDIT CLAIM	85,518.83
P073956	RENAISSANCE	6/27/2025	EDUCLIMBER SOFTWARE LICENSE	11,307.56
2506300-1019M	BUSINESS CARD	6/30/2025	05/07/25-06/06/25 - CREDIT CARD PURCHASES	11,767.26
Total				340,266.16

Coversheet

Approve 24-25 Unaudited Actuals

Section:	II. Agenda Items
Item:	C. Approve 24-25 Unaudited Actuals
Purpose:	Vote
Submitted by:	
Related Material:	Elevate_FY24-25 SACS Unaudited Actuals.pdf

Elevate
San Diego Unified
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form

37 68338 0129395
Form ALT
F8AWZRR9E7(2024-25)

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

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 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	687,683.00		687,683.00
Education Protection Account State Aid - Current Year	8012	90,868.00		90,868.00
State Aid - Prior Years	8019	(15,407.00)		(15,407.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	4,495,314.00		4,495,314.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,258,458.00	0.00	5,258,458.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		145,716.00	145,716.00
Special Education - Federal	8181, 8182		83,183.00	83,183.00
Child Nutrition - Federal	8220		102,837.47	102,837.47
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	607,137.00		607,137.00
Total, Federal Revenues		607,137.00	331,736.47	938,873.47
3. Other State Revenues				
Special Education - State	StateRev SE		445,426.00	445,426.00
All Other State Revenues	StateRev AO	104,150.46	725,039.90	829,190.36
Total, Other State Revenues		104,150.46	1,170,465.90	1,274,616.36
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	1,101,419.11		1,101,419.11
Total, Local Revenues		1,101,419.11	0.00	1,101,419.11
5. TOTAL REVENUES		7,071,164.57	1,502,202.37	8,573,366.94
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,932,106.98	376,330.19	2,308,437.17
Certificated Pupil Support Salaries	1200	198,287.45	28,702.31	226,989.76
Certificated Supervisors' and Administrators' Salaries	1300	633,263.77	30,217.19	663,480.96
Other Certificated Salaries	1900	22,334.10	54,492.80	76,826.90
Total, Certificated Salaries		2,785,992.30	489,742.49	3,275,734.79
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	506,831.45	149,886.33	656,717.78
Noncertificated Support Salaries	2200	44,744.97	53,728.27	98,473.24
Noncertificated Supervisors' and Administrators' Salaries	2300	58,252.00		58,252.00
Clerical, Technical and Office Salaries	2400	328,369.69		328,369.69
Other Noncertificated Salaries	2900	9,506.00		9,506.00
Total, Noncertificated Salaries		947,704.11	203,614.60	1,151,318.71
3. Employee Benefits				
STRS	3101-3102	518,632.54	88,079.94	606,712.48
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	111,358.15	22,427.89	133,786.04

Elevate
San Diego Unified
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form

37 68338 0129395
Form ALT
F8AWZRR9E7(2024-25)

Health and Welfare Benefits	3401-3402	387,416.79	69,944.65	457,361.44
Unemployment Insurance	3501-3502	1,842.29	342.12	2,184.41
Workers' Compensation Insurance	3601-3602	36,468.26	6,772.24	43,240.50
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	3,021.82	677.20	3,699.02
Total, Employee Benefits		1,058,739.85	188,244.04	1,246,983.89
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	51,670.53	14,336.00	66,006.53
Books and Other Reference Materials	4200	13,624.03		13,624.03
Materials and Supplies	4300	121,496.70	57,290.78	178,787.48
Noncapitalized Equipment	4400	11,140.46	20,676.00	31,816.46
Food	4700		217,924.98	217,924.98
Total, Books and Supplies		197,931.72	310,227.76	508,159.48
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	7,494.81	25.00	7,519.81
Dues and Memberships	5300	15,945.11	5,700.00	21,645.11
Insurance	5400	41,416.00		41,416.00
Operations and Housekeeping Services	5500	89,564.64		89,564.64
Rentals, Leases, Repairs, and Noncap. Improvements	5600	548,853.69	26,980.00	575,833.69
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	496,479.98	385,898.48	882,378.46
Communications	5900	51,572.23		51,572.23
Total, Services and Other Operating Expenditures		1,251,326.46	418,603.48	1,669,929.94
6. Capital Outlay				
(Objects 6100-6170, 6200-6700 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
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900	17,549.48	10,863.18	28,412.66
Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
Total, Capital Outlay		17,549.48	10,863.18	28,412.66
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			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
8. TOTAL EXPENDITURES		6,259,243.92	1,621,295.55	7,880,539.47
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		811,920.66	(119,093.18)	692,827.48
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00	
	Less:					
2.	Other Uses	7630-7699			0.00	
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(108,230.00)	108,230.00	0.00	
4.	TOTAL OTHER FINANCING SOURCES / USES		(108,230.00)	108,230.00	0.00	
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)			703,690.66	(10,863.18)	692,827.48	
F. FUND BALANCE / NET POSITION						
1.	Beginning Fund Balance/Net Position					
a.	As of July 1	9791	2,603,022.56	31,613.06	2,634,635.61	
b.	Adjustments/Restatements	9793, 9795	18,249.02	3,706.00	21,955.02	
c.	Adjusted Beginning Fund Balance /Net Position		2,621,271.58	35,319.06	2,656,590.63	
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		3,324,962.23	24,455.88	3,349,418.11	
Components of Ending Fund Balance (Modified Accrual Basis only)						
a.	Nonspendable					
1.	Revolving Cash (equals Object 9130)	9711			0.00	
2.	Stores (equals Object 9320)	9712			0.00	
3.	Prepaid Expenditures (equals Object 9330)	9713			0.00	
4.	All Others	9719			0.00	
b.	Restricted	9740			0.00	
c.	Committed					
1.	Stabilization Arrangements	9750			0.00	
2.	Other Commitments	9760			0.00	
d.	Assigned	9780			0.00	
e.	Unassigned/Unappropriated					
1.	Reserve for Economic Uncertainties	9789			0.00	
2.	Unassigned/Unappropriated Amount	9790M			0.00	
3.	Components of Ending Net Position (Accrual Basis only)					
a.	Net Investment in Capital Assets	9796	43,200.43	24,455.88	67,656.31	
b.	Restricted Net Position	9797			0.00	
c.	Unrestricted Net Position	9790A	3,281,761.80	(.01)	3,281,761.80	
Description			Object Code	Unrestricted	Restricted	Total
G. ASSETS						
1.	Cash					
	In County Treasury	9110	221,142.26	776,112.28	997,254.54	
	Fair Value Adjustment to Cash in County Treasury	9111			0.00	
	In Banks	9120	297,468.06		297,468.06	
	In Revolving Fund	9130			0.00	
	With Fiscal Agent/Trustee	9135			0.00	
	Collections Awaiting Deposit	9140			0.00	
2.	Investments	9150	2,270,867.29		2,270,867.29	
3.	Accounts Receivable	9200	8,906.92		8,906.92	
4.	Due from Grantor Governments	9290	614,223.70		614,223.70	
5.	Stores	9320			0.00	
6.	Prepaid Expenditures (Expenses)	9330	78,888.18		78,888.18	
7.	Other Current Assets	9340	42,639.90		42,639.90	
8.	Lease Receivable	9380	586,728.66	24,455.88	611,184.54	
9.	Capital Assets (accrual basis only)	9400-9489			0.00	
10.	TOTAL ASSETS		4,120,864.97	800,568.16	4,921,433.13	
H. DEFERRED OUTFLOWS OF RESOURCES						
1.	Deferred Outflows of Resources	9490			0.00	
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00	
I. LIABILITIES						
1.	Accounts Payable	9500	77,886.36		77,886.36	
2.	Due to Grantor Governments	9590	138,549.46		138,549.46	
3.	Current Loans	9640			0.00	

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4.	Unearned Revenue	9650		776,112.28	776,112.28
5.	Long-Term Liabilities (accrual basis only)	9660-9669	579,466.92		579,466.92
6.	TOTAL LIABILITIES		795,902.74	776,112.28	1,572,015.02
J. DEFERRED INFLOWS OF RESOURCES					
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION					
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		3,324,962.23	24,455.88	3,349,418.11

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
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

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

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

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

Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

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

Results of this calculation will be used for comparison with 2023-24 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 2026-27.

a.	Total Expenditures (B8)	7,880,539.47
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]	938,873.47
c.	Subtotal of State & Local Expenditures	6,941,666.00
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	28,412.66
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

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Declared Disaster	
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	\$ 6,913,253.34
[c minus d minus e minus f]	

Coversheet

Approve Revised Elevate Fiscal Policies

Section:	II. Agenda Items
Item:	D. Approve Revised Elevate Fiscal Policies
Purpose:	Vote
Submitted by:	
Related Material:	2025.9.15 REVISED Elevate Fiscal Policies and Procedures .docx.pdf



Elevate School

Fiscal Policies & Procedures

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

Revised Version approved, 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, 9/11/2023

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, 9/11/2023

- The Accounting Coordinator 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, 9/11/2023

- 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.

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Last approved by the Board of Directors, 9/11/2023

- 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, 9/11/2023

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 Business Coordinator immediately.
- The Business Coordinator and the designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval. The Business Coordinator 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 Business Coordinator.
- 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

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

- Once a week, the Business Coordinator 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 Business Coordinator 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 Business Coordinator will make the deposit and attach the deposit receipt to the deposit packet.
- The Business Coordinator 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 (15th 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

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- 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 Coordinator (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 Coordinator or Vice President, School Finance will submit payroll to the 3rd party payroll provider for check and direct deposit processing.
- The 3rd 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.

Elevate School FISCAL POLICIES AND PROCEDURES

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Pay Upon Termination

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

Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 9/11/2023

- If the expenditure is allowable under the appropriate revenue source.
- 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.
- **Common practice is for all purchases to be delivered to school campuses. Due to Elevate's current physical three campus arrangement, certain circumstances may require shipment to an employee's home. In these instances, the employee must log the order on the order log in the school's shared Google Sheet and indicate that it was shipped to their home. When items are brought to campus, a separate office staff member will verify receipt on campus and mark the order complete in the tracking system.**

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). 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

Elevate School FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, 9/11/2023

under the supervision of the card holder.

- An itemized receipt should be turned in for all **purchases within 60 days.**
- 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.
- 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

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will be performed either manually or electronically.

Procedures:

- The Business Coordinator 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 Business Coordinator will trace the merchandise to the packing list and note any items that were not in the shipment.
- **The Business Coordinator and/or purchaser** will code invoices to the correct budget line.
- Invoices are 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 Business Coordinator 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. **The use of the facsimile signature stamp will be in accordance with the signed authorization form provided to and maintained on file with ExED.**
- ExED will distribute the check as follows:
 - Original – mailed or delivered to payee
 - Duplicate or voucher – **Saved electronically by an ExED accountant.**
- Should a check need to be voided, “VOID” will be written in ink on the signature line of the check. **Bank Checks will be considered stale dated in alignment with the timeline for Nvoicepay/Corpay, which is currently 180 days. The organization will provide ExED with direction regarding re-issuing payments for each stale dated item in a timely manner and will complete any steps required to void the bank check, such as a Stop Payment order with the bank.**
- 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

Nvoicepay (outsourced payment provider)

- Once an invoice is approved by the **Executive Director for payment**, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the

Elevate School FISCAL POLICIES AND PROCEDURES

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payments submitted to Nvoicepay and will approve or reject each vendor payment.

- After ExED AM or VP has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.

- Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.

- Nvoicepay will stale date payments after 180 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 180-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes; however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.

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 submitted within 30 days and approved by a member of the board.
- The Business Coordinator 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.
- 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.

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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. 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.

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- 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 Business Coordinator 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:

- 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.

Elevate School FISCAL POLICIES AND PROCEDURES

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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 Revised BP6005 Policy, Cell Phone and Electronic Device Policy

Section:	II. Agenda Items
Item:	F. Approve Revised BP6005 Policy, Cell Phone and Electronic Device Policy
Purpose:	Vote
Submitted by:	
Related Material:	2025.9.15 REVISED BP5006 Cell Phone & Electronic Device Policy.pdf

Board Policy #: BP5006
Adopted/Ratified: August 18, 2020
Revision Date: N/A



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CELL PHONES, SMARTPHONES, & OTHER ELECTRONIC SIGNALING DEVICES POLICY

Assembly Bill 3216, the Phone-Free Schools Act, requires every school district, charter school, and county office of education in California to develop and adopt a policy that limits or prohibits the use of smartphones by students on school campuses or under school employee supervision.

The Elevate School (“Elevate” or the “Charter School”) Board of Directors recognizes the potential for cell phones, smartphones, and electronic signaling devices (hereinafter collectively referred to as “private devices”) to disrupt the learning environment of Elevate School, and adopts this Policy to not permit students’ use of private devices while on school grounds, at school-sponsored activities, or under the supervision of Elevate employees, except as otherwise provided in this Policy. Students who bring private devices to school, including school sponsored activities, are expected to secure them in the designated locations identified below. Elevate teachers, administrators, and staff will confiscate any private devices used by a student in violation of this Policy.

In Middle School Grades (6-8): private devices that are brought to middle school are to be turned off and kept in the cell phone locker in their classroom for the duration of the school day.

In K-5th Grade: private devices that are brought to campus are to be turned off and kept in the school office (not in backpacks or pockets) for the duration of their school day.

All smart watches need to stay on “school mode” during school hours.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- Off campus before or after school.
- Before or after any Elevate sponsored activity occurring before or after the regular school day.
- In the case of an emergency.
- When an administrator of Elevate grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that administrator.
- When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student’s individualized

ELEVATE SCHOOL

CELL PHONES, SMARTPHONES & OTHER ELECTRONIC SIGNALING DEVICES POLICY

Board Policy #: BP5006

Adopted/Ratified: August 18, 2020

Revision Date: N/A

education program (“IEP”).

Private devices shall be turned off (with the exception of smartwatches as noted above) and shall not be used:

- During instructional classroom time, including assemblies, and any other school activity, which takes place during the regularly scheduled school day on or off campus.
- During break periods, between class periods, or during lunch.
- During events sponsored by Elevate held before or after regular school hours.
- On field trips or excursions sponsored by Elevate.

All Elevate employees shall remove any private device from the possession of a student found to be violating this Policy. If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, an Elevate employee may remove the private device and confiscate the private device. Parents/guardians will be contacted to pick up any confiscated private devices at the end of the regular school day or at the conclusion of a Charter School sponsored activity.

In addition to this Policy, all other applicable Elevate student discipline policies and rules shall apply to any student who fails to comply with the requirements of this Policy.

Students who possess any private device(s) shall assume sole responsibility for the maintenance and care of any such private device(s) in accordance with this Policy. At no time shall Elevate be responsible for preventing theft, loss or damage to any private devices brought onto campus or at Elevate sponsored activities.

Coversheet

Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b)

Section: II. Agenda Items
Item: G. Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b)
Purpose: Vote
Submitted by:
Related Material: 2025.9.15 Board Resolution - MH.pdf

RESOLUTION AUTHORIZING LOCAL ASSIGNMENT

OPTION PURSUANT TO EDUCATION CODE §44256(b)

WHEREAS, Michelle Hernandez is the holder of a California Multiple Subject Teaching Credential; and

WHEREAS, Michelle Hernandez has been assigned for the 2025-2026 school year to teach K-5 STEAM and Grade 6 Science at Elevate School in grades K-5 and 6, respectively; and

WHEREAS, she has completed at least twelve (12) semester units overall or six (6) upper division/graduate semester units of course work in the field of Science/STEAM; and

WHEREAS, she has given her written consent to be assigned to this position;

NOW, THEREFORE BE IT RESOLVED by the Governing Board of Elevate School that it hereby authorizes the aforementioned teaching assignment for Michelle Hernandez for the 2025-2026 school year, pursuant to the provisions of California Education Code 44256(b).

The foregoing resolution was adopted by the Governing Board of Elevate School of San Diego County at a regular meeting of said Board on the 15th day of September, by the following vote:

AYES: Members _____

NOES: Members _____

ABSENT: Members _____

Dated: September 15, 2025

Secretary, Elevate School Board

Coversheet

Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b), Corrective Action

Section: II. Agenda Items
Item: H. Approve Resolution Authorizing Local Assignment Option Pursuant to Education Code §44256(b), Corrective Action
Purpose: Vote
Submitted by:
Related Material: 2025.9.15 Board Resolution (24-25) - MH.pdf

RESOLUTION AUTHORIZING LOCAL ASSIGNMENT

OPTION PURSUANT TO EDUCATION CODE §44256(b)

WHEREAS, Michelle Hernandez is the holder of a California Multiple Subject Teaching Credential; and

WHEREAS, Michelle Hernandez has been assigned for the 2024-2025 school year to teach K-5 STEAM at Elevate School in grades K-5; and

WHEREAS, she has completed at least twelve (12) semester units overall or six (6) upper division/graduate semester units of course work in the field of Science/STEAM; and

WHEREAS, she has given her written consent to be assigned to this position;

NOW, THEREFORE BE IT RESOLVED by the Governing Board of Elevate School that it hereby authorizes the aforementioned teaching assignment for Michelle Hernandez for the 2024-2025 school year, pursuant to the provisions of California Education Code 44256(b).

The foregoing resolution was adopted by the Governing Board of Elevate School of San Diego County at a regular meeting of said Board on the 15th day of September, by the following vote:

AYES: Members _____

NOES: Members _____

ABSENT: Members _____

Dated: September 15, 2025

Secretary, Elevate School Board