

## **CHARTER IMPACT, LLC.**

### **BUSINESS MANAGEMENT AGREEMENT SUPPLEMENT CALPADS Services**

This supplemental agreement (“Supplement”) to the Business Management and Accounting Services Agreement dated July 1, 2019 (the “Agreement”) is entered into as of September 1, 2023 (the “Effective Date”) by and between Charter Impact, LLC. (“CI”) and TEACH Inc. (“Client”).

#### **ARTICLE 1. DUTIES AND RESPONSIBILITIES**

Section 1.01. CI, the current provider of business management and consulting services, will provide additional services as described in Exhibit A attached hereto and incorporated herein by this reference (the “Supplemental Services”).

#### **ARTICLE 2. TERM OF SUPPLEMENT**

Section 2.01. Client will retain CI to perform Supplemental Services for Client, beginning September 1, 2023, and ending with the terms of the Agreement unless otherwise terminated by Client. CI will use CI's best efforts to accomplish the technical and commercial goals identified by Client during the term of this Supplement.

#### **ARTICLE 3. COMPENSATION AND EXPENSES**

Section 3.01. Fees. For services in Exhibit A, the Client will pay CI a fee of \$37.50 per student per year.

Section 3.02. Invoicing. CI will invoice Client monthly, beginning on September 1, 2023. Payment of all services and expenses will be due upon receipt.

Section 3.03. Late Payments. Payments made after the payment terms are subject to a late payment penalty equal to an annual rate of twelve percent (12%).

#### **ARTICLE 4. GENERAL PROVISIONS**

Section 4.01. Corporate Power and Authorization. The parties hereto have full corporate power and authority to execute and deliver this Supplement and to perform their obligations hereunder. The execution, delivery and performance of this Supplement by each party has been duly authorized by all necessary corporate action. This Supplement has been duly executed and delivered by each party and constitutes the valid and legally binding obligation of Client and CI enforceable in accordance with the terms and conditions included in both the Agreement and Supplement.

Accepted and Agreed, as of the Effective Date first written above:

**TEACH, INC.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CHARTER IMPACT, INC.**

By \_\_\_\_\_  
David Lueck, Co-CEO

## **EXHIBIT A**

### **SCOPE OF WORK: CALPADS Services**

#### **MAIN AREAS OF WORK**

1. CALPADS Fall 1: State Student Identifier (SSID) enrollment, student information record, EL Acquisition status, Free/Reduced price meal eligibility, Homeless program record, and SpED data
2. CALPADS Fall 2: staff assignment, staff demographics, staff full-time equivalent value, course section, student course section and English Learner Education services
3. CALPADS EOY 1-4: student discipline, course completion data, update student program eligibility and participation status, report cumulative enrollment, Special Education and submit student attendance annual summary

#### **DATA QUALITY AND REPORTING**

1. Create and maintain Google Sheet to track missing data points, log data needs that require access to students' cumulative records or staff files and provide project updates.
2. Compare three years of historic CALPADS and attendance data to current data for the purpose of identifying potential errors. Significant changes from prior values will be evaluated before data is finalized with CDE.
3. Run PowerSchool and CALPADS exception reports to assess overall data quality, identify missing data and populate data when accessible. Data will be entered into the Google Sheet for tracking purposes.

#### **ONGOING ACTIVITIES**

1. Work with Director of Special Education to submit or correct SpED records.
2. Work with Director of Elementary School, Director of Middle School and Director of Curriculum and Instruction to align local and state course catalogue options.
3. Work with Office Managers to collect and report student demographic and program data.
4. Work with CMO/HR Office Manager or Credential Specialist to update staff demographic data.
5. Provide PowerSchool and CALPADS reports to support internal audits of staff members' courses and job assignments against HR's credential type and authorization options.
6. Request SSIDs twice a week to ensure CALPADS and PowerSchool have synchronized enrollment records. This task addresses the need to create, claim, merge, or release SSID enrollment records. If needed, increase the frequency of this task during standardized test administration windows.
7. Work with other CA schools that also interact with CALPADS to resolve anomalies on Client's behalf. Common issues include concurrent enrollment errors, mismatch data types, and other overlapping program records. If the information required to resolve an issue is not accessible to CI, CI will reach out

- to Client's team members to validate information against onsite student or staff files. project check-in meetings to reviews tasks and to monitor overall progress.
8. Retrieve monthly Direct Certification (Foster Youth, SNAP, etc.) student statuses and supply them to your Point-Of-Sale vendors and/or import new statuses into PowerSchool.
  9. Synchronize student discipline and program records once a week to ensure PowerSchool and CALPADS records are aligned.

#### DATA SUBMISSION PROCESS

1. Schedule CALPADS Fall 1, Fall 2 and EOY project kickoff calls to discuss reporting changes, assign tasks, and determine internal milestones and deadlines. An initial kickoff meeting is typically scheduled 2-3 weeks before the beginning of each major reporting period.
2. Continuously provide data quality status reports to identify missing data or highlight records that require additional verification.
3. Schedule final data review and signoff meetings one week prior to the data certification deadlines.
4. Schedule semi-monthly project check-in meetings to reviews tasks and to monitor overall progress.

#### SUPPORT AND SERVICES

1. Project manage each CALPADS reporting phase via semimonthly meetings. Topics discussed during these meeting will include delegation of duties, determination of project timelines, scheduling for technical trainings, status review, and planning for upcoming changes from the CDE.
2. If granted access to SpED SIS, CI will submit data into CALPADS on your behalf.
3. Coordinate with Client's SpED department to address errors before the SELPA reviews CALPADS information.
4. Provide CALPADS specific training to Client staff. Training sessions are tailored to specific role. (i.e. Counselors, SpED data technicians, Socio/Economic Processor, Homeless Liaison, etc).
5. Operationalize CDE's reporting requirements and change requests into clear and actionable tasks.
6. Coordinate with CI staff to supply auditors with requested documents.
7. Prepare EL status information for incoming students to support course scheduling activities and alert Testing Coordinators of testing requirements.
8. Coordinate reconciliation process when PowerSchool's student program status does not match data within CALPADS.