



# Long Valley Charter School

*A Non-Profit Public Benefit Corporation*

## REGULAR BOARD MEETING

**Thursday, January 12, 2023 at 5:45 PM**

**At Long Valley School  
436-965 Susan Drive, Doyle, CA 96109**

**Teleconference Participation available via Zoom**

<https://us02web.zoom.us/j/81746890549?pwd=cFZGWGIXQWo1UURKZzY3bDhJYlJrdz09>

**Teleconference participation is also available at these physical locations:**

**257 E. Sierra St. Suite C, Portola, CA 96122**

**995 Paiute Lane, Susanville, CA 96130**

## Agenda

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Sherri Morgan, Executive Director/ Superintendent at 530-827-2395 at least 48 hours before the meeting, if possible.

We welcome you to this public meeting. Members of the public may be heard on any business item on the Board's Agenda during consideration of the item. Additionally, members of the public may address the Board on matters that are not on the agenda, but which are within the jurisdiction of the board; these comments can be made during Item V. A person addressing the Board will be limited to three (3) minutes unless the Chairperson of the Board grants a longer or shorter period of time depending upon the number of speakers and the size of the agenda.

**I. Call to order and roll call** Time: PM  
Shaun Giese ☐ Wilma Kominek ☐ Stacy Kirklin ☐ Jason Ingram ☐ Randi Collier ☐

**II. Pledge of Allegiance**

**III. Approval of the Agenda**

**IV. Governing Board Annual Reorganization**

**A. Oath of Office for New/Returning Board Members**

**B. Election of Officers**

President

Vice President

Clerk (Secretary/Treasurer)

The newly elected President will conduct the remainder of the meeting.

**V. Consent Agenda**

Board Items under the consent agenda are routine and will be enacted by one motion unless any member of the Board or public requests that an item be removed for separate consideration and placed in the regular order of business following approval of the consent agenda.

**A. Board Minutes:**

1. Regular Meeting 12/1/22

**B. Bills & Warrants: 10/1-11/30/22**

**C. K-12 SWP Grant Agreement 7/1/22-9/30/23**

**D. Agreements with National University to accept Interns & Student Teachers**

**E. Quarterly Complaint Summary 12-31-22**

**VI. Public Comments**

An opportunity for any member of the public to address the Governing Board on any matter **not** on the Agenda, but which is within the jurisdiction of the Board.

**VII. Reports**

- A. Board Members
- B. Executive Director
- C. Finance Report (Scheduled for 6:00 PM)
- D. Program Reports-submitted in writing: Campus Locations, Special Programs, Counseling, Adult Education, and Safety.

**VIII. Information Items**

- A. Presentation by edtec (scheduled for 5:50 PM)
- B. Presentation by DMS (scheduled for 6:10 PM)
- C. Community Schools-Janice Gotcher
- D. Presentation by TPC Students (scheduled for 6:25 PM)
- E. California School Dashboard & i-Ready Report-Whitney Mauck

**IX. Action Items**

- A. Discussion and possible action regarding approval of Updated ESSER III Plan.
- B. Discussion and possible action regarding approval of School Accountability Report Card for LVS & TPC.
- C. Discussion and possible action regarding acceptance of the 2021-2022 audit.
- D. Discussion and possible action regarding approval of updated Fiscal Policy 2001.
- E. Discussion and possible action regarding approval of Resolution 2022-23-02: Designating Committed Fund Balances.
- F. Discussion and possible action regarding approval of Funding Determination Forms for LVS & TPC.

**IX. Future Items: Policy on Student Medical Administration**

**X** Adjournment: Meeting adjourned at \_\_\_\_\_ PM. The next regular meeting will be held February 9, 2023.

*ZOOM Details: Dial in: 1 669 900 6833 Meeting ID: 817 4689 0549 Passcode: 3iE3Yd or 036039*

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# Long Valley Charter School

*A Non-Profit Public Benefit Corporation*

## REGULAR BOARD MEETING

Thursday, December 1, 2022 at 5:45 PM

At Long Valley School  
436-965 Susan Drive, Doyle, CA 96109

### Minutes

- I. Call to order and roll call** Time: 5:45PM  
Shaun Giese ☒ Wilma Kominek ☒ Stacy Kirklin ☐ Jason Ingram ☒ Randi Collier ☐

**II. Pledge of Allegiance**

**III. Approval of the Agenda**

MSCU (Ingram/Giese)

**IV. Consent Agenda**

Board Items under the consent agenda are routine and will be enacted by one motion unless any member of the Board or public requests that an item be removed for separate consideration and placed in the regular order of business following approval of the consent agenda.

- A. Board Minutes:  
1. Regular Meeting 10/13/22  
2. Update on Special Meeting Minutes from 9/21/22  
B. Bills & Warrants: 9/1-9/31/2022  
C. Classified Grant Application  
D. Data Agreement with Building 21  
E. Thrive Agreement (Community Schools Consulting)

MSCU (Giese/Ingram)

**V. Public Comments**

An opportunity for any member of the public to address the Governing Board on any matter **not** on the Agenda, but which is within the jurisdiction of the Board.

**VI. Reports**

- A. Board Members  
B. Executive Director  
C. Finance Report (Scheduled for 6:00 PM)-Report for month ending 9/30/22 & First Interim Budget  
D. Program Reports-submitted in writing: Campus Locations, Special Programs, Counseling, Adult Education, and Safety.

**VII. Information Items**

- A. Soil Report Results-Doyle property  
B. Fort Sage Unified School District provisional appointment board openings (Herlong and Doyle)  
C. CDE Special Education Review of Small LEAs  
D. Presentation by TPC Students—(Delayed until next month)

**VIII. Action Items**

- A. Discussion and possible action regarding approval of First Interim Budget.

MSCU (Giese/Ingram)

- B. Discussion and possible action regarding approval of adding PT/FT mental health counselor/therapist (to support all locations) and PT janitor/ maintenance position (for TPC).

MSCU (Giese/Ingram)

- C. Discussion and possible action regarding approval of updated Fiscal Policy.

MSCU (Kominick/Giese)

- D. Discussion and possible action regarding approval of plan to get bids for e-rate category 2 funds. (Category 2 covers approximately 80% of cost)

MSCU (Giese/Ingram)

- E. Discussion and possible action regarding approval of Special Education Local Plan Area (SELPA) Procedural Manual.

MSCU (Giese/Ingram)

- F. Discussion and possible action regarding approval of Opioid Antagonist Policy #5012.

MSCU (Giese/Ingram)

- G. Discussion and possible action regarding approval of updated enrollment capacity.

MSCU (Giese/Ingram)

- H. Discussion and possible action regarding approval of updated Certificated Salary Schedule due to increase in minimum wage effective 1/1/23.

MSCU (Giese/Ingram)

- I. Discussion and possible action regarding approval of Grading Scale Equivalents for grades 7-12.

MSCU (Giese/Ingram)

- J. Discussion and possible action regarding acceptance of the 2021-2022 audit.

NO MOTION

**IX. Future Items:** Updated ESSER III plan, Annual Reorganization Meeting, Policy on Student Medical Administration, 2021-2022 Audit, Presentation by TPC Students

**X** Adjournment: Meeting adjourned at 6:33PM. The next regular meeting will be held January 12, 2023.

ZOOM details

Dial in: 1 669 900 6833

Meeting ID: 841 5271 7891

Passcode: wg3tmQ or 370527





## **BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

3536 Butte Campus Drive, Oroville, CA 95965

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### **GRANT AGREEMENT STRONG WORKFORCE PROGRAM K12 PATHWAY COORDINATOR NORTH FAR NORTH REGIONAL CONSORTIUM**

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This Grant Agreement is made and entered into as of the latest date on the signature page of this Grant Agreement by and between the Butte-Glenn Community College District (hereinafter referred to as "District") and **LONG VALLEY CHARTER dba Thompson Peak Charter** (hereinafter referred to as "Grantee"). District and Grantee may be referred to individually as a "Party" and collectively as the "Parties" in this Grant Agreement.

#### **RECITALS**

WHEREAS, the District has been designated as the Regional Consortium Fiscal Agent on behalf of the North Far North Regional Consortium (hereinafter referred to as "NFN Regional Consortium") for the purpose of implementing the K-12 Strong Workforce Program (hereinafter referred to as "K12 SWP") established by Education Code §§ 88827-88833.

WHEREAS, the District shall receive K12 SWP funds allocated for the NFN Regional Consortium from the California Community Colleges Chancellor's Office (hereinafter referred to as "Sponsor") to support the establishment of Strong Workforce Program K14 Technical Assistance Provider and K12 Pathway Coordinators pursuant to Education Code § 88833.

WHEREAS, the NFN Regional Consortium shall select the host Local Education Agency for K12 Pathway Coordinators and the District shall process funding to the host Local Education Agency and execute the contract.

WHEREAS, the NFN Regional Consortium has been approved by the California Community Colleges Chancellor's Office.

WHEREAS, the Grantee is one or more, or any combination, of the following: (1) School district; (2) County office of education; (3) Charter school; (4) Regional occupational center or program operated by either a joint powers authority or by a county office of education; is located within the boundaries of the NFN Regional Consortium; and desires to engage in regional efforts to implement a regional technical assistance structure to assist teachers and industry partners in implementing high-quality Career and Technical Education Programs.

NOW, THEREFORE, the parties mutually agree as follows:

1. **SCOPE OF WORK.** The Grantee shall perform the work set forth in Exhibit A, Statement of Work, which is attached hereto and incorporated by reference in this Grant Agreement (hereinafter referred to as "Work").
2. **K12 SWP SPECIFIC TERMS AND CONDITIONS.** The Grantee shall comply with the terms and conditions in Exhibit C, (1) K12 Strong Workforce Program: Program-Specific Legal Terms and Conditions, 2020 and (2) Guidelines, Definitions and Allowable Expenditures, which is attached hereto and incorporated by this reference in this Grant Agreement. The terms and conditions provide further guidance for the administration of this Grant Agreement.

3. **PERIOD OF PERFORMANCE.** The period of performance for this Grant Agreement shall commence on **July 1, 2022**, and shall expire on **September 30, 2023**, unless extended by written amendment to this Grant Agreement or terminated earlier in accordance with the termination provisions of this Grant Agreement.
4. **KEY PERSONNEL.** The performance under this Grant Agreement shall be under the direction of the respective Party's Authorized Representative for Technical Matters as specified in the Authorized Representatives provision of this Grant Agreement.
5. **AWARD OF FUNDS.** The total amount of funds made available for payment to Grantee for Work performed under this Grant Agreement are awarded at **\$130,000.00** (hereinafter referred to as the "Grant Award"). In no event shall the District be liable for payment to Grantee which would result in cumulative payment under this Grant Agreement exceeding the total allocated funds unless this Grant Agreement is modified in writing in accordance with this Grant Agreement.
6. **BUDGET.** The costs and categories of costs approved to fund the Grantee's performance of the Work are detailed in Exhibit B, the Budget.
7. **ALLOWABLE COSTS.** The allowability of costs under this Grant Agreement shall be determined in accordance with the terms of this Grant Agreement.
8. **INVOICING.**
  - A. The Grantee shall submit an invoice for an advance payment of the total amount of Grant Award after this Grant Agreement is fully executed.
  - B. Grantee's invoices must be submitted to the District's Authorized Representative for Business Matters for approval.
9. **PAYMENT.** District will make payment on all approved invoices in accordance with the terms of this Grant Agreement. Payment shall be contingent upon the receipt of funding from the Sponsor and upon the Grantee's compliance with the terms and conditions of this Grant Agreement. All payments shall be subject to correction and adjustment upon audit or any disallowance. The Grantee is solely responsible for reimbursing the District for amounts paid the Grantee but (i) disallowed under the terms of this Grant Agreement or (ii) upon termination of this Grant Agreement, unexpended or unobligated balance of funds advanced.
10. **SEPARATE ACCOUNTING.** The Grantee will establish a separate account for all funds specified in this Grant Agreement and will use the funds as allowed under the K12 SWP to perform the Work specified in this Grant Agreement. As applicable, the Grantee shall also establish and maintain such accounting and documentation of matching expenditures of the Grantee to satisfy the requirements of the Sponsor.
11. **USE OF FACILITIES AND EQUIPMENT.** The Grantee will furnish the facilities and equipment necessary to perform and complete the Work under this Grant Agreement, and District has rights to inspect facilities furnished.
12. **AUDIT.** Grantee agrees that the District, the Sponsor, the Bureau of State Audits, and other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related

to such records. Further, Grantee agrees to include a similar right of District, the Sponsor, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), to audit records and interview staff in any subcontract related to the performance of this Grant Agreement.

13. **PROGRESS REPORTS.** The Grantee shall submit progress and fiscal reporting as requested by District or Sponsor.
14. **AUTHORIZED REPRESENTATIVES.** For the purpose of this Grant Agreement, the individuals identified below are hereby designated representatives of the respective parties.

For the District.	Technical Matters:	Blaine Smith Chair, NFN Regional Consortium Butte-Glenn Community College District 3536 Butte Campus Dr. Oroville, CA 95965
	Business Matters:	Allison Travis-Bee Program Coordinator, NFN Regional Consortium Butte-Glenn Community College District 3536 Butte Campus Dr. Oroville, CA 95965
	Authorized Official:	Andrew B. Suleski Vice President for Administration Butte-Glenn Community College District 3536 Butte Campus Drive Oroville, CA 95965
For the Grantee.	Technical Matters:	Sherri Morgan Thompson Peak Charter School 995 Paiute Lane Susanville, CA 96130
	Business Matters:	El Roper Thompson Peak Charter School 995 Paiute Lane Susanville, CA 96130
	Authorized Official:	Sherri Morgan Thompson Peak Charter School 995 Paiute Lane Susanville, CA 96130

15. **INDEPENDENT CONTRACTOR.** For the purpose of this Grant Agreement and all work and services specified herein, the Parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other party.
16. **ASSIGNMENT.** The Grantee may not assign, transfer, or subcontract any part of this Grant Agreement, any interest herein or claims hereunder, without the prior, written approval of the District and Sponsor.
17. **CANCELLATION.** Either of the Parties may at any time cancel this Grant Agreement, with or without cause, by giving thirty (30) days advance written notice to the other Party which shall commence on the

date of mailing of the written notice by certified mail or personal delivery. Thereafter, this Grant Agreement shall become null and void except for the portion or portions of payment herein agreed upon for which expenses have been necessarily incurred in the performance of this Grant Agreement.

18. **APPROPRIATED FUNDS.** The continuation of this Grant Agreement shall be subject to sufficient appropriated funds being received by District to administer and support the K12 SWP. In the event sufficient funds are not available or are discontinued at any time, the District may immediately cancel this Grant Agreement by delivering written notice to the Grantee.
19. **GENERAL RELEASE.** The Grantee's acceptance of payment of the final invoice under this Grant Agreement shall release the District from all claims of the Grantee, and from all liability to the Grantee concerning the Work, except where such claims or liabilities arise from any negligent act, error or omission of the District.
20. **USE OF NAME.** Neither of the Parties shall make use of this Grant Agreement, or use the other's name or that of any member of the other's staff for publicity or advertising purposes without prior written approval of the other Party. This restriction shall not include internal documents available to the public that identify the existence of the Grant Agreement.
21. **AMENDMENTS.** The Parties may make changes to the terms of this Grant Agreement. Any such changes shall be in the form of a written amendment signed by authorized representatives of the Grantee and the District.
22. **INDEMNIFICATION.**
  - A. The Grantee shall defend, indemnify and hold District, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Grant Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions or willful misconduct of Grantee, its officers, employees, or agents.
  - B. The District shall defend, indemnify and hold Grantee, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Grant Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions or willful misconduct of District, its officers, employees or agents.
  - C. This indemnification provision shall survive termination of the Agreement and remain in effect.
23. **INSURANCE.** The Grantee at its sole cost and expense, shall insure its activities in connection with this Grant Agreement and maintain in force for the duration of this Grant Agreement insurance policies and requirements as follows.
  - A. Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage.
  - B. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage with respect to the Grantee's owned, hired, and non-owned vehicles.

- C. Workers' Compensation insurance as required under California State law.
  - D. Employer's Liability insurance with limits of not less \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy limit for bodily injury or disease.
  - E. Professional Liability insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by Grantee, or any person employed by the Agreement, with a limit of not less than \$1,000,000 each claim.
  - F. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the District and the Grantee against other insurable risks relating to performance of this Agreement.
  - G. Insurance shall be issued by an insurance company(ies) licensed in California with a current A.M. Best rating of A:VII or better.
  - H. The Commercial General Liability and Auto Liability coverages shall be endorsed to name "Butte-Glenn Community College District, its trustees, officers, agents, employees, and volunteers" as additional insureds as their interest may appear.
  - I. All insurance policies shall be endorsed to provide for thirty (30) days' advance written notice to the District of cancellation, suspension, or any material change of the required insurance coverage.
  - J. The Grantee's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. The coverages required under this Section shall not limit the Grantee's liability. If any part of this Grant Agreement is assigned or subcontracted, these insurance requirements also apply to all assignees and subcontractors.
  - K. The Grantee may fulfill its insurance obligations under this paragraph by self-insurance pursuant to an established plan operated in accordance with accepted insurance practices.
  - L. Prior to commencing the Work under this Grant Agreement, Grantee shall furnish District with certificates of insurance and original endorsements evidencing the coverage, limits, and conditions required by this Grant Agreement.
24. **NOTICES.** Any notice required or permitted by this Grant Agreement shall be in writing and shall be delivered by (i) personal delivery; (ii) certified mail; or (iii) electronic mail to the respective party's Authorized Official.
25. **APPLICABLE LAW.** This Grant Agreement shall be interpreted and governed by applicable federal laws and State of California laws.
26. **ENTIRE AGREEMENT.** This Grant Agreement, together with the Exhibits attached hereto, express the complete agreement of the Grantee and the District and supersedes all prior understandings regarding the Work.
27. **COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Grant Agreement may be executed in one or more counterparts, and counterparts may be exchanged by facsimile, electronic mail or other electronic transmission, each of which will be deemed an original, but all of which together constitute one and the same instrument.

**SIGNATURE PAGE FOLLOWS**

IN WITNESS WHEREOF, the respective parties have executed this Grant Agreement on the dates indicated below.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
(Signature of authorized official of District.)

Name: Andrew B. Suleski

Title: Vice President for Administration

Date: \_\_\_\_\_

**LONG VALLEY CHARTER dba Thompson Peak Charter**

By:   
(Signature of authorized official of Grantee.)

Name: Sherri Morgan

Title: Executive Director/ Superintendent

Date: 12/1/2022

**Exhibits**

- A** Statement of Work
  - Attachment 1: Application Work Plan
  - Attachment 2: Strong Workforce Program K12 Pathway Coordinator's Timeline and Scope of Work
- B** Budget
- C** K12 SWP Specific Terms and Conditions
  - Appendix B: K12 Strong Workforce Program: Program-Specific Legal Terms and Conditions, 2020
  - Appendix C: Guidelines, Definitions, and Allowable Expenditures

**TO BE COMPLETED BY DISTRICT ONLY**

The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.

Initiating Department:	NFNRC	Preparer's Name & ID:	Allison Travis-Bee #3005411	Phone:	#2830
Vendor Name:	Long Valley Charter dba Thompson Peak	Vendor ID:	3504748		
PO Description (Max. 25 characters):	K12 Pathway Coordinator				
Budget Code:	12.474.500.1.601031.55100	PO Amount:	\$130,000.00		
Contract Monitor Name (Person Who Approves Invoices):	Allison Travis-Bee			Phone:	2830
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
<b>Business Contracts Approval:</b>		<b>Purchase Order Number:</b>			

**GRANT AGREEMENT**  
**STRONG WORKFORCE PROGRAM K12 PATHWAY COORDINATOR**  
**EXHIBIT A**

**SCOPE OF WORK**

Grantee shall furnish all the necessary services, qualified personnel, material, equipment, and facilities as needed to perform all tasks specifically set forth in the Grantee's Application to Host K12 Pathway Coordinators Work Plan, which is attached hereto as Attachment 1 and incorporated by reference in this Grant Agreement.

Grantee will manage and administer a competitive hiring process to select the most qualified applicant and set the terms(s) of employment for the K12 Pathway Coordinator. Grantee is required to be the employer of record and is responsible for delivering services according the K12 Pathway Coordinator Job Description, which is attached hereto as Attachment 2 and incorporated by reference in this Grant Agreement. Grantee shall notify NFN Regional Consortium, CCCCCO and CDE of their selections.

**LEA Host:** Long Valley Charter School **College District:** Lassen Community College District

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>Objective 1:</b> Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<b>1.1</b> Regular engagements with the Regional Consortia, Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.	<ul style="list-style-type: none"> <li>Attend and participate in NFN regional meetings, K12 PC COPs, and other key talent activities.</li> <li>Regular communication with K12 PCs, and K14 TAP via small group meetings, 1-on-1s, and email</li> </ul>	Ongoing	K12 PC K14 PC NFNRC
<b>1.2</b> Participation in the region's annual process for developing and revising its regional plan.	<ul style="list-style-type: none"> <li>Participate in NFNRC meetings and key talent calls; provide input on annual plan; share regional plan with K12s and where they align</li> </ul>	Monthly or as needed	K12 PC NFNRC
<b>1.3</b> Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Provider, California Community College Regional Directors and State Department of Education Industry Sector Leads.	<ul style="list-style-type: none"> <li>Partner with Lassen ADEP</li> <li>Participate in CTE advisory committees at LCC and local LEAs and bi-monthly Guided Pathways Taskforce meetings</li> </ul>	Ongoing	K12 PC NFNRC ADEP LEAs
<b>1.4</b> Provide Technical Assistance to K12 Educators applying for funding to support CTE programs and pathways.	<ul style="list-style-type: none"> <li>Host annual or biannual local engagement meeting for K12 SWP</li> <li>Facilitate 1:1 or small group K12 + CC meetings for sector for alignment discussions</li> </ul>	September Ongoing	K12 PC LCC Faculty LEAs



## K12 PATHWAY COORDINATOR STATEMENT OF WORK

	<ul style="list-style-type: none"> <li>• Offer 1:1 or small group sessions interested in applying for funds</li> <li>• Check in with Grantees quarterly or bi-annually for meeting grant objectives and/or improving pathways</li> <li>• Offer 1:1 or small group meetings to provide support for reporting requirements</li> </ul>		
1.5 Ensure K12SWP and CTEIG grantees receive answers on grant compliance questions and elevate questions to the state as needed.	<ul style="list-style-type: none"> <li>• Respond to LEA requests</li> <li>• REach out to K14 TAP and CTEIG consultant as needed</li> </ul>	Ongoing	K12 PC K14 TAP CTEIG Consultant

Objective 2: Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.1 Develop partnerships with local education agencies, K12 Districts within the service area, and with the assigned CCD	<ul style="list-style-type: none"> <li>• Communicate with LEAs regularly</li> <li>• Meet with LEA admin/teachers to support programming, connect to LCC and industry</li> <li>• Meet with schools who have never received K12 SWP funding and establish relationship</li> </ul>	Ongoing	K12 PC LEAs LCCD
2.2 Support connection with feeder K12 administrators, counselors, and teachers.	<ul style="list-style-type: none"> <li>• Communicate regularly with LEAs</li> <li>• Connect faculty with appropriate pathways at interested LEAs</li> </ul>	Ongoing Monthly	LEAs K12 PC LC Faculty

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>2.3</b> Work with LEAs to increase knowledge and use of labor market data supplied by the CCCCCO Center of Excellence.	<ul style="list-style-type: none"> <li>• Provide guidance and resources to LEAs on how LMI data impacts students and programs</li> <li>• Incorporate COE rep into appropriate meetings and presentations</li> </ul>	Fall 2022 Ongoing	K12 PC COE LEAs
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<b>Objective 3: Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.</b>			
<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
<b>3.1</b> Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.	<ul style="list-style-type: none"> <li>• Support LEAs in uploading current data to Cal-PASS Plus</li> <li>• Maintain inventory of current CTE programs</li> <li>• Share current industry/market trends and student success outcomes so LEAs can make informed decisions on future pathways</li> <li>• Participate in department/advisory meetings with LEAs and LCC</li> <li>• Provide resources or PD to help schools to look at their demographic data</li> </ul>	Ongoing 2022-2023	K12 PC K14 TAP LEA CC COE
<b>3.2</b> Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.	<ul style="list-style-type: none"> <li>• Attend Cal-PASS Plus trainings and disseminate resources</li> <li>• Encourage LEAs to upload MOU and current data to Cal-PASS Plus</li> <li>• Share and encourage use of Cal-PASS Plus dashboards</li> </ul>	Ongoing 2022-2023	K12 PC K14 TAP LEA CC

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

	(LaunchBoard) by sharing webinars, help resources, and other training opportunities		
3.3 Identify and use data to review K14 pathway development and implementation	<ul style="list-style-type: none"> <li>Attend CCCCO Trainings for COE, LaunchBoard and other data resources</li> <li>Share training and PD opportunities with LEA and CC partners</li> <li>Review current Research &amp; Reports and disseminate relevant resources</li> <li>Review LEA self-assessments and make recommendations as needed</li> <li>Use the CTE Inventory Tool</li> </ul>	Ongoing 2022-2023	K12 PC K14 TAP LEA CC

Objective 4: Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
4.1 Disseminate Model Pathways and Curriculum	<ul style="list-style-type: none"> <li>Create a meeting space (LinkedIn or Google Drive) to share best practices and resources</li> </ul>	Ongoing	K12 PC LEAs
4.2 Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.	<ul style="list-style-type: none"> <li>Share best practices with LEAs via LinkedIn or other platform, CA Educators Together, etc.</li> <li>Attend relevant PD opportunities</li> <li>Share resources in central locations</li> </ul>	Ongoing	K12 PC K14 TAP LCC LEAs
4.3 Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> <li>Provide opportunities to LEAs/teachers/admins/counselors to connect and find alignment</li> </ul>	Ongoing as determined by LEA need	K12 PC Industry partners LEAs

**LEA Host:** Long Valley Charter School

**College District:** Lassen Community College District

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

	<ul style="list-style-type: none"> <li>Use pathway maps to assess regional needs and plan training opportunities</li> </ul>		
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<b>Objective 5: Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.</b>			
<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
<b>5.1</b> Encourage high-quality implementation and expansion of early college credit.	<ul style="list-style-type: none"> <li>Provide current CC Curriculum of Record to LEA teachers</li> <li>Facilitate connections between HS teachers and CC faculty in their respective industries to encourage pathway alignment</li> <li>Connect LEA teachers with DE Director, CTE Coordinator, and Liaisons and articulation specialists</li> <li>Encourage, support and facilitate participation in collaborative meetings between LEAs, CC, Counselors, ADEPs, CDE leads to align program curricula</li> </ul>	Ongoing	K12 PC LEA Leadership HS Teachers HS Counselors CC Leadership CC Counselors CC Faculty CTE Leads
<b>5.2</b> Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.	<ul style="list-style-type: none"> <li>Connect CC outreach staff to LEAs</li> <li>Promote outreach opportunities</li> </ul>	Ongoing	K12 PC LEA CC
<b>5.3</b> Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school	<ul style="list-style-type: none"> <li>Connect counselors between LEA &amp; CC</li> </ul>	Ongoing	K12 PC LEA Leadership HS Teachers

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.	<ul style="list-style-type: none"> <li>• Connect LEA teachers and counselors with Dual Enrollment Director, CTE Coordinator and CTE Liaisons</li> </ul>		HS Counselors CC Leadership CC Faculty CC Counselors CC Staff Community partners
<b>5.4</b> Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.	<ul style="list-style-type: none"> <li>• Facilitate collaboration between LEA and CC to develop and/or distribute CTE recruitment and outreach materials</li> <li>• support LEAs in creation of pathway maps</li> </ul>	Ongoing	K12 PC LEA Leadership HS Teachers HS Counselors CC Leadership CC Faculty CC Counselors CC Staff
<b>5.5</b> Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.	<ul style="list-style-type: none"> <li>• Work with K12 OCs and K14 TAP to distribute materials as needed</li> <li>• Work with LCC, LEAs and community partners to distribute marketing materials to target audiences</li> <li>• Provide PD opportunities as needed to LEAs/teachers/counselors</li> </ul>	Ongoing	K12 PCs LLC LEAs Community partners
<b>5.6</b> Plan and implement training and professional development for local districts and schools.		Ongoing, determined by LEA need	K12 PC LEAs

<b>Objective 6:</b> Provide technical assistance to inform the development of work-based learning opportunities.		
Activities	Measurable Outcomes	Timeline (Month/Year)
		Responsible Persons

## K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>6.1</b> Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.	<ul style="list-style-type: none"> <li>• Invite industry partners and ADEPs to relevant meetings</li> <li>• Partner with existing community groups and organizations such as Alliance for Workforce Development, local Chambers, etc</li> </ul>	Ongoing	K12 PC ADEP LEAs Industry partners
<b>6.2</b> Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Provider, California Community College Regional Directors and State Department of Education Industry Sector Leads.	<ul style="list-style-type: none"> <li>• Participate in K12 PC &amp; K14 TAP COP and NFNRC offerings</li> <li>• Encourage LEAs to attend COE offerings</li> </ul>	Ongoing	K12 PCs K14 TAP NFNRC LEAs CC CCCCO ADEP CDE Industry partners
<b>6.3</b> Support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused.	<ul style="list-style-type: none"> <li>• Connect admin/teachers/counselors to existing trainings and PD and other schools with successful Career Exploration courses</li> <li>• Facilitate industry and workforce development outreach efforts by participating in and supporting CTE industry advisory committees and workforce meetings</li> <li>• Provide opportunities as needed to LEAs/teachers/admins/counselors</li> </ul>	Ongoing	K12 PC K14 TAP
<b>6.4</b> Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> <li>• Provide opportunities as needed to LEAs/teachers/admins/counselors</li> </ul>	Ongoing, determined by LEA need	K12 PC LEAs



# California Community Colleges

## MEMORANDUM

November 5, 2019

19-023| Via Email

TO: K-12 Local Education Agencies  
California Community College Regional Consortia

FROM: Sheneui Weber, Vice Chancellor  
Workforce and Economic Development Division

CC: Matthew Roberts, Ed.D., Dean of Field Operations  
Workforce and Economic Development Division

Michelle McIntosh, Education Administrator  
California Department of Education

CCCCO Staff  
Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
CTE Deans  
Statewide Directors  
Regional Directors, Employer Engagement  
Technical Assistance Providers  
ASCCC

RE: **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

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The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), is pleased to announce annual funding to implement a regional technical assistance structure to assist teachers and industry partners in implementing high-quality CTE programs. Education Code 88833 appropriates \$12,000,000 in annual career technical education funding to support the establishment of Career Technical Education Key Talent field positions to support both the CTE Incentive Grant Program and the K-12 component of the Strong Workforce Program with the

### **Chancellor's Office, Workforce and Economic Development**

1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752  
[www.CaliforniaCommunityColleges.cccco.edu](http://www.CaliforniaCommunityColleges.cccco.edu)

**Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work** November 5, 2019

positions of K14 Technical Assistance Providers and K12 Pathway Coordinators. Funding is inclusive of eight K14 Technical Assistance Providers (TAPs) (one per California Community College regional consortium) and 72 K12 Pathway Coordinators (K12 PCs) (one per California Community College district).

**ROLLOUT AND IMPLEMENTATION TIMELINE FOR 2019-20 K12 PATHWAY COORDINATORS:**

The proposed timeline for applications, selection, and onboarding and training of K12 Pathway Coordinators is as follows:

**Table 1. Implementation timeline for K12 Pathway Coordinators.**

DATE	ACTIVITY	RESPONSIBLE
November 1, 2019	Formal announcement of scope of work of K12 PCs available on line.	Chancellor's Office
November 2019	<p>Each Regional Consortia will manage a process to recruit and select hosts for each of the K12 Pathway Coordinators. Per agreement between CCCCCO and CDE, 11 LEAs that hosted CTEIG Technical Assistance Providers are preapproved to host K12 Pathway Coordinators and to transition the previous CTEIG TAPs into the K12 Pathway Coordinator positions. Note that host organizations are limited to those listed in <b>Education Code Section 88833(a)(2)</b>:</p> <p>(2) An individual associated with any of the following may apply to serve as a K–12 Workforce Pathway Coordinator, or any of the following may subcontract with an individual with expertise in K–12 education and workforce development to serve as a K–12 Workforce Pathway Coordinator:</p> <p>(A) School districts.</p> <p>(B) County offices of education.</p> <p>(C) Charter schools.</p> <p>(D) Regional occupational centers or programs operated by a joint powers authority or county office of education.</p>	Regional Consortia



**Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work** November 5, 2019

<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE</b>
December 2019 to January 2020	Regional Consortia facilitate selected LEA hosts to contract with Rancho Santiago CCD, the fiscal agent responsible for sub-granting to host LEAs.	Statewide Fiscal Agent
December 2019 to February 2020	Selected LEA hosts recruit and select K12 Pathway Coordinators according to guidelines provided in this document and by Regional Consortia as part of their process for selecting host LEAs. LEAs notify Regional Consortia, Statewide Fiscal Agent, CCCCCO, and CDE of their selections.	Host LEAs
February - March 2020	Onboarding and Orientation for K12 PCs via a 2-day in-person training. Elements of this training will include scope of work, regional structure, programming and other knowledge to perform duties to support the program, and discuss outcome measures.	CCCCCO, CDE, K14 TAP, and Regional Consortia
Spring 2020	Continued onboarding and orientation for new K12 PCs. And ongoing reporting and convening of K12 PCs network and professional development as appropriate.	CCCCCO, CDE, K14 TAP, and Regional Consortia

**REGIONAL DISTRIBUTION OF K12 PATHWAY COORDINATORS**

<b>72 Regional Distribution</b>	<b>Joint</b>	<b>CTEIG</b>
<b>Bay</b>	16	1
<b>Central/Mother Lode</b>	6	2
<b>Inland Empire/Desert</b>	8	1
<b>LA/Orange</b>	12	3
<b>North/Far North</b>	9	2
<b>San Diego/Imperial</b>	5	1
<b>South Central Coast</b>	5	1
<b>Grand Total</b>	<b>61</b>	<b>11</b>

The distribution of K12 Pathway Coordinators per legislation is 1 per community college district. The chart shows the regional distribution. To leverage past investments in technical support for CTEIG, selected LEAs will be pre-approved to transition CTEIG TAPs into the K12 Pathway Coordinator positions. The Regional Consortia will reach out to the

## **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

November 5, 2019

pre-approved LEAs to confirm their willingness to transition the CTEIG TAPs into this new role.

### **KEY OBJECTIVES**

The K12 Pathway Coordinator seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

The following are the minimum required objectives for this job; others may be added to meet project objectives.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.

### **REQUIRED ACTIVITIES**

The following are the minimum required activities; others may be added to meet project objectives.

## **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

November 5, 2019

1. Engagement with the regional consortia
  - a. Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
  - b. Participation in the region's annual process for developing and revising its regional plan.
2. Partnerships with local education agencies
  - a. Support connection with feeder K12 administrators, counselors, and teachers.
  - b. Work with LEAs to increase knowledge and use of labor market data supplied by the CCCCO Center of Excellence.
3. Data use
  - a. Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
  - b. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.
  - c. Identify and use indicators to self-assess.
  - d. Identify and use data to review K14 pathway development and implementation.
4. Dissemination of Model Pathways and Curriculum
  - a. Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
  - b. Plan and implement training and professional development for local districts and schools.
5. College and career exploration
  - a. Participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.
6. Post-secondary transition and completion
  - a. Encourage high-quality implementation and expansion of early college credit.
  - b. Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
  - c. Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.

## **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

November 5, 2019

- d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
7. Work-based learning
  - a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
  - b. Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
  - c. Support implementation of career exploration curriculum, such as CalCRN and *Get Focused, Stay Focused*.
8. Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
9. Perform other duties as assigned.

### **REQUIRED PERFORMANCE OUTCOMES**

**The K12 Pathway Coordinators are required to develop specific performance outcomes for 2020-21 and a workplan for achieving these in consultation with the CTE IG and K12 SWP grantees within their service area and under the guidance of the K-14 TAP. The workplan and outcomes are to be shared with the service area's CTE programs and the Regional Consortium.**

### **K12 STRONG WORKFORCE METRICS**

#### **K12 SWP Metrics that measure K-12 student-level outcomes:**

- Completed 2+ CTE courses in high school in the same program of study.
- Completed 2+ CTE courses in high school in the same program of study that include early college credit, work-based learning\*, or third-party certification\*.
- Graduated high school.
- Enrolled in a CA Community College within one year of leaving secondary school. (Source: CALPADS & CCCCCO MIS)

*\*not currently in CALPADS*

#### **K12 SWP Metrics that measure postsecondary student-level outcomes:**

- Completed 9+ CTE units in first year of CA Community College.
- Attained a CA Community College certificate/degree or journey level status.

## **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

November 5, 2019

- Transferred to a four-year institution after exiting CA Community College.
- Entered registered apprenticeship after participation in high school preapprenticeship program (currently exploring)

*\*Source: CCCCCO MIS, CSUs, UCs, National Student Clearing House, DAS, CDE*

### **K12 SWP Metrics that measure employment student-level outcomes:**

- Employed in a job closely related to field of study after exiting CA Community College (Source: CCCCCO CTEOS)
- Median annual earnings of students after exiting CA Community College\*
- Attained a living wage after exiting CA Community College\*

*\*Source: EDD data*

The following K14 Pathway Quality Rubric (Table 2) shows examples of baseline expectations for pathway development, effective practices for targeting of activities, and leading indicators that support the objectives, activities, and most importantly the outcomes listed in this scope of work. The leading indicators are intended to be captured in expenditure and progress reports to the CCCCCO and CDE.

## Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of

Work November 5, 2019

**Table 2. K14 Pathway Quality Rubric**

Curriculum			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes :
2 sequential CTE courses aligned with 1 or more regional post-secondary pathways	2-3 or more sequential CTE courses aligned with multiple regional post-secondary pathways	Number of K14 pathways	# of students who completed 2+ CTE courses in high school in the same program of study.
K12 faculty collaboration	Collaboration within and across K12 and post-secondary faculty	Number of faculty pathway collaboration meetings and activities	# of students who completed 2+ CTE courses in high school in the same program of study that include early college credit, work-based learning*, or third-party certification* .
	1 or more contextualized academic courses;		# of students who entered registered apprenticeship after participation in high school pre apprenticeship program.
	CTE courses qualified A-G for UC/CSU eligibility		# of students who attained a CA Community College certificate/degree or journey level status.
	Includes completion of a postsecondary credential		
	Extended-day and summer pathway programming		
College and Career Exploration			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
College & Career Exploration within or outside a CTE Course	Dedicated College and Career Exploration Curriculum framework taught as a standalone course or as units deployed across series of courses	Number of LEA's adopting common CCE curriculum or dedicated coursework	N/A
Postsecondary Transition and Completion			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
Articulated or Credit by Exam Courses that offer High School student's college credit.	Dual Enrollment/other early college completion for career education and/or senior capstone course(s)	Number of articulated or Credit by Exam pathway courses offered	% (rate) of students who graduated high school.
Participation in college visits, college fairs, or other college awareness activities	Development of long-term college and career plans linked to future college education planning		

## Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work

November 5, 2019

<p>Educational and career exploration planning prior to high school graduation</p> <p>Support for HS counselors to incorporate career goals and CTE pathways into college counseling</p>	<p>Matriculation support no later than 11<sup>th</sup> grade (orientation, FAFSA, enrollment svcs, etc)</p> <p>Access to college counseling &amp; other support (ed planning, remediation, acceleration, bridge prog's)</p>	<p>Number of Dual Enrollment pathway courses/other early college attainment</p> <p>Students receiving matriculation support or access to college counselors</p>	<p># of students who enrolled in a CA Community College within one year of leaving secondary school.</p> <p># of students who completed 9+ CTE units in first year of CA Community College.</p> <p># of students who transferred to a four-year institution after exiting CA Community College.</p>
Work-Based Learning/Employment			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
<p>Pathway offers WBL activities that support career awareness and exploration – industry speakers, industry site visits, participation in career fairs, etc</p>	<p>Pathway offers a full continuum of WBL activities for all pathway students such as career awareness, exploration, and preparation including job shadowing, industry interviews, employer mentors, unpaid and paid internships</p>	<p>Number of students participating in any WBL</p> <p>Number of students participating in paid or unpaid internship</p>	<p># of students who are employed in a job closely related to field of study after exiting CA Community College.</p> <p>Median annual earnings of students after exiting CA Community College.</p> <p># of students who attained a living wage after exiting CA Community College.</p>

### **ADDITIONAL INFORMATION**

Additional information that may be useful to LEAs drafting the K12 Pathway Coordinator job description are provided below.

#### **The K12 Pathway Coordinator will have knowledge of:**

1. Career exploration and labor market information.
2. California K12 data collection systems and practices.
3. Personnel and budget management principles, procedures, and strategies.
4. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
5. Public relations, group presentations, and effective communication in a diverse environment.
6. Student advisement, public speaking, workshop development, and group facilitation principles and practices.
7. K12 and Community college Career Technical Education programs.
8. Principles and practices of project management.

#### **The K12 Pathway Coordinator will have the ability to:**

1. Conduct meetings, facilitate groups and workshops.
2. Develop and administer a comprehensive program work plan, budget, and outcomes.
3. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
4. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
5. Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
6. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
7. Travel to off-campus functions and transport presentation materials and equipment.
8. Organize and conduct special events in conjunction with other college departments and programs.
9. Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.
10. Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.



**Education and experience**

1. Bachelor's degree from an accredited college or university and three full years of full-time K-12 school district, county office of education, college, or university work experience in a lead position. Demonstrated sensitivity to and understanding of the diverse cultures of high school and community college students.

**Desired experience**

1. K-14 advising, career pathway and/or grant experience.
2. Experience working with special populations students.

If you have questions about K12 Strong Workforce Program, please contact Alejandro Sandoval at [asandoval@cccco.edu](mailto:asandoval@cccco.edu).

**GRANT AGREEMENT**  
**STRONG WORKFORCE PROGRAM K12 PATHWAY COORDINATOR**  
**EXHIBIT B**

**BUDGET**

The costs and categories of costs approved to fund the Grantee's performance of the Work are detailed in the Application Budget Detail and Application Budget Summary which is attached hereto as Attachment 1 and incorporated by reference in this Grant Agreement.

**DISTRICT:** Lassen Community College  
District**HOST:** Long Valley Charter**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	
			\$	130,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	54,222
3000	EMPLOYEE BENEFITS	3	\$	16,728
4000	SUPPLIES AND MATERIALS	4	\$	2,650
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	51,400
6000	CAPITAL OUTLAY	6	\$	0
TOTAL DIRECT COSTS:		8	\$	125,000
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	5,000
TOTAL COSTS:		10	\$	130,000

<b>FISCAL YEAR:</b>	<b>2022/2023</b>		
<b>PROJECT:</b>	<b>K12 Pathway Coordinators</b>		
<b>FUNDING SOURCE:</b>	<b>K12 Strong Workforce Program</b>		
<b>HOST:</b>	Long Valley Charter School		
District:	Lassen Community College District		
Address:	PO Box 7		
City:	Doyle	State: CA	Zip: 96109

**District Superintendent/President** *(or authorized designee)*

Name: Sherri Morgan Phone: 530-827-3986  
 E-mail Address: smorgan@longvalleycs.org

**Responsible Administrator** *(Should not be the same as Project Director)*

Name: Sherri Morgan Phone: 530-827-3986  
 E-mail Address: smorgan@longvalleycs.org

**Pathway Coordinator** *(Person responsible for conducting the daily operation of the grant)*

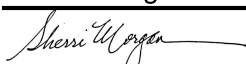
Name: Tiffiney Lozano Phone: 530-394-0995  
 E-mail Address: tlozano@longvalleycs.org

**District Chief Business Officer** *(or authorized designee)*


Name: El Roper Phone: 530-827-3986  
 E-mail Address: eroper@longvalleycs.org

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. This budget assures the region that this is a full time (at least 80%), dedicated position to the work of the K12 Strong Workforce Program.

**Project Supervisor:**

Name: Sherri Morgan  
 Authorized Signature:  Date: \_\_\_\_\_

**Chief Business Officer** *(or authorized designee):*

Name: El Roper  
 Authorized Signature:  Date: \_\_\_\_\_

**GRANT AGREEMENT**  
**STRONG WORKFORCE PROGRAM K12 PATHWAY COORDINATOR**  
**EXHIBIT C**

**PROGRAM SPECIFIC TERMS**

Grantee shall comply with the terms and conditions (1) K12 Strong Workforce Program: Program-Specific Legal Terms and Conditions, 2020 and (2) Guidelines, Definitions and Allowable Expenditures, attached hereto as Attachment 1 and incorporated by reference in this Grant Agreement.

# Appendix B: Program-Specific Legal Terms, and Conditions

## **K12 Strong Workforce Program: Program-Specific Legal Terms and Conditions, 2020**

### **1. Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the applicable Strong Workforce Program Career Technical Education Regional Consortium (hereinafter Regional Consortium) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement. Payment should be made as follows:

Beginning in 2021, an advance payment of 70% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.

Grantee may request progress payment(s) up to 20% of the total amount of this Grant Agreement upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. Payment of the final 10% will be made upon receipt of an invoice and accompanying documentation as required by the Regional Consortium, and review and approval by the Regional Consortium of expenditure/progress reports and the final report.

### **2. Work to Be Performed**

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and Grant Agreement with the Regional Consortium.

### **3. Modification/Budget Changes**

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Regional Consortium prior to the modification being made. The Regional Consortium may require that a Grant Amendment be processed, if the Regional Consortium determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Regional Consortia so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected. Grantee may add or delete budget categories subject to the prior approval of the Regional Consortium.

Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The process for requesting and approving grant amendments are determined by the Regional Consortium. Budget changes or amendments are subject to applicable program limitations and require approval of the Regional Consortium. No extensions to the performance period will be granted.

Grantees are required to fully expend their grants by the end of the expenditure period. If a grantee projects that they will be unable to do so, they should contact the Regional Consortium and arrange to have their grant reduced to a level which the grantee is confident can be fully spent within the expenditure period. If a Regional Consortium has reason to question whether a grantee can fully expend their grant within the expenditure period, it may request that the grantee provide evidence that it will be able to do so. When grant funds are unexpended, the unspent funds will go to the next round of K12 SWP funding for the region in which it was awarded.

### **4. Assurances, Certificates, Terms, and Conditions**

Assurances, certifications, terms, and conditions are requirements of applicants and grantees as a condition of receiving funds.

The certified K12 SWP application is a commitment to comply with the assurances, certifications, and terms and conditions associated with the grant as described in the K12 SWP Request for Applications and K12 SWP legislation (Education Code, Sections 88820-88833).

As a condition of receiving funds, funded applicants shall do the following:

- Enter into a grant agreement with the applicable Strong Workforce Program Regional Consortium that may include terms and conditions provided by CCCCO and the applicable Regional Consortium.
- Certify that all identified partners are aware of this grant application and agree to its submission.
- Be responsible for the performance of any services provided through funds awarded under this grant by partners, consultants, or other organizations.
- Certify to the K–12 Selection Committee that grant funds received and the matching funds contributed by each local educational agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.
- Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified in subdivision (c) of Section 88828, and for monitoring the use of funds provided pursuant to Section 88827.
- Every year, the awarded grantees must:
  - Provide student-level data necessary to evaluate K12 SWP as required by Legislation;
  - Submit required end-of-year data files; and
  - Notify K–14 Technical Assistance Provider that data has been reported.



# Appendix C: Guidelines, Definitions, and Allowable Expenditures

## Guidelines, Definitions, and Allowable Expenditures

### **Determining if a Cost is Allowable**

All allowable costs must meet three primary criteria: (1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; (2) The cost must be allocable to the funding source activities; and (3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual fiscal agent; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Regional Consortium has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

### **While the proposed cost is allowable under the funding source, is it also *reasonable*?**

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances pre-vailing at the time the decision was made to incur the cost.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

### **What are the guidelines of *allocable*?**

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the statement of work/budget that have been approved by the Consortium.

### **What is *supplanting*?**

Strong Workforce K12 funds must supplement and not supplant state or local funds. Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. Strong Workforce K12 funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without Strong Workforce K12 dollars. You must be able to demonstrate that Strong Workforce K12 funds are added to the amount of state and local funds that would, in absence of Strong Workforce K12 funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions, etc. that would not otherwise be purchased with state, local, or other non-Strong Workforce K12 funds.

### **Allowable General Costs**

There are permissible activities within K12 Strong Workforce Program funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs.

Allowable	Allowable with Prior Approval	Unallowable
-	-	Advertising and Public Relations
-	-	Alcoholic Beverages

Allowable	Allowable with Prior Approval	Unallowable
-	-	Alumni Activities
-	-	Audit Costs
-	-	Bad Debts
-	-	Commencement and Convocation Costs
-	Communication Costs (telephone, telegrams, postage, messenger)	-
Compensation for Personnel Services (salary, wages, fringe benefits)	-	-
-	-	Contingencies
-	-	Contributions or Donations Given or Paid Out (cash, property, services)
-	-	Entertainment Costs <sup>1</sup>
Equipment <sup>2</sup> (low value assets with a value greater than \$250 - \$4,999)	-	Equipment <sup>2</sup>
-	-	Fines and Penalties <sup>3</sup>
-	-	Fundraising and Investment Costs
-	-	Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) <sup>4</sup>
-	-	Goods & Services for Personal Use
-	-	Improvements <sup>5</sup>
Indirect or Administrative Expenditures ( <i>rate approved by the Chancellor's Office</i> )	-	-
-	-	Lobbying

Allowable	Allowable with Prior Approval	Unallowable
-	-	Losses on Other Sponsored Agreements or Contracts
Materials & Supply Costs (only those actually used for performance of sponsored agreement)	-	-
Meetings and Conferences <sup>6</sup>	-	-
-	Memberships <sup>7</sup>	-
Professional and Consultant Services	-	-
-	-	Proposal Costs
Publication and Printing Costs (printing and publication costs related only to funded project activities)	-	-
Maintenance & Repair Costs <sup>8</sup> (keeping in efficient operating condition)	-	Maintenance & Repair Costs <sup>8</sup> (construction, remodeling, increasing value)
-	-	Student Expenses, Activities or Direct Services
-	-	Selling and Marketing <sup>9</sup>
Travel <sup>10</sup>	Out-of-State Travel <sup>10</sup>	Out-of-Country Travel <sup>10</sup>

<sup>1</sup> **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

<sup>2</sup> **Equipment:** For the purposes of the K-12 SWP, equipment includes low value assets of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose. Equipment with a value higher \$5,000 must obtain prior approval before purchase from the Regional Consortia. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**General Purpose Equipment** – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment,

reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance.

**<sup>3</sup> Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

**<sup>4</sup> Gifts of Public Funds:** If it looks like a gift, it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

**<sup>5</sup> Improvements:** Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

**<sup>6</sup> Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs. Must obtain prior approval from the Regional Consortium.

**NOTE:** Food is only allowed at meetings that require a working breakfast, lunch, or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases.

**<sup>7</sup> Memberships:** Only institutional memberships are allowed (not individual memberships). If the K12 SWP applicant requests any (institutional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s). Grantee must demonstrate how they will sustain the membership beyond the term of the grant. Business, technical, and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

**<sup>8</sup> Maintenance and Repairs:** Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition, is allowable.

**<sup>9</sup> Selling and Marketing:** Cost of selling and marketing any products or services of the institution are unallowable.

**<sup>10</sup> Travel:** Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

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**OUT-OF-STATE TRAVEL:** Out-of-state travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further out-of-state travel requires prior approval of the Regional Consortia by submitting the necessary (as determined by the Regional Consortia) documentation for approval. The Regional Consortium reserve the right to limit out-of-state travel.

**OUT-OF-COUNTRY TRAVEL:** Out-of-country travel will not be allowable via this funding source.

Cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this summary.



## PAID INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This agreement, effective on December 02, 2022, made by and between National University, a California non-profit public benefit corporation (the "University") and Thompson Peak Charter, who have partnered for the purpose of providing contractual services for students, or state-supported TK-12 educational service unit, which is located at 995 Paiute Ln., Susanville, CA 96130-4327, USA (individually or collectively, "Institution"), with reference to the following facts:

### RECITALS

- A. University is accredited by WASC Senior College and University Commission (WSCUC). University has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (the "CTC") to offer the following internship credential programs ("Programs"): Inspired Teaching and Learning, Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school institution, charter school or county office of education in cooperation with an approved college or University to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. Institution is either a public school institution (or state-supported TK-12 educational service unit), charter school, or county office of education and University is an approved University within the meaning of Ed Code Section 44452; and
- C. Institution and University wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as "Exhibit A" to this Agreement and incorporated herein by this reference is a list of the Programs that Institution and University will be supporting through this partnership. The Intern(s) must remain at the Institution addressed herein for the duration of their Credentials Internship.

### TERMS AND CONDITIONS

1. Term. The term of this Agreement shall commence as of the Effective Date above and shall continue until terminated in accordance with the terms and conditions in this Agreement upon thirty (30) days written notice by either party of its intent to terminate this Agreement. All Interns placed with Institution and who are in good standing with Institution and University as of the date of termination of this Agreement shall be permitted to complete their internship experience with Institution.
2. Candidates and Placement. University candidates ("Candidate(s)") are students that are certified as qualified and competent by University to provide intern services to Institution, may, at Institution's discretion, be accepted and assigned to its schools for services as interns ("Intern"). University and Institution shall coordinate the process of selection and placement of Interns. University reserves the right to make the final determination on any Intern's acceptance into the Program, while Institution reserves the right to make the final determination on any Intern's employment. Neither University nor Institution shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. Program Requirements. Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
  - a. Recommendation to a Program by an Institution designee.
  - b. Interview and screening by Institution staff, including a background check, Institution administrator interview and paper screening, Department of Justice/FBI fingerprint clearance, and a baccalaureate degree from an accredited Institution.
  - c. Interview and screening by University staff, and verification of coursework and prior experience with TK-12 students in a multicultural, multilingual setting.
  - d. Orientation meeting with a Credential Program Specialist, the University Support Provider/Supervisor faculty member for the Program.
  - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
  - f. All service preconditions required by the CTC shall have been met.

4. Institution Reimbursement. University shall provide the Institution for supervision of Paid Internship Credential Program at the completion of each semester or quarter. Institution shall submit an invoice based on generated report received from the University Honorarium Specialist. Honorarium provided is based on the amount set forth in "Exhibit A" for supervision of University Intern(s). The total honorarium amount for supervision per Student shall not exceed six hundred (\$600). Upon receipt of invoice correlating to the University's Honorarium Specialist report, University shall pay the Institution at earliest convenience following the date the Institution's invoice is received.
5. Insurance. The Institution and the University will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least \$1,000,000 (one million dollars) for each occurrence and \$2,000,000 (two million dollars) in the aggregate, with no exclusion for molestation or abuse. The Parties will provide proof of such insurance upon execution of this Agreement to each other. For purposes of this Agreement, each of the Parties will provide workers' compensation insurance coverage for their own employees.
6. Intern Employment Status. Interns shall be Institution employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
7. Reservation of Right to Payment. Pursuant to Education Code Section 44462, Institution reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
8. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request Institution shall provide written certification to University that each Intern placed with Institution has not displaced a certificated Institution employee, which shall enable University to verify to CTC that all statutory and CTC requirements have been met.
9. Teacher and Special Education Intern Support.
  - a. To support Education Credential Interns, Institution and University will each provide a qualified supervisor to assist each Intern in a Program. Institution supervisors are called Site Support Providers ("SSP"). University supervisors are called University Support Providers ("USP"). Institution SSP will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by observing lessons with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days.
  - b. SSP shall hold a valid Clear or Life Credential in the content area for which they are providing supervision, three years of successful teaching experience, hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1, and must have demonstrated exemplary teaching practices.
  - c. SSP must complete an orientation to the program's expectations to be knowledgeable regarding program curriculum and assessments. For Teacher Education and Special Education support, SSP orientation includes a minimum of 10 hours of initial orientation provided through the University. The program curriculum provides effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, program curriculum and assessments, including the Teaching Performance Expectations (TPEs) and the California Teaching Performance Assessment (Cal TPA) or Educational Specialist California Teaching Performance Assessment (EdSp CalTPA).
  - d. SSP and USP will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
  - e. SSP and USP will meet without the Intern to discuss the Intern's progress, as needed.
  - f. Concurrent with an Intern's experience at Institution, University will hold program orientation seminars for Interns and stated-approved training seminars for SSP. University representatives will review supervising techniques, establish procedures for conducting observations and provide assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to SSP.
  - g. Institution will include Interns in appropriate Institution support programs and regularly scheduled staff development activities.
  - h. Institution will designate a liaison, to ensure supervision and support assistance is provided to Interns at a minimum of 2 hours a week while employed as the teacher of record.
  - i. Institution and University will share supervision and ongoing support requirements totaling a minimum of 144 hours per school year. Interns without English Language Authorization must receive 45 hours of focused English Language instruction support per school year; (b)(5)(B) requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. USP will monitor the



completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by SSP and/or employer support personnel. Forms must be submitted as part of the intern's clinical practice course assignments. Program faculty, program supervisors, and Institution-employed supervisors monitor and support Candidates during their progress towards mastering the TPEs.

- j. Employers who hire/place or wish to backdate interns outside National University clinical practice state offerings are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date at which point the USP will provide University support services as noted in article (8.h.).
- k. National University provides Institution-employed supervisors with a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that Institution employed supervisors remain current in the knowledge and skills for Candidate supervision and program expectations.
- l. Institution with interns must have a fully qualified Credentialed administrator.
- m. University may request use of video capture for Candidate reflection and CalTPA, EdSp CalTP, or CalAPA (California Administrator Performance Assessment) completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. Institution shall inform Special Education Credential Interns of video recording policies in place for the CalTPA, EdSp CalTPA, or CalAPA task video capture requirement.

#### 10. School Counseling Intern Support

- a. To support Services Credential Interns, Institution and University will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services Credential: School of Counseling.
- b. SSP shall refer to an employee of the Institution holding a valid Pupil Personnel Services or other credential issued by the CTC or equivalent certification recognized by the Institution typically with two (2) or more years' experience as a school counselor.
- c. Clinical practice shall refer to the participation by a Candidate in the duties and functions of a school counselor and may include school attendance worker under the direct supervision and instruction of one (1) or more Clinical Practice Supervisors holding a PPS School Counseling Credential.
- d. Paid interns may complete all 600 hours at their site of employment. Up to one hundred fifty (150) clock hours shall be devoted to issues of diversity. This may be satisfied with up to 100 clock hours in a diversity program or with the development and implementation of a program that addresses diversity issues. AND, at least fifty (50) clock hours shall be with at least ten (10) pupils (individually or in a group) of a racial and ethnic background different from that of the Candidate. OR, all 150 clock hours with pupils of a racial and ethnic background different from that of the Candidate.
- e. Institution and University shall independently determine the qualifications of their respective supervisors.
- f. SSP and USP will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
- g. SSP and USP will meet without the Intern to discuss the Intern's progress, as needed.
- h. Concurrent with an Intern's experience at Institution, Institution may hold Program orientation seminars for Interns. An initial meeting is held with the SSP' training, University representatives to review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, and communicate intern schedules.
- i. Institution will include Interns in appropriate Institution support programs and regularly scheduled staff development activities.
- j. Institution will designate a liaison to ensure supervisory and support assistance to Interns at Institution.
- k. USP will maintain contact with Interns on or off-site on a regularly scheduled basis to monitor each Intern's progress.
- l. School Counseling Fieldwork Candidate Duties (may include, but are not limited to):
  - i. Attend regular supervision sessions with PPS credentialed site supervisor.
  - ii. In collaboration with site supervisor, provide individual counseling to students with social, emotional, and behavioral issues.
  - iii. Be an advocate to all students.
  - iv. Assist with Special Education consultation.
  - v. Collaborate and consult with parents and teachers to provide appropriate referrals.
  - vi. Collaboration with special education teachers in implementing RTI.
  - vii. Review of Special Education/Cumulative Records.
  - viii. Conduct classroom observations in General Ed./Special Ed. classrooms.
  - ix. Attend Individual Educational Plan (IEP) meetings.
  - x. Facilitate Group Counseling sessions.
  - xi. Provide teacher/parent consultation.
  - xii. Design and implement behavioral Interventions.
  - xiii. Participate in Student Study Teams (SST's).

- xiv. Help provide school-wide positive behavioral intervention support.
- xv. Provide intervention and consultation activities with students and families from culturally and linguistically diverse backgrounds.
- xvi. Provide comprehensive school counseling services as required by the American School counseling Association's (ASCA) National Model.

#### 11. School Psychology Intern Support

- a. To support Services Credential Interns, Institution and University will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs.
- b. SSP shall refer to an employee of the Institution holding a valid Pupil Personnel Services or other credential issued by the CTC or equivalent certification recognized by the Institution typically with two (2) or more years' experience as a psychologist.
- c. USP shall refer to an employee of the University holding a valid Pupil Personnel Services or other credential issued by the CTC or equivalent certification recognized by the Institution typically with two (2) or more years' experience as a psychologist.
- d. Clinical Practice Assignment shall typically refer to a full day of Clinical Practice consisting of five (5) days a week for twelve (12) to eighteen (18) weeks, dependent upon the program. Clinical Practice Assignment shall satisfy all requirements set by the commission.
- e. The School Psychology Internship totals a minimum of 1,200 clock hours field experience. Candidates must obtain hours in two (2) out of the three (3) levels (e.g., elementary, middle, and high school) over the 1,200 clock hours.
- f. Clinical practice shall refer to the participation by an Intern in the duties and functions of a psychologist or school attendance worker under the direct supervision and instruction of one or more Commission qualified Clinical Practice Supervisors.
- g. Institution and University shall independently determine the qualifications of their respective supervisors.
- h. SSP and USP will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
- i. SSP and USP will meet without the Intern to discuss the Intern's progress, as needed.
- j. Concurrent with an Intern's experience at Institution, Institution may hold Program orientation seminars for Interns and training seminars for SSP. Institution representatives will review supervising techniques, established procedures for conducting observations and providing assistance, introduce forms used within the Institution, communicate needs, and/or offer further training and materials to support Interns and Institution needs.
- k. Institution will include Interns in appropriate Institution support programs and regularly scheduled staff development activities.
- l. Institution will designate a liaison to ensure supervisory and support assistance to Interns at Institution.
- m. USP will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
- n. School Psychology Internship Candidate Duties (may include, but are not limited to):
  - i. Special Education IEP Consultation & Presentation of Psycho-Educational Assessment Results.
  - ii. Writing Psycho-Educational Reports which shall be reviewed by the Institution Supervisor.
  - iii. Collaborate and consult with parents and teachers to provide Referrals to Parents/Teachers.
  - iv. Design and Implement RtI/MTSS Interventions – both academic and behavioral/mental health.
  - v. Review of Special Education/Cumulative Records.
  - vi. Conduct Classroom Observations in General Ed./Special Ed. Classrooms.
  - vii. Conduct Psycho-Educational Assessments-Full.
  - viii. Facilitate Group/Individual Counseling.
  - ix. Teacher/Parent Consultation.
  - x. Design and Implement Behavioral Interventions.
  - xi. Participate in Study Team Consultation.
  - xii. Participate in Mandatory On-going weekly Supervision with Credentialed School Psychologist for a minimum of two hours a week.
  - xiii. Documentation of services (e.g., assessment logs, evaluations) required by Institution and verified by the supervising school psychologist.
  - xiv. School-wide positive behavioral intervention support.
  - xv. Assessment, intervention and consultation activities with students and families from culturally and linguistically diverse backgrounds.
  - xvi. Comprehensive and balanced school psychological services as required by the National Association of school Psychologists (NASP) Domains of Practice and Internship experience.

## 12. Preliminary Administrative Services Intern Support

Preliminary Administrative Services Interns must complete a range of activities in educational settings. Settings must:

- a. Support the Candidate's ability to complete the CalAPA.
- b. Demonstrate commitment to collaborative student-centered practices and continuous program improvement.
- c. Support partnerships with education, social, and community entities that support teaching and learning for all students
- d. Create a learning culture to support all students.
- e. Understand and reflect socioeconomic and cultural diversity.
- f. Support the Candidates to access data, work with other educators, and observe teaching practice.
- g. Permit video capture for Candidate reflection and CalAPA completion to reflect to the extent possible Intern's knowledge skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. Institution shall inform Credential Intern of video recording policies in place for the CalAPA task video capture requirement.
- h. SSP and USP will meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.

13. Academic Responsibility. University shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
14. Duration of Internship. Once a Candidate has been accepted as an Intern by Institution, and if the Candidate remains in good standing in the Program at University and within the Institution's policies and performance standards, the Intern will be permitted to finish their internship at Institution. However, an Intern who performs below acceptable Institution or University standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the Institution and/or removed from their Program by the University. All services provided by University and Institution pursuant to this Agreement shall terminate upon an Intern's removal from the Institution or termination of participation in a Program.
15. Assessment. Assessment is a function of Clinical Practice in the Teacher Education Internship program (for the Teacher Education Internship Credential), and the Specialist Education Internship (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) the School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential) programs. Candidates in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course(s). This pre-assessment, development and post-assessment will occur in collaboration with the SSP and the USP.
16. Video Assessment. Institution and University agree the use of video recording equipment on any Institution property, including but not limited to, Institution classrooms, is solely for the purpose of assessing Interns as part of the credentialing process. The Institution shall provide University Site Support Providers and Interns with any or all applicable rules, regulations, and instructions relating to the assessment. The University and Institution agree no video recording of any Intern will occur without prior written notification of the name of the Intern as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the Institution shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in this section.
17. Control, Supervision, Evaluation of Video Recording. The control, supervision, evaluation, and/or direction of all student teachers and any other University personnel in connection with the assessment of the student teachers, including, but not limited to, all classroom video recording of the student teachers, shall be at the University's sole discretion.  
  
The University and Institution agree no video recording of any Institution student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian
18. Indemnity. The Institution shall defend, indemnify and hold the University, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Institution, its officers, employees, or agents.

The University shall defend, indemnify and hold the Institution, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or

claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.

19. Relationship of Parties. Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership, or agency relationship between the parties.
20. Publicity. Neither University nor Institution shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
21. Records. It is understood and agreed that all employment records shall remain the property of Institution, and all student records, including Intern assessments, will remain the property of University.
22. Entire Agreement and Severability. If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
23. Confidentiality of Student Intern Records. For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates Institution and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any student who participates in the Internship Credential Program to the extent that access to the records is required by Institution programs or facilities to which the Candidate is assigned to carry out the relevant educational experience. Institution and its organizational components (i.e., programs) agree to maintain the confidentiality of each Candidate's educational record in accordance with the provisions of FERPA.
24. Confidentiality of Institution Pupil Records. No Intern will have access to or have the right to receive any Institution pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Internship program. The discussion, transmission, or narration in any form by Interns of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the Internship program, is forbidden except as a necessary part of the practical Internship experience. To the extent an Intern is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Otherwise, Interns shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.
25. Limitation of Liability. Except for obligations to make payment under this Contract, Liability for Indemnification, Liability for Breach of Confidentiality, or Liability for Infringement or Misappropriation of Intellectual Property Rights, in no event shall either Party or any of its Representatives be liable under this Contract to the other Party or any Third Party for Consequential, Indirect, Incidental, Special, Exemplary, Punitive, or Enhanced Damages, Lost Profits or Revenues or Diminution in Value arising out of, or relating to, and/or in connection with any Breach of this Contract, regardless of whether such damages were foreseeable, whether or not it was advised of the possibility of such damages and the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based.
26. Certificate of Clearance. In accordance with California Education Code Section 44320, each credential Candidate prior to assignment to Institution must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that Candidates receive a Certificate prior to beginning their assignment in the Institution or hold a valid document issued by the CTC accounting for fingerprint clearance.
27. Tuberculosis Clearance. In accordance with the California Education Code Section 49406, each Intern must obtain, at the Intern's sole expense, an examination by a licensed physician or surgeon within the past sixty (60) days to determine that they are free of active tuberculosis, prior to beginning the Intern's assignment in the Institution.
28. Infectious Diseases. Institution shall inform and advise Interns and any USP regarding the current status of infectious diseases at Institution prior to arriving on site as well as provide appropriate PPE.
29. Non-Discrimination. The Institution and University agree not to discriminate against any employee, faculty member, supervisor, or Candidate of or relating to this Agreement or the Services because of race, color, religion, sex, gender, ancestry, age, national origin or disability (as defined in The Americans with Disabilities Act of 1990, 42 USC 12101, et seq. and any regulation promulgated thereunder) or any other unlawful basis. Practicum Site agrees to recognize and support the University's commitment to Diversity Equity and Inclusion.

30. Title IX. University strictly adheres to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and the University's sexual harassment policy and procedures (collectively, "Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on University-controlled or affiliated property, including institutions and entities with whom University places its employees or students. Further, such Regulations prohibit unequal treatment on the basis of sex/gender as well as sexual harassment, misconduct and violence. As a condition of employment, enrollment, doing business, or being permitted on University-controlled or affiliated property, the above-mentioned individuals, organizations, and entities must agree to: (1) Report any and all allegations of discrimination, harassment, (including sexual harassment, or violence) promptly to the Title IX Coordinator via the reporting form at the following link: <https://www.nu.edu/reportit/>, or by using one of the other methods of communication with the Title IX Coordinator found at the following link: <https://www.nu.edu/title-ix/erp/>; (2) Cooperate with University's investigation; and (3) Cooperate fully with all sanctions that University may impose against those who are found to have violated the Regulations. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, University reserves the right to take appropriate action, including but not limited to: immediate removal from University-controlled or affiliated property, discipline of employees and students (including termination of employment and/or enrollment); and/or termination of business or contractual relationships.
31. Arbitration. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.
32. Entire Agreement and Severability. If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
33. Assignment. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
34. Notices. All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
35. Representations. Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
36. General Provisions. The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the date first written above.

University: National University

By: 

Dave C. Lawrence, MBA, EdD

Vice Chancellor, Admin. & Finance, CFO

Dated: Dec 7, 2022

University Contact Information:

Contract Coordinator

With copy to: Legal Department

National University

9388 Lightwave Avenue

San Diego, CA 92123

Telephone (858) 642-8417

[credcontracts@nu.edu](mailto:credcontracts@nu.edu) and [legal@nu.edu](mailto:legal@nu.edu)

Institution: Thompson Peak Charter

By:   
 By: [Sherri Morgan \(Dec 7, 2022 14:01 PST\)](#)

Name: Sherri Morgan

Title: Executive Director/ Superintendent

Dated: Dec 7, 2022

Telephone: 530-827-2395

Address: PO Box 7, Doyle, CA 96109

PO Box 7, Doyle, CA 96109

## EXHIBIT A

### **Internship Programs**

Institution and University wish to partner to support the following Programs:

Inspired Teaching and Learning Teacher Education Internship Credential  
Special Education Internship Credential  
Preliminary Administrative Services Internship Credential  
Pupil Personnel Services Internship Credential: School of Counseling  
Pupil Personnel Services Internship Credential: School of Psychology

### **Honorariums:**

Honorarium amount of per course is paid to the following programs:

Inspired Teaching and Learning Teacher Education Internship Credential  
Special Education Internship Credential  
Preliminary Administrative Services Internship Credential

Honorarium amount of per course is paid to the following programs:

Pupil Personnel Services Internship Credential: School of Counseling  
Pupil Personnel Services Internship Credential: School of Psychology



## UNPAID STUDENT TEACHING, FIELD EXPERIENCE AND PRACTICUM AGREEMENT

This agreement, effective on December 02, 2022, made by and between National University, a California non-profit public benefit corporation (the "University") and Thompson Peak Charter, who have partnered for the purpose of providing contractual services for students, or state-supported TK-12 educational service unit, which is located at 995 Paiute Ln., Susanville, CA 96130-4327, USA (individually or collectively, "Institution"), with reference to the following facts:

### RECITALS

1.1 Section 35160 of the California Education Code provides that the governing board of any Institution may initiate and carry on any program or activity or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which the Institution is established.

1.2 An agreement by Institution to provide student teaching or practicum field experience to candidates enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "CTC") is not inconsistent with the purposes for which the Institution is established.

1.3 University is accredited by WASC Senior College and University Commission (WSCUC). University has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs ("Programs"): Inspired Teaching and Learning, Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential - School Counseling, Pupil Personnel Services Internship Credential - School Psychology.

1.4 The University desires that the Institution provide student teaching to candidates enrolled in the University's teacher training curricula and/or practicum field experience to candidates enrolled in the University's student counseling or school psychology and other credential curricula. The Institution agrees to provide such student teaching and/or practicum field experience on the terms and conditions specified in this Agreement.

### DEFINITIONS

2.1 "Institution" shall be inclusive of any District, Charter or School.

2.2 "Candidate" shall refer to a student enrolled in a program at the University which is approved by the CTC, and which leads to an education credential.

2.3 "Site Support Provider" (SSP) shall refer to an employee of the Institution holding a valid, clear teaching credential issued by the CTC typically with three or more years teaching experience.

2.4 Candidates actively participate in the duties and functions of a teacher, school administrator, school counselor or school psychologist under the direct supervision and instruction of one or more SSP.

2.5 "University Support Provider" (USP) shall refer to an employee of the University holding a valid credential issued by the CTC, a Pupil Personnel Services credential or equivalent certification recognized by the Institution typically with 3 or more years' experience as a teacher, school administrator, school counselor, school psychologist or other education specialist.

2.6 "Clinical Practice" are the hours of student teaching, practicum and field experiences that vary depending upon the specific program requirements

2.7 "Quarter Unit" shall refer to the amount of academic credit earned by a Candidate through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

### Teacher Education and Special Education Definitions:

2.8 “Student Teaching” shall refer to the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of one or more SSP holding the same credential as the Candidate they support.

2.9 “Student Teaching Assignment” shall typically refer to a full day of Student Teaching, 5 days a week for 12 to 18 weeks, dependent upon program. Student Teaching Assignments shall satisfy all requirements of the CTC.

Pupil Professional Services (PPS) Definitions:

2.10 “Practicum” shall refer to the participation by a Candidate in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more SSP in order to develop the Candidate’s abilities in various aspects of their respective program.

2.11 “Practicum Assignment” shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.

2.12 “Field Experience” shall refer to the participation by a Candidate in the duties and functions of a school counselor or psychologist under the direct supervision and instruction of a credentialed SSP. Under the supervision of one or more SSP, candidates shall be provided with the opportunity to demonstrate the full range of skills acquired during practicum, develop additional knowledge and skills, and provide direct and indirect services to pupils, parents, and school staff in all areas of training. Field Experience hours, location of participation, and qualifications vary depending upon the specific program requirements.

TERMS AND CONDITIONS

3.1 Student Teaching, Field Experience and/or Practicum. The Institution shall provide University Candidates with Student Teaching, Field Experience and/or Practicum in schools and classes of the Institution under the direct supervision and instruction of a SSP as defined in Sections 2.3 and 2.5. The University and the Institution from time to time shall agree as to the number of Candidates assigned to the Institution for Student Teaching, Field Experience and/or Practicum.

3.2 Institution Determination. The Institution at their sole discretion may refuse to accept, or may terminate, any Candidate assigned to the Institution for Student Teaching, Field Experience and/or Practicum based upon its good faith determination that the Candidate is not performing to the standards of the Institution. Upon written notification by the Institution, the University shall promptly terminate the Candidate’s assignment to the Institution.

3.3 University Determination. The University shall determine the number of units of Student Teaching, Field Experience and/or Practicum each Candidate shall receive. Candidates shall be able to be eligible for more than one Student Teaching, Field Experience, and/or Practicum Assignment at the Institution.

3.4 Institution Reimbursement. University shall provide the Institution for supervision of Student Teaching, Field Experience and/or Practicum at the completion of each semester or quarter, based on the number of units earned by the student teacher or by a predetermined amount. Institution shall submit an invoice based on generated report received from the University Honarium Specialist. Honorarium provided is based on the amount set forth in “Exhibit A” for supervision of University Candidate(s). The total honorarium amount for supervision per Student shall not exceed six hundred dollars (\$600). Institution acknowledges University Payment depends on the length of supervision where long and/or short assignments are assessed on a pro-rated basis, as set forth in “Exhibit A.” Upon receipt of invoice correlating to the University’s Honarium Specialist report, University shall pay the Institution at earliest convenience following the date the Institution’s invoice is received.

3.5 Insurance. The Institution and the University will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate, with no exclusion for molestation or abuse. The Parties will provide proof of such insurance upon execution of this Agreement to each other. For purposes of this Agreement, each of the Parties will provide workers’ compensation insurance coverage for their own employees, and Candidates are not employees of the Institution.

3.6 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the Institution shall receive reimbursement of costs at the rate provided in Section 3.4 pro-rated to the nearest completed Quarter Unit.



3.7 Representations. The University represents that all Candidates assigned to the Institution for Student Teaching or Practicum are validly enrolled in a University credential program approved by the CTC. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Candidate's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the Institution to the University of any of the Institution's duties and responsibilities for operation or supervision of the schools or classes of the Institution.

3.8 Certificate of Clearance. In accordance with California Education Code Section 44320, each credential candidate prior to assignment to Institution must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that Candidates receive a Certificate prior to beginning their assignment in the Institution or hold a valid document issued by the CTC accounting for fingerprint clearance.

3.9 Tuberculosis Clearance. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to Institution must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that they are free of active tuberculosis, prior to beginning the candidate's assignment in the Institution.

3.10 Video Assessment. Institution and University agree the use of video recording equipment on any Institution property, including but not limited to, Institution classrooms, is solely for the purpose of assessing student teachers as part of the credentialing process. The Institution shall provide SSP with any or all applicable rules, regulations, and instructions relating to the assessment of student teachers. The University and Institution agree no video recording of any student teacher will occur without prior written notification of the name of the student teacher as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the school within the Institution shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in section 3.12 of this agreement.

3.11 Control, Supervision, Evaluation of Video Recording. The control, supervision, evaluation, and/or direction of all candidate teachers and any other University personnel in connection with the assessment of the candidate teachers, including, but not limited to, all classroom video recording of the candidate teachers, shall be at the University's sole discretion.

- a. The University and Institution agree no video recording of any Institution student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian, or in accordance with Institution's policy.

3.12 Confidentiality of Student Records. For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates Institution and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any Candidate who participates in the Student Teaching and Practicum experience to the extent that access to the records is required by Institution programs or facilities to which the Candidate is assigned to carry out the relevant educational experience. Institution and its organizational components (i.e., programs) agree to maintain the confidentiality of each Student's educational record in accordance with the provisions of FERPA.

3.13 Confidentiality of Institution Pupil Records. No Candidate will have access to or have the right to receive any Institution pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Student Teaching or Practicum experience. The discussion, transmission, or narration in any form by Candidates of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the Student Teaching or Practicum experience, is forbidden except as a necessary part of the practical experience. To the extent a Candidate is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Otherwise, Candidates shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the Student Teaching or Practicum experience with University, its employees, agents or others.

3.14 Publicity. Neither University nor Institution shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.

3.15 Unpaid Student Teaching and Practicum Parameters. University and Institution agrees and understand that Unpaid Candidates are not employees of the Institution and are not entitled to benefits of any kind or nature normally provided

employees of the Institution and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation. Candidates' primary coverage for Candidate injuries shall be Students' personal medical insurance. Institution further understands and agrees to the following pursuant to the Fair Labor and Standards Act ("FLSA"):

- a. Candidate and Institution understand that there is no expectation of compensation;
- b. The Field Experience is similar to that which would be given in an educational environment;
- c. The Field Experience is tied to the Candidate's formal education program by integrated coursework or the receipt of academic credit;
- d. The Field Experience timeframe with the Candidate and Institution corresponds to program in which the Candidate is enrolled;
- e. The duration of the Field Experience for each Candidate is limited to the duration of time either to complete the practicum hours or the end of the course;
- f. The Candidate's Field Experience compliments, rather than displaces, the work of paid employees while providing significant educational benefits to the Candidate; and
- g. Institution understands that Candidate is participating in the Field Experience for experience and is not entitled to a job at the conclusion of the Field Experience.

3.16 Institution SSP must complete an orientation to the program's expectations to be knowledgeable regarding program curriculum and assessments. For Teacher Education and Special Education support, SSP orientation includes a minimum of 10 hours of initial orientation provided through National University on the program curriculum, effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, program curriculum and assessments, including the Teaching Performance Expectations (TPEs) and the California Teaching Performance Assessment (CalTPA) or Educational Specialist California Teaching Performance Assessment (EdSp CalTPA).

3.17 Institution with Student Teachers, Practica, field experience, and/or practicum candidates must have a fully qualified administrator.

3.18 As applicable to a particular program, University may require use of video capture for candidate reflection and CalTPA, EdSp CalTPA, or CalAPA (California Administrator Performance Association) completion to reflect to the extent possible Student Teacher's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards for their program. Institution shall inform Credential Student Teachers of video recording policies in place for the CalTPA, EdSp CalTPA, or CalAPA task video capture requirement.

3.19 Infectious Diseases. Institution shall inform and advise Interns and any USP regarding the current status of infectious diseases at Institution prior to arriving on site as well as provide appropriate PPE.

#### GENERAL PROVISIONS

4.1 Term. The term of this Agreement shall commence as of the Effective Date above and shall continue until terminated in accordance with the terms and conditions in this Agreement upon thirty (30) days written notice by either party of its intent to terminate this Agreement. Provided, however, all Candidates receiving Student Teaching or Practicum from the Institution as of the date of such notice shall be permitted to complete their Student Teaching Assignment or Practicum Assignment so long as said Candidate is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment,

discharge, or change is or may be sought.

4.5 Miscellaneous Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

4.6 Mutual Indemnification. University shall defend, indemnify and hold Institution, its Board, officers, employees, agents, and volunteers harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of University, its Board, officers, agents, or candidates.

Institution shall defend, indemnify and hold University, its Board, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Institution, its Board, officers, agents, employees or volunteers.

4.7 Dispute Resolution. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be communicated to the other party in writing in advance of any filed litigation to provide the parties a further opportunity to reach a resolution by means of formal mediation.


4.8 Limitation of Liability. Except for obligations to make payment under this Contract, Liability for Indemnification, Liability for Breach of Confidentiality, or Liability for Infringement or Misappropriation of Intellectual Property Rights, in no event shall either Party or any of its Representatives be liable under this Contract to the other Party of any Third Party for Consequential, Indirect, Incidental, Special, Exemplary, Punitive, or Enhanced Damages, Lost Profits or Revenues or Diminution in Value arising out of, or relating to, and/or in connection with any Breach of this Contract, regardless of whether such damages were foreseeable, whether or not it was advised of the possibility of such damages and the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based.

4.9 Non-Discrimination and Commitment to Equity, Diversity and Inclusion. The Parties agree not to discriminate against any pupil, employee or candidate of or relating to this Agreement or the Services because of race, color, religion, sex, gender, ancestry, age, national origin or disability (as defined in The Americans with Disabilities Act of 1990, 42 USC 12101, et seq. and any regulation promulgated thereunder) or any other unlawful basis. Institution agrees to recognize and support the University's commitment to Diversity Equity and Inclusion.

4.10 Title IX. University strictly adheres to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and the University's sexual harassment policy and procedures (collectively, "Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on University-controlled or affiliated property, including institutions and entities with whom University places its employees or students. Further, such Regulations prohibit unequal treatment on the basis of sex/gender as well as sexual harassment, misconduct and violence. As a condition of employment, enrollment, doing business, or being permitted on University-controlled or affiliated property, the above-mentioned individuals, organizations, and entities must agree to: (1) Report any and all allegations of discrimination, harassment, (including sexual harassment, or violence) promptly to the Title IX Coordinator via the reporting form at the following link: <https://www.nu.edu/reportit/>, or by using one of the other methods of communication with the Title IX Coordinator found at the following link: <https://www.nu.edu/title-ix/erp/>; (2) Cooperate with University's investigation; and (3) Cooperate fully with all sanctions that University may impose against those who are found to have violated the Regulations. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, University reserves the right to take appropriate action, including but not limited to: immediate removal from University-controlled or affiliated property, discipline of employees and students (including termination of employment and/or enrollment); and/or termination of business or contractual relationships.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the date first written above.

**National University**

By:   
Dave C. Lawrence, MBA, Ed.D.  
Vice Chancellor, Admin. & Finance, CFO

Dated: **Dec 7, 2022**

University Contact Information

Contract Coordinator  
With copy to: Legal Departmen  
National University  
9388 Lightwave Avenue  
San Diego, CA 92123  
(858) 642-8417  
[credcontracts@nu.edu](mailto:credcontracts@nu.edu) and [legal@nu.edu](mailto:legal@nu.edu)

**Thompson Peak Charter**

By:   
By: [Sherri Morgan \(Dec 7, 2022 14:02 PST\)](#)

Name: **Sherri Morgan**

Title: **Executive Director/Superintendent**

Dated: **Dec 7, 2022**

Telephone: **530-927-2395**

Address: **PO Box 7, Doyle, CA 96122**

**EXHIBIT A**

Student Teaching, Field Experience & Practicum Programs

Institution and University wish to partner to support the following Student Teaching & Practicum Programs:

- Inspired Teaching and Learning Teacher Education Credential
- Special Education Credential
- Preliminary Administrative Services Credential
- Pupil Personnel Services Credential: School of Counseling
- Pupil Personnel Services Credential: School of Psychology

Honorariums:

University shall reimburse Institution a predetermined amount for supervision of each Candidate teaching or practicum course. Total honorarium amount per Candidate shall not exceed six hundred (\$600) dollars. Institution must submit an invoice based on generated report received from University Honorarium Specialist.

1. Honorariums are based on amount of supervision to include the following programs: **Inspired Teaching and Learning Teacher Education Credential; Special Education Credential; and Preliminary Administrative Services Credential.** Student Teaching and Practicum courses each carry a honorarium amount of \$300 per course. See breakdown below:

Traditional Setting			Block Setting		
One Period	25%	\$300 x .25 = \$75	One Period	33%	\$300 x .33 = \$99 rounded to \$100
Two Periods	50%	\$300 x .50 = \$150	Two Periods	66%	\$300 x .66 = \$198 rounded to \$200
Three Periods	75%	\$300 x .75 = \$225	Three Periods	100%	3 periods = \$300
Four or More Periods	100%	4 periods or more = \$300	*****	*****	*****

2. Honorariums for Practicum courses for the following programs: **Pupil Personnel Services Credential: School of Counseling** and **Pupil Personnel Services Credential: School of Psychology.** Programs are \$150.00 each. See breakdown below:

Traditional Setting			Block Setting		
One Period	25%	\$37.50	One period	33%	\$50.00
Two Periods	50%	\$75.00	Two Periods	66%	\$100.00
Three Periods	75%	\$112.50	Three Periods	100%	\$150.00
Four Periods	100%	\$150.00	*****	*****	*****



# Long Valley Charter School

*Imagine-Achieve-Inspire*

**QUARTERLY COMPLAINT SUMMARY FORM CONCERNING  
LACK OF INSTRUCTIONAL MATERIALS  
INDEQUATE, UNSAFE & UNHEALTHFUL SCHOOL FACILITIES  
LACK OF QUALIFIED TEACHERS**

☒ No, neither of our schools has received any complaints relating to the above concerns this quarter.

☐ Yes, one of our schools has received a complaint(s) relating to the above concerns.

If yes, the copy of the complaint is attached (removing any confidential student information as appropriate). An explanation of the School's resolution to the complaint follows.

.

Quarter covered by this report:

☐ July 1 to September 30

☒ October 1 to December 31

☐ January 1 to March 31

☐ April 1 to June 30

Report prepared by: Sherri Morgan

1/12/23

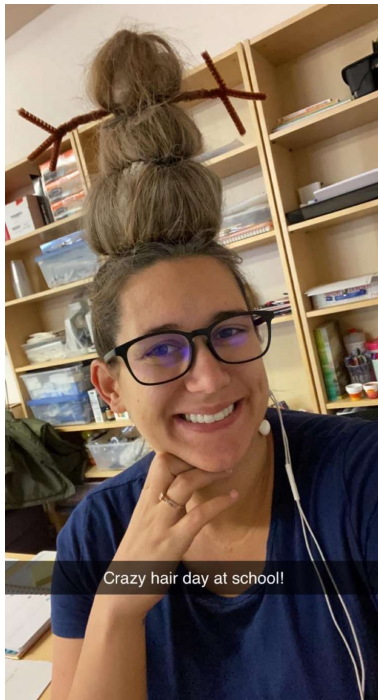
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Sherri Morgan, Executive Director/ Superintendent

Date

## January Portola Board Update

- The staff had an amazing year end meeting.
- I-ready tests were completed. We had some students who showed amazing growth in the first semester.
- Art Class has been turning out some incredible projects please see below.
- We had some wonderful spirit days at the school. I believe the highlight was crazy hair day.
- We have two theater field trips coming up this month. They are a behind the scenes and a viewing of *Dear Evan Hansen*. *Dear Evan Hansen* addresses the youth mental health crisis as a major theme. [Time Magazine](#) explains the hands-on community engagement work this production has done to spread awareness and support mental health nonprofits. Musical theatre has been used to highlight social issues for decades. The commercial success of *Dear Evan Hansen* is inspiring a [new generation of musicals](#) that also explore mental illness.”







# Thompson Peak Charter



ee welcome

2023



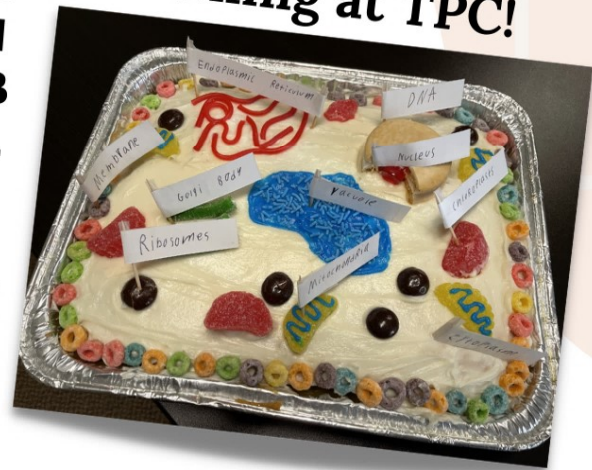
Staff Winter Celebration

i-Ready  
Second Session



EDIBLE CELL

We love project based learning at TPC!



## GINGERBREAD HOUSE FAMILY NIGHT



PACKED HOUSE

STAFF PREPPING





# Special Programs Administrator Report

**January 2023**  
*Info from December 2022*

## **TESTING**

Winter iReady Testing  
Window closed  
12/15/22.  
Scores presented in  
separate report.

## **COUNSELING**

Long Valley - 13  
Thompson Peak - 8

## **English Learners**

Long Valley - 3  
Thompson Peak - 1

## **Homeless Students**

Long Valley - 3  
Thompson Peak - 1

## **Response to Intervention**

Individual Learning  
Plans will be updated  
with new iReady scores.

## **Long Valley's SPED Small LEA Monitoring Review Update**

The Policy and Procedures Review was submitted on Friday Dec. 2nd. We are now in the Educational Benefit Review portion. This looks at IEP Assessment Data, student goals, services, accommodations, etc. This review is due January 30th.

### **Long Valley - Doyle Campus**

SPED Students: 26  
Speech Only: 11  
New: 0  
Initial Assessments: 1

### **Long Valley - Portola Campus**

SPED Students: 10  
Speech Only: 2  
New: 0  
Initial Assessments: 0

% of SPED Students/School: 15%  
# of IEP Meetings this Month: 5

### **Thompson Peak Charter**

SPED Students: 21  
Speech Only: 3  
New: 0  
Initial Assessments: 0

% of SPED Students/School: 15%  
# of IEP Meetings this Month: 3





## Counseling Report

January 2023

Happy New Year! Here is what is happening in Counseling this month.

- ❖ We completed our ASVAB testing on Dec. 9<sup>th</sup> and got the results back over break. I will be scheduling an ASVAB interpretation session. An Armed Forces Representative will come explain the student results to students so they have a better understanding of the opportunities available to them based on their results.
- ❖ I will need to reschedule the Cash for College Night for our Doyle campus, as the weather has prevented the LCC representative from traveling. Hopefully I can make that happen this month.
- ❖ We will not be attending any college campus visits until the weather improves and makes it safe for transporting students, but we look forward to more visits in the spring.
- ❖ I plan to schedule a guest speaker from the Banking industry for all 3 campuses this month to share opportunities in that industry.
- ❖ I have been working on our CTE Post Graduation Survey. I gather information from last year's CTE graduates to determine their success in the CTE after they leave us. I have been able to contact most respondents and hope to have that wrap up by the end of the month.
- ❖ I am working with Teachers to improve our Golden State Seal qualifiers now that we have a more appropriate grading scale. I am hoping to see our numbers increase this year and the following years.

Thank you for your interest in our Counseling Program. I only want the best for our students. Have a nice evening.



*Mrs. K. Sherman*

*College/Career Counselor*



Adult School

January 2023

Happy New Year

Here is what is happening in our Adult School Program this month.

- ✚ All three campuses now have enrollments and we are still working to get the word out.
- ✚ I have posted flyers, made by Jenn Kirby, on several social media sites and have hung flyers on various bulletin boards in all three operating areas. I have also been assisted with advertising by our New Community School Representative Janice Gotcher, who has many outlets in the Herlong/Doyle community. Thank You, Janice.
- ✚ All teachers have completed their Assessment Trainings and are now working with Adult students, meeting with them weekly to ensure success.
- ✚ I will work with teachers this month to order more curriculum for all 3 campuses.
- ✚ With help from Jerad Morgan, we have been able to order and program Adult School computers. Thank you, Mr. Morgan.
- ✚ For the future we hope to continue to increase our populations in all areas of operation.

Thank you for your interest in our Adult School Program. Have a nice evening.



*Mrs. K. Sherman*

*Adult School Coordinator*

Facilities Inspection Tool  
Report

January 5, 2023			
Sites	Portola	Susanville	Doyle
Category	G = Good, P= Poor, N/A=Not Applicable		
Gas Leaks	G	G	G
Heating/Cooling Systems		G	
Windows/Doors/	G	P-Trip Hazard present out of front door	P-Broken window in shop scheduled for replaceent
Gates/Fences	N/A	N/A	G
Interior Surfaces	G	G	P-Ceiling tiles in multiple rooms need replaced/Boys & girls bathroom needs stall door replaced/room 2 carpet ripped
Hazardous Materials	G	G	G
Structural Damage	G	G	P Ramp needs repair into portable 3, top surface damaged; Ramp Portable 4 top layer needs to be replaced. "Waiting on USDA Constuction project"
Fire Safety	G	G	G
Electrical	G	G	G
Pest/Vermin Infestation	G	G	G
Sinks and Drinking Fountains	G	G	G
Restrooms	G	P-Girls Restroom toilet running. Shopping for contractor	P Tinkercad small toilet, Toilet has been ordered and will be replaced on arrival.
Sewer System	G	G	G
Roofs	G	P-Missing shingles need replacement, Shopping for contractor	P-Stained Roofing tiles in (H.S., 2nd/3rd, 3/4, Mrs. B's, Library, K, Cafeteria, 7/8, 5/6)
Playground/ Schoolyard	N/A	N/A	P-Cracks in Asphalt, Wooden sand retaining beams rottings, Ball wall needs removal "Waiting on USDA Constuction project"
Covid Safety	G	G	G
Overall Cleanliness	G	G	G
Notes	Does not include the house next to the new building in portola.		
Newly added items are highlighted in yellow.			

**AGREEMENT FOR**  
**CHARTER SCHOOL BUSINESS & ADMINISTRATIVE SERVICES**  
**DATED AS OF DECEMBER 15, 2022**

**THIS IS AN AGREEMENT FOR SERVICES** between **LONG VALLEY CHARTER SCHOOL, INC.**, to which reference is made herein as the “School,” and **DELTA MANAGED SOLUTIONS, INC.**, to which reference is made herein as “DMS,” in connection with charter school business and administrative services to be provided by DMS to the School for two charters under the same authorizer, as described in the Scope of Services attached hereto.

1. **Employment.** The School hereby employs DMS to perform, as requested by the School, services set forth in the Scope of Services, attached hereto.
2. **Representations of DMS.** DMS hereby represents the following:
  - A. DMS shall not receive a fee from any source other than the School for the services in the Scope of Services attached to this Agreement, except as may be disclosed in writing and has no arrangement with respect thereto with any party other than the School regarding the services in the Scope of Services attached.
  - B. DMS is an independent private business and is not acting in any other professional capacity than as represented in this Agreement and the Scope of Services attached hereto.
3. **Agreements of DMS.** DMS hereby agrees as follows:
  - A. DMS will provide, as requested by the School, services that reasonably conform to the Scope of Services attached hereto.
  - B. In providing such services, DMS will make available the experience of its organization so as to represent the School.
4. **Term of the Agreement.** The term of this Agreement shall be **twenty-four (24)** months, for the period beginning on **July 1, 2023** and ending on **June 30, 2025**.
5. **Compensation.**
  - A. **Services Fee.** The School shall pay to DMS compensation of **\$13,150** per month for services for Long Valley Charter School, Inc. (LVCS) which consists of two charters: Long Valley School (LVS) and Thompson Peak Charter (TPC) for each month during the Term of this Agreement, payable on the 1<sup>st</sup> of each month, beginning with the first month of this Agreement. This services fee is subject to review and increase in the event the School opens additional charter(s)/site(s) with any increase to be determined at that time.
  - B. DMS’s services fee covers all services set forth in the Scope of Services attached hereto and includes all travel and other out-of-pocket costs. Additional services (including but not limited to: financing/cash flow loan services and, private grant application and management

services) are available at an additional cost, to be negotiated between DMS and the School via separate written agreement prior to the incurrence of such additional services.

- C. **Specialty Document Preparation & Appearances.** For specialty document preparation and appearances before the School's authorizer(s) or other agencies which does not fall under the Scope of Services attached hereto, such as drafting of additional charters, responses to the School's authorizer(s) (i.e. Notices to Cure), and funding determination appeals, the School shall pay a rate of \$175/hour for regular DMS staff and \$200/hour for the time of DMS Chief Officers to the extent that no such issues arose due to DMS's work pursuant to the Scope of Services attached hereto.
6. **Contract Renewal.** This Agreement shall be renewable for consecutive single or multiple fiscal year terms, if pursuant to DMS's discretion the School qualifies for a multiple fiscal year agreement, each such term beginning at the end of the prior period's agreement. Pricing for future years will be negotiated at the time of renewal.
7. **Entire Agreement; Amendments.** All discussions, negotiations, and prior agreements between the School and DMS regarding the services to be provided during the Term of this Agreement and pursuant to the Scope of Services attached hereto are merged into this Agreement. This Agreement is the entire agreement between the parties respecting the subject matter hereof. This Agreement may be amended only in writing. This Agreement is renewable by Amendment, subject to all terms and conditions herein unless otherwise agreed by the parties.
8. **Assignment.** This Agreement may not be assigned by either party hereto without the written consent of the other party.
9. **Notice.** During the term of this Agreement, the School shall not seek alternative services, as described in the Scope of Services hereto, without the prior written consent of DMS, which shall not be unreasonably withheld.
10. **Termination.** Either party hereto may terminate this Agreement for cause, determined as a material breach prohibiting the accomplishment of the parties' objectives upon entering into this Agreement, upon thirty (30) days written notice to the other party. Upon termination by either party, DMS shall be paid compensation as described under Paragraph 5, Compensation, above incurred through the date of termination.
11. **Information.**
- A. **Ownership and Accuracy.** The School, its officials, staff, and board will be providing DMS various data, records, studies, computer printouts and other information and representations as to the facts relating to the School and its operations. DMS will be using and relying upon such data, records, studies, computer print-outs and other information in the preparation of DMS' work products. All such data, records, studies, computer printouts and other information, and compilations created therefrom, are considered as and shall remain the property of the School. DMS shall not be obligated to establish or verify the accuracy or completeness of the information furnished to DMS by the School, its officials, staff, or board, and DMS bears no liability in the event any such information is deemed to be false, misleading or inaccurate or otherwise violates any law,

regulation or order. In the event of any such determination, the School shall defend, indemnify and hold DMS harmless from and against any claim, suit, proceeding or loss, damages, or liability of any kind related to the information provided by the School, its officials, staff, and board to DMS.

- B. **Confidentiality.** The School and DMS agree that each will ensure no use, dissemination, or disclosure of any confidential information of the other party to any person, firm or business, except as necessary to perform obligations or exercise rights or privileges set forth in this Agreement and the Scope of Services, attached hereto, and then only as agreed by the parties. Each party agrees it will receive all confidential information in trust and confidence and it will treat all confidential information with the same degree of care as it accords to its own confidential information of like sensitivity, but in no event less than a reasonable level of care.
12. **Standards.** DMS shall perform its services pursuant hereto in accordance with competent professional standards. DMS shall not be liable for mistakes of judgement or other actions taken in good faith unless such error results from an intentionally wrongful or grossly negligent act of DMS. The liability of DMS to the School for any breach of these standards arising out of or related to this Agreement or the services performed hereunder shall not exceed the fees paid or payable under this Agreement.
13. **Severability.** If any provision of this Agreement is unenforceable or invalid under any applicable law or is so held by applicable court decision(s), such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole. In such event, such provision shall be changed and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision within the limits of applicable law or court decision(s).
14. **Waiver.** The failure of either party to require performance by the other party of any provision hereof shall not affect the full right to require such performance at any time thereafter unless otherwise agreed by the parties in writing; nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself unless otherwise agreed by the parties in writing.
15. **Counterparts; Scan/Facsimile.** This Agreement may be signed in counterparts and shall be effective against signatures by scan/facsimile (in an email, PDF or otherwise). Each counterpart when so executed shall constitute an original and all of which together shall constitute one and the same instrument.
16. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of California. DMS and the School agree that no legal action may be brought against the other more than two (2) years after the date the claim giving rise to such action became known by the party asserting the claim or exercising reasonable diligence should have been known to that party.
17. **Independent Contractor.** DMS' relationship to the School is that of an independent contractor. Nothing in this Agreement or in the activities contemplated by the School and DMS shall be deemed to create an agency, partnership, employment, or joint venture relationship between the School and DMS. The School acknowledges that DMS is not an accounting or law firm, and no services or written or oral communications made by DMS during the course of providing services are or should be construed as tax or legal advice. DMS neither assumes nor underwrites any liability of the School

and acts only as a provider of the services in the Scope of Services attached hereto, which are ministerial in nature.

18. **Government Code.** DMS and its representatives are not public officials or participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise. No actions or opinions necessary for the performance of DMS' duties under this Agreement will cause DMS to be a public official or to be participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise.

**IN WITNESS WHEREOF**, this Agreement has been executed and delivered for and in the names and on behalf of the School and DMS as of the date set forth above.

**LONG VALLEY CHARTER SCHOOL, INC.**

**DELTA MANAGED SOLUTIONS, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Sherri Morgan

Name: Joanne Fountain

Title: Director

Title: Chief Executive Officer



**LONG VALLEY CHARTER SCHOOL, INC. / DELTA MANAGED SOLUTIONS, INC.**  
**SCOPE OF SERVICES**

In performing under this Agreement, DMS shall perform services that reasonably conform to those as described below:

**FISCAL SERVICES:**

- ❖ DMS shall provide and administer a comprehensive web-based accounting system, including all requisite fund accounting and general ledger and accounts payable/receivable modules (the “accounting system”). The system will be fully SACS-compliant and capable of producing standardized SACS reports for financial reporting to the School’s authorizer and other public agencies as required. The system will be accessible by authorized School staff, state and local entities for review and audit reconciliation. School shall be responsible for the cost and maintenance of the hardware and/or software and any other costs, if any, to establish any local internet connections to access the web-based accounting system from the school site.
- ❖ DMS shall provide ongoing regular reporting of fiscal status to the School’s board and staff, including attendance at select board meetings requiring DMS participation. Such attendance may be by electronic means. Board meeting attendance, whether electronic or in-person, is limited to events requiring DMS participation, and a DMS representative will not generally attend every board meeting. The School shall be responsible for timely notifying DMS of scheduled board meetings at which DMS attendance is requested. The School must specifically request actual attendance in writing, and absent circumstances warranting special/emergency board meetings, timely notification shall be one (1) week in advance absent prior scheduling conflicts. DMS must be provided the board agenda for review of DMS-related items prior to public posting.
- ❖ DMS shall coordinate and assist with the School’s budgeting process, including preparation of the original budget and all interim budgets, revising and discussing with School staff and/or Finance Committee members (if applicable), providing professional advice on actual and projected line item revenues and expenditures, attending budget approval board meetings if needed, and preparation and filing of authorizer-required and State-required budget forms.
- ❖ DMS shall provide advisory services in relation to the School’s monthly cash flow needs, including computation of expected monthly revenues based on current and projected Average Daily Attendance (ADA) (as provided by the School), coordination of expenditure timing to match revenue flow (see Scope of Services - Purchasing/Procurement below) and other similar services as required. DMS may, at its own discretion, advance funds to the School to cover short-term working capital needs. Generally, this would only be done to meet crucial payroll expenditures when the School will be receiving other revenues close in time. DMS shall be repaid from the first available funds received by the School after the advance, unless DMS consents, at its own discretion, to a later payment date. DMS consent to a later payment date shall not in any way excuse the School from full repayment of any advance. Any such advances shall not carry an interest rate or origination fees. DMS can coordinate long term cash flow financing for the School, if requested and subject to the School’s qualification, for an additional fee to be determined at such time via separate agreement.
- ❖ DMS shall assist the School in developing a satisfactory system of financial controls to ensure financial stability, including working with the School to develop a Fiscal Procedures & Policies Manual, if requested. School staff is responsible for implementing the accounting and fiscal controls and procedures as outlined in the School’s approved policies and procedures.

- ❖ DMS shall assist the School in establishing and maintaining an external bank account(s) outside of the County Treasury and will administer and reconcile all banking transactions through this external bank account(s) and the School's County Treasury account(s). Accounts will be held in the School's name; DMS will hold no School bank account(s), nor be a signatory on School account(s).
- ❖ DMS shall work directly with the School's chosen independent auditor regarding the School's annual audit to ensure all necessary financial information is provided in a full and timely manner. DMS shall not be involved in the attendance portion of the audit except to prepare reports using attendance data provided by the School (see Scope of Services - Compliance/Reporting below) and to provide copies of the School's P-1, P-2, and Annual ADA reports to the auditor as needed.
- ❖ DMS shall coordinate the School's SB740 funding determination compliance in conjunction with the School's Director or business officer, including tracking expenditures, preparing SB740 funding determination requests, attending Advisory Commission on Charter Schools (ACCS) meetings, and optimizing budgets to maximize SB740 compliance.

**PAYROLL SERVICES/RISK MANAGEMENT:**

- ❖ DMS shall provide the School with a comprehensive payroll system, including calculation and payment of all federal and state payroll tax liabilities, California State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) contribution calculations and payments (if applicable), and other benefits calculations and payments directly related to payroll processing. The payroll system supports 401a/403b/457 plan payment processing if the School offers such plans as a benefit to employees, and DMS processes all such contributions in coordination with the School's 401a/403b/457 third party administrator (TPA). DMS services do not include 401a/403b/457 TPA duties, which should be performed by a TPA specializing in this area to ensure continuing qualification of such plans under the Internal Revenue Code. DMS services do not include back reporting or correcting California State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) outside of this contracted term unless the back reporting falls within a prior contracted term.
- ❖ DMS shall assist the School in obtaining any necessary accounts for payroll tax payment and reporting and shall coordinate payment of federal and state payroll taxes and filing of federal and state payroll tax reporting as the School's Reporting Agent. Legally, the School is still obligated to ensure timely filing of returns and payment of any taxes due, even if it uses a Reporting Agent. DMS shall not generally be responsible for reporting pursuant to the Affordable Care Act (ACA) to the extent such reporting is based on information for which the School's healthcare broker is responsible. DMS can print ACA reporting if all such data required for the reporting is available in the accounting system referenced in this Scope of Services, based on DMS discretion, or based on data provided by the School's healthcare broker if the data is provided in an acceptable uploadable format for the accounting system.
- ❖ DMS shall assist the School in obtaining any necessary accounts for STRS/PERS reporting, which DMS shall file pursuant to required procedures for such reports in the School's county(ies).
- ❖ DMS shall work with the School's bank to establish direct deposit of employee pay if the School's bank allows such electronic transactions via upload. The School's bank must allow for upload, rather than manual entry, of direct deposit files.
- ❖ DMS shall provide advice at the School's request regarding employee hiring, leave, and termination practices as related to payroll services, including recommending federal and state employment documents if requested, assisting the School in establishing a California Department of Justice account for LiveScan fingerprinting if not already established, and responding to basic credentialing questions, and shall advise the School to seek legal or other professional counsel regarding such matters when

appropriate. These services do not include performing credential or human resources audits and do not include COBRA, 401a/403b/457, or ACA third party administration duties.

- ❖ DMS shall assist the School in researching and obtaining appropriate employee benefits and insurance packages, including coordinating between staff and insurance plan providers, and will assist in soliciting alternative providers for better rates and/or services at the School's request. DMS functions only as a facilitator/advocate on behalf of the School, is not an insurance provider or broker, and receives no commissions or referral fees from third party providers for this assistance to the School.
- ❖ DMS shall assist the School in researching and obtaining appropriate insurance policies for liability, property, workers' compensation, and other insurance necessary for operation of the School and shall assist in soliciting alternative providers for better rates and/or services at the School's request. DMS functions only as a facilitator/advocate on behalf of the School, is not an insurance provider or broker, and receives no commissions or referral fees from third party providers for this assistance to the School.

#### **PURCHASING/PROCUREMENT:**

- ❖ The School shall use and be responsible for initial creation and approval of purchase orders ("POs") on all purchases, including inputting such orders into the accounting system. The School is solely responsible for ensuring that all items ordered are suitable for public educational purposes (e.g. non-religious materials). Once POs are approved by the School's authorized staff, the School shall further be responsible for delivering approved POs to vendors (i.e. placing the order). POs and direct bill invoices shall reflect DMS as the billing address and the School location (which may include School staff addresses if authorized by School) as the shipping/physical location address. Once the order is received by the School, School staff is responsible for marking items as received in the accounting system.
- ❖ While generally invoices will be sent directly to DMS, the School agrees to forward all invoices received at the School to DMS via upload to DMS SHARE within five (5) business days of receipt of the invoice. For invoices not matched to existing POs or payments to be paid due to contractual requirements, DMS staff shall work with School staff to create POs for School approval in the accounting system and to receive all items as necessary. This shall include creating dollar purchase orders where applicable to pre-authorize future recurring expenses, such as utilities, rent and office supplies.
- ❖ DMS shall be responsible for all invoice matching of approved POs, received items, and corresponding vendor invoices, and converting POs into invoices in the accounting system which shall then be authorized for payment in the next payment batch. All purchases require an approved and received PO in the accounting system before payment can be made.
- ❖ Assuming the School has adequate cash flow, at least every ten (10) business days, DMS shall prepare a payment voucher containing all approved invoices to date, print all checks (using a pre-set electronic signature image from an authorized signer on the School's main operating bank account built into the blank check stock), and deliver all payments to either the School or the vendors at the School's discretion, integrating accounts payable with Fiscal Services as described in this Scope of Services for payment timing optimization and coordination of purchasing activities to coincide with timing of revenue limit receipts. Delivery shall generally be via overnight delivery to the School (if available in the School's geographic area) or standard U.S. mail to vendors, and items shall qualify as meeting DMS' delivery requirement under this Agreement when mailed or otherwise sent from DMS.
- ❖ DMS shall make all received invoices sent directly to DMS by the vendor available in PDF format to the School via password-protected access to DMS SHARE, so that authorized School staff may review all current and prior invoices online (dating back to the first non-implementation month of DMS-provided services to the School). Scanning and uploading of such invoices shall generally occur within no more than twenty (20) business days of receipt of invoice by DMS absent extenuating circumstances.

- ❖ Throughout the purchasing and accounts payable process, all account activity will be visible to School staff on the accounting system, showing the amount paid from each account code, including from individual student accounts if any. The point at which transactions become visible in the accounting system depends on the purchasing method chosen by the School.
- ❖ On a monthly basis, DMS shall prepare and deliver a summary and detail warrant report to the School's Board for review and approval on the Board's consent agenda, showing all non-payroll-related payments made in the prior month. Payroll registers and evidence of payroll payments are available at any time for authorized School staff review and a payroll register detail is provided to the School staff with each pay run, but these are not part of the monthly summary and detail warrant register sent to the Board for review and approval.
- ❖ School is responsible for aligning all purchases with Board-approved purchasing policies and obtaining all required board approval or ratification for purchased items. All employee reimbursements must be accompanied by School approval for payment. Employee reimbursements will be processed in the same manner as vendor invoices but prioritized for payment at the earliest available payment batch.
- ❖ DMS shall reconcile purchasing activities with the School's external banking account(s). Accounts will be held in the School's name; DMS will hold no School bank account(s), nor be a signatory on School account(s).
- ❖ School shall minimize the use of on-site checks to critical time-sensitive payments only. In the event the School must use an on-site check, School shall immediately provide DMS with a scanned copy of the check and documentation of the item paid, at the time of the on-site check writing. School agrees to provide DMS with view-only online access to all School bank accounts (including credit card accounts). If online access is unavailable, School shall provide any banking or credit card statements to DMS immediately upon receipt.
- ❖ DMS shall assist School in obtaining a business credit card for use by School staff, if requested and subject to the School's qualification. School shall not use debit cards linked to the School's main operating account unless no credit card accounts can be obtained. For credit card purchases, DMS shall consider the credit card statement as the invoice for recordkeeping and audit purposes and shall consider receipt of the statement as authorization for payment of the credit card balance in full. All underlying receipts and documentation for individual credit card purchases shall be retained by School staff on-site.
- ❖ At the School's request, DMS shall assist the School in developing and approving a fixed asset capitalization policy, clarifying what items constitute fixed assets for accounting purposes. The School shall implement and maintain an updated on-site physical inventory of fixed and non-capitalized assets based on the approved policy and shall provide appropriate reporting to DMS of such inventory in order to coordinate with Fiscal Services as described in this Scope of Services. DMS shall be responsible for maintaining the fixed asset register in the accounting system, computing depreciation and average life, and coordinating such fixed asset register with auditors during the School's annual audit.
- ❖ DMS shall assist in coordinating any competitive bidding activities, when applicable and if requested.

**COMPLIANCE/REPORTING:**

- ❖ At the School's request, DMS shall assist the School in preparing and submitting all state-required attendance reports, including but not limited to 20-day, P-1, P-2, and Annual ADA reports, from raw attendance data provided by the School. DMS shall have no responsibility for verifying the accuracy of raw attendance data as provided or for preparing weekly or monthly attendance summaries from the School's student information system.

- ❖ DMS shall assist the School as needed with submitting the Consolidated Application and Reporting System (CARS) reporting, federal Cash Management quarterly reporting, SB740 funding determination forms and/or Facility Grant applications, special education maintenance of effort (MOE) reporting, Quarterly Benchmark Reporting under the Public Charter Schools Grant Program, ESSA per-pupil expenditure (PPE) reporting, and related state and federal program compliance and budget reporting. School shall be responsible for all CALPADS reporting, LCAP creation (except for minimum proportionality percentage calculations and goal/service expenditure estimates or equivalent LCAP financially related reporting, which DMS shall provide) SARC preparation (except for per-student expenses and teacher salary information which DMS shall provide), and all State-mandated testing. School shall be responsible for forwarding any requests for information or submittals received from the California Department of Education (CDE), (or other agencies to which the School is required to provide a response) for which the School requests DMS's assistance in providing response for any financially-related portions, to DMS's offices immediately upon receipt.
- ❖ DMS is not responsible for preparation or submittal of federal and state income tax forms relating to the School's tax-exempt status, including but not limited to IRS Form 1023, IRS Form 990, FTB Form 3500, and FTB Form 199. These forms are generally handled by the School's attorney or independent auditor, respectively. DMS shall timely provide all financial information requested by the School, attorney, or independent auditor to timely complete these filings.

DMS and the School shall be jointly responsible for training of the School, its officials, and staff regarding the use of any software or ministerial coordination required between DMS and the School. The School, its officials, staff, and parents agree to comply with and adhere to any licensing requirements of any and all software acquired and implemented by DMS according to all terms and conditions of use for such software.

## EdTec Back Office Services Proposal for Long Valley Charters



**Plumas Charter School - Quincy, CA**  
**~ New Quincy Site Celebration - Aug2022 ~**  
*EdTec Back Office Service Client since 2011*



# **Back Office Services Proposal for Long Valley Charters**

**October 28, 2022**

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## 1. EDTEC SERVICE DIFFERENTIATORS

### **Back Office Service Benefits for Long Valley Charters**

- **Caliber of Staff and Staff Loading:** EdTec's success in delivering its high-quality service level and in achieving impressive client satisfaction levels is squarely built upon its approach to hiring, training and staff loading levels.

The caliber of EdTec's team is unparalleled among back office providers. We are very selective in our hiring process and invest heavily in initial and ongoing staff training, in the maintenance of and adherence to best practices, and in the development of quality tools for our team to use in the provision of services.

Importantly, EdTec is also careful about staff loading levels to ensure that our staff can be highly effective in providing support to our school partners. This approach allows your assigned EdTec support team members to have the time to truly know your school and your team, to be proactive in their support, to be responsive to school and board requests, and to remain knowledgeable in their respective areas of specialization on new and existing programs and compliance requirements.

- **Thoughtful Analysis & Insightful Board Presentations:** EdTec attends and presents at Client board meetings, providing a clear and objective perspective to the board regarding the school's financial health, with a focus on creating economic stability. EdTec's financial analysis presentations to the board are another important differentiator versus other back office providers. By delivering a thoughtful analysis of the school's financial data and trends, with a forward outlook, EdTec provides the board with the necessary information and guidance for better decision-making on key opportunities and risks facing the organization.
- **Team of Specialists:** Each of our school partners is assigned a support team of six specialists, led by a Client Manager (CFO / Director of Finance skill set), that works directly with the school staff and, as applicable, the board. This approach provides for a depth of expertise in each functional support area that is unique to EdTec.
- **Accurate Forecasts and Financial Reporting:** EdTec uses a sophisticated financial model that enables your Client Manager to accurately forecast monthly and year-end results (updated monthly) and to perform out-year modeling. EdTec also provides what-if scenarios and break-even analyses on-demand.
- **24/7 Visibility to Detailed Financial Information:** Through the EdTec School Portal (ESP) - a robust accounting, operations, and compliance system - all our back office clients have 24/7 online visibility to financial data and historical transactional detail, financial reports, grant expense tracking, and compliance dates.
- **Expert Attendance Data & SIS Support:** EdTec's Data Team provides deep expertise and complete attendance support including quarterly ADA analysis, and attendance compliance reporting, regardless of which Student Information System (SIS) is used by the school. Additionally, EdTec is the preferred CALPADS support provider for charter schools and CMOs throughout the state and provides high-value support services on the leading SIS platforms.
- **Most flexible back office service delivery model:** Only EdTec offers flexible and affordable back office support solutions for any type of charter school at any stage of development or growth. From fully outsourced support to hybrid support (blend of school staff support and EdTec staff



support) to insourced business operations (school staff as primary with EdTec's best-practices using the EdTec School Portal).

- Comprehensive Service Offering: In addition to the comprehensive back office service scope, EdTec offers a unique combination of staff skill sets and expertise across an extensive range of value-added governance, educational support, and school software solution services that can be tailored to Long Valley Charters' needs as the organization evolves.
- Unmatched LCAP Expertise: **LCAP 360** by EdTec is a fully integrated service that is the only offering of its kind. LCAP 360 pulls together our deep LCAP program knowledge, performance analysis expertise, and Student Information + Student Assessment System experience across multiple platforms into a cohesive support program for charter school LCAP plan development, review and maintenance, metric development and tracking, and analysis.

## **2. EDTEC COMPANY & SERVICES OVERVIEW**

### **EdTec Overview**

EdTec is a social venture founded in 2001 to develop, support and advance quality charter schools. Our exceptional team provides unparalleled expertise and support to charter schools across a comprehensive range of services, including:

- Back Office / Business Services
- Charter Development
- Educational Support
- School Software Solutions

EdTec is a statewide and national provider that currently supports over 300 charter schools, charter development teams, and charter support organizations across a comprehensive range of services.

Founded to be the "business office" for independent charter schools and to provide small, large, and multi-site charter schools with the business expertise they require. EdTec has the economies of scale to hire experienced personnel who specialize in different areas of school management and best practices.

EdTec is headquartered in Emeryville, CA (San Francisco / Oakland area) and has additional staff and regional offices around the country, including in Colorado, Georgia, Nevada, New York and Tennessee. EdTec has an overall staff of approximately 100 full-time employees.

EdTec is a partner, sponsor and service provider to charter school support organizations in multiple states, including California, Georgia, Nevada, New York and Tennessee.

### **EdTec Experience, Reputation for Quality, & Operational Best Practices**

- By providing services exclusively to charter schools since 2001, EdTec has developed deep expertise and best practices in the areas of school operations, governance, school, and student performance analysis, etc.
- EdTec's reputation for integrity, expertise and quality services delivery is evidenced in part by the frequency and number of charter schools and developers across the state that are referred to EdTec by our existing clients, respected charter support organizations and services providers,

including the California Charter Schools Association, the California Department of Education, charter authorizers, audit firms and legal services providers.

- EdTec has been developing, evaluating, and refining its service delivery and processes since its inception - resulting in a thoroughly defined and documented catalog of procedures, best practices, and methodologies to on-board, train, and support our client schools. All process and other documentation are periodically updated and improved upon.
- EdTec follows a philosophy of continuous improvement. We determine client requirements, expectations, and preferences by working closely with our school partners throughout the year and by conducting the in-depth Customer Satisfaction Survey process that occurs annually. During the Customer Satisfaction Surveys, EdTec Executive Staff go through a detailed list of customer satisfaction questions, review existing processes and training requirements, and discuss strategies for improving workflow and results.
- EdTec employees are encouraged to participate in training sessions specific to their functional area/area of specialty (e.g., STRS/PERS training for payroll service staff), deliver presentations at conferences, and engage in internal cross-departmental training for better understanding of the overall service delivery process. Company staff meetings typically include an educational presentation delivered by a staff member around a relevant charter school topic, including new compliance measures/regulations, new/existing EdTec services being provided to our partner schools, etc.
- Customer feedback and employee suggestions for process improvement are encouraged, heard, evaluated, and implemented through regular client interaction, internal departmental meetings, weekly Executive Staff meetings, and company staff meetings.
- Additionally, the Executive Team goes through an annual planning process to evaluate Customer Satisfaction Survey results, staffing levels, existing products/services, potential new initiatives, financial performance and growth objectives, and our success in adhering to the company's mission.

### **Overview of EdTec's Back Office Service Delivery Options**

A **unique benefit** to schools that partner with EdTec is the flexibility and variety of back office support options that it offers.

Schools can opt for different support models and/or service levels that best suit their stage of development, staffing levels, skill sets, and/or philosophical approach to the handling of the back office operation as they grow and evolve:

- **Outsourced Service Bundles:**
  - **Full Service:** comprehensive back office scope of service bundle for new or existing schools.
  - **Tailored Service Bundle:**
    - Designed for schools that want to migrate from EdTec's full outsourced back office model to an internal school staffing model using the EdTec School Portal as the operations software platform.
    - EdTec will tailor a service bundle for the school's specific support needs and budget and that complements internal staff skill sets.

▪ **In-House Support Options:**



**EdTec School Portal (ESP) Licensing & Support:** The only enterprise operations platform designed and configured specifically for California charter schools. ESP provides integrated accounting, budgeting, reporting, compliance management, school operational best practices, etc.

Licensed and supported by EdTec, ESP is an excellent solution for:

- 1) Schools that choose an internal back office staffing model that leverages ESP as its accounting, reporting and operations system.
- 2) Schools that start out by outsourcing the back office with EdTec and later wish to smoothly transition from EdTec's back office service to an internal staffing model that leverages ESP as its accounting, reporting and operations system.

The platform features the following modules:

- Management Dashboard of Key School Performance Indicators
- Accounting & Budgeting with SACS Compliant Chart of Accounts
- Financial Management and California State Financial Compliance Reporting
- Compliance Management: Calendar deadlines for key compliance events

**ESP Licensing + Supplemental EdTec Services Wrapper:**

- Schools can purchase back office service wrappers to supplement their internal skill sets and the capabilities of the EdTec School Portal.
- This blended service approach provides charter schools with the ability to cost-effectively and efficiently run the back office operation in-house with internal staff on a platform tailored to their needs while also leveraging EdTec's expertise via a consulting services wrapper to minimize risk during a migration from the outsourced model to in-house.

### **3. EDTEC BACK OFFICE SERVICE PROPOSAL SCOPE**

Proposal Service Bundle Highlights & Staffing for Long Valley Charters

The following describes some highlights of the back office service provided by EdTec, although it is only a partial list of the overall service scope. For a detailed description of the entire back office service scope being proposed, please see:

- **Appendix I-A: Back Office Service Statement of Work**, starting on page 21.

Several of the areas highlighted below are key differentiators of the EdTec Back Office service on which we regularly hear highly complimentary, proactive feedback from our partner schools.

EdTec's services differentiation comes in the level of quality / expertise being delivered in each support area, the caliber of EdTec staff, the resource availability to support the school when a need is presented, and completeness of support in each category.

▪ Overall Service Delivery

The overall EdTec service delivery is **proactive, forward-looking** and brings our deep charter operations expertise to bear on behalf of our school partners.

- Cash flow projections that are updated monthly
- Budget forecasts that are updated monthly
- EdTec provides expert budget and actuals interpretation - flagging necessary changes, adjusting assumptions and forecasts throughout the year, and warning about potential future cash flow issues.
- Further, *EdTec takes its responsibility seriously as a trusted service provider to the school's Board of Directors and as a key partner in assisting the Board to meet its fiduciary responsibilities.*

▪ Top Caliber Staff / Back Office Service Staffing

- Our partners benefit from having a highly capable and experienced team of specialists assigned to their school. Your assigned EdTec team members will work hard to quickly get to know your office staff and the specifics of your school and programs.
- The EdTec Client Manager (CM) resource is the primary and regular contact for the school leader(s) and is responsible for the back office service delivery to the schools and the Board. The CM manages the client relationship, is responsible for client satisfaction and for delivering EdTec's high levels of customer service.
- Each school is assigned a support team that consists of the following specialists:
  - Client Manager and/or Business Manager (CFO / Director of Finance profile)
  - Accounting Specialist
  - Payroll Specialist
  - Accounts Payable Specialist
  - Attendance Data Support Specialist

Please see **Appendix IX: The EdTec Team** on page 41 for bios of the EdTec staff.

▪ Business Consulting:

Perhaps the highest value differentiating element of the EdTec service offering is in the area of business consulting. The Client Manager and, as necessary, EdTec's senior management, will assist the school leader and the Board in a variety of critical areas:

- **Strategic budget development** – EdTec works closely with the school director and the Board to understand the school's program and operations and frequently advises the school on strategic financial planning and budget scenario development. This can include facilities cost scenario modeling, school/network growth scenarios, etc.
- **Negotiations** – EdTec supports the school director(s) and the Board in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school's position.
- **Financing support** – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as New Market Tax Credits, Low Income Investment Fund resources, and philanthropic funds.
- **Special Projects** – EdTec performs business-related special projects within reason, such as evaluating school transportation scenarios, portables leasing/purchasing, etc.

▪ Board Support:

- **Board Meeting Attendance & School Leadership Support:** The Client Manager works closely with both the school leader and the Board throughout the year and is typically called upon to advise in a variety of areas beyond the standard financial reporting and analysis.
- **Financial Analysis Presentation:** The Client Manager develops a thorough Financial Analysis presentation for each Board Meeting that supplements the monthly financial reports and that informs and facilitates senior-level decision making.

▪ Compliance & Accountability Support:

- **Funding compliance** – EdTec makes compliance recommendations regarding funding requirements, such as PCSGP implementation grant funding and other restricted funds.
- **Employee files** – EdTec provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues).
- **ESSA compliance support** - EdTec can help the school understand the requirements of the Every Student Succeeds Act (ESSA) as information becomes available. On an hourly basis, EdTec can also provide assistance on the development of the school's Local Control Accountability Plan (LCAP) and related school and student performance analysis.
- **SPED compliance** – EdTec provides checklists and general information to help schools understand their responsibilities related to Special Education. However, EdTec recommends getting specialized assistance in this area to ensure complete compliance.
- **District and state regulation compliance** – EdTec can help the school identify areas where it may not be in compliance with district or state regulations.

▪ Complete Attendance / Data Support

EdTec's team of attendance specialists advises the school on how to take proper attendance, reviews the data for irregularities that could indicate errors, and prepares/submits the key attendance reports to the state. EdTec's attendance data support is agnostic of which SIS the school uses. Key components of this support area include:

- **Internal attendance reporting** – EdTec assists with monthly attendance reports based on school-provided data.
- **Government attendance reporting** – Using school-provided data, EdTec prepares and/or performs a quality assurance check of government attendance reports, including the 20-day report, P-1, P-2, and P-Annual.
- **Attendance procedures assistance** – Assistance in reviewing school's attendance accounting procedures and advising on areas for improvement.
- **Quarterly ADA Analysis** – EdTec reviews ADA data to ensure the school is on track with projections.
- **Non-attendance data reporting** - EdTec provides expert guidance, training, and support on CALPADS and CBEDS reporting.

▪ Comprehensive Financial Audit Support

EdTec has an **impeccable record of smooth and clean audits** for our school partners. EdTec does the “heavy lifting” on behalf of your organization that minimizes school leadership and staff time in the process.

- **Audit Support:** EdTec prepares the financial documents for the audit and works side-by-side with your auditing firm’s personnel at EdTec’s offices.
  - **Single Audit Act of 1984:** EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.
  - **IRS Form 990 Support:** EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing.
- Charter Development & Grants Administration
- **Financial Reports** – EdTec prepares customized financial reports for grant purposes.
  - **Fund Accounting** – EdTec sets up fund accounting to track direct and allocated costs to grants.
  - **Public Charter School Grant Program (PCSGP) Grant Reporting** – EdTec assists the school in preparing and submitting the quarterly PCSGP grant reports to the CDE, and manages the review/finalization process.
  - **Consolidated Application / CARS** – EdTec prepares and files the ConApp parts 1 and 2 for eligible schools.
  - **State Revolving Loan** – EdTec prepares the application for this loan program (up to \$250,000).
- View Access to the EdTec School Portal

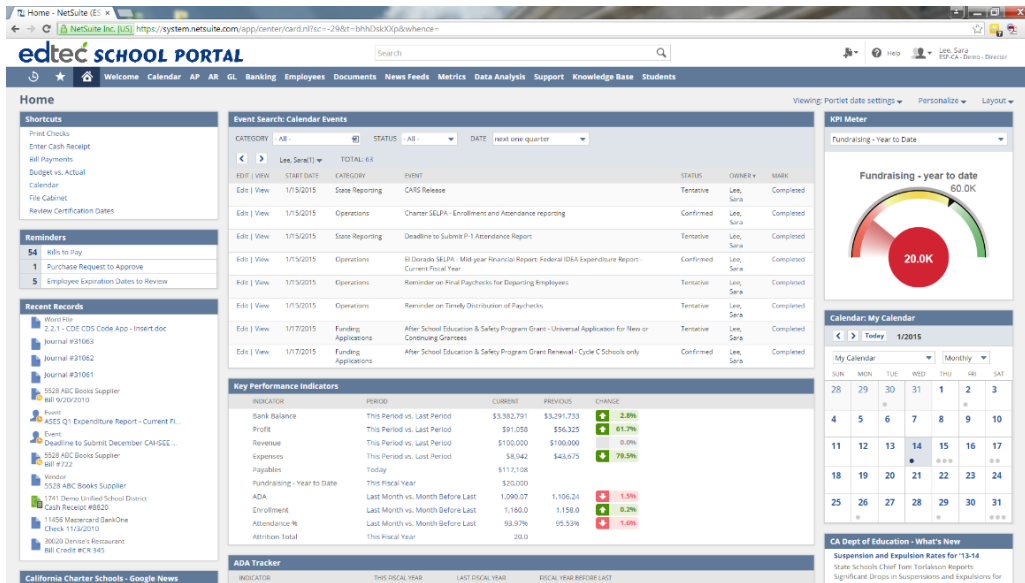


As part of the outsourced back office service - at no additional cost – the school receives view-only access to the EdTec School Portal (ESP).

Unique to EdTec’s service offering, ESP provides the school users (e.g., school leader, business or operations manager, board treasurer) with 24/7 web-based view access / visibility to the following key information, features and reports:

- **Management Dashboard of Key Performance Metrics:** visibility to key financial performance metrics.
- **Financial Reports:** Budget vs. Actual, Income Statements, etc.
- **Accounts Payable and Receivables Reporting:** AP & AR reporting capabilities.
- **Compliance Event Management:** EdTec provides compliance reminders with due dates.
- **Employee Information Tracking:** ESP tracks key employee information such as expiration dates for credentials, first aid, and TB Test due dates. ESP also provides automated reminder emails that notify designated staff of expiry / due dates, 30 – 60 days in advance.

## Screen Shot of the ESP Performance Management Dashboard:



## 4. PROPOSAL TERMS & PRICING

EdTec is pleased to offer support services to Long Valley Charters per the terms detailed in this section.

Please note the following:

- All pricing quoted is valid for 45 days from the date of this proposal.
- Following receipt of signed contracts, new client onboarding and setup requires a minimum of 60 days lead time prior to the service start date.

### Back Office Service Pricing for Long Valley Charters

- **Contract Term:** July 1, 2023 through June 30, 2025 (24 months)
  - EdTec requires an initial contract term of 2 years. After the initial term, the contract renewal term is on a 1-year basis.
  - With changes to state law governing charter schools, it is important to note that before EdTec can begin providing services, our contracts for those services need to be approved by your board at a publicly noticed meeting.
- **Service Scope:** See **Appendix I-A: Back Office Service Statement of Work**, beginning on page 21.
- **Service Pricing:**

#### 2023/24 School Year Back Office Service:

- Fixed Annual Service Pricing = \$170,000

#### 2024/25 School Year Back Office Service:

- Fixed Annual Service Pricing = \$175,000

▪ Additional Costs:

- One-Time Set-Up & Conversion Charge of \$7,500 **WAIVED**
- Third-party platform check processing:
  - EdTec's payroll support time is included in the back office services cost above and includes providing the necessary charter school expertise to properly manage set up, perform processing and reporting related to the payroll function. The back office service cost quoted above includes support for semi-monthly payroll frequency.
  - The school pays monthly check fees costs separately, to be quoted by the third-party platform provider (currently Paylocity) if you elect to move forward with EdTec. Paylocity check processing and related fees are calculated based on school staffing levels and payroll cycle frequency.
    - Based on an estimated Long Valley Charters staff size of ~50 in 2023/24 and ~55 in 2024/25, the estimated Paylocity platform check processing fees for semi-monthly frequency is projected to be in the \$550/month - \$600/month cost range. This estimate includes Paylocity's one-time implementation fee, W2 reporting, ACA reporting, and Paylocity's WebTime Labor Management module.
    - The one-time setup fee for Benefit Accrual Tracking is \$250 and would be payable to EdTec.

▪ Other Recommended Service Offerings:

- Comprehensive CALPADS Service:
    - Based on Long Valley Charters' projected enrollment, the cost of the Comprehensive CALPADS Service is as follows:
      - 2023/24: \$8,500/charter school
      - 2024/25: \$8,750/charter school
    - The CALPADS support scope provides hands-on EdTec support (e.g., EdTec to generate, upload and troubleshoot SINF extracts) and additional training for school staff.
- For details, please see **Appendix II: Comprehensive CALPADS Service**, on page 33.

▪ Payment Terms:

- Service costs are invoiced and payable monthly, commencing July 1, 2023.

## 5. CLIENT REFERENCES

We encourage Long Valley Charters to contact our back office clients for references. EdTec is proud to state that all our clients are referenceable. Please see **Appendix X: Client References** on page 51 for a representative list of clients with contact information.

***"EdTec goes above and beyond and is a true partner to our organization. Everybody at EdTec from our senior finance lead to the transactional team demonstrates a work ethic, depth of knowledge and level of integrity incomparable to anyone else in the field."***



*We have grown from one school to a five-school charter management organization, and EdTec is instrumental in ensuring we're proceeding in the right direction and prepared for the future. We are confident and grateful when we say: EdTec works for us.*

*They are truly integral to our organization and I am proud that EdTec is part of the Fenton family."*

**Irene Sumida - Founder, Fenton Charter Public Schools**



## 6. ADDITIONAL EdTEC SERVICES

- A key benefit of working with EdTec on back office support is the broad range of additional services and capabilities we bring to the table for our school partners. Our back office clients frequently leverage EdTec staff – who they know and trust – on an hourly / project-billable basis in the areas of School Performance & Educational Support Services (e.g., charter renewal, strategic planning, board governance training, and student / school performance data analysis).
- Further, our back office clients typically enjoy real savings on hourly project costs since EdTec is already familiar with the school and the organization's programs and operations.

- Please see **Appendix VIII: EdTec Services Beyond Back Office** on page 40 for a list of the value-added services that are available on an hourly billing basis.
- EdTec is the only provider of an integrated, end-to-end LCAP service for charter schools. Please see **Appendix VII: LCAP 360 Service** on page 39 for more information.



- EdTec offers support expertise on several leading school software solutions, in use by many charter schools, which may be of interest to Long Valley Charters. They include:

### **Student Information System (SIS) Support**

EdTec provides expert attendance accounting support under the back office service scope and pricing proposed above (regardless of the SIS in use by the school).

For schools interested in SIS software support, EdTec offers ad hoc hourly billable and project billable services for some of the leading SIS platforms, including PowerSchool, Illuminate, and School Pathways.

**PowerSchool**

**Aeries**

**School  
PATHWAYS**  
Technology Solutions for Education

## **Data Analysis Services & Learning Management Solution Licensing & Support**

### **Overview**

EdTec provides its charter school partners with high-value information, support, and tools for analyzing its student/school performance data.

EdTec provides a **CAASPP Analysis Service** with optional additions for **CAASPP Comparisons** and **Dashboard Comparisons**.

Normed **assessment data analysis services** include expertise working with **NWEA MAP**, **I-Ready**, **Renaissance Star** system data.

Additionally, EdTec provides affordable licensing and support for charter schools to benefit from **Otus**, a leading **Student Data Warehouse**, **Assessment Management**, and **Learning Management Solution**.



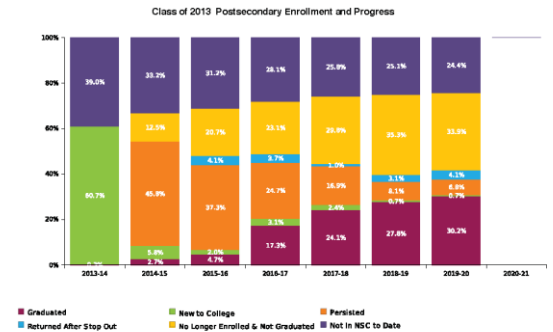
Please see **Appendix IV: Data Analysis Services**, starting on page 35, and **Appendix V: Otus Learning Management Solution** on page 37, for more information.

## **Post-Secondary Outcomes for Graduates – National School Clearinghouse Partnership**

### **Overview**

Through EdTec's Partnership with the National Student Clearinghouse, schools can leverage this service to show:

- College enrollment rate (2-yr and 4-yr, in-state and out-of-state)
- College persistence
- 6-year college completion rate
- Degrees earned, including majors
- Breakdown by student demographic groups
- Comparison to national averages by school type (rural, urban, low income, high income)



EdTec takes care of data uploads, downloads, and report creation

- Can be provided for up to 8 historical graduate cohorts
- Service includes updates to reports 3 times/year

Annual cost per school of \$1,120.

Please see **Appendix VI: Partnership with National Student Clearinghouse** on page 38, for more information.

## 7. CONCLUSION

Thank you for allowing EdTec the opportunity to present this services proposal to Long Valley Charters - we hope it is responsive to your needs. EdTec would be honored to serve your school and will work tirelessly towards its successful operations.

We look forward to your feedback and questions - please let us know if there is any additional information that you require.

Sincerely,

*Mark Campo*

Mark Campo  
Executive Vice President  
& Chief Marketing Officer  
(510) 663-3500 x331  
[mark@edtec.com](mailto:mark@edtec.com)

## APPENDIX I MASTER SERVICES AGREEMENT

This Agreement between **EdTec Inc.** ("EdTec"), and **Long Valley Charter School** ("Client"), is entered into as of October 28, 2022. Client desires that EdTec perform, and EdTec agrees to perform, consulting services for Client, and accordingly, the parties agree to the following terms and conditions:

1. **Engagement.** Client hereby engages EdTec to render the services (the "Services") set forth on each Statement of Work executed by the parties hereunder (each, a "Statement of Work"). The Services and each Statement of Work are governed by this Agreement. Client understands that a portion of the Services may require the acquisition or licensing of third-party software, hardware, content, graphics, or other materials ("Third-Party Materials"); that EdTec is not obligated to resell or sublicense such Third-Party Materials to Client; and that Client is responsible for obtaining all such materials, if any, directly from the third party.
2. **Client Responsibilities; Acceptance.** Client will provide suitable equipment, information, and site and system access and facilities (including but not limited to telecommunications services, office services, and supplies). Client will also satisfy any assumptions and perform any Client obligations identified in a Statement of Work. Client shall make available to EdTec, in a timely manner, all data, files, documentation, or other information necessary or appropriate for the performance of the Services. Client will be responsible for, and EdTec shall be entitled to rely upon, the content, accuracy, completeness, and consistency of all such data, materials, and information. Client understands and acknowledges that there is a risk that information sent by electronic means may be viewed or received by unauthorized persons, and agrees that by sending or receiving information by electronic means, Client shall be deemed to have accepted this risk and the consequences of any such unauthorized disclosure. Tasks that are not specifically assigned to EdTec in any Statement of Work are Client's sole responsibility and are subject to Client's supervision, management, and control. Client understands that EdTec's performance is dependent on Client's timely and effective performance of Client's responsibilities and timely decisions and approvals by Client. All Services and Deliverables provided to Client shall be deemed accepted if, within ten (10) days after delivery,
- Client has not provided to EdTec written notice identifying specifically the basis for disapproval. EdTec shall be entitled to rely on all decisions and approvals of Client in connection with the Services and Deliverables.
3. **Price and Payment.** Except as otherwise set forth in a Statement of Work, Client will (a) pay EdTec for Services at the rates set forth in a Statement of Work and (b) reimburse EdTec for all out-of-pocket costs incurred by EdTec in connection with the Services ("Expenses"). Any services provided, or costs incurred, by EdTec to fulfill otherwise unmet assumptions or Client obligations hereunder, or at the request of Client but outside the scope of a Statement of Work, will be deemed Services or Expenses, as applicable, and are subject to the preceding sentence. Except as otherwise set forth in a Statement of Work, EdTec will invoice for fees and Expenses on a monthly basis, and Client will pay such invoices within 30 days. Client will pay or reimburse EdTec for any taxes assessed upon the Services, except for taxes based on EdTec's net income. If Client fails to pay any invoiced amount within thirty (30) days from date of invoice, the unpaid amount shall accrue interest at a rate of the lesser of one and one-half (1.5%) percent per month or the highest rate allowed by law, and EdTec further reserves the right to suspend the provision of Services under any and all Statements of Work in the event an invoice is thirty days past due.
4. **Ownership.** Upon EdTec's receipt of Client's final payment therefor, Client shall have a perpetual, nontransferable, non-sublicensable, non-exclusive, paid-up right and license to use, copy, modify, and prepare derivative works of any deliverables originally developed in the course of the Services, whether individually by EdTec or jointly with Client ("Deliverables"). Client's rights in the Deliverables shall be solely for Client's internal business purposes, and not for use in connection with the provision of products or services to any third party. To the extent any Deliverable contains any Underlying EdTec Intellectual Property (as defined below), EdTec grants to Client, subject to the terms and conditions of this Agreement, a non-exclusive, royalty-free, non-transferable, non-sublicensable license, for its internal business purposes only, to use the Underlying EdTec Intellectual Property

solely in its use of the Deliverables as contemplated by this Agreement. "Underlying EdTec Intellectual Property" shall mean EdTec's proprietary intellectual property, such as technology, methodologies, processes and know-how, and including without limitation EdTec's templates, software and other tools, formulae, hardware designs, frameworks, algorithms, software code (in source and object forms), user interface designs, architecture, class libraries, objects, and documentation (both printed and electronic), and any related intellectual property rights throughout the world existing as of the Effective Date, and also including any derivatives, improvements, enhancements, or extensions of Underlying EdTec Intellectual Property conceived, reduced to practice, or developed during the term of this Agreement. EdTec shall own all right, title, and interest in and to the Deliverables and the Underlying EdTec Intellectual Property. All intellectual property rights in the Deliverables and the Underlying EdTec Intellectual Property shall remain in and/or are assigned to EdTec by Client, and Client shall have or obtain all necessary authority to make such assignment. The parties will cooperate with each other and execute such other documents as may be reasonably deemed necessary to achieve the objectives of this Section. Nothing contained herein will be construed as limiting EdTec's rights to use or market any of its intellectual property, including but not limited to methodologies, know-how, workplans, software, and functional and technical architecture, as well as pre-existing materials and related documentation, without obligation of any kind to Client. Any EdTec software delivered to Client by EdTec that was not developed by EdTec under this Agreement will be subject to a separate license agreement with respect to such software, and until such agreement is executed, Client will have a revocable, non-transferable license for its internal business use only to any such software. To the extent this Agreement contemplates EdTec's use of, or combination with, other intellectual property or data, or other interaction of or with any intellectual property (including software) or data supplied by Client, Client warrants that it has the right to so supply such intellectual property or data for such use, combination, or interaction, and Client will indemnify and defend EdTec against any claims to the contrary. Notwithstanding the foregoing, the rights granted by EdTec hereunder do not include any Third-Party Materials, which shall be subject to

the terms and conditions of the applicable license or other agreement between Client and such third party.

## 5. Warranties and Remedies.

**A. Industry Standards.** EdTec warrants that all Services will be performed in accordance with applicable industry standards. If any element of the Services does not conform to the foregoing warranty in any material respect, and Client provides EdTec with written notice describing the material non-conformity within the claims period identified in Section 5.D, EdTec will reperform such element in a manner that does conform, except that if such reperformance is impracticable, in EdTec's sole discretion, EdTec will refund the fees allocable to such nonconforming element. The foregoing remedy represents Client's sole remedy, and EdTec's sole liability in the event of a non-conformity with the warranty provided in this Section 5.A.

**B. Infringement.** EdTec warrants that its provision of Services hereunder will not infringe any United States patent, or any copyright or trade secret, which is protected under United States law on the date hereof. This warranty does not apply to infringement arising out of Client's use of the Services in combination with any software not furnished by EdTec, Client's use of the Services in a manner for which they were not designed, or modifications to the Services by Client or a third party. If the use of any element of the Services is enjoined as a result of any claim arising out of a breach of this warranty, EdTec will, at its option and expense (i) procure for Client the right to continue to use such element, (ii) replace such element with a comparable element which is noninfringing, (iii) modify such element so it becomes noninfringing, or (iv) refund to Client the fees paid hereunder allocable to such element. Any such modified or replacement element will conform to EdTec's warranties contained herein. EdTec will indemnify Client from and defend Client against any third party claim of patent or copyright infringement that arises solely out of breach of the foregoing warranty, by paying the costs of defending, and damages awarded in respect of, such claim, but only if Client promptly advises EdTec of such claim in



writing, tenders the defense thereof to EdTec, cooperates with EdTec in the conduct of such defense, and uses reasonable efforts to mitigate its damages.

**C. Exclusivity.** The warranties set forth in this Section 5 are exclusive. NO OTHER WARRANTIES OF ANY KIND, WHETHER STATUTORY, WRITTEN, ORAL OR IMPLIED (INCLUDING WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY), WILL APPLY. Without limiting the generality of the foregoing, EdTec will have no responsibility for the adequacy or performance of (i) any software not created by EdTec pursuant to this Agreement, (ii) any hardware, or (iii) any services provided by any third party. The express remedies set forth in this Section 5 will constitute Client's exclusive remedies for any claim that Services do not conform to any warranty or are otherwise defective.

**D. Claims Period.** No claim with respect to any part of the Services may be made more than 45 days after such part was performed unless such claim was not reasonably discoverable within such 45 day period, in which case a claim may be made at any time prior to 30 days after discovery of such claim, or 120 days after such part was performed, whichever is earlier. Any such claim will include a reasonably detailed statement of the basis therefor.

## 6. Liability and Consequential Damages.

**A.** EdTec's aggregate liability on all claims of any kind, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, for all losses or damages arising out of or relating to a Statement of Work will in no case exceed an amount equal to three times the average monthly fee actually paid EdTec pursuant to that Statement of Work. Any costs incurred, and services (at the rates in such Statement of Work) provided, by EdTec in connection with any attempt to provide an express remedy or indemnity provided for in this Agreement or such Statement of Work will be deemed amounts paid by EdTec for purposes of its aggregate liability.

**B.** In no event, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, will EdTec, its Affiliates (as defined below), or subcontractors, or any of their respective directors, officers, employees or agents, be liable for (i) special, incidental, exemplary, punitive, consequential, or indirect damages, including without limitation lost sales, profits, or revenue, or claims of customers, suppliers or funders of Client for such damages, (ii) any losses or damages connected with, or resulting from any data, software, hardware, or services provided by Client or any third party, or (iii) any statement or representation made by a EdTec employee regarding a third party vendor. The foregoing limitations and disclaimers will apply irrespective of whether the possibility of such damages has been disclosed to EdTec in advance or could have reasonably been foreseen by EdTec. For purposes of this Agreement, the term "Affiliate" includes any person or entity which, directly or indirectly, (i) is owned or controlled by the party in question, (ii) owns or controls such party, or (iii) is owned or controlled by any person or entity described in clause (ii) of this sentence.

**C. Allocation of Risk.** The allocations of liability in this Section 6 represent the agreed and bargained-for understanding of the parties and EdTec's compensation for the Services and Deliverables reflects such allocations. The parties agree further that they will look only to the assets of the other party in connection with any liabilities hereunder and in no event shall they have any claim against any director, officer, stockholder, or employee of the other party in connection with this Agreement.

**7. Force Majeure.** EdTec will not be liable for any delay in performance or inability to perform due to force majeure, including without limitation any acts of God, acts or omissions of Client, major equipment failures, fluctuations or nonavailability of electrical power or telecommunications equipment, or any other act, omission, or occurrence beyond EdTec's reasonable control. If EdTec's performance is delayed by force majeure, the time for performance will be extended.

**8. Injury and Property Damage.** Except to the extent the indemnified party is compensated by insurance,

EdTec and Client (a) will indemnify each other from any liability for bodily injury (including death) or tangible property damage caused by the indemnifying party's acts or omissions and (b) will, at the indemnifying party's expense, defend any suits or other proceedings asserting such liability brought by third parties against the indemnified party and will pay all expenses and satisfy all judgments which may be incurred or rendered against the indemnified party, but only if the tangible property damage, personal injury, or death does not result from the sole negligence of the indemnified party.

**9. Use of Client Name.** EdTec may identify Client as a client in EdTec's marketing materials.

**10. Non-Solicitation.** During the period beginning with the date hereof and ending twelve (12) months after all Services have been performed, neither Client nor its Affiliates will solicit for employment or services any employee or contractor of EdTec who or which was directly involved in the provision of Services to Client hereunder. If, during this same period, Client employs or engages an EdTec employee or contractor, with or without solicitation, then Client will pay EdTec a fee equal to four months compensation for such individual (based on full-time employment or services).

## **11. Termination.**

**A. Without Cause.** Either party may at any time and without cause terminate this Agreement by giving thirty (30) days' written notice of termination to the other party. Termination of this Agreement shall not affect any Statements of Work then in effect. Upon such termination, Client shall pay EdTec for all Services rendered and Expenses incurred by EdTec prior to the effective date of termination under completed Statements of Work, and shall continue to perform its obligations under this Agreement, including without limitation its payment obligations under Section 3, for any Statements of Work then in effect until completion of such Statements of Work in accordance with their respective terms.

**B. For Cause.** Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate the applicable Statement of Work (and not any

other Statement of Work) for breach of a material term or condition of the applicable Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. Upon such termination, Client shall pay EdTec for all Services rendered and Expenses incurred by EdTec prior to the effective date of termination. In addition, if EdTec terminates a Statement of Work under this Section 11.B, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.

**C. For Bankruptcy.** This Agreement may be terminated by either party if the other party (a) terminates or suspends its business activities, (b) becomes insolvent, admits in writing its inability to pay its debts as they become due, makes an assignment for the benefit of creditors or becomes subject to direct control of a trustee, receiver or similar authority, or (c) becomes subject to any bankruptcy or insolvency proceeding under federal or state statutes, which is not dismissed within sixty (60) days after commencement of such proceeding.

**D. Effects of Termination.** In the event of a termination pursuant to Section 11.A or Section 11.B, other than a termination by EdTec pursuant to Section 11.B due to Client's failure to pay amounts properly due and owing pursuant to this Agreement, EdTec will continue to provide Services until the effective date of any such termination and will cooperate reasonably with Client to provide for an orderly transition of the Services to Client at the time of any such termination. EdTec will render a final billing to Client after the effective date of any such termination, and Client will pay the same in accordance with Section 3. The provisions of this Agreement will survive any such termination in accordance with their terms.

## **12. Dispute Resolution.**

**A. Mediation.** Any disputes between Client and EdTec hereunder are subject to mediation in accordance with the Commercial Mediation Rules of the American Arbitration Association in Alameda, California as a condition precedent to the commencement of any binding arbitration or other legal proceeding hereunder.

**B. Arbitration.** Any disputes between Client and EdTec hereunder that were subject to but not resolved by use of the mediation procedure set forth in subsection A above will be resolved by binding arbitration in Alameda, California under the Expedited Commercial Rules of the American Arbitration Association by one arbitrator who is an attorney at law. The pre-trial discovery rules of the CA Code Civ. Proc. will apply to such arbitration. The arbitrator will issue a written statement of Findings of Fact and Conclusions of Law underlying the arbitrator's decision and will include in any award the reasonable attorneys' fees, expert fees and costs of the prevailing party. The arbitrator may not award damages or provide for remedies in excess of the limitations contained herein. During the pendency of any such mediation or arbitration under subsections A and B herein, the parties will continue to perform their obligations under this Agreement. The use of the foregoing procedure is a condition precedent to the commencement of any legal proceeding hereunder.

**C. Waiver of Jury Trial.** EACH PARTY HEREBY WAIVES ANY RIGHT TO A TRIAL BY JURY IN ANY ACTION, SUIT, OR PROCEEDING ARISING OUT OF THIS AGREEMENT, OR ANY OTHER AGREEMENT OR TRANSACTION BETWEEN THE PARTIES.

**D. Injunctive Relief.** Notwithstanding anything to the contrary in this Section 12, either party hereto may bring a claim for injunctive relief against the other party in the event of a dispute between them.

### 13. Miscellaneous.

**A.** This Agreement will be governed in all respects by the laws of California, without regard to any conflicts of law principle, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law.

**B.** This Agreement contains the complete agreement between the parties. All previous and collateral agreements, representations, warranties, promises, and conditions relating to the subject matter of this Agreement are superseded by this Agreement and, if not

explicitly incorporated in this Agreement, will not be binding on either party. This Agreement may only be amended by a writing signed by both parties. Each Statement of Work issued hereunder will be deemed to be part of this Agreement. The invalidity, in whole or part, of any provision of this Agreement will not affect the remainder of that provision or this Agreement.

**C.** Waiver by a party of any default by the other will not be deemed a waiver of any other default irrespective of whether such default is similar.

**D.** All notices, claims, and approvals given under this Agreement must be in writing and delivered in person, by first class or express mail or facsimile addressed as set forth below or such other address that a party gives by notice. Notice given in accordance with this subsection will be deemed given when received.

**E.** This Agreement may not be assigned by Client without the prior approval of EdTec. EdTec's rights and obligations hereunder are freely assignable and delegable.

**F.** Nothing in this Agreement confers upon any person, other than the parties hereto or their respective permitted assigns and successors, any rights or remedies under this Agreement.

**G.** Each party to this Agreement is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement will be construed to express or imply a joint venture, partnership, or relationship other than vendor and purchaser of the Services. No employee or representative of either party will at any time be deemed to be under the control or authority of the other party, or under the joint control of both parties. Each party is liable for all workers' compensation premiums and liability, federal, state, and local withholding taxes or charges with respect to its respective employees and will indemnify the other from any claims brought against the other in respect thereto.



## SIGNATURES

The parties have duly executed this Agreement as of the date first above written.

<b>EDTEC INC.</b>  By: _____  Name: Steve Campo  Title: President & CEO  Date: _____  1266 66 <sup>th</sup> Street Suite 4 Emeryville, CA 94608 Fax: 510.663.3503	<b>LONG VALLEY CHARTER SCHOOL</b>  Signature: _____  Name: _____  Title: _____  Date: _____  Address: _____ _____  Email: _____  Phone: _____  Fax: _____
	<p>The undersigned officer of Long Valley Charter School, a California public charter school (the "School"), hereby certifies that this Agreement has been duly approved by the governing body of the School, at a publicly noticed meeting held on [MONTH, DAY, YEAR].</p> <p><b>LONG VALLEY CHARTER SCHOOL</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p>

## APPENDIX I-A STATEMENT OF WORK #1

by and between

EdTec Inc. and Long Valley Charter School, on behalf of  
Long Valley School and Thompson Peak Charter

<b>Reference:</b>	Master Services Agreement dated October 28, 2022, by and between EdTec Inc. ("EdTec") and Long Valley Charter School ("Client"), on behalf of Long Valley School and Thompson Peak Charter.
<b>Term:</b>	July 1, 2023 through June 30, 2025 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
<b>Scope of Services:</b>	<p>The philosophy of our Back-Office Services is that we provide outsourced solutions so your school can focus on its educational mission. Moreover, you receive the benefit of our extensive experience with California Charter Schools.</p> <p><b>1. FINANCE and ACCOUNTING</b></p> <p><b>Budgeting:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Annual and multi-year budgets including cash flows</b> – For existing clients, EdTec works with the school leader to create annual and multi-year budgets in time for submission to the State by July 1, and for new clients entering their first year of operations, in the spring or when services begin, EdTec will review the school's budget in time for submission to the State by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school.</li> <li>▪ <b>Budget revisions (as needed, on demand)</b> – EdTec revises budgets as needed to reflect changing circumstances at the school or in State funding.</li> <li>▪ <b>Updated monthly budget forecasts</b> – EdTec tracks budget to actuals and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision).</li> </ul> <p><b>Financial Statements:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Monthly year-to-date financial statements</b> – EdTec prepares YTD financials compared to budget in time for the regularly scheduled board or committee meeting. EdTec makes the financials and presentation electronically available as part of the board package ahead of the meeting. For schools with board or committee meetings on or before the 15th of the month, EdTec will furnish the financials and presentation in time for (but not in advance of) the meeting. For schools with board or committee meetings on or before the 10th of the month, EdTec will furnish the financials and presentation (for the month prior to the previous month) ahead of the meeting.</li> <li>▪ <b>Monthly cash flow projections</b> – EdTec monitors the school's cash position and tries to anticipate any cash shortfalls in future months so the school can adjust spending accordingly or attempt to secure cash flow loans.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Financial statement analysis (monthly)</b> – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school.</li> <li>▪ <b>Customized financial analysis</b> – EdTec performs reasonable financial analysis that the staff or board requests, e.g., providing a comparative analysis of the school's budget relative to industry norms, scenario modeling (within reason), or fulfilling a request from the authorizing entity. EdTec will also provide customized reports (within reason) for grant proposals.</li> <li>▪ <b>Support in resolving financial issues</b> – EdTec helps the school leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding.</li> </ul> <p><b>Accounting:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Setup of school's chart of accounts and general ledger</b> – EdTec sets up and maintains the school's chart of accounts, based on EdTec's standard structure which is designed to be compliant with SACS.</li> <li>▪ <b>Customized account codes</b> – EdTec maintains limited customized account codes for unique features of the school program. These must be established at the beginning of the fiscal year to avoid re-coding of historic transactions.</li> <li>▪ <b>Fund accounting</b> – EdTec can track revenue and expenditures by fund, e.g., implementation grant funds and expenses or Title I expenditures.</li> <li>▪ <b>Training</b> – EdTec trains appropriate personnel on accounting procedures and practices designed to ensure accurate record keeping.</li> <li>▪ <b>Transaction recording</b> – EdTec records in detail all transactions in a computerized accounting system.</li> <li>▪ <b>Journal entries and account maintenance</b> – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards.</li> <li>▪ <b>Bank reconciliation</b> – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required.</li> <li>▪ <b>Account for capital outlay expenses</b> – EdTec records capitalized assets as provided by the school. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing.</li> <li>▪ <b>Generate financial reports as requested</b> – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget; expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; general ledger account balances.</li> </ul> <p><b>Accounts Payable &amp; Receivable:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Revenue verification</b> – EdTec verifies that the school is receiving the correct amount of funds from State and Federal sources.</li> <li>▪ <b>Revenue collection</b> – If the funds from the State or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec will use reasonable efforts to negotiate on behalf of the school in disputes with funding agencies over improperly calculated payments.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>Accounts payable</b> – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills and codes them, based on school input, in the financial software, typically on a two-week schedule with limited rush payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots vendor payment issues with the school. EdTec also verifies that funds are available to pay the bill.</li> <li>▪ <b>Form 1099 processing</b> – EdTec prepares and sends 1099 Forms to vendors and government, provided that this SOW remains in effect at the end of the applicable calendar year and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of services under this SOW.</li> </ul> <p><b>Purchasing:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Vendor selection</b> – EdTec provides guidance on vendors based on its experience with vendors around the State and country.</li> <li>▪ <b>Purchasing assistance on big-ticket items</b> – EdTec can assist the school in its purchase or leasing of big-ticket items such as portables.</li> </ul> <p><b>Government Financial Reporting:</b>  Subject to timely receipt of information and/or materials from Client, EdTec provides the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Preliminary and final budget reports</b> – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required.</li> <li>▪ <b>Interim financial reports</b> – EdTec prepares and files the two interim financial reports to the district or county by the December 15 and March 15 deadlines.</li> <li>▪ <b>Audited financial reports</b> – Subject to timely receipt of information and/or materials from the auditor, EdTec prepares and files the unaudited financial report by September 15. EdTec supports the Client and the auditor in the preparation (by the auditor) of the final audited report by December 15.</li> </ul> <p><b>Audit:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Audit support</b> – EdTec prepares financial documents for the auditors and works side-by-side with the auditors to help ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g., attendance records, employee records, teacher certifications.</li> <li>▪ <b>Audit compliance training</b> – EdTec helps the school leader and audit staff develop financial policies designed to meet requirements and help protect the school from financial mismanagement.</li> <li>▪ <b>Single Audit Act of 1984</b> – EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.</li> <li>▪ <b>IRS Form 990 support</b> (and the corresponding State form, if applicable) – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school and it is the school's and auditor's sole responsibility to ensure these forms are filed).</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>Annual auditor selection form</b> – EdTec sends auditor information to the county in the spring.</li> <li>▪ The school is responsible for attendance and audit of employee work.</li> </ul> <p><b>2. PAYROLL and HUMAN RESOURCES</b></p> <p><b>Payroll:</b>  EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.</p> <ul style="list-style-type: none"> <li>▪ <b>Payroll processing</b> – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees based on information submitted by authorized Client representatives (excluding benefit accrual tracking such as vacation and sick time). EdTec works with the payroll processor to generate checks for signature by authorized Client representatives (or through electronic signature) or facilitates Direct Deposit at the Client's request. The fees set forth below include semi-monthly payroll processing.</li> <li>▪ <b>Payroll reporting</b> – EdTec works with the payroll processor to prepare and file all required payroll reports for submission to Federal and State agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities for a single EDD/tax ID number. For multiple reporting numbers, an additional fee will apply.</li> <li>▪ <b>Payroll record maintenance</b> – EdTec keeps track of payroll information. Client is responsible for maintaining all employee files, including forms based on EdTec-provided template files.</li> <li>▪ <b>W-2 processing</b> – EdTec works with the payroll processor to prepare and send Form W-2 to the school and to file Forms W-2 and W-3 with the Social Security Administration, provided that this SOW remains in effect at the end of the applicable calendar year, and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of Services under this SOW.</li> <li>▪ <b>IRS, SDI, WC support</b> – EdTec assists in resolving payroll tax issues before the IRS and other Federal and State reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims by providing supporting payroll reports.</li> <li>▪ <b>STRS/PERS and other retirement plan administration</b> – EdTec will help the school set up STRS/PERS accounts and makes appropriate deductions and payments to the county for STRS and/or PERS based on information provided by the school. Note that in some cases it can take approximately 12 months to set up such contributions because of district/county delays. Also, some counties charge separately for this mandated service. The school is ultimately responsible for STRS/PERS account setup, administration and enrollments and any fees from outside parties including late fees and interest levied by STRS/PERS.</li> </ul> <p><b>Benefits and Insurance:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Health benefits administration</b> – EdTec assists in guiding the school in the health benefits procurement process and assists with re-quotes of insurance on an annual basis. Client is responsible for all benefit</li> </ul>
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	<p>reporting under the Affordable Care Act, including without limitation the Forms 1094-C and 1095-C.</p> <ul style="list-style-type: none"> <li>▪ <b>Insurance procurement</b> – EdTec provides financial information necessary for the liability insurance quote process.</li> </ul> <p><b>3. BUSINESS CONSULTING</b></p> <p>EdTec is a strategic thought partner to its clients and provides high-value support and guidance in the following areas:</p> <ul style="list-style-type: none"> <li>▪ <b>Negotiations</b> – EdTec supports the school director and board with non-legal, business advice in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school's position.</li> <li>▪ <b>Strategic budget development</b> – EdTec can assist the school director and board with strategic financial planning and budget scenario development.</li> <li>▪ <b>Financing support</b> – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as bonds, New Market Tax Credits, Community Development Financial Institution (CDFI) resources, and philanthropic funds.</li> <li>▪ <b>Legal services optimization</b> – EdTec can help clients think through and frame issues in preparation for engaging legal counsel, thereby assisting in a more efficient use of legal services costs.</li> <li>▪ <b>Special projects</b> – EdTec performs business-related special projects within reason, such as modeling growth, compensation, and facilities scenarios, and providing an understanding of and analyzing food service and transportation options. (Note: due to State regulations, EdTec cannot complete the School Food Authority (SFA) application. However, EdTec provides assistance in understanding the process.) EdTec can also assist the school leader, within reason, in the analysis and understanding of best practices regarding a structurally sound pay scale.</li> </ul> <p><b>4. BOARD MEETING SUPPORT</b></p> <ul style="list-style-type: none"> <li>▪ <b>Board meeting attendance</b> – EdTec attends regularly scheduled board and finance committee meetings in person or by teleconference (at most a total of one meeting per month and at least two meetings per three months) and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act.</li> </ul> <p><b>5. FACILITIES</b></p> <ul style="list-style-type: none"> <li>▪ <b>Facility needs assessment and planning</b> – EdTec works with clients to help them refine their thinking about key facilities-related considerations and identify important facility requirements based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions.</li> <li>▪ <b>Prop 39</b> – EdTec helps the school prepare Prop 39 requests, including analyzing student data, and helps to manage timelines related to the Prop 39 process.</li> <li>▪ <b>District negotiations</b> – EdTec will help the school negotiate deals with the district regarding facilities.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>SB 740</b> – As State funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf.</li> <li>▪ <b>Financial reporting to lender</b> - EdTec provides financial data to lenders for loan covenants.</li> <li>▪ <b>Facilities funding support</b> – EdTec provides financial data for compliance-related reporting on State facility funding programs such as Prop 1D.</li> <li>▪ <b>Facility acquisition/lease negotiation</b> – <i>On a separate fee basis and subject to staff availability, EdTec can assist clients with business, non-legal advice in negotiating purchase and/or lease terms. The school's attorney should review these.</i></li> </ul> <p><b>6. COMPLIANCE and ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>▪ Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources.</li> <li>▪ <b>Mid-year internal review</b> – From time to time, EdTec may perform an internal review with client designed to help the school comply with many school regulations, or in preparation for a potential authorizer site visit. Using an EdTec-developed checklist, we assist the school staff in testing compliance in key areas, such as: Board resolutions and policies; risk management; food service; restricted funding; student and personnel files; and attendance reporting and student data.</li> <li>▪ <b>ESSA compliance support</b> – EdTec will track the financial reporting and can help provide related backup necessary for the Every Student Succeeds Act (ESSA) compliance. On an hourly billable basis, EdTec can provide assistance on Local Control Accountability Plan (LCAP) development and related school and student performance analysis.</li> <li>▪ <b>SPED compliance</b> – EdTec provides partial checklists and general information to help schools understand their responsibilities related to Special Education. EdTec assistance does not include educational program compliance and we recommend getting specialized assistance in this area to ensure complete compliance. EdTec assists the school in completing the following reports: Maintenance of Effort (MOE), Mental Health expenditure reporting, Excess Cost Report, and year-end reporting.</li> <li>▪ <b>Funding compliance</b> – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds. Note that, as more information becomes available, ESSA compliance may be especially complex with many school obligations.</li> <li>▪ <b>District and State regulation compliance</b> – EdTec can help the school identify areas where it may not be in compliance with district or State regulations.</li> </ul> <p><b>7. ATTENDANCE and DATA REPORTING</b></p> <ul style="list-style-type: none"> <li>▪ <b>Local attendance reporting</b> – EdTec will provide support with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>State attendance reporting</b> – Using school-provided data, and at the school's request, EdTec will provide support on government attendance reports, including the 20-day report, P-1, P-2, and Annual Attendance Report. For specific support level, please refer to the Roles and Responsibilities in Attachment 1.</li> <li>▪ <b>Non-attendance reporting</b> – EdTec will support school on CALPADS and CBEDS reporting. For specific support level, please refer to the Roles and Responsibilities in Attachment 1.</li> <li>▪ <b>Attendance procedures assistance</b> – EdTec will provide assistance reviewing schools' attendance accounting procedures and advising on areas for improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance.</li> <li>▪ <b>Quarterly ADA analysis</b> – EdTec reviews ADA data to ensure the school is on track with projections, if EdTec is provided access by the school to their Student Information System.</li> <li>▪ School requests for EdTec assistance on items not listed in this section shall be billed hourly.</li> </ul> <p><b>8. CHARTER DEVELOPMENT and GRANTS ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>▪ <b>Financial reports</b> – EdTec prepares customized financial reports for grant purposes, within reason.</li> <li>▪ <b>Fund accounting</b> – EdTec sets up fund accounting to track direct and allocated costs to grants.</li> <li>▪ <b>Consolidated Application (ConApp)</b> – EdTec prepares the Consolidated Application parts 1 and 2 for eligible schools and files in the Consolidated Application Reporting System (CARS).</li> <li>▪ <b>State Revolving Loan</b> – EdTec prepares the application for this loan program (up to \$250,000).</li> <li>▪ <b>After School Education and Safety Program (ASES)</b> – EdTec submits annual budget and quarterly expenditure reports.</li> <li>▪ <b>School-Based Medi-Cal Administrative Activities (SMAA)</b> – EdTec completes quarterly reports.</li> <li>▪ <b>Charter School Facilities Incentive Grant (CSFIG)</b> – EdTec completes semi-annual disbursement requests.</li> <li>▪ <b>Deferral Exemption Application</b> – EdTec completes the application for the school.</li> <li>▪ <b>Charter renewal</b> – <i>On a separate fee basis, EdTec can assist in preparing and advocating a charter petition for school renewal.</i></li> </ul>
<b>Excluded Services:</b>	Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and support, purchasing of small items or of curriculum materials, printing and graphic arts, grant writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with ESSA, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.
<b>Compensation:</b>	<ul style="list-style-type: none"> <li>▪ <b>Back Office Services:</b> EdTec will provide these services at a fixed fee per school fiscal year as follows: <ul style="list-style-type: none"> <li>○ \$170,000 for the 2023-24 school fiscal year</li> <li>○ \$175,000 for the 2024-25 school fiscal year</li> </ul> </li> </ul>



	<p>These fixed fees <u>include</u> all normal postage, telephone, copying, faxing, etc., <u>except</u> for bank and payroll fees that will be passed through. The annual fees are payable monthly commencing on July 1, 2023.</p> <ul style="list-style-type: none"> <li>○ The fees above are for the scope of services contained herein solely for those school(s) for which Client holds a granted charter or that have been in operation prior to the date of this SOW.</li> <li>○ In addition to the fees calculated as provided above, there will be an incremental fee for the following, if applicable: <ul style="list-style-type: none"> <li>• Benefit accrual tracking such as vacation and sick time for a one-time setup fee of \$250.</li> <li>• Use by school personnel of debit cards.</li> <li>• For the CALPADS services described in Annex A, there will be an additional fee of: <ul style="list-style-type: none"> <li>○ \$8,500 per school for the 2023-24 school fiscal year.</li> <li>○ \$8,750 per school for the 2024-25 school fiscal year.</li> </ul> </li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>▪ <b>Consulting:</b> Should you desire additional services not in the above scope, we would be pleased to provide these, subject to staff availability, at the then-current discounted hourly fee schedule for back-office clients (travel time is billed at ½ of the applicable hourly rate). Typical additional services that are not in the above scope are charter petition writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses.</li> <li>▪ <b>Conversion Fee:</b> Schools already in operation prior to commencing EdTec services will typically pay a one-time fee to convert their data and records into our systems. <u>This one-time fee has been <b>WAIVED</b> for Client.</u> However, if the conversion requires more than seventy-five hours of our staff time, we will charge for the additional time at our discounted hourly consulting rate.</li> <li>▪ <b>Fee Increases:</b> EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable.</li> <li>▪ <b>Payment Terms:</b> All fees payable to EdTec must be received by EdTec within thirty (30) days of the date of invoice. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.</li> </ul>
<b>School Obligations</b>	<p>EdTec's services will assist with the operations of Client's back-office operations, but do not include auditing Client's provided information and operations for completeness and compliance. It is Client's responsibility to adopt and adhere to reasonable policies and procedures, and to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Client must immediately inform EdTec of any material change that could affect EdTec's ability to complete its responsibilities and to assist Client in complying with all applicable laws and regulations.</p> <p>Client will comply with the attached Roles and Responsibilities document (Attachment 1).</p>

<b>Termination</b>	Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec's reasonable judgment, violates any of the "School Obligations" above, (b) if Client does not open by September 30, 2023, or (c) upon any revocation of Client's charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination. In addition, if EdTec terminates this Statement of Work under this section, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.	
<b>EDTEC INC.</b>  By: _____  Name: Steve Campo  Title: President & CEO  Date: _____  1266 66 <sup>th</sup> Street Suite 4 Emeryville, CA 94608  Fax: 510.663.3503	<b>LONG VALLEY CHARTER SCHOOL, ON BEHALF OF LONG VALLEY SCHOOL AND THOMPSON PEAK CHARTER</b>  Signature: _____  Name: _____  Title: _____  Date: _____  Address: _____ _____  Email: _____  Phone: _____  Fax: _____	The undersigned officer of Long Valley Charter School, on behalf of Long Valley School and Thompson Peak Charter, California public charter schools (the "Schools"), hereby certifies that this Agreement has been duly approved by the governing body of the Schools, at a publicly noticed meeting held on [DAY, MONTH, YEAR].  <b>LONG VALLEY CHARTER SCHOOL, ON BEHALF OF LONG VALLEY SCHOOL AND THOMPSON PEAK CHARTER</b>  Signature: _____  Name: _____  Title: _____

## ATTACHMENT 1

### Roles and Responsibilities

Clarity on roles and responsibilities between EdTec and Long Valley Charter School ("Client"), on behalf of Long Valley School and Thompson Peak Charter, will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities

	EdTec	Client
<b>Payroll</b>	<ul style="list-style-type: none"> <li>▪ Accurate, complete payroll on a semi-monthly basis</li> <li>▪ Published calendar of payroll deadlines</li> <li>▪ Reminders for payroll deadlines</li> <li>▪ Final payroll information sent to client for approval prior to client's payroll approval deadline</li> <li>▪ Advice on setting up STRS/PERS</li> <li>▪ Primer on health insurance terminations, COBRA, and employee vs. contractor classifications</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Timecards and changes:</b> Submission to EdTec of the timesheet summary, payroll client change summary, and other payroll changes and backup forms by the payroll calendar deadlines and using EdTec forms/processes</li> <li>▪ <b>Payroll approval:</b> Approval according to EdTec process by payroll calendar deadlines</li> <li>▪ <b>New hires:</b> Timely submission of new hires according to EdTec process by payroll calendar deadline</li> <li>▪ Enrolling (or working with a broker to enroll) staff in any STRS, PERS, 403b, health plans, and other insurance/retirement/contribution/deduction programs</li> <li>▪ Terminating staff from health plans, other insurance, and other applicable contribution/deduction programs.</li> </ul>
<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>▪ Timely and accurate check payments</li> <li>▪ Payment of invoices according to client's approval policies</li> <li>▪ Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors</li> <li>▪ Payment systems linked to financial statements and analyses for informed managerial decision-making</li> <li>▪ Bank account reconciliations</li> <li>▪ Invoice/payment research</li> <li>▪ Advising clients on outstanding checks to ensure adequate cash availability</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Submission of payment and deposit information; provision to EdTec of view-only access to bank account</b> <ul style="list-style-type: none"> <li>○ Weekly submission to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec forms and processes</li> <li>○ Coding all expenses and non-State funding deposits using EdTec forms and processes and codes from the most recent budget.</li> </ul> </li> <li>▪ <b>Banking:</b> Monitoring and maintaining adequate bank account balances to meet expense obligations; securing view-only access to school bank account(s) for use by EdTec.</li> </ul>

<b>Attendance and Data Reporting</b>	<ul style="list-style-type: none"> <li>▪ <b>Monthly attendance reports:</b> Generation of complete, accurate attendance reports (based on school provided data) by the deadline (up to 1.5 hours per report). Resolution of data discrepancies and attendance revisions will be charged at the hourly rate.</li> <li>▪ <b>20-Day and P-Reports:</b> Generation of complete, accurate attendance reports (based on school provided data) by the deadline (up to 1.5 hours per report). Resolution of data discrepancies and attendance revisions will be charged at the hourly rate.</li> <li>▪ <b>CALPADS:</b> See Annex A.</li> <li>▪ <b>CBEDS:</b> EdTec will provide up to 2 hours to train Client on CBEDS procedures and report generation. CBEDS support beyond the initial 2 hours is available on an hourly billable or project billable basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accurate and complete collection of attendance data in compliance with State rules.</li> <li>▪ <b>Monthly reports:</b> Preparation and submission of data to EdTec at least 3 business days before the deadline</li> <li>▪ <b>20-Day and P-Reports:</b> Submission of data to EdTec at least 5 business days before the deadline</li> <li>▪ Clients without student information system software will submit student and attendance data to EdTec using EdTec forms</li> <li>▪ Clients using a non-EdTec-supported SIS will provide student and attendance data to EdTec in an EdTec-approved format</li> </ul>
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The payroll, accounts payable, and attendance deadlines / calendars referenced above shall be provided separately.

## 1. LATE FEES and PROCESSING CHARGES

### Payroll:

- **Timecards and payroll changes:** A late fee of \$100 will be imposed for each business day timesheet information for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest timesheet information changes can be accepted is one business day prior to Payroll Approval deadlines.
- **Manual checks:** EdTec will generate and distribute manual checks, as needed and without charge, for employee terminations and payroll corrections due to EdTec error. For manual checks for employee terminations, EdTec will bill the overnight delivery charges to the school if overnight delivery is requested. For all other manual check requests processed by EdTec, EdTec will charge a fee of \$50 plus overnight delivery charges (if overnight delivery is requested), and for all manual check requests processed by the payroll processor, school will pay the additional fee charged by the payroll processor plus overnight delivery charges (if overnight delivery is requested). An additional payroll cycle outside of the normal payroll processing schedule is possible with adequate advance notice and subject to EdTec staff availability at the time the request is made; an additional payroll cycle will incur an added EdTec processing fee that will be quoted at that time for Client pre-approval.

### Accounts Payable:

- **Weekly submittal:** Client must submit a weekly package conforming to EdTec forms and processes. The submittal shall contain invoices with appropriate coding, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If

Client fails to submit this weekly package or fails to submit all necessary invoices and receipts to process payment, Client will be charged an additional processing fee of \$50.

- As a courtesy, EdTec may waive the first two occurrences (i.e., up to \$100) of the Weekly Submittal processing fee.

**Attendance and Data Reporting:**

- **Monthly, 20-Day and P-Reports:** EdTec fees include 1.5 hours of quality assurance and troubleshooting when processing and generating each report. Any EdTec work beyond this hour (including data correction and reconciliation with other periods) will be charged at the then-current discounted data service rate.
- **Expedite fee:** If Client misses an EdTec deadline for providing data and subsequently requests assistance in generating reports on an expedited basis, a \$100 expedite fee per occurrence may apply.
- **CBEDS reports:** EdTec fees include up to two hours for training and guidance on report generation. CBEDS support beyond the initial 2 hours is available on an hourly billable or project billable basis.
- EdTec can provide additional assistance for reports at the then-current discounted data service rate.
- If Client requires EdTec assistance for work with external deadlines (e.g., P-Reports), EdTec may set a deadline for receiving the request, data, and/or other materials from the Client to ensure timely and accurate processing. EdTec may charge an expedite fee for requests, data, and/or other materials not received from the client by the EdTec deadline.
- If Client does not have a student information software system, Client will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of \$100.
- As a courtesy, EdTec may waive the first occurrence of the forms processing fee.

## APPENDIX II

ANNEX A: CALPADS Services		The services described below will be performed for the fixed annual fee set forth in this Statement of Work, provided that Client uses an EdTec-preferred Student Information System (SIS). In the event that Client uses a non-preferred SIS, EdTec will provide up to 30 hours per school per school fiscal year of the service under the fixed annual fee; additional support hours shall be billed at the then-current discounted data service rate.	
Task Description		EdTec Responsibilities	School Responsibilities
<b>A. Fall 1 Submission (October - January)</b>			
Data Review and Reconciliation	<ul style="list-style-type: none"> <li>-Provide schools with list of required data and project calendar</li> <li>-Manage submission deadlines for each school site and provide regular reminders</li> <li>-Review Fall 1 required data in School's SIS and identify missing/inaccurate data</li> <li>-Review of CALPADS Fall 1 setup in School's SIS (race/ethnicity, exit code mappings)</li> <li>-Train staff how to review Fall 1 certification reports and resolve fatal errors</li> </ul>	<ul style="list-style-type: none"> <li>-Populate School's SIS with all Fall 1 required data per EdTec's guidance</li> <li>-Adhere to project calendar deadlines as set forth by EdTec</li> <li>-Review and certify Fall 1 snapshot reports and make corrections, as needed</li> </ul>	
Student Enrollment Submission	<ul style="list-style-type: none"> <li>-Mass request SSIDs and update student enrollments through an SENR submission</li> <li>-Generate and troubleshoot SENR extracts</li> <li>-Train school how to manually generate single SSIDs in CALPADS for new students enrolling throughout the school year</li> </ul>	<ul style="list-style-type: none"> <li>-Enter required student demographic information into School's SIS</li> <li>-Follow up with other districts/schools to resolve CCE and MID anomalies</li> </ul>	
Student Information Submission	<ul style="list-style-type: none"> <li>-Generate, upload and troubleshoot SINF extracts</li> <li>-Generate, upload and troubleshoot SELA extracts</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure English Language Learner Information in School's SIS is up-to-date and accurate</li> </ul>	
Student Programs Submission	<ul style="list-style-type: none"> <li>-Review student program records in School's SIS for completeness. Add student program records, if necessary</li> <li>-Generate, upload and troubleshoot SPRG extracts</li> </ul>	<ul style="list-style-type: none"> <li>-Enter lunch eligible (free and reduced), foster youth and special education records into School's SIS</li> </ul>	
<b>B. Fall 2 Submission (October - March)</b>			
Data Review and Reconciliation	<ul style="list-style-type: none"> <li>-Provide schools with list of required data and project calendar</li> <li>-Manage submission deadlines for each school site and provide regular reminders</li> <li>-Review State required data in School's SIS and identify missing/inaccurate data</li> <li>-Review of CALPADS Fall 2 setup in School's SIS</li> <li>-Train staff how to review Fall 2 certification reports and resolve fatal errors</li> </ul>	<ul style="list-style-type: none"> <li>-Populate School's SIS with all Fall 2 required data per EdTec's guidance</li> <li>-Adhere to project calendar deadlines as set forth by EdTec</li> <li>-Review and certify Fall 2 snapshot reports and make corrections, as needed</li> </ul>	
Staff Demographics Submission	<ul style="list-style-type: none"> <li>-Generate reports that identify missing or inaccurate staff demographic data</li> <li>-Provide guidance on data requirements for staff demographic records</li> <li>-Provide guidance on obtaining SEID numbers for credentialed staff</li> </ul>	<ul style="list-style-type: none"> <li>-Request Statewide Educator ID (SEID) numbers for certificated staff</li> <li>-Enter staff demographic data and fix any error identified by EdTec</li> </ul>	
Staff Assignments Submission	<ul style="list-style-type: none"> <li>-Update school-provided Staff Assignment data into School's SIS, as needed</li> <li>-Provide guidance on data requirements for staff assignment records</li> <li>-Generate, upload and troubleshoot SASS extract(s)</li> </ul>	<ul style="list-style-type: none"> <li>-Enter staff assignments records in the staff assignments into School's SIS</li> </ul>	
Course Sections Submission	<ul style="list-style-type: none"> <li>-Update school-provided Course/Section data into School's SIS</li> <li>-Generate, upload and troubleshoot CRSE extract(s)</li> </ul>	<ul style="list-style-type: none"> <li>-Enter required course and section information in School's SIS</li> </ul>	
Student Course Sections Submission	<ul style="list-style-type: none"> <li>-Generate, upload and troubleshoot SCSE extracts</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure student schedules are up-to-date and accurate through Census Day</li> </ul>	
<b>C. End-of-Year Submission (May - August)</b>			
Data Review and Reconciliation	<ul style="list-style-type: none"> <li>-Provide schools with list of required data and project calendar</li> <li>-Manage submission deadlines for each school site and provide regular reminders</li> <li>-Review State required data in School's SIS and identify missing/inaccurate data</li> <li>-Review of CALPADS EOY setup in School's SIS (discipline codes, program codes)</li> <li>-Train staff how to review EOY certification reports and resolve fatal errors</li> </ul>	<ul style="list-style-type: none"> <li>-Populate School's SIS with all EOY required data per EdTec's guidance</li> <li>-Adhere to project calendar deadlines as set forth by EdTec</li> <li>-Review and certify End-of-Year certification snapshot reports and make corrections, as needed</li> </ul>	
Student Enrollment Update Submission	<ul style="list-style-type: none"> <li>-Generate and submit SENR and SINF extracts for all changes since the Fall 1 Submission</li> </ul>	<ul style="list-style-type: none"> <li>-Populate School's SIS with required student demographic information for students since the last enrollment update</li> <li>-Verify completers and graduates along with all associated data elements</li> </ul>	
End-of-Year Program Submission	<ul style="list-style-type: none"> <li>-Submit and troubleshoot the End-of-Year program submission (SPRG)</li> <li>-Provide guidance on data requirements for additional program records</li> </ul>	<ul style="list-style-type: none"> <li>-Enter student End-of-Year student program records into School's SIS</li> </ul>	
End-of-Year Discipline and Attendance Submission	<ul style="list-style-type: none"> <li>-Submit and troubleshoot the End-of-Year Discipline submission (SDIS)</li> <li>-Submit and troubleshoot the End-of-Year Attendance submission (STAS)</li> <li>-Provide guidance on data requirements and process for adding discipline records in School's SIS</li> </ul>	<ul style="list-style-type: none"> <li>-Enter student discipline information into School's SIS</li> <li>-Enter all absences for the reporting year into School's SIS</li> </ul>	
End-of-Year Course Completion Submission	<ul style="list-style-type: none"> <li>-Submit and troubleshoot the End-of-Year Course Completion submission (CRSC and SCSC)</li> </ul>	<ul style="list-style-type: none"> <li>-Confirm all term grades have been entered into School's SIS for Grades 7-12</li> </ul>	
<b>D. Anomaly Resolution (Year-long, as needed)</b>			
Anomaly Resolution Support	<ul style="list-style-type: none"> <li>-Assist school with identifying and fixing CCE, MID and ERD anomalies in CALPADS and School's SIS</li> <li>-Provide schools with CALPADS contact info for other LEAs</li> </ul>	<ul style="list-style-type: none"> <li>-Follow up with other LEAs to resolve anomalies</li> </ul>	

\*This proposal does not include data remediation services. If it is determined that the initial data quality and set up requires significant intervention by EdTec, a separate scope of work for data remediation services may be required.

## **APPENDIX III:** **PowerSchool Support**

### **Core Service Bundle**

- Beginning-of-year system setup and configuration
- Beginning-of-year scheduling assistance and support
- Local attendance reporting and compliance setup
- Grading setup support, including assistance with:
  - Setting up grading terms
  - Modifying grading scales
  - GPA calculations
- PowerTeacher Gradebook training and setup
- Report card and progress report setup and support
  - Traditional-based grading only
- Basic report, form letter, and mailing label setup and support
- End-of-year rollover and closeout

### **PowerSchool Helpdesk and Training**

- PowerSchool administrative support and troubleshooting
- PowerSchool ad-hoc training around Core Service Bundle
- PowerTeacher and gradebook support
- Three (3) included trainer-led workshops around Core Service Bundle topics. Topics to be determined by school.

## **APPENDIX IV:** **Data Analysis Services**

### **Overview**

EdTec provides its charter school partners with high-value information, support, and tools for analyzing its student/school performance data.

EdTec's Data Support Services Team is committed to making our high-value data analysis services accessible, affordable, and manageable for charter schools, providing *charter school-centric* support that will help your school efficiently leverage EdTec's tools and expertise. Please find below overview of our student/school data analysis offerings:

### **Student & School Performance Data Analysis Services**

For schools that currently do not have a Student Assessment Solution (SAS) and/or do not have the internal capacity to effectively analyze their student performance data, EdTec offers Data Analysis Services that take your year-over-year raw state testing data and/or periodic assessment data and convert it into actionable analysis reports tailored to your needs.

EdTec provides board presentation quality graphical analyses for various school needs including:

- Charter Petition Renewal
- Presentations for Board Members & Parents
- Student Level Analyses for Teaching Staff

Analysis reports range from summary, school level analyses to detailed student or classroom level analyses:

- Overall School Performance
  - Across various measures including comparisons to similar schools - as defined by the state or selected by school leadership
- Longitudinal Analysis of School Improvement and Individual Student Performance
  - Individual student performance year-over-year
  - Focus areas / standards that students have struggled with
- Teacher Effectiveness
  - Current year teacher assignments
- Sub-Groups
- Cohorts
- Multiple Year Comparisons



### **Data Analysis Service**

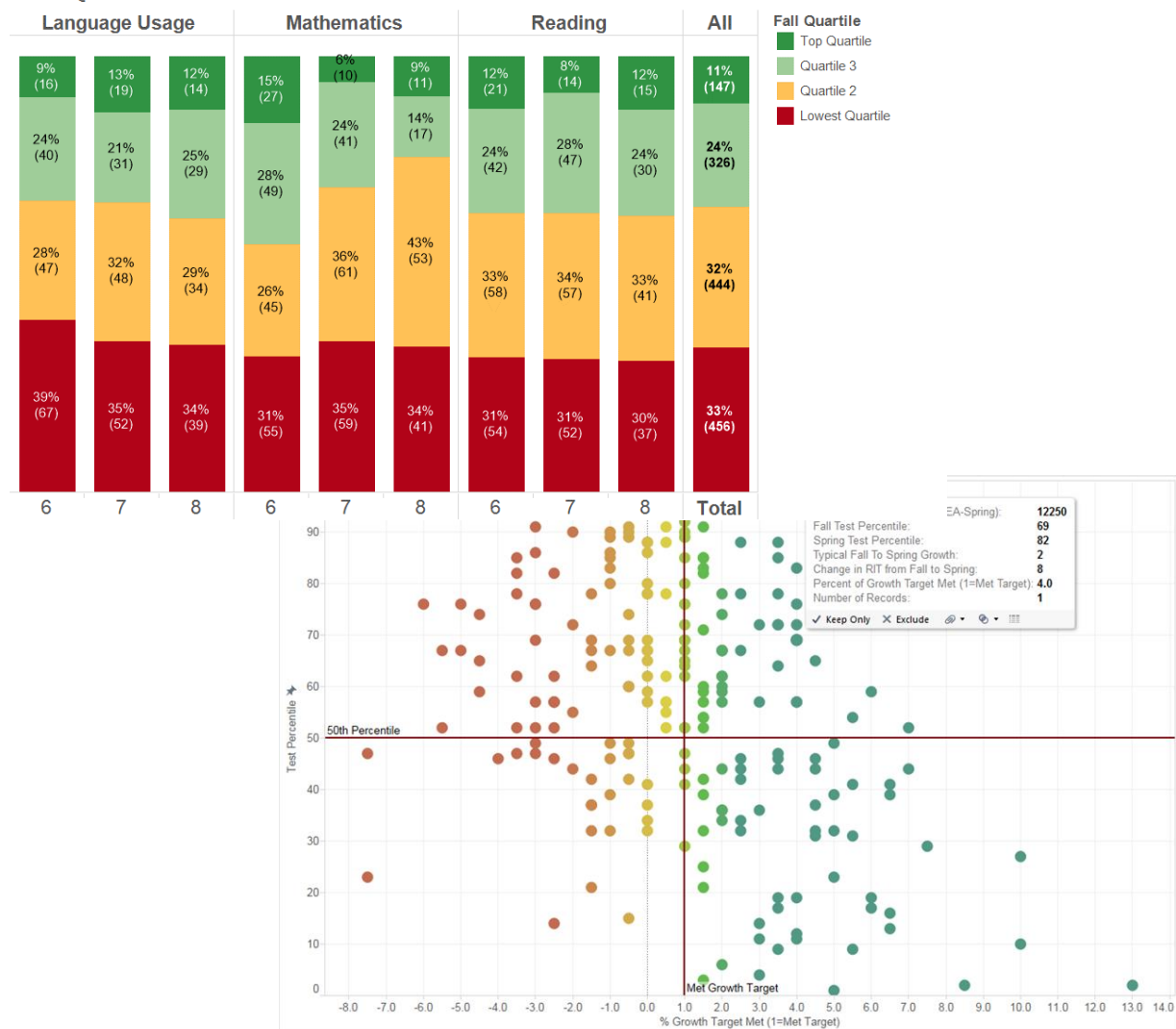
Each year when your test results become available, EdTec can provide your school with the customized analysis you need to present the latest performance data to your board, school leadership, teachers and parents.



The analysis can also be a powerful tool to best position your school for an upcoming charter renewal. We create a graphical, easy-to-read analysis of your raw data in presentation format that will compare year-over-year test results. The analyses include:

- Overall School Performance
  - How many students are Proficient and Advanced this year versus last
  - How this compares to the District
  - Which grades are doing well
- Longitudinal Analysis of School Improvement
  - How have individual students performed year-over-year
- Individual Student Performance
  - Which students need particular focus
  - What areas of the tests did they have particular trouble with

NWEA Quartile Breakdown - Fall



# PERFORM: Partnership with Otus



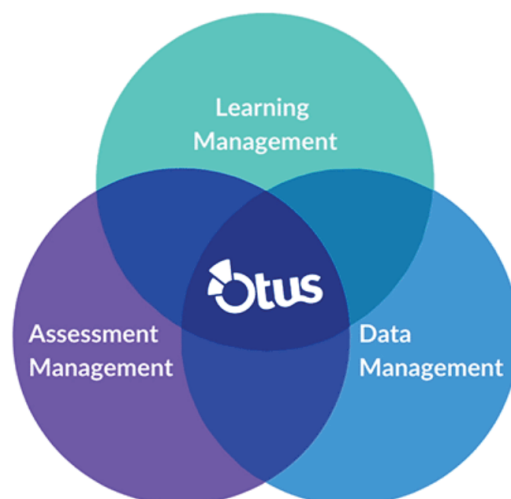
EdTec offers charter schools affordable access to proven, cutting-edge educational technology through its partnership with **Otus**, the **all-in-one K-12 learning platform** designed by teachers to streamline the process of using data to improve learning.

Schools can choose between **two tiers of product solutions**, and **per-student pricing** makes Otus accessible to charters large and small. EdTec acts as your data lead, managing the implementation and integration to get Otus **set up quickly and customized to your charter school's needs**. Our experts also advise staff on how to get the most out of the solution's features to support charter accountability requirements.

## Centralize Teaching & Learning

The **Otus Data, Assessment, and Learning Management** solution offers educators the ability to **create engaging lessons and deliver personalized learning through custom student groups**. Teachers can also effortlessly build formative and summative assessments and share them across their organization.

**Google Classroom integration** allows for **cohesive management of assignments** and side-by-side grading of student work. Other integrations include OneDrive, Seesaw, and YouTube.



## Organize & Visualize Student Data

The **Otus Data Management** solution, included with the all-in-one platform or available on its own, allows schools to **integrate data from multiple sources** such as state tests, assessment systems, and local measures, and store it all in **one centralized data warehouse**. Schools can also create custom student groups based on sets of criteria to **track growth, recognize trends, and monitor students** who receive additional support.



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# PERFORM:

## Partnership with

## National Student Clearinghouse®



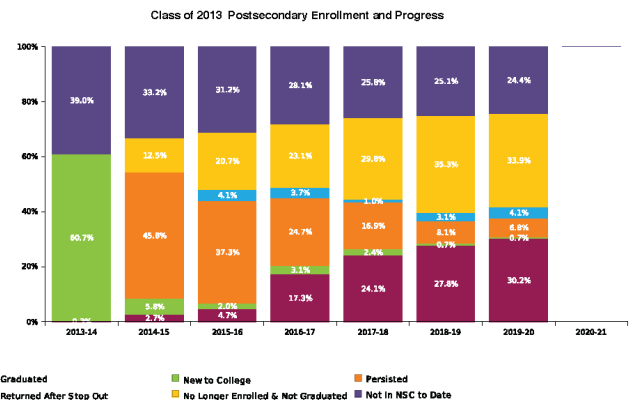
**StudentTracker® for High Schools** from the **National Student Clearinghouse®** provides valuable information about graduates' college enrollment, persistence, and completion, **empowering schools to track goals tied to college readiness and completion.**

Through our partnership with the Clearinghouse, EdTec offers the **StudentTracker®** service to charter schools bundled with **EdTec's robust, charter-specific data services.** EdTec acts as your data lead, managing the data upload and reporting process. Our experts will make sure you understand the information you receive on post-secondary outcomes and are **prepared to communicate the results** in key charter documents and to stakeholders.

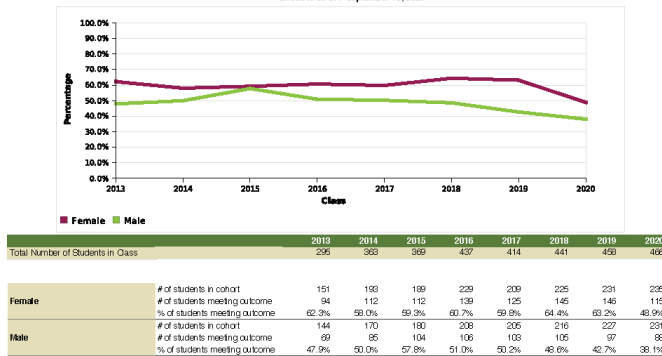
## Track Your Students

Tracking what happens to your students once they leave your doors is an often difficult and unsuccessful process. Through its nationwide coverage of college enrollment and degree data, **StudentTracker®** provides schools with access to **powerful information about their graduates' educational journeys.**

Nearly 3,600 colleges and universities — enrolling **over 99% of all students** in public and private U.S. institutions — regularly provide enrollment and graduation data to the Clearinghouse.



StudentTracker Demographics Report  
Enrollment During First Fall Immediately After High School by Gender  
Effective as of: September 18, 2020



\* To protect student privacy, small cell values have been masked for subgroups containing fewer than 10 students; these are represented with a star (\*). Because of this, the corresponding point on the graph should be disregarded. Also, if the total number of students in all subgroups for a class is less than 10, then the entire class is suppressed.

## Identify Trends and Patterns

With StudentTracker®, schools can identify **overall enrollment trends and patterns** and drill down into **data on specific student groups.** This powerful information can help school leaders identify where additional support may be needed, **measure progress toward college readiness goals,** and showcase students' success as part of marketing efforts.

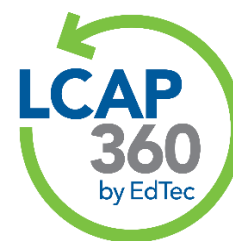
# LCAP 360 Overview

## APPENDIX VII:

**LCAP 360 by EdTec**



**Comprehensive LCAP Service**



**Introducing the first integrated, end-to-end LCAP service for charter schools.**

With LCAP 360 by EdTec you are partnering with a team that works with over 200 charter schools. We will guide your school through our unique, multi-phased approach to assess achievement, refine your goals, optimize data systems, and monitor progress to ensure school success.



### Phase I: Assess & Align

We evaluate current plans, systems, and performance to identify your school's needs and gaps in goals alignment, data reporting, and student achievement. We then assess the quality of data and establish baselines for data management and state reporting. Lastly, we review current plans (e.g. LCAP, charter, WASC) for alignment.



### Phase II: Educate, Create & Develop

We train your school leadership to be LCAP Ambassadors. We work together to identify aligned LCAP goals and create *actions and services* to accomplish these goals based on your charter's unique program and population. To monitor progress, we set appropriate, realistic metrics and define methods for tracking expenditures.



### Phase III: Execute, Mentor, & Monitor

We create systems to ensure appropriate tracking is in place, and coach school leadership to share their LCAP progress with all stakeholders. To ensure ongoing success, we conduct a monthly review of key attendance indicators and CALPADS data, provide a quarterly KPI review, and assist with the LCAP annual update.

**Let our experts streamline the LCAP process  
at your school!**



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## **APPENDIX VIII:**

### **EdTec Services Beyond Back Office**

As part of our School Performance and Educational Support Services offering, EdTec assists charter schools and developers with expertise in a number of areas through hourly and project-based consulting engagements. Examples of these support areas are as follows:

#### **Charter Development**

- Renewal Writing & Review
- New Petition Development
- Budget Development

#### **Resource Development**

- Grant Research
- Grant Writing

#### **Strategy**

- Strategic Planning
- Board Development & Training
- Mission & Vision
- Performance Metrics
- Community Engagement

#### **Local Control Accountability Plan (LCAP)**

- LCAP Writing, Consultation & Review
- Data Planning & Analysis

#### **WASC and A-G Approval**

- WASC Process Training and Management
- Self-Study Support
- A-G Course Submission Support

#### **Assessment & Accountability**

- Academic Performance Trend Analysis
- Testing Data Analysis
- Student Assessment System Support

## **APPENDIX IX: The EdTec Team**

EdTec is a professional services firm that brings high-level expertise to solving the business problems of charter schools. With specialists located in Northern and Southern California, Colorado, Georgia, Tennessee, New Mexico, New York, and Wisconsin, the EdTec team has extensive expertise in business management (public and private), school finance, negotiation, grant writing, accounting, student information systems, board governance, educational program support, school performance analysis and charter school development.

### **Senior Leadership**

**Steve Campo**, President & CEO, is an experienced executive for venture-backed technology companies and an attorney. Prior to joining EdTec in early 2006, he was President of a company that operates websites for major retailers such as Lands' End and JC Penney.

Steve managed the launch of EdTec's Southern California office and has enabled EdTec to bring essential software solutions to charter schools at a lower cost, by negotiating master agreements with vendors that allow schools to achieve better pricing through EdTec than going directly to the supplier. He is also closely involved in initiatives designed to bring lower cost financing alternatives to charter schools and has worked closely with a major client to secure a long-term facility and plan a significant build-out, pulling together a team of experts—from investment bankers to architects to real estate and land use attorneys.

Steve's prior experience in the education field was at LeapFrog Enterprise, a leading educational technology company with computerized curriculum in over 100,000 classrooms nationally. A member of the bar in California and Illinois, Steve began his career as a corporate and securities attorney with major Chicago law firms including Jenner & Block, during which time he undertook numerous pro bono engagements through a legal services clinic. A father of three, he is active as a coach in youth sports leagues.

Steve holds a JD from Georgetown University and a BA from the University of Pennsylvania.

**Mark Campo**, Executive Vice President & Chief Marketing Officer, joined EdTec in 2006 and has over twenty-eight years of experience at start-ups, mid-sized companies and Fortune 500 firms spanning the education, software, and manufacturing sectors. Mark has held management and contributor positions in the areas of finance, professional services, business development, operations, marketing, and sales.

Prior to EdTec, Mark was responsible for the development, implementation, marketing, and sales of software solutions to Global 2000 companies for enterprise resource planning (ERP II), accounting, e-commerce, and complex order management. He has managed the implementation of enterprise business management software solutions throughout the Americas, in Europe, the Middle East, and Asia.

Mark holds a BA in Economics from Dartmouth College.

**Kristin Dietz**, Vice President of Client Management and Financial Compliance, has been working with charter schools for more than 20 years. She spent 10 years in public accounting as an auditor of charter schools and other organizations before moving on to become the first CFO of a charter management organization that operated eight charter schools in Los Angeles. Kristin later founded and served as CEO of a high-quality back office organization in Los Angeles. Kristin is excited to continue serving charter school clients with the support of EdTec's incredible team of professionals. She has a passion for helping make a difference for charter schools behind the scenes so they can focus on educating our future. Her interests include martial arts, movies, cooking, running, writing, and spending time with her family.

Kristin holds a BS in Business Administration from California State University, Northridge and is a Certified Public Accountant licensed in California.

**Bryce Fleming**, VP of Client Management & School Finance, works with schools across several states on budget planning, financial analysis, cash flow management and compliance. Bryce is also a team lead on state

budget and cash flow analysis and providing training for external partners, as well as state advocacy organizations. Prior to EdTec Bryce worked in financial planning and investment management. Having come from a long line of teachers in his family, he strongly believes in the power of education to effect individual and social change. Bryce and his family own a whitewater rafting company and Bryce has guided summer rafting trips for many years. Bryce loves the outdoors, cooking, traveling, and a wide variety of sports.

Bryce holds a BS from San Diego State University in Financial Services with a concentration in Financial Planning.

**Peter Laub**, Executive Vice President & Chief Client Services Officer, joined EdTec in 2003 and is an experienced manager and entrepreneur in the education and arts fields. He has managed a performing arts education organization, worked as a product manager at a corporate e-learning venture, and founded an online arts education company. Peter has also been an independent marketing consultant for investment and consumer products companies and wrote a school services feasibility study for the Pisces Foundation.

Since 2003, Peter has become a recognized expert on charter school finance and operations, working with over 100 schools around California. He has helped launch dozens of schools, and supported schools in all stages of development. He is a frequent presenter and panel participant at national and statewide conferences on topics related to finance, school operations, board governance, and facilities.

Peter holds an MBA, MA Ed, and Certificate of Public Management from Stanford University and a BA from Yale.

**Dorothy Lee**, Vice President of Client Management & GM of Southern California, has experience in corporate development, finance, and marketing, specifically in the hospitality, internet, and financial services industries. In her most recent position, she worked on mergers and acquisitions, integrations, and strategic initiatives. She highly values community service and has volunteered and served in leadership positions for a number of non-profits benefiting children. Her interests also include movies, traveling, tennis and Michigan football.

Dorothy holds an MBA from the UCLA Anderson School of Management and a BBA from the University of Michigan's Ross School of Business.

**Chris Lim**, VP of School Performance and Analytics, has a broad range of experiences that spans both the for-profit and non-profit sectors. Prior to EdTec, Chris worked at a litigation consulting firm that specialized in forensic accounting. Subsequently, he was a data consultant at a criminal justice research organization where he co-authored a study on trends in juvenile delinquency. Most recently, Chris was a manager at a start-up English training center in Suzhou, China. In his spare time, Chris enjoys traveling and is an avid basketball and tennis player.

Chris received his BA in Business Administration from the University of California Berkeley.

**Adam Musch**, Chief Financial Officer, has held several senior finance and marketing positions in venture-backed technology companies around California. Prior to joining EdTec in 2003, he was Director of Finance and Marketing at a startup developing advanced GPS technology for cell phones.

Over the past seven years, Adam has developed extensive knowledge in charter school finance and compliance and has given seminars on many of these topics to charter school administrators at state-wide conferences. Working with charter school directors daily, Adam has developed complex financial models and software-based tools that reduce the amount of time they spend on administrative issues and enhance their financial management skills.

Adam holds an MBA from UCLA with a high-tech marketing focus, and a BA in Economics and International Relations from Stanford.

### Staff

**Samantha Bess**, Accounts Payable Specialist, comes to EdTec with 9 years of experience in accounts payable. Prior to accounts payable she worked as a teacher in the 2-3 year old class. She is originally from Wisconsin but has called Nashville home for the last 9 ½ years.

Samantha loves spending time with her family, going on vacation, and being outside.

**Vincent John Blea II**, Accountant, currently works in the Financial Operations department at EdTec assisting the accountants. He previously interned as a Staff Account for CFO Rick in San Francisco where he performed full-cycle accounting and completed month-end closes. He also worked on several city of San Francisco tax projects and individual tax returns. In his free time Vince enjoys kayaking, Tough Mudder and spending time with his four huskies.

Vince attended San Francisco State for his BS in Accounting.

**Dan Cembrola**, Associate Client Manager, joined EdTec from Green Century Capital Management, a mutual fund company which invests in environmentally sustainable companies. Prior to that, he lived in Ghana and Kenya where he worked in the microfinance industry. His work was primarily focused on providing business development loans to agriculturally based small businesses. Dan received his MBA from the University of Edinburgh and his Bachelor's degree from the University of Miami.

In his free time, Dan enjoys playing and watching sports, bike riding, and hiking with his golden retriever.

**Bhat Chanhpaseuth**, Financial Operations Manager, has had over 10 years of experience in all aspects of accounting at various types of industries (retail, non-profit, hospice, wireless communication tower corporation, churches).

**Brent Chiba**, Accounting Process Specialist

**Gerald Cockrell**, Data and Categorical Programs Specialist, has worked with well over 100 charter schools since he joined the movement seven years ago. Prior to that, he specialized in forensic accounting for industries including aerospace and pharmaceuticals. After joining the charter movement, Gerald concentrated on special programs, funding requirements and data management for schools. While not at work, Gerald enjoys camping, live music and hanging out with his family.

Gerald studied anthropology at UCLA in the high honors program before joining the work force.

**Jeremy Divinity**, Senior Marketing Specialist, has experience as a digital strategist and content creator. Prior to EdTec, Jeremy worked for boutique advertising agency Uptown Treehouse. Jeremy also spent time in the education world as Brand Marketing Coordinator for 2U Inc, an educational technology company that partners with nonprofit colleges and universities to offer online degree programs. Jeremy received a Master of Science in Marketing from New York University and a Bachelor of Science in Marketing from Northern Arizona University.

In his free time Jeremy enjoys discovering new music, riding his bike, and spending time in the outdoors to escape the city.

**Tiffany Esplana**, Senior Accounting Manager, has experience in accounting with both private and non-profit organizations. She also has been involved with audits for charter schools.

Tiffany is a CPA in the Philippines as well as in California.

**Cindy Frantz**, Director of Client Management, works with a range of charter school leaders and board members to ensure strong fiscal management by providing quality financial reporting, cash management, budget development, and forecasting, as well as strategic consulting and guidance. She comes to EdTec with



a background in philanthropy, having worked in project management and strategy roles while gaining an understanding of education and charter school funding. Most recently at the Bill & Melinda Gates Foundation, she worked on internal improvement projects and at the North Carolina Network of Grantmakers she worked with foundations on various issues areas, including finance, education, and communications. In her free time, Cindy enjoys hiking, participating in triathlons, traveling, and spending time with her family.

Cindy holds an MBA from the University of North Carolina's Kenan Flagler Business School and a BA in Political Science from the University of Colorado.

**James Hao**, Director of Technology, has managed the implementation of many complex technology projects for large corporations as a senior engineer at Sapient Corporation. James is a PowerSchool administrator and EdTec School Portal accounting software specialist.

James holds a BA from UC Berkeley.

**Joanna Han**, Business Manager, is a recent California transplant from Virginia and the DC metro area. She comes to EdTec with experience in business operations management and consulting in the health services sector. After recently completing her graduate studies, she came to Los Angeles to serve as an Education Pioneers Fellow. Through Education Pioneers, she worked to streamline and revise operations processes at Extera Public Schools, a charter school system in Boyle Heights. This experience inspired her to make LA her new home and to pursue further work in charter schools as a business manager in EdTec's SoCal office. In her free time, Joanna enjoys reading, hiking, traveling, and exploring California.

Joanna holds a BA in English from the University of Mary Washington and an MPA from George Mason University.

**Alex Hasselbrink**, Office Manager, comes from the Higher Education world most recently working as the Executive Administrative Assistant at Los Positas College for the Foundation Office. Her work focused on raising money for scholarships, board support and event-planning. Prior to LPC, Alex worked for a small public relations firm which specialized in marketing for food and wine clients. As the office manager, Alex will be working on board support for clients, company social events and other duties as assigned. A transplant from the east coast, Alex enjoys spending time with her family, hiking with her dogs and watching Patriots football.

Alex holds a BA in Sociology from Ithaca College and an MS Ed from the University of Pennsylvania.

**Brian Holmes**, Client Manager, comes to EdTec with 5 years of public sector finance experience. While working for the Department of Economic Security in Arizona, he managed the budget and reporting processes for several programs, including the Supplemental Nutrition Assistance Program totaling over \$1B. Brian has a passion for translating complex financial information in order to better inform public leadership's decision-making process. In his spare time,

Brian enjoys playing soccer, hanging out with his three dogs, and spending quality time with family.

**Melanie Horton**, Director of Marketing, joins EdTec with experience in education, marketing, research, and social impact. Most recently she was Director of Business and Marketing at El Camino Real Charter High School in Los Angeles. Prior to that, she led the research team at Prudential Real Estate Investors Latin America, where she analyzed the region's economic and political environments and their impact on real estate markets. Melanie also spent time as an English teacher in Spain and a Fulbright scholar in Mexico, where she worked at New Ventures México and supported social entrepreneurs and larger companies looking to establish corporate social responsibility strategies. Melanie's interests include Latin American culture and history, public education reform, travel, and all things culinary. She is also a firm believer in the importance of international exchange programs and currently serves on the Board of Directors for the Fulbright Association.

Melanie holds a BS in Finance and Spanish from Canisius College in Buffalo, NY; an MBA from UCLA Anderson; and an MA in Latin American Studies from UCLA.

**Ethan Hurdus**, Data Systems Manager, manages school data systems and has over 10 years of experience with charter schools. He has spent many years working behind the scenes keeping educational programs running smoothly. Prior to EdTec he managed inventory forecasting and purchasing for Galileo Educational Services, providers of art, science, and outdoor summer enrichment programs for more than 19,000 Bay Area K-8th graders each year. He was also an instructor and program director at a traditional Poconos science summer camp for 8 years. Ethan is a passionate wilderness backpacker, amateur photographer, kitchen dabbler, and world traveler. As the resident aerospace engineer, he answers the occasional company question about rocket science.

Ethan holds a BS in Aerospace Engineering from MIT.

**Mary Ibe**, Accounting Operations Manager, handles all internal payroll, AP, AR, and state compliance. Mary has more than 10 years' experience in accounting and finance and comes to EdTec most recently as the Accounting Manager from Boston Private in San Francisco. She enjoys full cycle accounting and is passionate about improving accounting and business processes as well as helping companies build financial strength. She studied abroad in Italy and was lucky to travel a lot during college. Her favorite travel memories are drinking wine, eating gelato, hiking Machu Picchu in Peru, and enjoying the Carnival in Rio de Janeiro, Brazil.

Mary holds an undergraduate degree in Economics and International Studies from the University of California, Irvine, and an Environmental Management Master's Degree from the University of San Francisco.

**Jennifer Kaneshiro**, Data Consultant, has experience with database entry, maintenance, and report generation. She has worked in public and private university offices and has honed her project management skills at a pharmaceutical company.

Jennifer holds a BS in Computer Science from the University of Hawaii.

**Tracey Katz**, Director, Strategic Initiatives, comes to EdTec with background in educational data use and student assessment systems. Most recently, Tracey worked for the California Charter Schools Association, where she helped over 200 charter schools throughout the state better understand & utilize their student achievement data through the ZOOM! Data Source program. Tracey also has background in data analysis and state accountability measures. In her spare time, Tracey enjoys running, reading, and playing with her dogs.

Tracey holds a BA in Government from Claremont McKenna College and an MPP from the University of Southern California.

**Dena Koren**, Senior Director of Client Management, works with a range of California charter schools, from new developers to 20-year-old charter schools, and from elementary through high schools. She helps her clients identify key indicators of their financial health, develop strategic budgets, and manage to them throughout the year, and course-correct when a school's financials are going off-track. Early in her career, Dena worked on the leadership team at BELL (Building Educated Leaders for Life), a national nonprofit afterschool and summer program for low-income students. Prior to coming to EdTec, Dena worked as a strategy consultant with The Boston Consulting Group, helping clients from a wide range of industries (e.g., education, consumer goods, and financial services) develop strategic and operational improvement plans. Outside of work, Dena loves spending time with her family, running, hiking, and wine tasting.

Dena holds an MBA from The University of Chicago Booth School of Business and an AB from Princeton University.

**Sam Leonard**, Business Manager, graduated from Cal Poly SLO with a degree in Finance, including passing the Level 1 CFA exam as part of his senior project. He also has experience as a Finance and Accounting Intern for the Leonard Group. In addition, he worked as an Assistant Director and a camp counselor for Recreation Reimagined!

**Daniela Lopez-Vargas**, Data Consultant, comes to EdTec with a background in charter school operations. She previously worked for El Camino Real Charter High School in Woodland Hills where she learned all about the educational opportunity charter schools offer students. While studying at UCLA she developed an interest in education and interned at the UCLA Lab School where she taught elementary school math. Although she is not a teacher, she feels like her work at El Camino was meaningful because it allowed administrators and teachers to do their job more efficiently, helping to make the school better. When she isn't working, she loves exploring Los Angeles with friends and family, and going to Disneyland!

Daniela received her B.S. in Mathematics and Economics from UCLA.

**Gabe Mulcahy**, Senior Payroll Specialist, processes payroll for charter schools and has over 10 years' experience at EdTec. Previously he has worked in payroll, accounting, and human resources in various types of industries (mortgage, insurance, retail, and education).

Gabe holds a BA in History from Rutgers College.

**Lori Nahra**, Senior Accountant, has over 20 years of experience in accounting, finance, operations, and regulatory compliance. After college, she quickly went to work in corporate America for several prominent entertainment companies where she worked her way up the ranks to eventually become the Director of Accounting and Payroll at Warner Music Group. During that time, she proved her tremendous capacity for streamlining workflow by leading and mentoring accounting teams to achieve improved accuracy and timely reporting. Lori has always had an interest in a career relating to the field of education and has spent many volunteer hours in classrooms and serving as a judge at academic competitions.

Lori holds a bachelor's degree in Accounting from California State University, Los Angeles.

**Kari Neely**, Payroll Specialist, has 20 years of Payroll, HR, and Benefits Administration experience, mostly gained at Las Vegas Motor Speedway, and more recently in the gas and oil industry here in Denver. After being away for 25 years, she moved back to Colorado 3 years ago to be closer to her family. She has 3 grown children, loves drag racing, and works at Bandimere Raceway on weekends during the racing season. She also travels back to Las Vegas twice a year to work Drag Races.

In her spare time, she enjoys football (Pittsburgh Steelers) and hockey (Golden Knights) and spending time with family and 2 dogs.

**Raymond Ng**, IT Manager, comes to EdTec with nine years of experience in database and system administration. Prior to joining EdTec, he worked as the Network Administrator at Archetype-Solutions. Raymond enjoys playing guitar and ice hockey in his free time.

Raymond holds a BS from CSU Los Angeles.

**Yen Nguyen**, Data Consultant, supports schools with regards to their Student Data Systems (scheduling, report cards, grades, GPAs), State reporting compliance (CALPADS, EIS), and attendance reporting. She comes to EdTec with a background in mechanical engineering as well as charter school operations. Prior to EdTec, Yen served as the Data Analyst at RePublic Schools, a charter management organization that oversees two of the top ranked charter schools in Nashville, Tennessee. She supported 1500 students over 5 schools (4 middle and 1 high school). A St. Louis native, Yen enjoys Cardinals baseball, reading, calligraphy, hiking, birdwatching, and volunteering at the cat shelter.

Yen holds a BE in Mechanical Engineering from Vanderbilt University.

**Eric Noll**, Client Manager, comes to EdTec with a background in charter school operations and management. Previously he worked for Match Education in Boston, MA where his roles included state reporting, SIS management, and working alongside the operations teams on transportation and facilities management. Most

recently Eric served as a Dean of Students for the network and worked towards establishing and maintaining a school culture focused on academic achievement and personal growth. He enjoys cooking with family and hiking throughout California.

Eric holds a BA from Washington University in St. Louis.

**Erik Okazaki**, Business Manager, has extensive experience carrying out a wide of business practices from budgeting to accounting to financial analysis. Prior to joining the EdTec family, Erik provided financial and administrative services to both public (non-profit) and private (for-profit) education organizations. Most recently at UC Irvine, he took the initiative to improve department budget processes and provided FP&A to help determine the financial impact of unilateral agreements with international schools. Erik's hobbies and interests include going to Disneyland, maintaining an active lifestyle, and reading in his free time.

Erik attended the University of California, Irvine where he received a BS in Financial Mathematics and a BA in Quantitative Economics.

**Jerry Otradosky**, Senior Payroll Specialist, comes to EdTec with 25+ years of Management and Business Operations experience in many different industries. He is originally from Nebraska, lived in the Bay Area and currently lives in Denver.

Jerry loves golfing, spending time with his family and watching his beloved Cornhuskers.

**Amita Parikh**, Director of Client Management, assists schools across Southern California with financial management & compliance. She also works internally to develop systems to build efficiency for the client management team. Amita comes to EdTec with experience in finance, project management, and grant administration from the private and non-profit sectors. Most recently, Amita worked in higher education as a research administrator and program coordinator for STEM Education outreach. In her free time, she enjoys spending time with her friends & family, traveling, and hiking.

Amita holds a BS in Business Administration and a BA in Social Welfare from the University of California, Berkeley.

**Dena Phillips**, Accounts Payable Specialist, has experience in accounts payable and accounting for both local businesses and as a volunteer for local schools. When she is not working, she enjoys watching her kids play for their Club and High School Soccer teams. She also enjoys running, hiking, and spinning, as well as attending concerts with friends and traveling with her husband and kids.

**Terry Picchi**, Accounting Manager, has experience in accounting, auditing and systems implementations working with a wide variety of industries including not for profits, telecommunications, and construction. Her career started out working with one of the Big 4 public accounting firms, and most recently worked with construction companies. A San Francisco native, Terry enjoys spending time and sharing meals with family and friends, hiking, reading and ceramics.

Terry received a BS in Business Administration from the University of California, Berkeley, and is a certified public accountant in California.

**Lisa Portillo**, Accounts Payable Specialist, works on the AP Team processing accounts payable for schools including recording and entering code expenses, processing check runs, and maintaining vendors W9 files. She has several years of experience in both accounting and administrative functions in various industries, mainly the media and music industries. Lisa has experience tutoring under-served kids in San Francisco, and she comes from a family of teachers and educational consultants. In her spare time, Lisa enjoys reading, painting, road trips, being in nature and spending time with her senior rescue dog.

Lisa has an AA in Ethnic Studies from City College of San Francisco.

**Donisha Qualls**, Accounting Associate, is a vibrant adult who was born and raised in Oakland, CA. Her position at EdTec is in the Financial Operations department supporting the accountants. Mostly recently she worked in accounting for the City of Oakland, Community and Economic Development Agency (CEDA) Commercial Lending and CBS in Atlanta, GA. She is currently enrolled in school pursuing her Bachelors in Business Administration Management with a minor in Finance.

Away from her desk Donisha enjoys spending time with her family and friends and sleeping as much as she can.

**Milada Rakijian**, Associate of Client Management and Accounting, works in both the accounting and client management teams. She provides accounting support to schools as well as fiscal management including financial reporting and budget development. Milada has worked for a number of years in the international television industry, providing expatriates in the US, the technology to view their native channels. Additionally, she played a role offering grants to underprivileged communities and volunteering at orphanage camps for a non-profit organization in Armenia. She also played for the AJAX Women's Semi-Pro soccer team and now plays recreationally in her free time.

Milada holds a BS in Business Management and International Economics from San Diego State University.

**Josh Renkow**, Operations Assistant, has a background in music, event support and office administration. Before coming to EdTec he managed operations at architecture firms in New York and Los Angeles. Josh specializes in board support and internal operations at EdTec's Los Angeles office. Outside of work he's passionate about music and drumming and loves to hike and explore.

Josh has a BA in literature and a minor in electronic music from the University of California, Santa Cruz.

**Jennifer Reyes**, Ed.D., Educational Support Services Manager, has extensive experience in teaching, school leadership, and instructional coaching. As part of the LCAP 360 Team, she assists schools in developing their Local Control Accountability Plans and processes to align with their mission and vision. She also supports with reporting and planning for accreditation, petitions, and more. Prior to her arrival at EdTec, she served as a site leader, organization-level leader, and instructional coach with the PUC Schools charter network in Los Angeles, where she developed expertise in school improvement and accountability.

She was previously a teacher and summer programs administrator at Crossroads Middle School, a progressive independent school in Santa Monica, CA. Jennifer earned a B.A. in Literature and Studio Art from Scripps College and an Ed.D. in Educational Leadership from University of California, Los Angeles. She is passionate about academic excellence, educating the whole child, and closing the achievement gap.

She enjoys reading, cooking, and having fun with her two sons.

**Joan Roeske**, Payroll Specialist, brings many years of experience in payroll and client services. She worked for over 18 years at Paychex in client services, implementation, and as a supervisor. She enjoys spending time with her family, cooking, indulging her sweet tooth, and singing.

Joan holds a BA in Psychology from the University of California, Berkeley.

**Ryan Salcedo**, Data Systems Manager, has experience in business development, logistics, and data administration in various settings ranging from Fortune 500 corporations to startup companies. Ryan has worked in financial services and in the software industry. Additionally, Ryan has done work in the non-profit sector providing health services to underprivileged children.

Ryan holds a BS in Industrial Engineering and Operations Research from the University of California, Berkeley.

**Stefan Sharpensteen**, Technical Project Manager, works on internal efficiency and systems-focused projects, as well as ESP support and development. Stefan has experience in multiple information technology capacities within the education sector in Arizona, including database, programming, and network operations roles. Most recently, he consulted for the City of Phoenix to lead an invoice process improvement initiative.

Stefan received his BS in Computer Information Systems and MS in Business Analytics from Arizona State University.

**Sabrina Silver**, Associate Client Manager. Prior to EdTec, Sabrina spent 11 years working in various roles for the Achievement First Charter network in New York City. Her roles included being a teacher (math & music), Director of Operations, Dean, and a Founding Principal of the Achievement First East Brooklyn High School.

Sabrina received both her BA in Political Science and her Master's in Business Administration (MBA) from Yale University.

**Jose Soto**, Accounting Associate

**Jenny Tabor**, Director of Client Management, advises clients on strategic financial decisions, provides budget planning and analysis, and prepares and presents monthly financials. She also manages the Nashville office. She started her career as a Teach For America corps member teaching 8th grade math. She's since worked for The Soulsville Charter School in Memphis, Teach For America – Memphis as the Development Associate, and most recently, Nashville Prep Charter School. When she is not working, she enjoys spending her time running, trying new recipes, being with family and friends, and traveling.

Jenny holds a BA in Mass Communication from LSU and a MA in Teaching from Christian Brothers University.

**Annice Weinstein**, Senior Manager, Assessment Data and Analysis, provides student achievement data analysis services to schools to support charter renewals, grant applications, and their LCAP. She also provides support for student assessment systems, such as Otus, IO and Illuminate, to maximize their potential for data-driven decision-making. Prior to joining EdTec, Annice was the product manager for Kaplan K12 Learning Services' premier technology product for educators, a tool that provides formative assessments, data reporting, and supplemental curriculum to schools across the country. She also developed online K12 ELA content for Leapfrog SchoolHouse and Pearson, and managed an afterschool learning center.

Annice holds a Bachelor of Arts degree in psychology, with an emphasis in child development, and a minor in Latin American studies from Stanford University.

**Bryson Wilson**, Client Manager, supports EdTec's partner schools in New York. Bryson has several years of school finance experience working for back office providers that specialize in supporting charter schools. Bryson has also performed in Controller and Accountant capacities, providing financial oversight for several NY non-profit organizations. Originally from Texas, he moved to New York to attend Fordham University and has not looked back. His free time is spent discovering new music, dj'ing and hanging out with friends.

**Emmy Wong**, Accountant, helps process the financials for the Client Managers and work with many groups at EdTec to complete the accounting work. She has been working in the accounting field for over 10 years, from portfolio accounting to corporate accounting. She has lived in Southern California for over 20 years. When she's not working away, she spends times with her family and friends. Emmy enjoys going to the movies and loves to travel to visit family.

Emmy is a CPA and notary in the state of California and has a BA in Business Economics with an emphasis in Accounting from the University of California, Santa Barbara.

**Terence Washington**, Business Development Manager, came to EdTec with a wealth of charter school finance, governance and compliance experience having held multiple positions in the Georgia charter school sector. At the Georgia Department of Education's Charter School Division and the State Charter Schools

Commission of Georgia he provided finance, governance, compliance and accountability support to charter school developers and operating charter schools.

Outside of work, Terence's interests include hiking, domestic traveling, adventure biking, photography, and attending live music events.

**Kelsey Wrobel**, Associate Client Manager, comes to EdTec from the commercial real estate industry where she managed the acquisition and financing of office and multi-family projects. She has experience in financial modeling, project management, and process development. Prior to joining EdTec, Kelsey also volunteered on the Didi Hirsch Suicide Prevention Crisis Line as a crisis intervention counselor. Kelsey loves to cook and practice yoga and is a part-time yoga instructor.

Kelsey holds a BA in Business Economics from UCLA.

**Jean Yang**, Business Manager, comes to EdTec with several years of experience as a middle school teacher in Math & Science. She received her BA in Economics from UC Berkeley and her Master's in Education from UCLA. For fun, Jean loves video games and traveling! She enjoys games from Fallout4 to Breath of the Wild to Animal Crossing.

## **APPENDIX X: Client References**

### **EdTec Back Office, Charter Development, Educational Support & Software Solution Service Client References**

<b>Client Name and Address</b>	<b>Service(s)</b>	<b>Contact, Phone &amp; E-Mail</b>
<u>Pivot Charter Schools</u>  4 Charter Schools: Santa Rosa   Chico   San Diego   Riverside  2999 Cleveland Avenue, Suite D Santa Rosa, CA 95403  <b><i>Client since 2009</i></b>	1) Back-Office Services  2) Charter Petition Budget Development  3) Student Performance Data Analysis  4) Student Assessment System Licensing + Support	Jayna Gaskell Executive Director (530) 550-7616 <a href="mailto:jgaskell@pivotcharterschools.org">jgaskell@pivotcharterschools.org</a>
<u>Plumas Charter School</u>  3 Learning Centers: Quincy   Indian Valley   Chester  1425 E. Main Street Quincy, CA 95971  <b><i>Client since 2011</i></b>	1) Back-Office Services  2) CALPADS Services  3) Student Performance Data Analysis  4) Financial Feasibility Study	Taletha Washburn Executive Director 530-283-3851 <a href="mailto:taletha@plumascharterschool.org">taletha@plumascharterschool.org</a>
<u>STREAM Charter School</u> 455 Oro Dam Blvd. East Oroville, CA 95965  <b><i>Client since 2014</i></b>	1) Charter Petition Budget Development  2) Back-Office Services  3) LCAP Support  4) CAASPP Test Analysis  5) PCSGP Expansion Application Support	Dr. Don Phillips Director / Principal (530) 534-1633 <a href="mailto:dphillips@streamcharter.net">dphillips@streamcharter.net</a>
<u>Urban Montessori Charter School</u> 4551 Steele St. Oakland, CA 94619  <b><i>Client since 2012</i></b>	1) Back-Office Services  2) CALPADS Services  3) Charter Renewal Support	Krishna Feeney Head of School (510) 842-1184 <a href="mailto:krishnaf@urbanmontessori.org">krishnaf@urbanmontessori.org</a>
<u>Vista Oaks Charter School</u>  2 Learning Centers: Byron   Lodi  315 South Lower Sacramento, Ste. A Lodi, CA 95242  <b><i>Client since 2014</i></b>	1) Pre-Launch Services  2) Back-Office Services  3) CALPADS Services	Joy Groen Executive Director (209) 365-4060 <a href="mailto:joy.groen@vistaoaks.net">joy.groen@vistaoaks.net</a>



**LONG VALLEY CHARTER SCHOOL  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2022**

**A NONRPROFIT PUBLIC BENEFIT CORPORATION  
OPERATING THE FOLLOWING  
CALIFORNIA CHARTER SCHOOLS**

Long Valley School (Charter No. 2067)  
Thompson Peak Charter School (Charter No. 2066)

**LONG VALLEY CHARTER SCHOOL  
TABLE OF CONTENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
Long Valley Charter School  
Doyle, California

### **Opinion**

I have audited the accompanying financial statements of Long Valley Charter School (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Opinion**

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Organization and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a reasonable basis for my audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

## **Report on Supplementary Information**

My audit was conducted for the purpose of forming an opinion on the financial statements of the Organization taken as a whole. The supplementary information listed in the table of contents (**Board Organization, Schedule of Average Daily Attendance, Schedule of Instructional Time, and Reconciliation of Financial Report – Alternative Form with Audited Financial Statements**) is presented for purposes of additional analysis and is not a required part of the basic financial statements.

## **Report on Supplementary Information (Continued)**

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued my report dated December 9, 2022, on my consideration of the Long Valley Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.

The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance.

That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Long Valley Charter School's internal control over financial reporting and compliance.



Matthew Lemas CPA & Associates  
San Diego, California  
December 9, 2022

**LONG VALLEY CHARTER SCHOOL**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2022**

	<u>Long Valley</u>	<u>Thompson Peak</u>	<u>Total</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash (Note 3)	\$ 2,274,238	\$ 1,346,844	\$ 3,621,082
Accounts Receivable (Note 13)	461,808	294,294	756,102
Prepaid Expenditures	22,819	24,310	47,129
<b>Total Current Assets</b>	<u><b>2,758,865</b></u>	<u><b>1,665,448</b></u>	<u><b>4,424,314</b></u>
<b>Fixed Assets</b>			
Property, Plant, and Equipment (Net of Depreciation) (Note 10)	1,187,717	95,369	1,283,086
<b>Total Fixed Assets</b>	<u><b>1,187,717</b></u>	<u><b>95,369</b></u>	<u><b>1,283,086</b></u>
<b>TOTAL ASSETS</b>	<u><b>3,946,582</b></u>	<u><b>1,760,817</b></u>	<u><b>5,707,399</b></u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current Liabilities</b>			
Accounts Payable	103,157	38,587	141,744
Accrued Liabilities	91,086	12,032	103,118
Current Portion of Notes Payable (Note 16)	-	46,000	46,000
Deferred Revenue	219,574	56,055	275,629
<b>Total Current Liabilities</b>	<u><b>413,817</b></u>	<u><b>152,674</b></u>	<u><b>566,491</b></u>
<b>Long Term Liabilities</b>			
Notes Payable (Note 16)	-	7,666	7,666
<b>Total Long Term Liabilities</b>	<u><b>-</b></u>	<u><b>7,666</b></u>	<u><b>7,666</b></u>
<b>TOTAL LIABILITIES</b>	<u><b>413,817</b></u>	<u><b>160,340</b></u>	<u><b>574,157</b></u>
<b>Net Assets</b>			
Without Donor Restrictions	3,151,917	1,469,894	4,621,811
With Donor Restrictions	380,848	130,583	511,431
<b>Total Net Assets</b>	<u><b>3,532,765</b></u>	<u><b>1,600,477</b></u>	<u><b>5,133,242</b></u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>\$ 3,946,582</b></u>	<u><b>\$ 1,760,817</b></u>	<u><b>\$ 5,707,399</b></u>

The notes to the financial statements are an integral part of this statement.

**LONG VALLEY CHARTER SCHOOL  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022**

	<b>Long Valley</b>			<b>Thompson Peak</b>			
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Subtotal</b>	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Subtotal</b>	<b>Total</b>
<b>Support</b>							
State Aid General Purpose Funding	\$ 2,192,073	\$ -	2,192,073	\$ 1,193,059	\$ -	1,193,059	\$ 3,385,132
Education Protection Account	47,159	-	47,159	28,934	-	28,934	76,093
Prior Year State Revenue Adjustments	(4,144)	-	(4,144)	(60,115)	-	(60,115)	(64,259)
Federal Revenue	31,817	453,594	485,411	-	110,414	110,414	595,825
Funding in Lieu of Property Tax	197,395	-	197,395	320,093	-	320,093	517,488
Other State Revenue	98,529	449,461	547,990	34,312	186,143	220,455	768,445
Other Local Revenue	33,200	126,265	159,465	6,499	82,085	88,584	248,049
Donor Restrictions Satisfied	803,030	(803,030)	-	337,309	(337,309)	-	-
<b>Total Support</b>	<b>3,399,059</b>	<b>226,290</b>	<b>3,625,349</b>	<b>1,860,091</b>	<b>41,333</b>	<b>1,901,424</b>	<b>5,526,773</b>
<b>Expenses</b>							
Program Services - Education	2,820,925	-	2,820,925	1,474,632	-	1,474,632	4,295,557
Management and General	297,717	-	297,717	147,098	-	147,098	444,815
<b>Total Expenses</b>	<b>3,118,642</b>	<b>-</b>	<b>3,118,642</b>	<b>1,621,730</b>	<b>-</b>	<b>1,621,730</b>	<b>4,740,372</b>
Change Net Assets	280,417	226,290	506,707	238,361	41,333	279,694	786,401
Net Assets - July 1, 2021	2,871,500	154,558	3,026,058	1,231,533	89,250	1,320,783	4,346,841
<b>Net Assets - June 30, 2022</b>	<b>\$ 3,151,917</b>	<b>\$ 380,848</b>	<b>\$ 3,532,765</b>	<b>\$ 1,469,894</b>	<b>\$ 130,583</b>	<b>\$ 1,600,477</b>	<b>\$ 5,133,242</b>

The notes to the financial statements are an integral part of this statement.

**LONG VALLEY CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Program Services</u>				
	<u>Long Valley</u>	<u>Thompson Peak</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Total Expenses</u>
<b>Compensation and Related Expenses</b>					
Salaries - Certificated	\$ 1,142,031	\$ 684,179	\$ 1,826,210	\$ -	\$ 1,826,210
Salaries - Classified	308,034	98,605	406,639	174,274	580,913
Employee Benefits	611,847	298,858	910,704	47,932	958,636
<b>Total Compensation and Related Expenses</b>	<b>2,061,912</b>	<b>1,081,642</b>	<b>3,143,554</b>	<b>222,206</b>	<b>3,365,760</b>
Books and Supplies	259,384	82,845	342,229	18,012	360,241
Travel and Conferences	577	868	1,445	18,179	19,624
Dues and Memberships	7,851	5,419	13,270	698	13,968
Insurance	37,004	32,448	69,452	3,655	73,107
Operation and Housekeeping Services	107,314	34,535	141,849	7,466	149,315
Rental, Leases, and Repairs	73,948	92,611	166,559	8,766	175,325
Depreciation and Amortization	60,762	7,225	67,987	3,578	71,565
Communications	36,430	15,694	52,124	2,743	54,867
Professional/Consulting Services and Operating Expenditures	175,744	120,491	296,234	159,511	455,745
Interest	-	856	857	-	857
<b>TOTAL</b>	<b>\$ 2,820,925</b>	<b>\$ 1,474,632</b>	<b>\$ 4,295,557</b>	<b>\$ 444,815</b>	<b>\$ 4,740,372</b>

The notes to the financial statements are an integral part of this statement.



**LONG VALLEY CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2022**

	<b>Long Valley</b>	<b>Thompson Peak</b>	<b>Total</b>
<b>Cash Flows from Operating Activities</b>			
Change in Net Assets	\$ 506,707	\$ 279,694	\$ 786,401
<b>Adjustments to Reconcile (Increase) Decrease in Net Income to Net Cash Provided by Operating Activities:</b>			
Depreciation	63,960	856	64,816
(Increase) Decrease in Operating Assets:			
Accounts Receivable	366,262	300,489	666,751
Prepaid Expenses	(801)	11	(790)
Increase (Decrease) in Operating Liabilities:			
Accounts Payable	30,280	(312)	29,968
Accrued Payables	(40,695)	(37,852)	(78,547)
Deferred Revenue	219,574	56,055	275,629
<b>Net Cash Provided (Used) from Operating Activities</b>	<b>1,145,287</b>	<b>598,941</b>	<b>1,744,228</b>
<b>Cash Flows from Investing Activities</b>			
Increase of Property and Equipment	(407,552)	(25,350)	(432,902)
<b>Net Cash (Used) for Investing Activities</b>	<b>(407,552)</b>	<b>(25,350)</b>	<b>(432,902)</b>
<b>Cash Flows from Financing Activities</b>			
Payments on Notes Payable	-	(42,413)	(42,413)
<b>Net Cash (Used) by Financing Activities</b>	<b>-</b>	<b>(42,413)</b>	<b>(42,413)</b>
Net Increase in Cash	737,735	531,178	1,268,913
Cash - Beginning July 1, 2021	1,536,503	815,666	2,352,169
<b>Cash - Ending June 30, 2022</b>	<b>\$ 2,274,238</b>	<b>\$ 1,346,844</b>	<b>\$ 3,621,082</b>
Cash paid for interest \$ 856			

The notes to the financial statements are an integral part of this statement.

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

The notes provided in the Financial Section of this report are considered an integral and essential part of adequate disclosure and fair presentation of this report. The notes include a summary of accounting policies and other necessary disclosure of pertinent matters relating to financial position and results of operations of Long Valley Charter School (the Organization). The notes express significant insight to the financial statements and are conjunctive to understanding the rationale for presentation of the financial statements and information contained in this report.

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See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
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FOR THE YEAR ENDED JUNE 30, 2022**

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**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 1 - ORGANIZATION**

Long Valley Charter School (the Organization) is a California nonprofit public benefit corporation that is organized to managed and operate public charter schools. The Organization's charter petition was granted and approved through the Fort Sage Unified School District in July 2000. Subsequently on July 1, 2019 the Organization successfully petitioned two separate Charter Schools; Long Valley School (Chartered through Fort Sage Unified School District) and Thompson Peak Charter School (Chartered through Susanville School District).

The Organization commenced operations during the 2019-2020 fiscal year and currently serves over 400 students in Kindergarten through Grade 12.

The mission of Long Valley Charter School is to equip its students with the knowledge and skills to be successful, responsible, and intelligent participants of a global society. It is our goal to provide an educational foundation that includes mastery of academic content, independent thinking, creativity, critical thinking, communication, and collaboration; thus, to best prepare students for a future yet to be imagined.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. The Organization maintains its financial records using the accrual method of accounting under which revenue is recognized when earned and expenses are recognized when the obligation is incurred.

**B. Financial Statement Presentation**

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-For-Profit Organizations" (the Guide). ASC 958-205 was effective July 1, 2019. Presentation of Financial Statements, is required to report information regarding its financial position and activities according to two classes of net assets without donor restriction and net assets with donor restrictions.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Financial Statement Presentation (Continued)**

*Net Assets Without Donor Restrictions* – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expense incurred in providing program-related services, raising contributions and performing administrative functions.

*Net Assets With Donor Restrictions* – These assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restrictions expires (that is until the stipulated time restriction ends or the purpose of the restriction is accomplished) the net assets are restricted. When a restriction expires, restricted net assets are reclassified to net assets without donor restrictions.

For operation of public charter schools, the Organization also accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's California School Accounting Manual present in Procedure 810 Charter Schools. Fund accounting is only used to the extent that internal accounting for multiple charter school or other program operations is necessary and is not used for external financial statement presentation.

**C. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**D. Fixed Assets**

Fixed assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives. Repair and maintenance costs, which do not extend the useful lives of the asset, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the accounts in the year of disposal, and any resulting gain or loss is included in the earnings. Management has elected to capitalize and depreciate all assets costing \$ 5,000 or more; all other assets are charged to expense in the year incurred. For additional information, see Note 9.

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**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. Deferred Revenue**

Deferred revenue represents federal and state contract funds received, but not expended. These funds must be expended in accordance with the provisions of the contract to which they apply or refunded if not expended under the terms of the contract. The Organization had deferred revenue of \$ 275,629 at June 30, 2022.

**F. Income Taxes**

Long Valley Charter School is a 509(a) (1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Services as other than a private foundation. The Organization is exempt from state franchise or income tax under Section 23701 (d) of the California Revenue and Taxation Code. AS an organization operating schools, the Organization in not required to register with the California Attorney General as a charity.

It is, however, subject to income taxes from activities unrelated to its tax-exempt purpose.

The Organization's management believes all of its significant tax positions would be upheld under examination; therefore, no provision for income tax has been recorded. The Organization's information and/or tax returns are subject to examination by the regulator authorities for up to four years form the date of filing.

**G. Functional Expenses**

The costs of providing the program services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Accordingly, certain costs have been allocated among the program services based on management's estimates of the usage of resources.

**H. Cash And Investments**

Long Valley Charter School considers all highly liquid deposit and investments with an original maturity of less than ninety days to be cash equivalents. The Organization's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Gains and losses resulting from adjustments to fair values are included in the accompanying statement of activities. Investment return is presented net of any investment fees.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**I. Contributions**

Unconditional contributions are recognized when pledged and recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets.

When the restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restriction are reclassified to net assets without donor restrictions and reported on the state of activities as "net assets released from restrictions". Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Contributions restricted for the acquisition of land, buildings, and equipment are reported as net assets without restriction upon acquisition of the assets and the assets are placed in service.

Non-cash contributions of goods, material, and facilities are recorded at fair value at the date of contributions. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone possessing those skills, and would have to be purchased by the organization if not donated.

**J. In Lieu Of Property Taxes Revenue**

Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on December 10 and April 10. Unsecured property taxes are payable in one installment on or before August 31. The County bills and collects the taxes from the authorizing agency. In Lieu of distributing funds out of property tax proceeds, the authorizing agency makes monthly payments to Long Valley Charter School. Revenues are recognized by the Organization when earned.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**K. Receivables And Allowances**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. An allowance for doubtful accounts is established, as necessary, based on experience and other factors which, in management's judgement, deserve current recognition in estimating bad debts. Such factors include the relationship of allowance for doubtful accounts to accounts receivable and current economic conditions. Based on review of these factors, the Organization established or adjusts the allowance for specific revenue sources.

**L. Accrued Liabilities**

Accrued liabilities are expenses incurred by the organization for which they have not yet been billed for and are considered future liabilities for that will be paid in the future. The organization records on their financial statements these accrued expense amount as a current liabilities once the amount of the future expenses obligations can be reasonably quantified and at accounting period date for which they were incurred..

**M. Changes In Accounting Principle**

**Not-for-Profit Financial Reporting Model Standard**

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* whereby significant changes were proposed in seven areas: net assets classes, liquidity and availability of resources, classification and disclosure of underwater endowment funds, expenses reporting, statement of cash flows, investment return, and release of restrictions on capital assets. The amendments in ASU No. 2016-14 are effective for annual financial statements issued for fiscal years beginning after December 1, 2018. Under the new accounting principle, the portion of beginning net assets previously reported as unrestricted is now presented as net assets without donor restrictions and previous balances under temporarily restricted net assets are currently net assets with donor restrictions.

**Revenue Recognition**

In May 2014, the International Accounting Standards Board (IASB) and FASB issued a joint accounting standard on revenue recognition to address a number of concerns regarding the complexity and lack of consistency surrounding the accounting or revenue transactions. Consistent with each board's policy, FASB and IASB issued new reporting standards on revenue recognition. FASB issued ASU No. 2014-19, *Revenue from Contracts with Customers (Topic 606)*. The guidance in FASB ASU No. 2014-19 provides a framework for revenue recognition and supersedes or amends server of the revenue recognition requirements in FAB ASC 605 *Revenue Recognition*.

See Independent Auditor's Report



**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**M. Changes In Accounting Principle (Continued)**

**Revenue Recognition (Continued)**

The guidance was originally effective for public entities for the fiscal year beginning after December 15, 2016. In August 2015, FASB issues ASU No. 2015-14, *Revenue from Contracts with Customers (Topic 606): Deferral of the Effective Date*, to allow entities additional time to implement systems, gather data, and resolve implementation questions. The new requirements are to be applied to fiscal years beginning after December 15, 2017. This accounting principle has no impact on the Organization for the fiscal year ended June 30, 2022 as the Charter did not have significant involvement in contracted services.

**N. New Accounting Pronouncements**

In May 2014, the International Accounting Standards Board (IASB) and FASB issued a joint accounting standard on revenue recognition to address a number of concerns regarding the complexity and lack of consistency surrounding the accounting or revenue transactions. Consistent with each board's policy, FASB and IASB issued new reporting standards on revenue recognition. FASB issued ASU No. 2014-19, *Revenue from Contracts with Customers (Topic 606)*. The guidance in FASB ASU No. 2014-19 provides a framework for revenue recognition and supersedes or amends several of the revenue recognition requirements in FASB ASC 605 *Revenue Recognition*.

The guidance was originally effective for public entities for the fiscal year beginning after December 15, 2016. In August 2015, FASB issues ASU No. 2015-14, *Revenue from Contracts with Customers (Topic 606): Deferral of the Effective Date*, to allow entities additional time to implement systems, gather data, and resolve implementation questions. The new requirements are to be applied to fiscal years beginning after December 15, 2017. This accounting principle has no impact on the Organization for the fiscal year ended June 30, 2022 as the Charter did not have significant involvement in contracted services.

**Leases**

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. The objective of the ASU is to increase transparency and comparability in financial reporting by requiring balance sheet recognition of leases and note disclosure of certain information about lease arrangements. The new FASB ASU topic on leases consists of five subtopics: overall, lessee, lessor, sale and leaseback transactions, and leverage lease arrangements. ASU No. 2016-02 is applicable to any entity that enters into a lease and is effective for public business entities for fiscal years beginning after December 15, 2018.

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**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**N. New Accounting Pronouncements (Continued)**

**Leases (Continued)**

In October 2019, FASB approved to delay effective dates for all public business entities, except for SEC filers, the fiscal years beginning after December 15, 2019. The Charter will determine the impact on the financial statements once implemented for the fiscal year ending June 30, 2022.

**NOTE 3 - CASH AND CASH EQUIVALENTS**

**A. Cash in County Treasury**

The Organization maintains \$ 750,658 cash in the County Treasury as of June 30, 2022.

The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. Government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements.

**B. Custodial Credit Risk**

Cash balances held in banks and/or credit unions and in revolving funds are insured up to \$ 250,000 by federal agencies. The Organization maintains its cash in bank deposit accounts that at times may exceed federally insured limits. At June 30, 2022 the Organization had \$ 2,370,424,015 in uninsured funds.

**C. Cash In Banks And On Hand And With Fiscal Agent/Trustee**

Cash at June 30, 2022 consisted of the following:

	<b>June 30, 2022</b>		
	<b>Long Valley</b>	<b>Thompson Peak</b>	<b>Total</b>
Pooled Funds:			
Cash in County Treasury	\$ 263,932	\$ 486,726	\$ 750,658
Deposits:			
Cash on Hand and In Banks	2,010,306	860,118	2,870,424
<b>Total Cash In Banks And On Hand</b>	<b>\$ 2,274,238</b>	<b>\$ 1,346,844</b>	<b>\$ 3,621,082</b>

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 4 – CLASSIFICATION OF ITEMS**

Certain balance sheet account items may have been classified differently from one year to another on the Organization's Financial Statements for the fiscal year ended June 30, 2022.

**NOTE 5 - POST-EMPLOYMENT BENEFITS**

For the fiscal year ended June 30, 2022, the Organization did not provide for any post-employment benefits.

**NOTE 6 - EMPLOYEE RETIREMENT PLANS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. In accordance with California Education Code 47605, Charter schools have the option of participating in such plans if an election to participate is specified within the charter petition. The Charters have made participating in such plans if an election to participate is specified within the charter petition. The Charters have made such election. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS). The Organization offers all employees social security as an alternative to those who may not qualify for CalSTRS. Certificated employees are members of the State Teachers' Retirement System (STRS).

**A. California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The Organization contributes to the California State Teachers' Retirement Systems (CalSTRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law.

**A. California State Teachers' Retirement System (CalSTRS) (Continued)**

**Plan Description (Continued)**

CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, and Sacramento, California 95826.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 5 - EMPLOYEE RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Continued)  
Plan Description (Continued)**

**Funding Policy**

Active plan members are required to contribute 10.25% of their 2021-22 salary depending on the employee's membership date in the plan. The required employer rate for fiscal year 2021-22 was 16.90% of annual payroll. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The contribution requirements of the plan members are established by state statute. The Organization's contributions to CalSTRS for the fiscal years ending June 30, 2022; 2021; and 2020 were \$ 275,715 \$ 255,045; and \$ 326,475 respectively; and equals 100% of the required contributions for each fiscal year.

**NOTE 7 - DONATED ASSETS**

The Organization received donated used assets consisting of computers, office furniture, classroom furniture, visual equipment, and various other sundry supplies. The used assets are not reflected on the financial statements due to the immateriality of the amounts.

**NOTE 8 – NET ASSETS**

**A. Net Assets with Donor Restrictions**

During the fiscal year ended June 30, 2022 amounts of \$ 1,140,339 was released from restrictions as Federal and State-imposed restrictions were satisfied.

At June 30, 2022 net assets with donor restrictions consisted of \$ 511,431 in funding with State-imposed restrictions relating Safe Drinking Water, College Readiness, Classified Professional Development, Educator Effectiveness, Learning Loss Mitigation, Access Success Grant, Expanded Learning opportunity Grant, Universal Prekindergarten Planning & Implementation and SPB Program Grants.

**B. Net Assets without Donor Restrictions**

At June 30, 2022 the Organization's net assets without donor restrictions consisted of \$ 4,621,812 lacking any donor imposed restrictions.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 9 – COMMITMENTS AND CONTIGENCIES**

**A. Governments Funds**

Long Valley Charter School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. The Organization has undergone certain reviews and has experience certain expenditure disallowances under the terms of the grants, which have been recorded in the financial statements. Any future such audits could generate additional expenditure disallowances under funding terms, however, it is believed that any required reimbursements would not be material.

**B. Operating Leases**

The Organization leases three facilities located in Susanville, Doyle, and Portola, on a month to month basis as well as two copies machines on a month to month basis.

The future minimum lease payments for these facilities are as follows:

<b>Year Ending</b>	<b>Lease</b>
<b>June 30, 2022</b>	<b>Payments</b>
<u>Year</u>	<u>Amount</u>
2023	155,497
2024	40,127
2025	40,127
2026	40,127
2027	40,127
<b>Total</b>	<b><u>\$ 316,005</u></b>

The Organization receives no sublease rental revenues or pays any contingent rentals associated with these leases. For the fiscal year ended June 30, 2022, operating lease expenses were \$ 139,528.

**C. Capital Leases**

The Organization does not have any capital lease arrangements.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 9 - PROPERTY AND EQUIPMENT**

Property and Equipment at the fiscal year ended June 30, 2022 consist of the following:

<b>Property and Equipment</b>	<b>Long Valley</b>	<b>Thompson Peak</b>	<b>Total</b>
Building Improvements	\$ 600,829	\$ 91,145	\$ 691,974
Construction in Progress	128,187	-	128,187
Furniture and Equipment	413,390	21,000	434,390
Land	311,247	-	311,247
<b>Subtotal - Property and Equipment</b>	<b>1,453,653</b>	<b>112,145</b>	<b>1,565,798</b>
Less: Accumulated Depreciation	(265,936)	(16,776)	(282,712)
<b>Total</b>	<b>\$ 1,187,717</b>	<b>\$ 95,369</b>	<b>\$ 1,283,086</b>

**NOTE 11 - SUBSEQUENT EVENTS**

Events subsequent to June 30, 2022 have been evaluated through December 9, 2022 the date at which the Organization's audited financial statements were available to be issued. As of this this date there are no material subsequent events on record for the organization.

**NOTE 12 - EXCESS EXPENDITURES OVER APPROPRIATIONS**

The Organization had the following excess expenditures over appropriations for the fiscal year ended June 30, 2022.

<b>Object Codes</b>	<b>Long Valley</b>	<b>Thompson Peak</b>
Certified Salaries	\$ (10,863)	\$ -
Operating Expenditures	(3,707)	-
Books and Supplies	-	(5,506)
Capital Outlay	(45,960)	-
<b>Total</b>	<b>\$ (60,530)</b>	<b>\$ (5,506)</b>

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 13 - ACCOUNTS RECEIVABLE**

As of June 30, 2022, the accounts receivable was as follows:

	<b>Long Valley</b>	<b>Thompson Peak</b>	<b>Total</b>
Federal Revenues	\$ 196,848	\$ 43,798	\$ 240,646
Lottery	13,921	9,319	23,240
State Revenues	251,039	241,177	492,216
Local Revenues	-	-	-
<b>Total</b>	<b>\$ 461,808</b>	<b>\$ 294,294</b>	<b>\$ 756,102</b>

**NOTE 14 – ACCRUED LIABILITIES**

Accrued liabilities at June 30, 2022 are as follows:

	<b>Long Valley</b>	<b>Thompson Peak</b>	<b>Total</b>
Payroll and Related Expenses	<b>\$ 91,086</b>	<b>\$ 12,032</b>	<b>\$ 103,118</b>

**NOTE 15 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following table reflects the Organization's financial assets as of June 30, 2022, reduced by amounts not available for general expenditures within one year. Financial assets are considered not available for general use when illiquid or not convertible to cash within one year, consist of assets held for others or are held aside by the governing board for specific contingency reserves. Any board designations could be drawn upon if the board approves that action.

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 15 –LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (CONTINUED)**

These amount for the Organization are listed are as follows:

<u>Financial Assets</u>	<u>Long Valley</u>	<u>Thompson Peak</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 2,274,238	\$ 1,346,844	\$ 3,621,082
Accounts Receivable, Current Portion	461,808	294,294	756,102
Prepaid Expenses	22,769	24,310	47,079
<b>Total Financial Assets, Excluding Noncurrent</b>	<b>2,758,815</b>	<b>1,665,448</b>	<b>4,424,263</b>
Contractual or Donor-Imposed Restrictions			
Cash Restricted by Others for Specific Uses	(380,848)	(130,583)	(511,431)
<b>Financial Assets Available to Meet Cash Needs For Expenditures Within One Year</b>	<b>\$ 2,377,967</b>	<b>\$ 1,534,865</b>	<b>\$ 3,912,832</b>

**NOTE 16 – NOTES PAYABLE**

**A. Notes Payable Activity**

Notes Payable activity includes long term debt and other notes payable. Changes in these obligations for the fiscal year ended June 30, 2022 are as follows:

	<u>2021</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance 2022</u>	<u>Due in One Year</u>	<u>Long Term</u>
<b>Notes Payable:</b>						
State of California						
Revolving Loan	\$96,079	\$856	\$43,269	\$53,666	\$46,000	\$7,666
(0.35% annual Interest rate)						
<b>TOTAL</b>	<b>\$ 96,079</b>	<b>\$ 856</b>	<b>\$ 43,269</b>	<b>\$ 53,666</b>	<b>\$ 46,000</b>	<b>\$ 7,666</b>

See Independent Auditor's Report



**LONG VALLEY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2022**

**NOTE 16 – NOTES PAYABLE (CONTINUED)**

**B. Note Payable – State of California Revolving Loan**

On August 24, 2017 the Organization signed a \$ 230,000 promissory note with the State of California. The note carries an interest rate of .35% per annum. As of June 30, 2022 the balance of the note was \$ 53,666. Debt service requirements for the note are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023	\$ 46,000	\$ 357	\$ 46,357
2024	7,666	61	7,727
<b>Total</b>	<b>\$ 53,666</b>	<b>\$ 418</b>	<b>\$ 54,084</b>

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL**  
**SUPPLEMENTARY INFORMATION SECTION**  
**FOR THE YEAR ENDED JUNE 30, 2022**

See Independent Auditor's Report

**ORGANIZATION  
FOR THE YEAR ENDED JUNE 30, 2022**

The Board of Trustees for the fiscal year ended June 30, 2022 was composed of the following members:

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Wilma Kominek	President	December 31, 2022
Shaun Giese	Vice President	December 31, 2022
Stacy Kirklin	Member	December 31, 2024
Jason Ingram	Member	December 31, 2024
Randi Collier	Member	December 31, 2024

The Organization was granted their charter through the Fort Sage Unified School District in 2000. It was renewed through 2010. In July of 2019, the Long Valley School received a charter through Fort Sage Unified School District, which is in effect through June 30, 2024. In addition, in July of 2019 Thompson Peak Charter School received a charter through Susanville School District through June 30, 2024.

Executive Director  
Sherri Morgan

Chief Business Official  
Services performed by  
Delta Managed Solutions

Long Valley School CDE Issued Charter #2067

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
SCHEDULE OF AVERAGE DAILY ATTENDANCE  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Second Period Report</u>			<u>Annual Report</u>		
	<u>Classroom Based</u>	<u>Independent Study</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Independent Study</u>	<u>Total</u>
Long Valley School						
Grades TK-3	44.74	19.09	63.83	45.03	18.54	63.57
Grades 4-6	45.38	23.59	68.97	45.40	23.45	68.85
Grades 7-8	26.20	13.94	40.14	26.33	14.41	40.74
Grades 9-12	-	62.86	62.86	-	62.63	62.63
Total	<u>116.32</u>	<u>119.48</u>	<u>235.80</u>	<u>116.76</u>	<u>119.03</u>	<u>235.79</u>
Thompson Park Charter						
Grades TK-3	-	25.43	25.43	-	25.61	25.61
Grades 4-6	-	27.79	27.79	-	28.41	28.41
Grades 7-8	-	32.89	32.89	-	34.48	34.48
Grades 9-12	-	58.56	58.56	-	57.85	57.85
Total	<u>-</u>	<u>144.67</u>	<u>144.67</u>	<u>-</u>	<u>146.35</u>	<u>146.35</u>
ADA Totals	<u>116.32</u>	<u>264.15</u>	<u>380.47</u>	<u>116.76</u>	<u>265.38</u>	<u>382.14</u>

Long Valley School generates over 49.50% of its ADA from classroom-based educational activities.

Thompson Peak Charter School generates 100% of its ADA from a full-time independent study program.

See Independent Auditor's Report.

**LONG VALLEY CHARTER SCHOOL**  
**FINDINGS AND RECOMMENDATIONS SECTION**  
**FOR THE YEAR ENDED JUNE 30, 2022**

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
RECONCILIATION OF FINANCIAL REPORT - ALTERNATIVE FORM  
WITH AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Long Valley</u>	<u>Thompson Peak</u>	<u>Total</u>
<b>June 30, 2022 Financial Report -Alternative Form Fund Balances (Net Assets)</b>	<b>\$ 3,717,932</b>	<b>\$ 1,600,477</b>	<b>\$ 5,318,409</b>
Adjustments and Reclassifications:			
Increase (Decrease) of Fund Balance (Net Assets):			
Other State Revenues	(185,167)	-	(185,167)
<b>Net Adjustments and Reclassifications</b>	<u>(185,167)</u>	<u>-</u>	<u>(185,167)</u>
<b>June 30, 2022 Audited Financial Statement Fund Balances (Net Assets)</b>	<u><b>\$ 3,532,765</b></u>	<u><b>\$ 1,600,477</b></u>	<u><b>\$5,133,242</b></u>

See Independent Auditor's Report.

**LONG VALLEY CHARTER SCHOOL**  
**OTHER INDEPENDENT AUDITOR'S REPORT SECTION**  
**FOR THE YEAR ENDED JUNE 30, 2022**

See Independent Auditor's Report

# MATTHEW LEMAS

CPA & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

4225 Executive Square, Suite 600, La Jolla, CA 92037 | Tel 858.242.5686 | Fax 309.410.4146

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of  
Long Valley Charter School  
Doyle, California

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Long Valley Charter School (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 9, 2022.

### **Report on Internal Control over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the Organization's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



### **Report on Internal Control over Financial Reporting (continued)**

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The result of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control on compliance. This report is an integral part of an audit performed in accordance with the *Government Auditing Standards* in considering the Charter's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Matthew Lemas CPA & Associates  
San Diego, California  
December 9, 2022

## **REPORT ON STATE COMPLIANCE**

### **Independent Auditor's Report**

To the Board of Directors of  
Long Valley Charter School  
Doyle, California

#### **Report on State Compliance**

I have audited Long Valley Charter School (the School) compliance with the types of compliance requirements described in the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810, that could have a direct and material effect on each of Long Valley Charter School's state programs for the year ended June 30, 2022. As identified below. Reference to Long Valley Charter School within this letter is inclusive of all charter schools reference in Note 1 of the accompanying notes to the financial statements.

#### **Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

#### **Auditor's Responsibility**

My responsibility is to express an opinion on compliance for each of School's state programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about Long valley Charter School's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

### **Auditor's Responsibility (Continued)**

I believe that my audit provides a reasonable basis for our opinion on compliance with requirements referred to above. However, my audit does not provide a legal determination of Long Valley Charter School's compliance with those requirements.

### **Opinion on State Compliance**

In my opinion, the Long Valley Charter School complied, in all material respects, with the types of compliance requirements referred to above that are applicable to state programs noted in the table below for the year ended June 30, 2022.

### **Procedures Performed**

In connection with the audit referred to above, I selected and tested transactions and records to determine Long Valley Charter School's compliance with the state laws and regulations applicable to the following items:

<b>Description</b>	<b>Procedures Performed</b>
School Districts, Country Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not Applicable
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Expanded School Facility Grant Program	Yes
In Person Instruction Grant Program	Yes
Career Technical Education Incentive Grant Program	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes- Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable



Matthew Lemas CPA & Associates  
San Diego, California  
December 9, 2022

**LONG VALLEY CHARTER SCHOOL**  
**FINDINGS AND RECOMMENDATIONS SECTION**  
**FOR THE YEAR ENDED JUNE 30, 2022**

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2022**

<b><u>Findings/Recommendations</u></b>	<b><u>Current Status</u></b>	<b><u>Explanation If Not Implemented</u></b>
NONE	N/A	N/A

See Independent Auditor's Report

**LONG VALLEY CHARTER SCHOOL  
CURRENT YEAR AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 2022**

My study and evaluation did not disclose any material weaknesses in the Organization.

See Independent Auditor's Report

**Long Valley Charter School**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
101722	10/31/2022	US Bank Credit Card	Analysis Fee Oct 2022	LVCS	\$ 69.33
101722 Total					\$ 69.33
102422	10/24/2022	Board of Equalization	Use Tax Q3 filing	LVCS	\$ 4,577.56
102422 Total					\$ 4,577.56
58215	10/25/2022	Jenavieve Kisst	Employee Reimbs Student Council	LVCS	\$ 79.40
58215 Total					\$ 79.40
58523	10/3/2022	Bonanza Produce Co.	Food Service 09/21/22	LVCS	\$ 501.35
58523 Total					\$ 501.35
58524	10/3/2022	Current Electric & Alarm Inc	System Monitoring Qutly Billing - Long Valley	LVCS	\$ 165.00
58524 Total					\$ 165.00
58525	10/3/2022	Ed Staub & Sons Propane	Propane 436-965 Susan Dr C#262845	LVCS	\$ 780.96
58525 Total					\$ 780.96
58526	10/3/2022	FGL Environmental	Wet Chemistry - Coliform / Sample Fee	LVCS	\$ 71.00
58526 Total					\$ 71.00
58527	10/3/2022	Frontier Communications	530-827-2293-021187-8 Telephone	LVCS	\$ 696.03
58527 Total					\$ 696.03
58528	10/3/2022	Generation Genius, Inc.	1 School Science Only License	LVCS	\$ 1,290.00
58528 Total					\$ 1,290.00
58529	10/3/2022	Home Depot Credit Services	Fiskars 25 in. Loppers	LVCS	\$ 37.52
58529 Total					\$ 37.52
58530	10/3/2022	Jerad Morgan	Employee Sept 2022 Reimbs Pizza Factory back to school night	LVCS	\$ 163.27
58530 Total					\$ 163.27
58532	10/3/2022	Liberty Utilities	Monthly Utilities, 257 Unit 1	LVCS	\$ 77.34
58532 Total					\$ 77.34
58533	10/3/2022	Liberty Utilities	Utilities for 257 Unit 2	LVCS	\$ 109.91
58533 Total					\$ 109.91
58534	10/3/2022	Liberty Utilities	Utilities for 257 Unit 5	LVCS	\$ 97.69
58534 Total					\$ 97.69
58535	10/3/2022	Liberty Utilities	Utilities for 257 Unit 4	LVCS	\$ 224.29
58535 Total					\$ 224.29
58536	10/3/2022	Liberty Utilities	Monthly Utilities, 217 E Sierra	LVCS	\$ 336.09
58536 Total					\$ 336.09
58537	10/3/2022	Misty Brussatoi	Employee Reimbs Sept 2022 Costco and Walmart	LVCS	\$ 178.62
58537 Total					\$ 178.62
58539	10/3/2022	Staples eCommerce	Kensington SmartFit Under-Desk Keyboard Drawer, Black (60004	LVCS	\$ 42.91
			Logitech M325 Wireless Optical Mouse, Black (910-002974)	LVCS	\$ 9.65
			Paper Mate Profile Retractable Ballpoint Pen, Bold Point, BI	LVCS	\$ 13.87
			Pendaflex Glow 5-Tab Hanging File Folders, Letter Size, Mult	LVCS	\$ 9.16
			Staples File Folder, 1/3 Cut Tab, Letter Size, Manila, 100/B	LVCS	\$ 5.79

58539	10/3/2022	Staples eCommerce	Staples Wired Keyboard, Black (51433)	LVCS	\$ 5.52
			Gel Blox Cold Pack, 8 oz., 6 x 4, 36/Box (GB4636)	LVCS	\$ 81.46
			CloroxPro Clorox 4 in One Disinfectant & Sanitizer, Citrus,	LVCS	\$ 6.74
			Coastwide Professional Recycled 2-Ply Standard Toilet Paper,	LVCS	\$ 79.26
			Elmer's School Glue Sticks, 0.24 oz., 30/Pack (E555)	LVCS	\$ 13.89
			Expo Magnetic Dry Erase Markers, Fine Tip, Assorted, 8/Pack	LVCS	\$ 38.80
			Kleenex Convenience Case Facial Tissue, 2-ply, 125 Tissues/B	LVCS	\$ 21.57
			OfficeMate Medium Binder Clips, 1-1/4 Width, Black, 12/Box	LVCS	\$ 9.17
			Offstamp Self-Inking Dater, Black Ink (034506)	LVCS	\$ 11.20
			Pentel Super Hi-Polymer Lead Refill, 0.7mm, 12/Leads (50-B)	LVCS	\$ 1.16
			Perk 13 Gallon Kitchen Trash Bag, 9 Mil, White, 100 Bags/Box	LVCS	\$ 31.57
			Post-it Super Sticky Notes, 1 7/8 X 1 7/8, Supernova Neons	LVCS	\$ 17.72
			Redi-Tag Page Flags, Assorted Colors, 0.47 Wide, 125/Pack (	LVCS	\$ 5.49
			Scotch Permanent Double Sided Tape w/Refillable Dispenser, 1	LVCS	\$ 3.96
			Scott Essential Hardwound Paper Towels, 1-Ply, 12 Rolls/Cart	LVCS	\$ 258.35
			Staples 1-Subject Notebooks, 8 x 10.5, Wide Ruled, 70 Shee	LVCS	\$ 11.48
			Staples Mouse Pad, Red (382952-CC)	LVCS	\$ 1.13
			Staples Standard 1/2 3-Ring View Binder, Navy Blue (26427-C	LVCS	\$ 30.89
			Staples Standard 1/2 3-Ring View Binder, White (26426-CC)	LVCS	\$ 27.37
			SunWorks 9 x 12 Construction Paper, Assorted Colors, 300 S	LVCS	\$ 32.73
			SunWorks 9W x 12L Construction Paper, Black, 50/Pack (6303	LVCS	\$ 1.23
			Westcott All Purpose Value 8 Stainless Steel Standard Sciss	LVCS	\$ 4.41
58539 Total					\$ 776.48
58541	10/3/2022	Tom Hammond Inc.	Fuel - Jon Landerman - student transportation	LVCS	\$ 410.83
			Fuel - - student transportation	LVCS	\$ 429.44
			Fuel -Sandra Lorton Van for Student transport	LVCS	\$ 86.48
58541 Total					\$ 926.75
58542	10/3/2022	US Foods	Food Deliver 436-965 Susan Drive 4342372	LVCS	\$ 1,693.97
58542 Total					\$ 1,693.97
58543	10/3/2022	Verizon Wireless	Verizon - Wireless Phone Service ADMIN	LVCS	\$ 416.17
58543 Total					\$ 416.17
58544	10/3/2022	William H. Sadlier, Inc	SadlierMath TE Gr5	LVCS	\$ 96.51
58544 Total					\$ 96.51
58545	10/10/2022	AmeriGas	Service location 257 E Sierra ST Unit D	LVCS	\$ 0.38
			Service location 257 E Sierra ST Unit A	LVCS	\$ 0.38
			Service location 257 E Sierra ST #B	LVCS	\$ 0.38
			Service location 257 E Sierra ST Unit C	LVCS	\$ 0.38
58545 Total					\$ 1.52
58546	10/10/2022	Bonanza Produce Co.	Food Service 09/28/22	LVCS	\$ 362.30
58546 Total					\$ 362.30



58547	10/10/2022	C&S Waste Solutions of Lassen County	Service Location 436 965 Susan Dr	LVCS	\$ 340.21
58547 Total					\$ 340.21
58548	10/10/2022	CharterSAFE	LV Package Premium 22-23 Nov	LVCS	\$ 3,609.00
58548 Total					\$ 3,609.00
58549	10/10/2022	City of Portola	Utility Bill Service Location 257 E Sierra Ave	LVCS	\$ 96.90
58549 Total					\$ 96.90
58550	10/10/2022	CyberReef	MobileWall Education Subscription 9/21/22-9/20/23	LVCS	\$ 1,440.00
58550 Total					\$ 1,440.00
58552	10/10/2022	Kathryn Campbell	Employee Mileage Reimbs 09-27-22	LVCS	\$ 56.25
58552 Total					\$ 56.25
58553	10/10/2022	Lassen County Office of Education	Monthly Phone Charges Doyle	LVCS	\$ 190.00
			Monthly Phone Charges Portola	LVCS	\$ 140.00
58553 Total					\$ 330.00
58555	10/10/2022	McRuffy Press, LLC	Shipping	LVCS	\$ 7.95
			First Grade Se Language and Reading Workbook	LVCS	\$ 29.95
			First Grade Se Spelling and Phonics Workbook	LVCS	\$ 29.95
58555 Total					\$ 67.85
58556	10/10/2022	Occupational Health Centers of the Southwest P.A.	Service UDS & BAT Random Test - Moriah A	LVCS	\$ 52.00
58556 Total					\$ 52.00
58557	10/10/2022	Plumas-Sierra Rural Electric Cooperative	Electrical Service location 436-965 Susan Drive	LVCS	\$ 2,329.48
58557 Total					\$ 2,329.48
58558	10/10/2022	Plumas-Sierra Telecommunications	Telecom Dial Up Internet	LVCS	\$ 25.00
58558 Total					\$ 25.00
58559	10/10/2022	Plumas-Sierra Telecommunications	257 E Sierra Ave (Admin) - 59549	LVCS	\$ 10.90
			257 E Sierra St (School) - 57298	LVCS	\$ 155.27
			436-965 Susan Dr - 57917	LVCS	\$ 265.29
58559 Total					\$ 431.46
58560	10/10/2022	Ray Morgan Company	tax	LVCS	\$ 10.66
			Doyle Copy Room Base rate -IR 8786 Base	LVCS	\$ 125.00
			Portola Res Center-Canon-IR 4745 Base	LVCS	\$ 235.32
			Doyle Res CenterCanon-IRC3330i Base + Usage charge	LVCS	\$ 35.97
			Portola Res Center-Canon-IRC3330i Base + Usage charge	LVCS	\$ 35.97
58560 Total					\$ 442.92
58561	10/10/2022	RosettaStone LLC	Rosetta Stone Doyle	LVCS	\$ 960.00
			Rosetta Stone Portola	LVCS	\$ 480.00
58561 Total					\$ 1,440.00

58562	10/10/2022	Sherri Morgan	Employee Mileage Reimbs-9/21/22	LVCS	\$ 29.38
58562 Total					\$ 29.38
58563	10/10/2022	Staples eCommerce	TRU RED Stackable Wire Mesh Regular Pencil Holder, Matte Bla	LVCS	\$ 9.97
			M+A Matting WaterHog Classic Entrance Mat, 45 x 35, Charco	LVCS	\$ 285.24
58563 Total					\$ 295.21
58564	10/10/2022	Thoughtful Learning	Shipping	LVCS	\$ 97.63
			The Writing Spot Buddy Book	LVCS	\$ 79.75
			Write Away Skillbook Soft cover	LVCS	\$ 39.90
			Write Away Skillbook	LVCS	\$ 99.75
			Write Away Skillsbook	LVCS	\$ 25.90
			Write Away Skillsbook Teachers Edition	LVCS	\$ 12.95
			Write on track	LVCS	\$ 64.75
			Write on track skillsbook teachers edition	LVCS	\$ 12.95
			Write One Skillsbook	LVCS	\$ 12.95
			Write One Student handbook	LVCS	\$ 79.75
			Writers Express	LVCS	\$ 99.75
			Writers Express Skillsbook Grade 4	LVCS	\$ 64.75
			Writers Express Skillsbook Grade 5	LVCS	\$ 64.75
			Writers On course 20-20 Skillsbook 6	LVCS	\$ 64.75
			Writers On course 20-20 Skillsbook 7	LVCS	\$ 64.75
58564 Total					\$ 885.03
58565	10/10/2022	Truly Engaging	Shipping	LVCS	\$ 47.29
			School Calendar Magnets- Doyle	LVCS	\$ 265.45
58565 Total					\$ 312.74
58566	10/10/2022	US Foods	Food Deliver 436-965 Susan Drive 4518007	LVCS	\$ 1,453.10
			Food Deliver 436-965 Susan Drive 4518008	LVCS	\$ 68.10
58566 Total					\$ 1,521.20
58567	10/17/2022	AT&T	Monthly phone Statement 9391080288	LVCS	\$ 66.17
58567 Total					\$ 66.17
58568	10/17/2022	Bonanza Produce Co.	Food Service 10/06/22	LVCS	\$ 398.90
58568 Total					\$ 398.90
58569	10/17/2022	City of Portola	Utility Bill Service Location 217 Sierra Avel	LVCS	\$ 80.63
58569 Total					\$ 80.63
58570	10/17/2022	Intermountain Disposal, Inc. Portola Division	Disposal service for Portola - CCWC9 / CCEC3 / CRRECYL	LVCS	\$ 45.20
58570 Total					\$ 45.20
58571	10/17/2022	Kathi L. Sherman	Aug 2021 Mileage Reimbs 509 X.56	LVCS	\$ 362.00
58571 Total					\$ 362.00
58574	10/17/2022	School Pathways Holdings, LLC	LVCS 2022-23 Agilix BUZZ Sub Fee, Barcode Attend Sub See, Pa	LVCS	\$ 3,580.37
58574 Total					\$ 3,580.37
58575	10/17/2022	Sean Bitle	Sept Landscape Maintenance	LVCS	\$ 3,500.00
58575 Total					\$ 3,500.00

58576	10/17/2022	State of California, Food Distribution Program	USDA Food Delivery Doyle 08/29/22	LVCS	\$ 40.95
58576 Total					\$ 40.95
58577	10/17/2022	Teacher Synergy LLC	TPT Access all sites	LVCS	\$ 1,375.00
58577 Total					\$ 1,375.00
58579	10/18/2022	US Bank Credit Card	Amazon-Connecting the Dots of Accreditation ..	LVCS	\$ 13.40
			Craigslist Posting	LVCS	\$ 10.00
			Feather Publishing Posting	LVCS	\$ 13.50
			7-Eleven	LVCS	\$ 184.42
			Amazon - Area Rug	LVCS	\$ 28.38
			AMZN Digital Adobe Pro	LVCS	\$ 71.40
			Wal-Mart Back to school night	LVCS	\$ 43.84
			Costco	LVCS	\$ 451.17
			Zoom	LVCS	\$ 74.95
			Quik Stop	LVCS	\$ 37.00
			UPS	LVCS	\$ 79.47
			Susanville Mobil Lube Express	LVCS	\$ 61.02
			TeachersPayTeachers	LVCS	\$ 1.99
			TPT Doyle El CC	LVCS	\$ 299.41
			Shell Oil	LVCS	\$ 85.02
58579 Total					\$ 1,454.97
58582	10/25/2022	Alhambra	Drinking Water 257 E Sierra St Portola	LVCS	\$ 223.70
58582 Total					\$ 223.70
58584	10/25/2022	Bonanza Produce Co.	Food Service 10/13/22	LVCS	\$ 512.05
58584 Total					\$ 512.05
58585	10/25/2022	Bright Thinker	Shipping	LVCS	\$ 48.72
			Logic II-W Tests	LVCS	\$ 108.25
			5th Grade Science Color	LVCS	\$ 108.25
			5th Grade Social Studies Color	LVCS	\$ 108.25
58585 Total					\$ 373.47
58586	10/25/2022	Brittany Harmon	Parent Reimb Oct 2022 ENGL 119 Text Book	LVCS	\$ 78.79
58586 Total					\$ 78.79
58587	10/25/2022	Burney's Commercial Service	Replace Bad Exhaust Fan labor & travel	LVCS	\$ 595.00
			Replace Bad Exhaust Fan Material	LVCS	\$ 176.96
58587 Total					\$ 771.96
58588	10/25/2022	California HOSA	Educators Institute for Pathways Registration for Tiffiney L	LVCS	\$ 137.50
58588 Total					\$ 137.50
58591	10/25/2022	Country Breeze Cleaning	Portola Office cleaning service Sept 2022	LVCS	\$ 740.00
58591 Total					\$ 740.00
58592	10/25/2022	Department of Justice - Accounting Office	Fingerprinting Apps Sept 2022	LVCS	\$ 56.50
58592 Total					\$ 56.50

58593	10/25/2022	Frontier Communications	530-827-2293-021187-8 Telephone	LVCS	\$ 699.70
58593 Total					\$ 699.70
58594	10/25/2022	Hunt & Sons INC	tax	LVCS	\$ 30.13
			Red Dyed Kerosene	LVCS	\$ 415.61
58594 Total					\$ 445.74
58595	10/25/2022	James Merzon	257 East Sierra Rents 22-23	LVCS	\$ 3,176.46
			257 East Sierra CAM 22-23 City of Portola 80% common area	LVCS	\$ 77.28
			257 East Sierra CAM 22-23 Insurance	LVCS	\$ 206.07
			257 East Sierra CAM 22-23 Liberty Electric 80% Unit 3/common	LVCS	\$ 33.28
			257 East Sierra CAM 22-23 Prop Tax	LVCS	\$ 269.66
58595 Total					\$ 3,762.75
58596	10/25/2022	Kathryn Campbell	Employee Mileage Reimbs 09-22-22	LVCS	\$ 56.25
58596 Total					\$ 56.25
58597	10/25/2022	Kreth Builders Inc	Remove and Replace Broken faucet	LVCS	\$ 388.89
58597 Total					\$ 388.89
58599	10/25/2022	Law Offices of Young, Minney & Corr, LLP	Sept Legal Service Legal Services - LVC	LVCS	\$ 682.50
58599 Total					\$ 682.50
58600	10/25/2022	Morning Glory, Inc.	LVC Bread, Pizza, Cereal Pancakes delivery 10/14/22	LVCS	\$ 630.06
58600 Total					\$ 630.06
58601	10/25/2022	Plumas Charter School	School Nurse Service Provided by Plumas Charter Monthly Rate	LVCS	\$ 450.00
58601 Total					\$ 450.00
58602	10/25/2022	Staples eCommerce	Brighton Professional ADX-12 Foaming Soap Refill, Unscented,	LVCS	\$ 44.33
			Sustainable Earth by Staples 2-Ply Small-Core Toilet Paper,	LVCS	\$ 54.42
			Coffee mate Original Liquid Creamer, 0.38 Oz., 50/Box (35110	LVCS	\$ 2.52
			Domino Sugar Packets, 100/Box (DMN90554)	LVCS	\$ 0.82
			Post-it Notes, 3 x 3, Poptimistic Collection, Lined, 100 S	LVCS	\$ 4.68
			Staples EasyClose Security Tinted #10 Business Envelopes, 4	LVCS	\$ 12.68
			Stevia In The Raw Natural Sweeteners, 200/Box (4480076014)	LVCS	\$ 7.12
			HP 67XL/67 Black High Yield and Tri-Color Standard Yield Ink	LVCS	\$ 41.67
			Officemate 2-Hole Punch, 50 Sheet Capacity, Black (90082)	LVCS	\$ 5.36
			Pendaflex Pressboard Classification Folders, 1-Divider, 2 E	LVCS	\$ 17.33
			Staples Portable File Tote, Letter Size, Black (TR57622)	LVCS	\$ 6.33
			Ambitex N400 Nitrile Exam Gloves, Powder Free, Latex Free, B	LVCS	\$ 95.09
			Staples Standard 1/2 3-Ring View Binder, Orange (26430-CC)	LVCS	\$ 35.01
			Staples Standard 1/2 3-Ring View Binder, Teal (26429-CC)	LVCS	\$ 35.01
			Clorox Commercial Solutions Disinfecting Wipes, Fresh Scent	LVCS	\$ 87.39
			Staples Economy 1/2 3-Ring View Binder, White, 12/Carton (2	LVCS	\$ 48.07
			Sustainable Earth by Staples Recycled Hardwound Paper Towels	LVCS	\$ 260.79
58602 Total					\$ 758.62
58604	10/25/2022	Susanville Ford	Maintenance School Van	LVCS	\$ 349.17
58604 Total					\$ 349.17
58606	10/25/2022	Tom Hammond Inc.	Fuel - Jon Landerman - student transportation	LVCS	\$ 889.71

58606	10/25/2022	Tom Hammond Inc.	Fuel - Doyle School Van student transportation	LVCS	\$ 361.87
			Fuel - Moriah Allen - student transportation	LVCS	\$ 1,146.00
58606 Total					\$ 2,397.58
58607	10/25/2022	US Foods	Food Deliver 436-965 Susan Drive 4865664	LVCS	\$ 1,474.29
58607 Total					\$ 1,474.29
58608	10/25/2022	Jenavieve Kisst	Employee Reimbs Student Council	LVCS	\$ 39.70
58608 Total					\$ 39.70
58610	10/31/2022	CharterSAFE	Worker Comp 102522	LVCS	\$ 2,375.52
			Worker Comp 102522 variance to GL	LVCS	\$ (570.19)
58610 Total					\$ 1,805.33
58611	10/31/2022	Lassen County Office of Education	102522 LVCS STRS	LVCS	\$ 30,048.55
			102522 LVCS STRS - variance to GL	LVCS	\$ 943.11
58611 Total					\$ 30,991.66
58614	10/31/2022	ReliaStar Life Insurance Company	102522 Voluntary Insurance	LVCS	\$ 251.84
			102522 Voluntary Insurance variance to GL	LVCS	\$ (7.17)
58614 Total					\$ 244.67
58615	10/31/2022	Tri-County Schools Ins Group	102522-TCSIG Medical, Vision, Dental & Life	LVCS	\$ 49,894.47
			102522-TCSIG Medical, Vision, Dental & Life Variance to GL	LVCS	\$ (4,117.38)
58615 Total					\$ 45,777.09
58616	10/31/2022	Bonanza Produce Co.	Food Service 10/20/22	LVCS	\$ 473.35
58616 Total					\$ 473.35
58618	10/31/2022	Lassen County Office of Education	Livescan Service Caccavello	LVCS	\$ 32.00
58618 Total					\$ 32.00
58620	10/31/2022	Steve Idzinski Auto Repair by Steve	Maint 05 Blue Bus 10/21/2022	LVCS	\$ 200.00
58620 Total					\$ 200.00
58621	10/31/2022	US Foods	Food Deliver 436-965 Susan Drive 5035853	LVCS	\$ 1,547.47
58621 Total					\$ 1,547.47
58645	10/31/2022	Verizon Wireless	Verizon - Wireless Phone Service Hot Spots 542362909-00002	LVCS	\$ 694.71
58645 Total					\$ 694.71
ACH-001	10/4/2022	STAMPS.COM Inc	STAMPS.com ACH 100422	LVCS	\$ 125.00
ACH-001 Total					\$ 125.00
ACH-0029	10/10/2022	Delta Managed Solutions	Monthly Fee - Oct 2022	LVCS	\$ 6,150.00
ACH-0029 Total					\$ 6,150.00
ACH-0032	9/30/2022	Home Depot Credit Services	tax	LVCS	\$ 414.59
			Installation	LVCS	\$ 1,945.17
			Kirsch Blinds	LVCS	\$ 5,069.28
ACH-0032 Total					\$ 7,429.04
ACH-0033	9/30/2022	STAMPS.COM Inc	stamps.com 8/31/22 Postage Purchase online	LVCS	\$ 50.00
			stamps.com 9/8/22 Postage Purchase online	LVCS	\$ 50.00
			stamps.com 9/20/22 Postage Purchase online	LVCS	\$ 25.00
ACH-0033 Total					\$ 125.00
ACH-0035	10/31/2022	Amazon Business	Shipping	LVCS	\$ 67.11
			Discount	LVCS	\$ (5.56)

ACH-0035	10/31/2022	Amazon Business	Headphones	LVCS	\$ 40.73
			Phone case	LVCS	\$ 9.65
			Squishmallows	LVCS	\$ 38.61
			Water Bottle	LVCS	\$ 36.94
			Nintendo Switch	LVCS	\$ 321.74
			Wireless mouse	LVCS	\$ 39.31
			Kleenex Tissues	LVCS	\$ 27.34
			Screen Protector iphone	LVCS	\$ 4.76
			Monitor riser stand	LVCS	\$ 12.76
			LED Lights	LVCS	\$ 38.58
			Coat Rack	LVCS	\$ 17.15
			File Folder Labels	LVCS	\$ 1.81
			Tea Bags	LVCS	\$ 7.42
			Bluetooth Speaker	LVCS	\$ 18.22
			Coupon Savings	LVCS	\$ (4.83)
			Storage Cart	LVCS	\$ 64.33
			Sensory Fidget Toys	LVCS	\$ 19.81
			Speaker	LVCS	\$ 10.70
			Water bottles	LVCS	\$ 131.90
			Marvel Funko	LVCS	\$ 12.86
			Fall Festival Prizes+Coupon savings	LVCS	\$ 113.74
			Fall Festival Prizes	LVCS	\$ 45.02
			Happy Planner 2023	LVCS	\$ 32.16
			Keyboard wrist support	LVCS	\$ 24.66
			Pack of Toilet brushes	LVCS	\$ 19.29
			Chess & Checkers	LVCS	\$ 24.60
			Powdered Cleaner	LVCS	\$ 32.07
			Pocket Chart Stand	LVCS	\$ 59.33
			Door Stops	LVCS	\$ 38.13
			Pack of Brooms	LVCS	\$ 53.61
			Android tablet	LVCS	\$ 60.05
			Cartoon Stickers	LVCS	\$ 25.68
			Crafts for Kids	LVCS	\$ 11.79
			Drawing Set	LVCS	\$ 25.18
			Funko Pop Disney	LVCS	\$ 12.86
			Kid Headphone	LVCS	\$ 38.58
			Lego Set	LVCS	\$ 67.43
			Lego Titanic Ship	LVCS	\$ 27.87
			Poke mon Cards	LVCS	\$ 26.80
			Pokemon Loot bag	LVCS	\$ 5.94
			Sketch Pads	LVCS	\$ 21.22
			Slime	LVCS	\$ 12.86
			Squishville	LVCS	\$ 27.04

ACH-0035	10/31/2022	Amazon Business	Stress Balls	LVCS	\$ 11.74
			Wood Cars	LVCS	\$ 13.91
			Laminating Film	LVCS	\$ 327.92
			HP Printer 7/8 room	LVCS	\$ 212.36
			Powder Cleanser	LVCS	\$ 31.93
			Flag Hardware Repair	LVCS	\$ 25.72
			Swing Seats	LVCS	\$ 94.33
			Wood Plaque	LVCS	\$ 34.32
			All purpose cleaner	LVCS	\$ 42.89
			Bracelet	LVCS	\$ 9.64
			Candy10	LVCS	\$ 21.99
			Clothes Pins	LVCS	\$ 16.08
			Connect four game	LVCS	\$ 6.42
			Dairy	LVCS	\$ 21.99
			Document Organizer	LVCS	\$ 16.08
			Earbuds	LVCS	\$ 10.70
			Handheld water games	LVCS	\$ 13.93
			Jenga	LVCS	\$ 5.63
			Magazine Shelf Bookshelf*	LVCS	\$ 41.82
			Metal Wall sign	LVCS	\$ 12.86
			Mimi Animals	LVCS	\$ 22.47
			Mini Animal Blocks	LVCS	\$ 19.29
			Notebook	LVCS	\$ 35.37
			Paper Towel Holder	LVCS	\$ 20.37
			Pencils	LVCS	\$ 10.71
			Playing cards	LVCS	\$ 12.86
			Plays and	LVCS	\$ 26.78
			Rainbow Jellie6	LVCS	\$ 12.74
			Ring Pop11	LVCS	\$ 8.24
			Sticky Hand7	LVCS	\$ 7.50
ACH-0035 Total					\$ 2,865.84
Grand Total					\$ 151,828.26

**Long Valley Charter School**  
**WARRANT REGISTER Detail: November 2022**

Check Number	Check Date	Payee	Reason	School	Total
001	11/30/2022	STAMPS.COM Inc	STAMPS.com ACH 11222022	LVCS	\$ 125.00
001 Total					\$ 125.00
111722	11/30/2022	US Bank Credit Card	Analysis Fee Nov 2022	LVCS	\$ 232.27
111722 Total					\$ 232.27
58623	11/3/2022	AmeriGas	Service location 257 E Sierra ST Unit D	LVCS	\$ 12.86
			Service location 257 E Sierra ST Unit A	LVCS	\$ 21.97
			Service location 257 E Sierra ST #B	LVCS	\$ 21.97
			Service location 257 E Sierra ST Unit C	LVCS	\$ 12.86
58623 Total					\$ 69.66
58624	11/3/2022	Bonanza Produce Co.	Food Service 10/27/22	LVCS	\$ 345.85
58624 Total					\$ 345.85
58625	11/3/2022	Brady Industries	Misc Supplies -Mop Finish	LVCS	\$ 5.28
			Misc Supplies -Sanitizer Arsenal	LVCS	\$ 26.93
			Misc Supplies - Liner Black	LVCS	\$ 239.69
			Misc Supplies -Sensor Filter Bag 10pk	LVCS	\$ 194.55
			Misc Supplies -Airlift, Mop Handle & Liner	LVCS	\$ 115.93
58625 Total					\$ 582.38
58626	11/3/2022	C&S Waste Solutions of Lassen County	Service Location 436 965 Susan Dr	LVCS	\$ 340.21
58626 Total					\$ 340.21
58627	11/3/2022	Dell Marketing LP c/o Dell USA LP	Dell Computers Adult Ed	LVCS	\$ 2,393.82
			Environmental Fee	LVCS	\$ 47.98
58627 Total					\$ 2,441.80
58628	11/3/2022	FGL Environmental	Wet Chemistry - Coliform / Sample Fee	LVCS	\$ 71.00
58628 Total					\$ 71.00
58630	11/3/2022	Fort Sage Unified School District	Panasonic Camera Recording System LCOE Inv 004 & 003 - 25%	LVCS	\$ 4,811.00
58630 Total					\$ 4,811.00
58631	11/3/2022	Home Depot Credit Services	Discount	LVCS	\$ (164.93)
			94.25 x 27 Mini Blinds	LVCS	\$ 659.72
58631 Total					\$ 494.79
58632	11/3/2022	Kathryn Campbell	Employee Mileage Reimbs 10-21-22	LVCS	\$ 56.25
58632 Total					\$ 56.25
58634	11/3/2022	Liberty Utilities	Monthly Utilities, 257 Unit 1	LVCS	\$ 29.91
58634 Total					\$ 29.91
58635	11/3/2022	Liberty Utilities	Utilities for 257 Unit 2	LVCS	\$ 63.63
58635 Total					\$ 63.63
58636	11/3/2022	Liberty Utilities	Utilities for 257 Unit 5	LVCS	\$ 35.67



<b>58636 Total</b>					<b>\$ 35.67</b>
58637	11/3/2022	Liberty Utilities	Utilities for 257 Unit 4	LVCS	\$ 174.37
<b>58637 Total</b>					<b>\$ 174.37</b>
58638	11/3/2022	Liberty Utilities	Monthly Utilities, 217 E Sierra	LVCS	\$ 262.36
<b>58638 Total</b>					<b>\$ 262.36</b>
58640	11/3/2022	Scholastic	shipping and handling	LVCS	\$ 11.98
			Scholastic news 3	LVCS	\$ 59.90
			Scholastic news 5/6	LVCS	\$ 59.90
<b>58640 Total</b>					<b>\$ 131.78</b>
58641	11/3/2022	Sherri Morgan	Employee Mileage Reimbs	LVCS	\$ 130.00
			Employee Reimbs-10/2022 NAPA Car Cleaning Supplies & car was	LVCS	\$ 13.40
<b>58641 Total</b>					<b>\$ 143.40</b>
58642	11/3/2022	Stericycle Inc	Service Location 257 E. Sierra St	LVCS	\$ 381.98
			Service Location 257 E. Sierra St 062521	LVCS	\$ 116.54
<b>58642 Total</b>					<b>\$ 498.52</b>
58643	11/3/2022	Staples eCommerce	Brother TN-660 Black Toner Cartridge, High Yield	LVCS	\$ 167.37
			Brother USB Monochrome Laser Printer with Duplex Printing, B	LVCS	\$ 128.68
			Simple Green Industrial Cleaner and Degreaser, 128 Oz. (1300	LVCS	\$ 49.42
			Expo Dry Erase Markers, Chisel Tip, Black, 4/Pack (80661)	LVCS	\$ 4.50
			Scotch Desktop Tape Dispenser, Black (C-38)	LVCS	\$ 2.66
			Sharpie Permanent Markers, Chisel Tip, Assorted, 8/Pack (192	LVCS	\$ 12.32
<b>58643 Total</b>					<b>\$ 364.95</b>
58644	11/3/2022	US Foods	Food Deliver 436-965 Susan Drive 5035853	LVCS	\$ 1,553.54
<b>58644 Total</b>					<b>\$ 1,553.54</b>
58646	11/3/2022	Verizon Wireless	Verizon - Wireless Phone Service ADMIN	LVCS	\$ 178.41
<b>58646 Total</b>					<b>\$ 178.41</b>
58649	11/14/2022	All Season Heating and Air Inc	469-965 Susan Dr Service - Inspect and Cleaning Service	LVCS	\$ 655.00
			469-965 Susan Dr Service - filters	LVCS	\$ 400.00
<b>58649 Total</b>					<b>\$ 1,055.00</b>
58651	11/14/2022	Bonanza Produce Co.	Food Service 11/03/22	LVCS	\$ 397.80
<b>58651 Total</b>					<b>\$ 397.80</b>
58652	11/14/2022	City of Portola	Utility Bill Service Location 217 Sierra Avel	LVCS	\$ 82.63
<b>58652 Total</b>					<b>\$ 82.63</b>
58653	11/14/2022	College Board	College Board Membership fee 2021-2022	LVCS	\$ 200.00
			College Board Membership fee 2022-2023	LVCS	\$ 200.00
<b>58653 Total</b>					<b>\$ 400.00</b>
58654	11/14/2022	Country Breeze Cleaning	Portola Office cleaning service Oct 2022	LVCS	\$ 640.00
<b>58654 Total</b>					<b>\$ 640.00</b>
58655	11/14/2022	Intermountain Disposal, Inc. Portola Division	Disposal service for Portola - CCWC9 / CCEC3 / CRRECYL	LVCS	\$ 45.20
<b>58655 Total</b>					<b>\$ 45.20</b>
58657	11/14/2022	Lassen County Office of Education	Monthly Phone Charges Doyle	LVCS	\$ 190.00

58657	11/14/2022	Lassen County Office of Education	Monthly Phone Charges Portola	LVCS	\$ 140.00
58657 Total					\$ 330.00
58661	11/14/2022	Morning Glory, Inc.	LVC Muffins, breadsticks, cereal, marshmallows, mayo deliver	LVCS	\$ 362.95
58661 Total					\$ 362.95
58662	11/14/2022	Plumas County Treasurer/Tax Collector	2021-2022 Property Tax 217 E Sierra Ave Portola 2022-2023	LVCS	\$ 904.20
58662 Total					\$ 904.20
58663	11/14/2022	Plumas-Sierra Rural Electric Cooperative	Electrical Service location 436-965 Susan Drive	LVCS	\$ 1,712.71
58663 Total					\$ 1,712.71
58664	11/14/2022	Plumas-Sierra Telecommunications	Telecom Dial Up Internet	LVCS	\$ 25.00
58664 Total					\$ 25.00
58665	11/14/2022	Plumas-Sierra Telecommunications	257 E Sierra Ave (Admin) - 59549	LVCS	\$ 10.90
			257 E Sierra St (School) - 57298	LVCS	\$ 155.27
			436-965 Susan Dr - 57917	LVCS	\$ 265.29
58665 Total					\$ 431.46
58666	11/14/2022	Sean Bitle	Landscape Maintenance Oct 2022	LVCS	\$ 2,900.00
58666 Total					\$ 2,900.00
58667	11/14/2022	STAMPS.COM Inc	stamps.com monthly service	LVCS	\$ 29.99
58667 Total					\$ 29.99
58668	11/14/2022	Staples eCommerce	Smead Box Bottom Hanging File Folder, 2 Expansion, 5-Tab Ta	LVCS	\$ 22.16
			Jumbo Mesh Pencil Cup, Black	LVCS	\$ 64.09
58668 Total					\$ 86.25
58669	11/14/2022	Steve Idzinski Auto Repair by Steve	Maint 05 Blue Bus 11/2022	LVCS	\$ 200.00
58669 Total					\$ 200.00
58670	11/14/2022	US Foods	Food Deliver 436-965 Susan Drive 5213441 Fall Festival	LVCS	\$ 709.23
			Food Deliver 436-965 Susan Drive 5213442	LVCS	\$ 1,565.67
			Food Deliver 436-965 Susan Drive 5035853 - 5310	LVCS	\$ 1,511.38
			Food Deliver 436-965 Susan Drive 5035853 - 7425 GRNLA,CRACKE	LVCS	\$ 202.30
58670 Total					\$ 3,988.58
58672	11/18/2022	Alhambra	Drinking Water 257 E Sierra St Portola	LVCS	\$ 409.02
58672 Total					\$ 409.02
58674	11/18/2022	CharterSAFE	LV Package Premium 22-23 Dec	LVCS	\$ 3,609.00
58674 Total					\$ 3,609.00
58675	11/18/2022	Department of Motor Vehicles	DMS - Pull Notice	LVCS	\$ 4.00
58675 Total					\$ 4.00
58676	11/18/2022	Ed Staub & Sons Propane	Propane 436-965 Susan Dr C#262845	LVCS	\$ 713.48
58676 Total					\$ 713.48
58677	11/18/2022	James Merzon	257 East Sierra Rents 22-23	LVCS	\$ 3,176.46
			257 East Sierra CAM 22-23 City of Portola 80% common area	LVCS	\$ 79.12

58677	11/18/2022	James Merzon	257 East Sierra CAM 22-23 Insurance	LVCS	\$ 206.07
			257 East Sierra CAM 22-23 Liberty Electric 80% Unit 3/common	LVCS	\$ 8.05
			257 East Sierra CAM 22-23 Prop Tax	LVCS	\$ 269.66
58677 Total					\$ 3,739.36
58678	11/18/2022	Jennifer Kirby	Employee Mileage Reimbs Nov 9, 2022	LVCS	\$ 160.00
58678 Total					\$ 160.00
58680	11/18/2022	JM Plumbing	Plumbing service - Replace Disposal in Kitchen Labor & Trav	LVCS	\$ 316.25
			Plumbing service - Replace Disposal in Kitchen Parts	LVCS	\$ 663.02
58680 Total					\$ 979.27
58681	11/18/2022	Kim Williamson	Employee Mileage Reimb Oct 2022	LVCS	\$ 10.63
58681 Total					\$ 10.63
58682	11/18/2022	Lassen County Office of Education	Monthly Phone Charges Doyle	LVCS	\$ 180.00
			Monthly Phone Charges Portola	LVCS	\$ 140.00
58682 Total					\$ 320.00
58683	11/18/2022	Lassen County Treasurer - Tax Collector	2018 Property Tax 435-500 Doyle Loop ASMT #141-050-094-000	LVCS	\$ 1,553.82
			2019 Property Tax 435-500 Doyle Loop ASMT #141-050-094-000	LVCS	\$ 1,584.90
			2020 Property Tax 435-500 Doyle Loop ASMT #141-050-094-000	LVCS	\$ 1,616.58
			2021 Property Tax 435-500 Doyle Loop ASMT #141-050-094-000	LVCS	\$ 1,633.32
			2022 Property Tax 435-500 Doyle Loop ASMT #141-050-094-000	LVCS	\$ 1,665.98
			2018 Property Tax 435-500 Doyle Loop ASMT #141-050-095-000	LVCS	\$ 1,542.56
			2019 Property Tax 435-500 Doyle Loop ASMT #141-050-095-000	LVCS	\$ 1,573.42
			2020 Property Tax 435-500 Doyle Loop ASMT #141-050-095-000	LVCS	\$ 1,604.88
			2021 Property Tax 435-500 Doyle Loop ASMT #141-050-095-000	LVCS	\$ 1,621.50
			2022 Property Tax 435-500 Doyle Loop ASMT #141-050-095-000	LVCS	\$ 2,891.50
			58683 Total		
58686	11/18/2022	Presence Learning Inc	BMH Service Direct Makeup, Parent or School Contact, Documen	LVCS	\$ 3,523.74
58686 Total					\$ 3,523.74
58687	11/18/2022	Ray Morgan Company	TAX	LVCS	\$ 53.29
			Doyle Copy Room Base rate -IR 8786 Base	LVCS	\$ 125.00
			Portola Res Center-Canon-IR 4745 Base	LVCS	\$ 235.32
			Doyle Res CenterCanon-IRC3330i Usage 8/1-10/31/22	LVCS	\$ 991.33
			Portola Res Center-Canon-IRC3330i Usage 8/1-10/31/22	LVCS	\$ 391.40
			PY Doyle Res CenterCanon-IRC3330i Base Contact Usage 11/1-1	LVCS	\$ 35.97
			PY Portola Res Center-Canon-IRC3330i Base Contact Usage 11/	LVCS	\$ 35.97
			Doyle Copy Room Supplies - Staples Contact CN31280-01	LVCS	\$ 118.00
58687 Total					\$ 1,986.28
58688	11/18/2022	Staples eCommerce	Expo Block Eraser (81505)	LVCS	\$ 1.96
			Staples Hanging File Folder, 5-Tab, Letter Size, Standard Gr	LVCS	\$ 10.19
			Duracell Coppertop AAA Alkaline Battery, 24/Pack (MN2400BKD)	LVCS	\$ 24.83
			Expo Dry Erase Markers, Chisel Tip, Black, 12/Pack (80001)	LVCS	\$ 22.69
			Expo Low Odor Dry Erase Markers, Fine Tip, Assorted, 4/Pack	LVCS	\$ 3.84

58688	11/18/2022	Staples eCommerce	HP 910XL Black High Yield Ink Cartridge (3YL65AN#140)	LVCS	\$ 85.37
			Officemate Push Pins, Translucent Assorted Colors, 200/Tub (	LVCS	\$ 7.76
			Scotch Heavy Duty Shipping Packing Tape with Dispenser, 1.88	LVCS	\$ 12.86
			TRU RED Push Staple Remover, Black (TR58086)	LVCS	\$ 32.17
			2023 Blue Sky Baccara Dark 8.75 x 11 Monthly Wall Calendar	LVCS	\$ 11.20
			Expo Dry Erase Markers, Chisel Tip, Assorted, 4/Pack (80174)	LVCS	\$ 4.75
			Fellowes Foam Mouse Pad/Wrist Rest Combo, Black (9176501)	LVCS	\$ 12.85
			Pendaflex Hanging File Folder Tabs, 1/5-Cut, Clear, 25/Pack	LVCS	\$ 4.45
			Staples Standard Durable Cork Bulletin Board, Oak Frame, 4'	LVCS	\$ 58.98
			TRU RED 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 S	LVCS	\$ 393.65
			Naturelle Tampons and Pads, 100/Carton (25160273)	LVCS	\$ 75.04
58688 Total					\$ 762.59
58691	11/18/2022	Tom Hammond Inc.	Fuel - Jon Landerman - student transportation	LVCS	\$ 1,805.26
			Fuel - Moriah Allen - student transportation	LVCS	\$ 370.40
			Fuel - Sarah Schafer - Doyle School Van student transportat	LVCS	\$ 189.02
			Fuel -Sandra Lorton Fuel - Doyle School Van student transpor	LVCS	\$ 80.02
			Fuel - John Combs - Doyle School Van for Student Transport	LVCS	\$ 249.16
			Fuel - Alicia Ballentine- Van fuel for student transportati	LVCS	\$ 91.84
58691 Total					\$ 2,785.70
58692	11/18/2022	Verizon Wireless	Verizon - Wireless Phone Service Hot Spots 542362909-00002	LVCS	\$ 531.33
58692 Total					\$ 531.33
58696	11/23/2022	AT&T	Monthly phone Statement 9391080288	LVCS	\$ 66.17
58696 Total					\$ 66.17
58697	11/23/2022	Bonanza Produce Co.	Food Service 11/10/22	LVCS	\$ 258.40
58697 Total					\$ 258.40
58698	11/23/2022	Department of Justice - Accounting Office	Fingerprinting Apps Oct 2022	LVCS	\$ 167.50
58698 Total					\$ 167.50
58699	11/23/2022	Frontier Communications	530-827-2293-021187-8 Telephone	LVCS	\$ 692.07
58699 Total					\$ 692.07
58700	11/23/2022	Jane El Roper	Employee Reimbs Nov 2022 - Duplicate Keys	LVCS	\$ 67.50
58700 Total					\$ 67.50
58702	11/23/2022	Law Offices of Young, Minney & Corr, LLP	Oct Legal Services - LVC	LVCS	\$ 1,425.88
58702 Total					\$ 1,425.88
58703	11/23/2022	Morning Glory, Inc.	LVC Food delivery 11/11/22	LVCS	\$ 50.72
58703 Total					\$ 50.72
58704	11/23/2022	Positive Behavior Changes, LLC	Direct Training and Travel service 11/4/22	LVCS	\$ 441.88
58704 Total					\$ 441.88
58705	11/23/2022	Staples eCommerce	Creative Teaching Press 19 x 13 STEM Careers Poster (CTP727	LVCS	\$ 9.36
			Trend Educational Classroom Posters, You are not finished wh	LVCS	\$ 8.45
58705 Total					\$ 17.81

		State of California, Food Distribution			
58706	11/23/2022	Program	USDA Food Delivery Doyle 10/24/22	LVCS	\$ 122.85
58706 Total					\$ 122.85
58707	11/23/2022	US Foods	Food Deliver 436-965 Susan Drive 5558521 - 5310	LVCS	\$ 1,650.28
58707 Total					\$ 1,650.28
ACH-0034	11/3/2022	Delta Managed Solutions	Monthly Fee - Nov 2022	LVCS	\$ 6,150.00
ACH-0034 Total					\$ 6,150.00
ACH-0037	11/30/2022	Amazon Business	Shipping	LVCS	\$ 15.09
			Coupon Savings	LVCS	\$ (10.72)
			HP INK	LVCS	\$ 25.73
			Legal File folders	LVCS	\$ 7.94
			AA Batteries	LVCS	\$ 5.08
			Coffee Cups	LVCS	\$ 14.47
			Heater	LVCS	\$ 16.60
			Metal Holder	LVCS	\$ 83.64
			Wall Holder	LVCS	\$ 8.03
			910 HP INK	LVCS	\$ 32.16
			Desk Chair	LVCS	\$ 83.76
			Desk Organizer	LVCS	\$ 27.84
			Desk Pad	LVCS	\$ 17.15
			File Organizer	LVCS	\$ 21.40
			Highlighters	LVCS	\$ 6.41
			Owfeel Desk Accessory	LVCS	\$ 37.53
			Planner	LVCS	\$ 37.53
			Promo Applied	LVCS	\$ (14.36)
			Whiteboard	LVCS	\$ 190.73
			Wireless Keyboard	LVCS	\$ 37.53
			L Shaped Desk	LVCS	\$ 428.82
			Bic Round Stic Grip	LVCS	\$ 11.42
			USB Adapter	LVCS	\$ 13.93
			3 drawer file cabinet	LVCS	\$ 127.62
			Blinds	LVCS	\$ 83.54
			Protective arm guards	LVCS	\$ 96.48
			Invoice for PO-895 Amazon K Student/CCSPP	LVCS	\$ 115.53
			Desk calendar	LVCS	\$ 11.78
			Document Holder	LVCS	\$ 10.71
ACH-0037 Total					\$ 1,543.37
Grand Total					\$ 76,075.81

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
101722	10/31/2022	US Bank Credit Card	Analysis Fee Oct 2022	Thompson Peak LVCS-Susanville	\$ 69.32
101722 Total					\$ 69.32
102422	10/24/2022	Board of Equalization	Use Tax Q3 filing	Thompson Peak LVCS-Susanville	\$ 173.44
102422 Total					\$ 173.44
14545	10/21/2022	Cal-Sierra Title Company	995 Paiute Lane, Susanville Closing Cost difference	Thompson Peak LVCS-Susanville	\$ 11,000.00
14545 Total					\$ 11,000.00
58524	10/3/2022	Current Electric & Alarm Inc	System Monitoring Qtrly billing - Thompson Peak	Thompson Peak LVCS-Susanville	\$ 885.00
58524 Total					\$ 885.00
58528	10/3/2022	Generation Genius, Inc.	1 School Math Only License	Thompson Peak LVCS-Susanville	\$ 500.00
			1 School Science Only License	Thompson Peak LVCS-Susanville	\$ 495.00
58528 Total					\$ 995.00
58531	10/3/2022	Lassen Rural Bus	Student Bus Passes City	Thompson Peak LVCS-Susanville	\$ 240.00
			Student Bus Passes County	Thompson Peak LVCS-Susanville	\$ 180.00
58531 Total					\$ 420.00
58537	10/3/2022	Misty Brussatoi	Employee Reimbs Sept 2022 Costco and Walmart	Thompson Peak LVCS-Susanville	\$ 178.61
58537 Total					\$ 178.61
58538	10/3/2022	Morning Glory, Inc.	TP Milk & Choc Milk deliver 09/19/22	Thompson Peak LVCS-Susanville	\$ 16.62
			TP Milk deliver 09-22-22	Thompson Peak LVCS-Susanville	\$ 8.20
58538 Total					\$ 24.82
58539	10/3/2022	Staples eCommerce	Adams High Impact Phone Message Pad, 5.25 x 11, Ruled, Blu	Thompson Peak LVCS-Susanville	\$ 11.86
			Expo Block Eraser (81505)	Thompson Peak LVCS-Susanville	\$ 5.89
			Fellowes Thermal Pouches, Letter, 200/Pack (5743401)	Thompson Peak LVCS-Susanville	\$ 23.26
			Scotch Permanent Double Sided Tape Refill, 1/2 x 25 yds., 1	Thompson Peak LVCS-Susanville	\$ 8.97
			Scotch Thermal Laminator with 20 Letter Size Pouches, 13 Wi	Thompson Peak LVCS-Susanville	\$ 62.19
			TRU RED 6 Compartment Wire Mesh Letter Holder, Matte Black (	Thompson Peak LVCS-Susanville	\$ 6.46
			TRU RED 1 Compartment Metal Business Card Holder, Silver (TR	Thompson Peak LVCS-Susanville	\$ 5.08
			Kensington SmartFit Under-Desk Keyboard Drawer, Black (60004	Thompson Peak LVCS-Susanville	\$ 42.92
			Logitech M325 Wireless Optical Mouse, Black (910-002974)	Thompson Peak LVCS-Susanville	\$ 9.65
			Paper Mate Profile Retractable Ballpoint Pen, Bold Point, Bl	Thompson Peak LVCS-Susanville	\$ 13.87
			Pendaflex Glow 5-Tab Hanging File Folders, Letter Size, Mult	Thompson Peak LVCS-Susanville	\$ 9.16
			Staples File Folder, 1/3 Cut Tab, Letter Size, Manila, 100/B	Thompson Peak LVCS-Susanville	\$ 5.79
			Staples Wired Keyboard, Black (51433)	Thompson Peak LVCS-Susanville	\$ 5.52
58539 Total					\$ 210.62
58540	10/3/2022	Tiffiney Lozano	Employee Reimbs Sept 2022 Omni Hotel Res & Southwest Air	Thompson Peak LVCS-Susanville	\$ 955.84
58540 Total					\$ 955.84
58541	10/3/2022	Tom Hammond Inc.	Fuel - Kathi Sherman	Thompson Peak LVCS-Susanville	\$ 94.58
58541 Total					\$ 94.58
58544	10/3/2022	William H. Sadlier, Inc	Shipping	Thompson Peak LVCS-Susanville	\$ 48.83
			Sadlier Math SE GrK Vol 1 & 2	Thompson Peak LVCS-Susanville	\$ 142.05
			Sadlier math wrkbk gr 6	Thompson Peak LVCS-Susanville	\$ 353.71
58544 Total					\$ 544.59
58547	10/10/2022	C&S Waste Solutions of Lassen County	Service Location 995 Paiute Ln	Thompson Peak LVCS-Susanville	\$ 209.69
58547 Total					\$ 209.69
58548	10/10/2022	CharterSAFE	TP Package Premium 22-23 Nov	Thompson Peak LVCS-Susanville	\$ 3,609.00

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
<b>58548 Total</b>					<b>\$ 3,609.00</b>
58550	10/10/2022	CyberReef	MobileWall Education Subscription 9/21/22-9/20/23	Thompson Peak LVCS-Susanville	\$ 1,440.00
<b>58550 Total</b>					<b>\$ 1,440.00</b>
58551	10/10/2022	Forest Office Supplies	tax	Thompson Peak LVCS-Susanville	\$ 55.25
			Contract Base Service 629 Main St serial #7508	Thompson Peak LVCS-Susanville	\$ 95.00
			Contract Base Service 629 Main St serial #7517	Thompson Peak LVCS-Susanville	\$ 95.00
			Contract Base Service 629 Main St serial #7508 Overage	Thompson Peak LVCS-Susanville	\$ 458.66
			Contract serial #7517 Overage Charges	Thompson Peak LVCS-Susanville	\$ 467.43
<b>58551 Total</b>					<b>\$ 1,171.34</b>
58553	10/10/2022	Lassen County Office of Education	Monthly Phone Charges TP	Thompson Peak LVCS-Susanville	\$ 210.00
<b>58553 Total</b>					<b>\$ 210.00</b>
58554	10/10/2022	LEAF	2 Kyocere 4053ci Copier	Thompson Peak LVCS-Susanville	\$ 293.80
<b>58554 Total</b>					<b>\$ 293.80</b>
58561	10/10/2022	RosettaStone LLC	Rosetta Stone TPC	Thompson Peak LVCS-Susanville	\$ 240.00
<b>58561 Total</b>					<b>\$ 240.00</b>
58562	10/10/2022	Sherri Morgan	Employee Mileage Reimbs-9/21/22	Thompson Peak LVCS-Susanville	\$ 29.37
<b>58562 Total</b>					<b>\$ 29.37</b>
58572	10/17/2022	Miller Cleaning Service	Susanville Cleaning Service Sept 2022	Thompson Peak LVCS-Susanville	\$ 1,050.00
<b>58572 Total</b>					<b>\$ 1,050.00</b>
58573	10/17/2022	Morning Glory, Inc.	TP Milk & Choc Milk deliver 9/30/22	Thompson Peak LVCS-Susanville	\$ 16.62
			LVC Muffin & Milk deliver 10/06/22	Thompson Peak LVCS-Susanville	\$ 8.42
<b>58573 Total</b>					<b>\$ 25.04</b>
58574	10/17/2022	School Pathways Holdings, LLC	TPCS 2022-23 Agilix BUZZ Sub Fee, Barcode Attend Sub See, Pa	Thompson Peak LVCS-Susanville	\$ 3,499.39
<b>58574 Total</b>					<b>\$ 3,499.39</b>
58577	10/17/2022	Teacher Synergy LLC	TPT Access all sites	Thompson Peak LVCS-Susanville	\$ 1,375.00
<b>58577 Total</b>					<b>\$ 1,375.00</b>
58578	10/17/2022	William H. Sadlier, Inc	Shipping	Thompson Peak LVCS-Susanville	\$ 14.10
			TE Gr 1 Online	Thompson Peak LVCS-Susanville	\$ 32.15
			TE Gr 2 Online	Thompson Peak LVCS-Susanville	\$ 32.15
			TE Gr 3 Online	Thompson Peak LVCS-Susanville	\$ 32.16
			TE GR 4 ONLINE	Thompson Peak LVCS-Susanville	\$ 32.16
			TE Gr 5 Online	Thompson Peak LVCS-Susanville	\$ 32.16
			TE Gr 6 Online	Thompson Peak LVCS-Susanville	\$ 32.16
			TE Gr 7 Online	Thompson Peak LVCS-Susanville	\$ 44.50
			TE Gr 8 Online	Thompson Peak LVCS-Susanville	\$ 44.50
<b>58578 Total</b>					<b>\$ 296.04</b>
58579	10/18/2022	US Bank Credit Card	Amazon-Connecting the Dots of Accreditation ..	Thompson Peak LVCS-Susanville	\$ 13.41
			Craigslist Posting	Thompson Peak LVCS-Susanville	\$ 10.00
			Feather Publishing Posting	Thompson Peak LVCS-Susanville	\$ 13.50
			7-Eleven	Thompson Peak LVCS-Susanville	\$ 184.42
			Amazon - Area Rug	Thompson Peak LVCS-Susanville	\$ 28.38
			AMZN Digital Adobe Pro	Thompson Peak LVCS-Susanville	\$ 71.38
			Wal-Mart Back to school night	Thompson Peak LVCS-Susanville	\$ 43.84
			Education_cam Premium	Thompson Peak LVCS-Susanville	\$ 119.88
			Costco	Thompson Peak LVCS-Susanville	\$ 451.17
			Zoom	Thompson Peak LVCS-Susanville	\$ 524.66

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
58579	10/18/2022	US Bank Credit Card	AMZN MKPL Restroom Sign	Thompson Peak LVCS-Susanville	\$ 20.98
			National Restaurant Servsafe	Thompson Peak LVCS-Susanville	\$ 15.00
			SurveyMonkey	Thompson Peak LVCS-Susanville	\$ 276.00
			Quik Stop	Thompson Peak LVCS-Susanville	\$ 36.99
			UPS	Thompson Peak LVCS-Susanville	\$ 79.47
58579 Total					\$ 1,889.08
58583	10/25/2022	All Season Heating and Air Inc	TP 995 Paiute - Monthly Service	Thompson Peak LVCS-Susanville	\$ 350.00
58583 Total					\$ 350.00
58588	10/25/2022	California HOSA	Educators Institute for Pathways Registration for Tiffiney L	Thompson Peak LVCS-Susanville	\$ 137.50
58588 Total					\$ 137.50
58589	10/25/2022	Canon Financial Service, Inc c/o			
		Operational Accounting	Monthly Contract Base Insurance Charge	Thompson Peak LVCS-Susanville	\$ 15.69
			Monthly Contract Base 601848-1629 Main St, Susanville + C	Thompson Peak LVCS-Susanville	\$ 175.14
58589 Total					\$ 190.83
58590	10/25/2022	Classroom Resource Center	MCP Plaid Phonics Level A Student Book Grade 1	Thompson Peak LVCS-Susanville	\$ 28.50
			MCP Plaid Phonics Level B Bundle Grade 2	Thompson Peak LVCS-Susanville	\$ 274.75
			MCP Plaid Phonics Level B Student Book Grade 2	Thompson Peak LVCS-Susanville	\$ 47.50
			MCP Plaid Phonics Level C Bundle Grade 3	Thompson Peak LVCS-Susanville	\$ 329.70
			MCP Plaid Phonics Level k Bundle Grade K	Thompson Peak LVCS-Susanville	\$ 259.75
			MCP Plaid Phonics Word Study Level D Bundle Grade 4	Thompson Peak LVCS-Susanville	\$ 503.60
			MCP Plaid Phonics Word Study Level D Student Book Grade 4	Thompson Peak LVCS-Susanville	\$ 29.40
			Shipping and Handling	Thompson Peak LVCS-Susanville	\$ 241.80
58590 Total					\$ 1,715.00
58592	10/25/2022	Department of Justice - Accounting Office	Fingerprinting Apps Sept 2022	Thompson Peak LVCS-Susanville	\$ 56.50
58592 Total					\$ 56.50
58598	10/25/2022	Lassen Municipal Utility District	Municipal Utility 955 Paiute Ln	Thompson Peak LVCS-Susanville	\$ 747.01
58598 Total					\$ 747.01
58599	10/25/2022	Law Offices of Young, Minney & Corr, LLP	Sept Legal Service Legal Services - TPC	Thompson Peak LVCS-Susanville	\$ 568.50
58599 Total					\$ 568.50
58600	10/25/2022	Morning Glory, Inc.	TP Milk & Choc Milk deliver 10/13/22	Thompson Peak LVCS-Susanville	\$ 16.34
			TPC Muffin 10/14/22	Thompson Peak LVCS-Susanville	\$ 92.16
58600 Total					\$ 108.50
58602	10/25/2022	Staples eCommerce	Avery Style Edge Insertable Plastic Dividers, 5-Tab, Assorted	Thompson Peak LVCS-Susanville	\$ 13.43
			Brother TN 730 Black Standard Yield Toner Cartridge (TN-730)	Thompson Peak LVCS-Susanville	\$ 242.54
			Expo Whiteboard Care Cleaner, Blue (1752229)	Thompson Peak LVCS-Susanville	\$ 8.55
			Fellowes Bags 20 Gal., 50/Box (36054)	Thompson Peak LVCS-Susanville	\$ 24.95
			Coffee mate Original Liquid Creamer, 0.38 Oz., 50/Box (35110)	Thompson Peak LVCS-Susanville	\$ 2.50
			Domino Sugar Packets, 100/Box (DMN90554)	Thompson Peak LVCS-Susanville	\$ 0.82
			Post-it Notes, 3 x 3, Poptimistic Collection, Lined, 100 S	Thompson Peak LVCS-Susanville	\$ 4.68
			Staples EasyClose Security Tinted #10 Business Envelopes, 4	Thompson Peak LVCS-Susanville	\$ 12.68
			Stevia In The Raw Natural Sweeteners, 200/Box (4480076014)	Thompson Peak LVCS-Susanville	\$ 7.12
			HP 67XL/67 Black High Yield and Tri-Color Standard Yield Ink	Thompson Peak LVCS-Susanville	\$ 41.67



**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
58602	10/25/2022	Staples eCommerce	Officemate 2-Hole Punch, 50 Sheet Capacity, Black (90082)	Thompson Peak LVCS-Susanville	\$ 5.36
			Pendaflex Pressboard Classification Folders, 1-Divider, 2 E	Thompson Peak LVCS-Susanville	\$ 17.31
			Staples Portable File Tote, Letter Size, Black (TR57622)	Thompson Peak LVCS-Susanville	\$ 6.33
58602 Total					\$ 387.94
58603	10/25/2022	Stephanie Preston	Employee Reimbs Oct 2022 - Hardware Store	Thompson Peak LVCS-Susanville	\$ 33.61
58603 Total					\$ 33.61
58604	10/25/2022	Susanville Ford	Maintenance School Van	Thompson Peak LVCS-Susanville	\$ 349.17
58604 Total					\$ 349.17
58605	10/25/2022	Tiffiney Lozano	Employee Reimbs Oct 2022 Omni Hotel Res & SouthWest Air	Thompson Peak LVCS-Susanville	\$ 1,056.27
58605 Total					\$ 1,056.27
58606	10/25/2022	Tom Hammond Inc.	Fuel - Kathi Sherman	Thompson Peak LVCS-Susanville	\$ 281.86
58606 Total					\$ 281.86
58610	10/31/2022	CharterSAFE	Worker Comp 102522	Thompson Peak LVCS-Susanville	\$ 1,351.86
			Worker Comp 102522 variance to GL	Thompson Peak LVCS-Susanville	\$ (570.19)
58610 Total					\$ 781.67
58612	10/31/2022	Lassen County Office of Education	102522 TPCS STRS	Thompson Peak LVCS-Susanville	\$ 22,916.27
			102522 TPCS STRS variance to GL	Thompson Peak LVCS-Susanville	\$ (911.93)
58612 Total					\$ 22,004.34
58614	10/31/2022	ReliaStar Life Insurance Company	102522 Voluntary Insurance	Thompson Peak LVCS-Susanville	\$ 249.99
			102522 Voluntary Insurance variance to GL	Thompson Peak LVCS-Susanville	\$ (7.16)
58614 Total					\$ 242.83
58615	10/31/2022	Tri-County Schools Ins Group	102522-TCSIG Medical, Vision, Dental & Life	Thompson Peak LVCS-Susanville	\$ 28,878.73
			102522-TCSIG Medical, Vision, Dental & Life Variance to GL	Thompson Peak LVCS-Susanville	\$ (4,117.38)
58615 Total					\$ 24,761.35
58617	10/31/2022	City of Susanville	995 Paiute Lane Gas & Water	Thompson Peak LVCS-Susanville	\$ 118.43
58617 Total					\$ 118.43
58619	10/31/2022	McRuffy Press, LLC	Shipping	Thompson Peak LVCS-Susanville	\$ 7.95
			Kinder Color Math Manipulative Kit	Thompson Peak LVCS-Susanville	\$ 14.95
			Kinder Color Math Resource Pack	Thompson Peak LVCS-Susanville	\$ 34.95
			Kinder Color Math Teacher Manuel	Thompson Peak LVCS-Susanville	\$ 39.95
58619 Total					\$ 97.80
58622	10/31/2022	William H. Sadlier, Inc	SadlierMath SE GrK Vol1	Thompson Peak LVCS-Susanville	\$ 33.23
58622 Total					\$ 33.23
58645	10/31/2022	Verizon Wireless	Verizon - Wireless Phone Service Hot Spots 542362909-00002	Thompson Peak LVCS-Susanville	\$ 694.71
58645 Total					\$ 694.71
ACH- 001	10/4/2022	STAMPS.COM Inc	STAMPS.com ACH 100422	Thompson Peak LVCS-Susanville	\$ 125.00
ACH- 001 Total					\$ 125.00
ACH-0029	10/10/2022	Delta Managed Solutions	Monthly Fee - Oct 2022	Thompson Peak LVCS-Susanville	\$ 6,150.00
ACH-0029 Total					\$ 6,150.00
ACH-0035	10/31/2022	Amazon Business	Shipping	Thompson Peak LVCS-Susanville	\$ 24.89
			Discount	Thompson Peak LVCS-Susanville	\$ (1.47)
			Phone case	Thompson Peak LVCS-Susanville	\$ 9.65
			Sundae Syrup	Thompson Peak LVCS-Susanville	\$ 76.32
			Kleenex Tissues	Thompson Peak LVCS-Susanville	\$ 27.34
			Ring Set	Thompson Peak LVCS-Susanville	\$ 8.22
			Smartwatch black	Thompson Peak LVCS-Susanville	\$ 63.26

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
ACH-0035	10/31/2022	Amazon Business	Balloon Garland	Thompson Peak LVCS-Susanville	\$ 48.65
			Crepe Paper	Thompson Peak LVCS-Susanville	\$ 24.86
			Dessert cups	Thompson Peak LVCS-Susanville	\$ 23.37
			Party Balloons	Thompson Peak LVCS-Susanville	\$ 7.57
			Plastic Candy Bowls	Thompson Peak LVCS-Susanville	\$ 25.95
			Slow Cooker liners	Thompson Peak LVCS-Susanville	\$ 12.98
			Spoons	Thompson Peak LVCS-Susanville	\$ 10.27
			Sprinkles	Thompson Peak LVCS-Susanville	\$ 14.49
			Tonifol Satin Ribbon	Thompson Peak LVCS-Susanville	\$ 18.02
			Wet Wipe	Thompson Peak LVCS-Susanville	\$ 27.05
			Screen Protector iphone	Thompson Peak LVCS-Susanville	\$ 4.76
			Monitor riser stand	Thompson Peak LVCS-Susanville	\$ 12.75
			Bluelight blocking glasses	Thompson Peak LVCS-Susanville	\$ 34.60
			Card magic beginner	Thompson Peak LVCS-Susanville	\$ 9.73
			Coloring books	Thompson Peak LVCS-Susanville	\$ 25.93
			Dino Coloring books	Thompson Peak LVCS-Susanville	\$ 7.57
			End zone Challenge	Thompson Peak LVCS-Susanville	\$ 47.08
			Fun little toys	Thompson Peak LVCS-Susanville	\$ 23.76
			Gaming headset	Thompson Peak LVCS-Susanville	\$ 54.10
			Graffiti Coloring books	Thompson Peak LVCS-Susanville	\$ 8.65
			JellyFish Lava lamp	Thompson Peak LVCS-Susanville	\$ 37.78
			LED Lights	Thompson Peak LVCS-Susanville	\$ 34.10
			Light saber chapstick	Thompson Peak LVCS-Susanville	\$ 43.24
			Marvel Avengers mad libs	Thompson Peak LVCS-Susanville	\$ 5.34
			Needle felting starter Kit	Thompson Peak LVCS-Susanville	\$ 47.60
			Pokemon mad libs	Thompson Peak LVCS-Susanville	\$ 6.48
			Reverse Coloring books	Thompson Peak LVCS-Susanville	\$ 10.81
			Selfie Light	Thompson Peak LVCS-Susanville	\$ 32.46
			Sound bot Beanie	Thompson Peak LVCS-Susanville	\$ 28.12
			Star wars mad libs	Thompson Peak LVCS-Susanville	\$ 5.40
			Stranger Things Coloring books	Thompson Peak LVCS-Susanville	\$ 13.39
			Stranger Things mad libs	Thompson Peak LVCS-Susanville	\$ 5.40
			Super pack Fuzzy Posters unicorn	Thompson Peak LVCS-Susanville	\$ 17.29
			Super pack Fuzzy Posters	Thompson Peak LVCS-Susanville	\$ 17.29
			Tween Coloring books	Thompson Peak LVCS-Susanville	\$ 8.64
			Wireless earbuds	Thompson Peak LVCS-Susanville	\$ 86.58
			Office Chair	Thompson Peak LVCS-Susanville	\$ 119.05
			Mini Gummi	Thompson Peak LVCS-Susanville	\$ 20.99
			Mini M&M	Thompson Peak LVCS-Susanville	\$ 24.74
			Ice Cream Banner	Thompson Peak LVCS-Susanville	\$ 29.77
			Coat Rack	Thompson Peak LVCS-Susanville	\$ 17.15
			File Folder Labels	Thompson Peak LVCS-Susanville	\$ 1.83
			Tea Bags	Thompson Peak LVCS-Susanville	\$ 7.42
			Blue Streamers	Thompson Peak LVCS-Susanville	\$ 10.77
			Ice Cream Scoop	Thompson Peak LVCS-Susanville	\$ 6.03
			Oreo	Thompson Peak LVCS-Susanville	\$ 9.30

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: October 2022**

Check Number	Check Date	Payee	Reason	School	Total
ACH-0035	10/31/2022	Amazon Business	Plastic table Cloth	Thompson Peak LVCS-Susanville	\$ 10.67
			Card magic	Thompson Peak LVCS-Susanville	\$ 24.89
			Ribbon Cutting Scissors	Thompson Peak LVCS-Susanville	\$ 31.63
			Candy Making Kit	Thompson Peak LVCS-Susanville	\$ 41.99
			Pocketchart	Thompson Peak LVCS-Susanville	\$ 31.37
			Selfie Camera	Thompson Peak LVCS-Susanville	\$ 80.08
			Smartwatch blue	Thompson Peak LVCS-Susanville	\$ 58.44
ACH-0035 Total					\$ 1,576.39
ACH-0036	10/24/2022	Cal-Sierra Title Company	995 Paiute Lane, Susanville Closing Cost Wire 063-60926	Thompson Peak LVCS-Susanville	\$ 173,174.05
ACH-0036 Total					\$ 173,174.05
Grand Total					\$ 266,632.06

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: November 2022**

Check Number	Check Date	Payee	Reason	School	Total
001	11/30/2022	STAMPS.COM Inc	STAMPS.com ACH 11222022	Thompson Peak LVCS-Susanville	\$ 125.00
001 Total					\$ 125.00
111722	11/30/2022	US Bank Credit Card	Analysis Fee Nov 2022	Thompson Peak LVCS-Susanville	\$ 232.27
111722 Total					\$ 232.27
58626	11/3/2022	C&S Waste Solutions of Lassen County	Service Location 995 Paiute Ln	Thompson Peak LVCS-Susanville	\$ 209.69
58626 Total					\$ 209.69
58629	11/3/2022	Forest Office Supplies	TAX	Thompson Peak LVCS-Susanville	\$ 43.24
			Contract Base Service 629 Main St serial #7508	Thompson Peak LVCS-Susanville	\$ 95.00
			Contract Base Service 629 Main St serial #7517	Thompson Peak LVCS-Susanville	\$ 95.00
			Contract serial #7517 & 7508 Overage Charges	Thompson Peak LVCS-Susanville	\$ 683.26
58629 Total					\$ 916.50
58633	11/3/2022	Lassen County Office of Education	STRS P&I for TP	Thompson Peak LVCS-Susanville	\$ 7.46
58633 Total					\$ 7.46
58639	11/3/2022	Morning Glory, Inc.	TP Milk & Choc Milk deliver 10/13/22	Thompson Peak LVCS-Susanville	\$ 16.45
58639 Total					\$ 16.45
58641	11/3/2022	Sherri Morgan	Employee Mileage Reimbs	Thompson Peak LVCS-Susanville	\$ 130.00
			Employee Reimbs-10/2022 NAPA Car Cleaning Supplies & car was	Thompson Peak LVCS-Susanville	\$ 13.41
58641 Total					\$ 143.41
58646	11/3/2022	Verizon Wireless	Verizon - Wireless Phone Service ADMIN	Thompson Peak LVCS-Susanville	\$ 178.41
58646 Total					\$ 178.41
58648	11/8/2022	USDA Rural Development	USDA Loan (First Month)	Thompson Peak LVCS-Susanville	\$ 4,296.00
58648 Total					\$ 4,296.00
58650	11/14/2022	Angelina Kingsley	Employee Reimbs-10/14/22 Dance Decor	Thompson Peak LVCS-Susanville	\$ 119.60
58650 Total					\$ 119.60
58653	11/14/2022	College Board	College Board Membership fee 2021-2022	Thompson Peak LVCS-Susanville	\$ 200.00
			College Board Membership fee 2022-2023	Thompson Peak LVCS-Susanville	\$ 200.00
58653 Total					\$ 400.00
58656	11/14/2022	Jennifer Roshau	Employee Reimbs-10/2922 Waffle Bowels for Ribbon Cutting	Thompson Peak LVCS-Susanville	\$ 25.90
58656 Total					\$ 25.90
58657	11/14/2022	Lassen County Office of Education	Monthly Phone Charges TP	Thompson Peak LVCS-Susanville	\$ 210.00
58657 Total					\$ 210.00
58658	11/14/2022	LEAF	2 Kyocere 4053ci Copier	Thompson Peak LVCS-Susanville	\$ 293.80
58658 Total					\$ 293.80
58659	11/14/2022	McRuffy Press, LLC	Kinder Color Math Manipulative Kit	Thompson Peak LVCS-Susanville	\$ 14.95
58659 Total					\$ 14.95
58660	11/14/2022	Miller Cleaning Service	Susanville Cleaning Service Oct 2022	Thompson Peak LVCS-Susanville	\$ 1,350.00
58660 Total					\$ 1,350.00
58661	11/14/2022	Morning Glory, Inc.	TPC Ice Cream Delivery 11/02/22	Thompson Peak LVCS-Susanville	\$ 193.66
58661 Total					\$ 193.66
58667	11/14/2022	STAMPS.COM Inc	stamps.com monthly service	Thompson Peak LVCS-Susanville	\$ 29.99
58667 Total					\$ 29.99
58668	11/14/2022	Staples eCommerce	Smead Box Bottom Hanging File Folder, 2 Expansion, 5-Tab Ta	Thompson Peak LVCS-Susanville	\$ 22.16
58668 Total					\$ 22.16

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: November 2022**

Check Number	Check Date	Payee	Reason	School	Total
58673	11/18/2022	Canon Financial Service, Inc c/o Operational Accounting	Monthly Contract Base Insurance Charge Monthly Contract Base 601848-1629 Main St, Susanville + C	Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville	\$ 15.69 \$ 175.14
58673 Total					\$ 190.83
58674	11/18/2022	CharterSAFE	TP Package Premium 22-23 Dec	Thompson Peak LVCS-Susanville	\$ 3,609.00
58674 Total					\$ 3,609.00
58675	11/18/2022	Department of Motor Vehicles	DMS - Pull Notice	Thompson Peak LVCS-Susanville	\$ 4.00
58675 Total					\$ 4.00
58679	11/18/2022	Jennifer Roshau	Employee Reimbs Nov 5, 2022 Framing Certificate	Thompson Peak LVCS-Susanville	\$ 22.71
58679 Total					\$ 22.71
58682	11/18/2022	Lassen County Office of Education	Monthly Phone Charges TP	Thompson Peak LVCS-Susanville	\$ 210.00
58682 Total					\$ 210.00
58684	11/18/2022	Microsoft Corporation	Fee/Charges Microsoft Surface Pro 2 Microsoft Surface Pro 4	Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville	\$ 49.00 \$ 3,109.47 \$ 13,286.90
58684 Total					\$ 16,445.37
58685	11/18/2022	Morning Glory, Inc.	TP Muffins, Cereal 11/1/22	Thompson Peak LVCS-Susanville	\$ 148.28
58685 Total					\$ 148.28
58686	11/18/2022	Presence Learning Inc	BMH Service Direct Makeup, Parent or School Contact, Documen	Thompson Peak LVCS-Susanville	\$ 3,673.32
58686 Total					\$ 3,673.32
58688	11/18/2022	Staples eCommerce	Staples 2 Binder Clips, Large, Black, 12/Pack (10669) Bemiss-Jason Bordette Border Rolls, Orange CloroxPro Glad ForceFlex Tall Kitchen Drawstring Trash Bags, Post-it Notes, 1 3/8 x 1 7/8, Beachside Café Collection, 1 Staples Invisible Tape, 3/4 x 1,296, 6/Pack (52380P6) Staples Sticky Notes, 3 x 3 Assorted Bold, 100 Sheets/Pad, TRU RED High-Capacity Staples, 3/4 Leg Length, 5000 Staples Tru-Ray 12 x 18 Construction Paper, Assorted Colors, 50 Sh Staples Hanging File Folder, 5-Tab, Letter Size, Standard Gr Kleenex Premiere Recycled Multifold Paper Towels, 1-ply, 120	Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville	\$ 5.07 \$ 2.75 \$ 34.27 \$ 10.21 \$ 4.30 \$ 15.52 \$ 8.42 \$ 4.84 \$ 10.21 \$ 166.71
58688 Total					\$ 262.30
58689	11/18/2022	Susanville Sanitary District	Sewer Service 995 Paiute In	Thompson Peak LVCS-Susanville	\$ 52.00
58689 Total					\$ 52.00
58690	11/18/2022	Tiffiney Lozano	Employee Reimbs Nov 2022 Oct phone service Employee Reimbs Nov 2022 office supplies Employee Reimbs Nov 2022 Travel, Meals Employee Reimbs Nov 2022 Zoom Employee Mileage Reimbs Nov 2022	Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville Thompson Peak LVCS-Susanville	\$ 50.00 \$ 85.77 \$ 148.98 \$ 149.00 \$ 103.75
58690 Total					\$ 537.50
58691	11/18/2022	Tom Hammond Inc.	Fuel - Kathi Sherman	Thompson Peak LVCS-Susanville	\$ 335.81
58691 Total					\$ 335.81
58692	11/18/2022	Verizon Wireless	Verizon - Wireless Phone Service Hot Spots 542362909-00002	Thompson Peak LVCS-Susanville	\$ 531.32
58692 Total					\$ 531.32

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: November 2022**

Check Number	Check Date	Payee	Reason	School	Total
58695	11/22/2022	Rural Community Assistance Corporation	Loan Commitment Modification Extension fee #2	Thompson Peak LVCS-Susanville	\$ 250.00
58695 Total					\$ 250.00
58698	11/23/2022	Department of Justice - Accounting Office	Fingerprinting Apps Oct 2022	Thompson Peak LVCS-Susanville	\$ 167.50
58698 Total					\$ 167.50
58701	11/23/2022	Lassen Municipal Utility District (Acct#415072)	Municipal Utility 955 Paiute Ln	Thompson Peak LVCS-Susanville	\$ 821.55
58701 Total					\$ 821.55
58702	11/23/2022	Law Offices of Young, Minney & Corr, LLP	Oct Legal Services - TPC	Thompson Peak LVCS-Susanville	\$ 99.12
58702 Total					\$ 99.12
58703	11/23/2022	Morning Glory, Inc.	TPC Food delivery 11/14/22	Thompson Peak LVCS-Susanville	\$ 16.63
58703 Total					\$ 16.63
58704	11/23/2022	Positive Behavior Changes, LLC	Direct Training and Travel service 11/4/22	Thompson Peak LVCS-Susanville	\$ 441.87
58704 Total					\$ 441.87
58705	11/23/2022	Staples eCommerce	Teacher Created Resource (TCR77313) 24 x 1.5, Chalkboard B	Thompson Peak LVCS-Susanville	\$ 8.22
			Teacher Created Resources Big Big Border Watercolor Pennants	Thompson Peak LVCS-Susanville	\$ 16.44
			Teacher Created Resources TCR77290, Colorful Scribble Magnet	Thompson Peak LVCS-Susanville	\$ 12.64
			Multicultural Children Mighty Brights Border 3x36, 12/pkg	Thompson Peak LVCS-Susanville	\$ 8.01
			Teacher Created Resources 2 3/16 x 35' Snowflakes Border Tr	Thompson Peak LVCS-Susanville	\$ 7.91
			Dr. Seuss Oh the Places Balloons 2.25 x 12' Deco Trim, Mult	Thompson Peak LVCS-Susanville	\$ 26.22
			Teacher Created Resources TCR3477, Chalkboard Brights Alphab	Thompson Peak LVCS-Susanville	\$ 5.44
58705 Total					\$ 84.88
ACH-0034	11/3/2022	Delta Managed Solutions	Monthly Fee - Nov 2022	Thompson Peak LVCS-Susanville	\$ 6,150.00
ACH-0034 Total					\$ 6,150.00
ACH-0037	11/30/2022	Amazon Business	Shipping	Thompson Peak LVCS-Susanville	\$ 5.99
			Slow Cooker Liner	Thompson Peak LVCS-Susanville	\$ 12.37
			HP INK	Thompson Peak LVCS-Susanville	\$ 25.73
			Legal File folders	Thompson Peak LVCS-Susanville	\$ 7.93
			The Office Blanket	Thompson Peak LVCS-Susanville	\$ 21.64
			AA Batteries	Thompson Peak LVCS-Susanville	\$ 5.08
			Coffee Cups	Thompson Peak LVCS-Susanville	\$ 14.47
			Heater	Thompson Peak LVCS-Susanville	\$ 16.60
			Metal Holder	Thompson Peak LVCS-Susanville	\$ 83.66
			Wall Holder	Thompson Peak LVCS-Susanville	\$ 8.03
			910 HP INK	Thompson Peak LVCS-Susanville	\$ 32.17
			Funky Fleece Blanket	Thompson Peak LVCS-Susanville	\$ 37.88
			Crazy Socks	Thompson Peak LVCS-Susanville	\$ 32.19
			Pokemon Sword and shield	Thompson Peak LVCS-Susanville	\$ 62.83
			600 small stickers	Thompson Peak LVCS-Susanville	\$ 11.90
			Adjustable ring	Thompson Peak LVCS-Susanville	\$ 14.06

**Long Valley -Thompson Peak**  
**WARRANT REGISTER Detail: November 2022**

Check Number	Check Date	Payee	Reason	School	Total
ACH-0037	11/30/2022	Amazon Business	Basketball hoop game	Thompson Peak LVCS-Susanville	\$ 55.20
			Chain robot	Thompson Peak LVCS-Susanville	\$ 18.39
			Chair Stand	Thompson Peak LVCS-Susanville	\$ 119.06
			Chemistry set	Thompson Peak LVCS-Susanville	\$ 18.39
			Dice	Thompson Peak LVCS-Susanville	\$ 11.90
			Drawing Kit	Thompson Peak LVCS-Susanville	\$ 22.61
			Erasers	Thompson Peak LVCS-Susanville	\$ 20.56
			Fidget Toy Pack	Thompson Peak LVCS-Susanville	\$ 54.11
			Fingerboard	Thompson Peak LVCS-Susanville	\$ 30.30
			Football	Thompson Peak LVCS-Susanville	\$ 59.53
			Fruit assortment	Thompson Peak LVCS-Susanville	\$ 14.99
			Gel Pens	Thompson Peak LVCS-Susanville	\$ 8.10
			Handheld game	Thompson Peak LVCS-Susanville	\$ 17.47
			Handheld Game Console	Thompson Peak LVCS-Susanville	\$ 20.56
			Hoverboard	Thompson Peak LVCS-Susanville	\$ 162.36
			Invisible ink	Thompson Peak LVCS-Susanville	\$ 21.64
			Lego Mushrooms	Thompson Peak LVCS-Susanville	\$ 21.64
			Lego Mustang	Thompson Peak LVCS-Susanville	\$ 43.29
			Little Live pets	Thompson Peak LVCS-Susanville	\$ 21.64
			Magnetic Chess	Thompson Peak LVCS-Susanville	\$ 15.70
			Magnetic fidget pen	Thompson Peak LVCS-Susanville	\$ 16.23
			Mochi Toys	Thompson Peak LVCS-Susanville	\$ 27.05
			Plush animals	Thompson Peak LVCS-Susanville	\$ 40.03
			Quote wristbands	Thompson Peak LVCS-Susanville	\$ 20.56
			Rainbow Pen	Thompson Peak LVCS-Susanville	\$ 22.72
			Squish mellowes	Thompson Peak LVCS-Susanville	\$ 42.86
			Stem Project	Thompson Peak LVCS-Susanville	\$ 43.29
			Stress ball set	Thompson Peak LVCS-Susanville	\$ 32.03
			Telescope	Thompson Peak LVCS-Susanville	\$ 73.60
			Unicorn Science	Thompson Peak LVCS-Susanville	\$ 37.88
			Virtual Pet	Thompson Peak LVCS-Susanville	\$ 14.70
			Zoo Animal stress ball	Thompson Peak LVCS-Susanville	\$ 21.64
ACH-0037 Total					\$ 1,542.56
Grand Total					\$ 44,381.80

**LONG VALLEY CHARTER SCHOOL**  
**Executive Director's Report**  
January 2023

**ENROLLMENT**

School	Enrollment		
	Prior Month 11/28/2022	Current 1/9/2023	Growth/(Loss)
Long Valley School	240	239	-1
Thompson Peak Charter	142	143	1
Total	382	382	0

**OPEN STAFF POSITIONS**

The following positions remain open:

- >>Doyle- Long term substitute for anticipated leave
- >>Portola-No open positions
- >>Susanville-middle/high school level teacher; janitor
- >>LVCS-Mental Health Therapist

**RESERVE CONCERNS**

Apparently having close to a year's worth of cash is not great in the eyes of the state. At the meeting this week, we are establishing a policy about setting reserve amounts and adopting a resolution of the initial amounts. This more accurately describes our position and will hopefully deter the state from thinking they should cut our funding.

**INTERIM LOAN CLOSING**

Any day now! The USDA required us to take an interim loan for the purchase and construction costs. Once the construction is completed, we will be closing on the USDA loan which will payoff the interim instrument.

**BACK OFFICE PROVIDERS**

At this meeting, each provider has been asked to present for 10 minutes. A summary of the quotes is:

**Edtec:** an initial 2-year commitment at the annual rate of \$170,000 and \$175,000

**DMS:** requires a 2-year commitment at an increase from \$147,600 to \$157,800

Next steps: ask for legal review of quote/agreements and bring to Board in February.





# Long Valley Charter School

## DMS Monthly Update

Actuals through: November 30, 2022



This report is intended to provide a financial update comparing the First Interim Budget with actuals through November 30th. Along with an update on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a regular basis to thoughtfully address these issues, especially early in the year, are the the key to successful financial reporting.

Expenditures appear to be closely aligned to First Interim Budget projections. At this point with 42% of the year (5 months) completed, compensation and benefits are on track. Some of the "front-loading" effect is still present in supplies, whereas services overall appear to be stabilizing as the months go by.

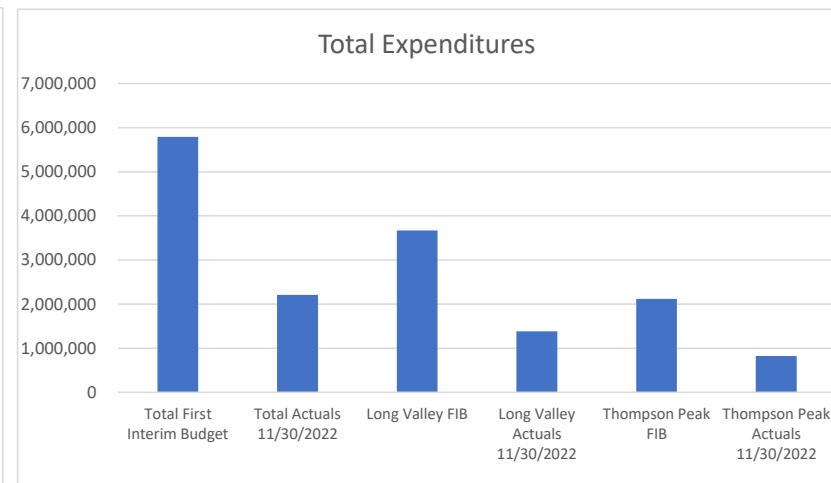
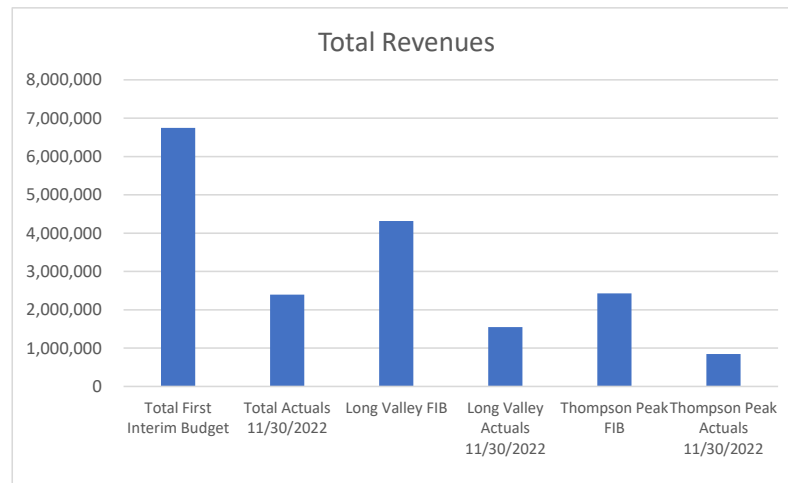
Revenues continue to be somewhat trailing behind what would be expected on a monthly basis; however, in total the revenues are beginning to come closer to budget as well. It is important to continue to keep in mind that state and federal revenues do not flow evenly throughout the year; therefore, YTD results are not a valuable measure of the financial performance.

For Cash Flows, Long Valley School is projected to the end the year with 247 days cash on hand representing 62% of annual expenditures. Thompson Peak Charter is projected to the end the year with 323 days cash on hand representing 81% of annual expenditures.

Long Valley School and Thompson Peak Charter continue to demonstrate fiscal stability and improving reserves and are projected to meet all obligations as scheduled.

# **Long Valley Charters** **Budget vs Actuals Summary**

Budget vs Actuals	Total First Interim Budget	Total Actuals 11/30/2022	% of Budget	Long Valley FIB	Long Valley Actuals 11/30/2022	% of Budget	Thompson Peak FIB	Thompson Peak Actuals 11/30/2022	% of Budget
<b>Revenues</b>									
LCFF State Revenue	4,318,234	1,659,745	38%	2,703,936	1,031,104	38%	1,614,298	628,641	39%
Federal Revenues	520,221	58,683	11%	308,515	42,230	14%	211,706	16,453	8%
Other State Revenues	1,719,742	655,825	38%	1,189,446	460,648	39%	530,296	195,177	37%
Local Revenue	187,005	20,644	11%	115,404	16,175	14%	71,601	4,469	6%
<b>Total Revenues</b>	<b>6,745,201</b>	<b>2,394,898</b>	<b>36%</b>	<b>4,317,300</b>	<b>1,550,157</b>	<b>36%</b>	<b>2,427,901</b>	<b>844,740</b>	<b>35%</b>
<b>Expenditures</b>									
Certificated Salaries	2,174,042	766,849	35%	1,251,469	436,081	35%	922,572	330,768	36%
Classified Salaries	901,977	320,300	36%	684,070	249,985	37%	217,907	70,314	32%
Benefits	1,285,004	454,978	35%	809,841	282,776	35%	475,163	172,202	36%
Books & Supplies	330,060	226,344	69%	231,610	156,390	68%	98,450	69,954	71%
Services & Operations	1,015,113	438,634	43%	643,152	259,344	40%	371,961	179,290	48%
Capital Outlay	31,000	0	0%	18,000	0	0%	13,000	0	0%
Other Outgo	51,531	308	1%	30,336	0	0%	21,195	308	1%
<b>Total Expenditures</b>	<b>5,788,727</b>	<b>2,207,412</b>	<b>38%</b>	<b>3,668,479</b>	<b>1,384,576</b>	<b>38%</b>	<b>2,120,248</b>	<b>822,837</b>	<b>39%</b>
<b>Operating Income/(Loss)</b>	<b>956,475</b>	<b>187,485</b>	<b>% of Year 42%</b>	<b>648,821</b>	<b>165,582</b>	<b>% of Year 42%</b>	<b>307,653</b>	<b>21,904</b>	<b>% of Year 42%</b>



## Long Valley Charters

Actuals vs Budget	Object	Description	Total First Interim Budget	Total Actuals 11/30/2022	% of Budget	Long Valley FIB	Long Valley Actuals 11/30/2022	% of Budget	Thompson Peak FIB	TP Actuals 11/30/2022	% of Budget
<b>Revenue</b>											
LCFF Revenue											
	8011	LCFF General Entitlement	3,768,681	1,449,591	38%	2,464,621	936,655	38%	1,304,060	512,936	39%
	8012	EPA Entitlement	73,516	19,024	26%	46,060	11,790	26%	27,456	7,234	26%
	8019	Prior Year Unrestricted Revenue	0	45,120	0%	0	15,321	0%	0	29,799	0%
	8096	In-Lieu-Of Property Taxes	476,037	146,010	31%	193,255	67,338	35%	282,782	78,672	28%
Total LCFF Revenue			<b>4,318,234</b>	<b>1,659,745</b>	0%	<b>2,703,936</b>	<b>1,031,104</b>	38%	<b>1,614,298</b>	<b>628,641</b>	39%
Federal Revenue											
	8220	School Nutrition Program-Federal	68,400	14,015	20%	61,250	14,015	23%	7,150	0	0%
	8290	Other Federal Revenue	451,821	44,668	10%	247,265	28,215	11%	204,556	16,453	8%
Total Federal Revenue			<b>520,221</b>	<b>58,683</b>	11%	<b>308,515</b>	<b>42,230</b>	14%	<b>211,706</b>	<b>16,453</b>	8%
Other State Revenue											
	8311	AB602 State SpEd Revenue	0	34,056	0%	0	21,095	0%	0	12,961	0%
	8520	School Nutrition Program-State	83,670	0	0%	83,670	0	0%	0	0	0%
	8550	Mandated Cost Reimbursements	10,941	10,941	100%	6,376	6,376	100%	4,565	4,565	100%
	8560	State Lottery Revenue	87,324	2,420	3%	54,720	1,450	3%	32,604	970	3%
	8590	Other State Revenue	1,537,807	608,408	40%	1,044,680	431,727	41%	493,127	176,681	36%
Total Other State Revenue			<b>1,719,742</b>	<b>655,825</b>	38%	<b>1,189,446</b>	<b>460,648</b>	39%	<b>530,296</b>	<b>195,177</b>	37%
Local Revenue											
	8634	EDP/Extra Lunch Fees	0	937	0%	0	937	0%	0	0	0%
	8660	Interest Income	10,000	2,854	29%	5,000	1,058	21%	5,000	1,796	36%
	8699	Other Revenue	15,000	16,854	112%	10,000	14,181	142%	5,000	2,673	53%
	8791	Apportionment Transfer-SPED	162,005	0	0%	100,404	0	0%	61,601	0	0%
Total Local Revenue			<b>187,005</b>	<b>20,644</b>	11%	<b>115,404</b>	<b>16,175</b>	14%	<b>71,601</b>	<b>4,469</b>	6%
<b>Total Revenue</b>			<b>6,745,201</b>	<b>2,394,898</b>	36%	<b>4,317,300</b>	<b>1,550,157</b>	36%	<b>2,427,901</b>	<b>844,740</b>	35%
<b>Expenditures</b>											
Certificated Compensation											
	1100	Teacher Compensation	1,524,629	492,862	32%	916,786	306,798	33%	607,843	186,065	31%
	1150	Teacher Stipends/Extra Duty	40,946	29,819	73%	23,657	22,987	97%	17,290	6,832	40%
	1200	Student Support	76,670	29,482	38%	34,502	15,218	44%	42,169	14,263	34%
	1250	Support Stipends/Extra Duty	550	200	36%	275	100	36%	275	100	36%
	1300	Certificated Administrators	475,551	187,112	39%	242,830	77,399	32%	232,720	109,712	47%
	1350	Administrator Stipends/Extra Duty	7,925	600	8%	6,963	300	4%	963	300	31%
	1900	Other Certificated Salaries	47,770	26,725	56%	26,457	13,229	50%	21,313	13,496	63%
	1950	Other Stipends/Extra Duty	0	50	0%	0	50	0%	0	0	0%
Total Certificated Compensation			<b>2,174,042</b>	<b>766,849</b>	35%	<b>1,251,469</b>	<b>436,081</b>	35%	<b>922,572</b>	<b>330,768</b>	36%

# Long Valley Charters

Actuals vs Budget			Total First Interim Budget	Total Actuals 11/30/2022	% of Budget	Long Valley FIB	Long Valley Actuals 11/30/2022	% of Budget	Thompson Peak FIB	TP Actuals 11/30/2022	% of Budget
Classified Compensation											
	2100	Instructional Aides	381,840	136,166	36%	276,760	101,335	37%	105,080	34,830	33%
	2130	Classified Substitutes	3,000	2,912	97%	3,000	2,912	97%	0	0	0%
	2150	Instructional Aides Stipends	7,914	3,263	41%	7,178	2,850	40%	736	413	56%
	2200	Pupil Support Administration	241,875	67,284	28%	237,600	65,096	27%	4,275	2,188	51%
	2230	Substitute Pupil Support	0	1,124	0%	0	1,124	0%	0	0	0%
	2250	Pupil Support Stipends	10,113	1,300	13%	9,976	1,063	11%	138	238	173%
	2300	Classified Administrators	77,133	35,535	46%	38,567	29,004	75%	38,567	6,530	17%
	2350	Classified Administrator Stipends	550	100	18%	275	50	18%	275	50	18%
	2400	Clerical & Technical Staff	175,273	71,330	41%	109,120	45,751	42%	66,154	25,579	39%
	2450	Clerical & Technical Stipends	4,278	988	23%	1,595	538	34%	2,683	450	17%
	2950	Other Classified Stipends	0	300	0%	0	264	0%	0	37	0%
Total Classified Compensation			<b>901,977</b>	<b>320,300</b>	36%	<b>684,070</b>	<b>249,985</b>	37%	<b>217,907</b>	<b>70,314</b>	32%
Employee Benefits											
	3101	STRS Certificated	406,948	142,074	35%	234,276	80,590	34%	172,673	61,484	36%
	3301	OASDI/Medicare Certificated	100,525	35,111	35%	70,478	25,100	36%	30,047	10,011	33%
	3401	Health Care Certificated	447,288	161,511	36%	288,672	94,849	33%	158,616	66,662	42%
	3402	Health Care Classified	270,876	94,561	35%	179,060	68,644	38%	91,816	25,917	28%
	3501	Unemployment Insurance Cert	15,380	5,483	36%	9,678	3,449	36%	5,702	2,033	36%
	3601	Workers' Comp Certificated	31,089	10,570	34%	17,896	6,034	34%	13,193	4,536	34%
	3602	Workers' Comp Classified	12,898	4,548	35%	9,782	3,550	36%	3,116	999	32%
	3990	PY Benefit Adjustments	0	1,121	0%	0	561	0%	0	561	0%
Total Employee Benefits			<b>1,285,004</b>	<b>454,978</b>	35%	<b>809,841</b>	<b>282,776</b>	35%	<b>475,163</b>	<b>172,202</b>	36%
Books, Materials, & Supplies											
	4310	Materials & Supplies	140,000	134,634	96%	90,000	87,984	98%	50,000	46,651	93%
	4320	Office Supplies	25,000	19,276	77%	20,000	14,829	74%	5,000	4,447	89%
	4330	Meals & Events	4,450	1,618	36%	3,000	659	22%	1,450	959	66%
	4390	Other Supplies	0	(1,128)	0%	0	(1,128)	0%	0	0	0%
	4400	Non-Capitalized Equipment	110,000	25,423	23%	70,000	7,904	11%	40,000	17,520	44%
	4700	School Nutrition Program	50,610	46,520	92%	48,610	46,142	95%	2,000	377	19%
Total Books, Materials, & Supplies			<b>330,060</b>	<b>226,344</b>	69%	<b>231,610</b>	<b>156,390</b>	68%	<b>98,450</b>	<b>69,954</b>	71%
Services & Other Operating Costs											
	5200	Travel & Conferences	34,000	12,132	36%	24,000	4,108	17%	10,000	8,024	80%
	5210	Mileage Reimbursements	1,000	208	21%	500	208	42%	500	0	0%
	5300	Dues & Memberships	26,000	26,194	101%	12,000	12,523	104%	14,000	13,672	98%
	5400	Insurance	90,184	51,564	57%	48,092	26,297	55%	42,092	25,267	60%
	5500	Operations & Housekeeping	55,000	38,188	69%	45,000	33,226	74%	10,000	4,962	50%
	5510	Utilities (General)	82,000	21,720	26%	59,000	15,540	26%	23,000	6,181	27%
	5610	Facility Rents & Leases	69,500	46,059	66%	42,500	19,059	45%	27,000	27,000	100%
	5620	Equipment Leases	25,750	9,734	38%	10,200	4,287	42%	15,550	5,447	35%
	5630	Maintenance & Repair	46,000	3,591	8%	38,000	2,528	7%	8,000	1,063	13%
	5800	Professional Services - Non-instructional	143,500	66,466	46%	95,000	36,848	39%	48,500	29,618	61%
	5802	Professional Development	54,000	17,768	33%	27,000	8,473	31%	27,000	9,295	34%
	5810	Legal	16,000	9,739	61%	8,000	3,380	42%	8,000	6,359	79%
	5820	Audit & CPA	24,000	0	0%	12,000	0	0%	12,000	0	0%

# Long Valley Charters

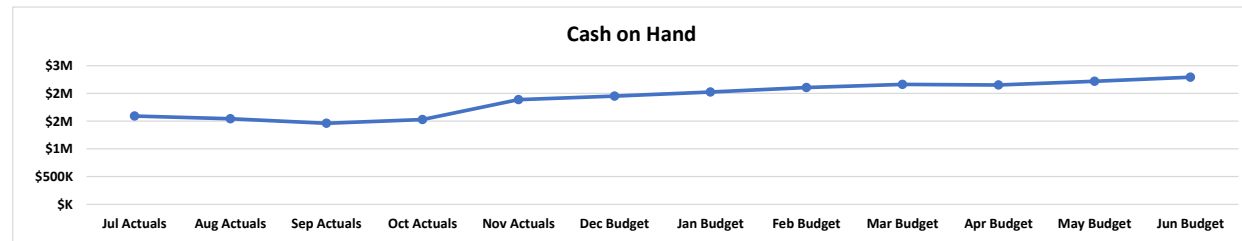
Actuals vs Budget	Object	Description	Total First Interim Budget	Total Actuals 11/30/2022	% of Budget	Long Valley FIB	Long Valley Actuals 11/30/2022	% of Budget	Thompson Peak FIB	TP Actuals 11/30/2022	% of Budget
	5825	DMS Business Services	147,600	61,500	42%	73,800	30,750	42%	73,800	30,750	42%
	5830	Non-Instructional Software Licenses/Fees	2,000	876	44%	2,000	75	4%	0	801	0%
	5835	Field Trips	2,500	324	13%	2,500	0	0%	0	324	0%
	5836	Instructional Transport	36,000	18,978	53%	32,500	18,558	57%	3,500	420	12%
	5840	Advertising & Recruitment	3,700	1,149	31%	2,700	715	26%	1,000	433	43%
	5850	Oversight Fees	43,182	0	0%	27,039	0	0%	16,143	0	0%
	5860	Service Fees	6,647	2,089	31%	2,671	916	34%	3,976	1,173	30%
	5870	Livescan Fingerprinting	2,250	1,745	78%	1,500	1,075	72%	750	670	89%
	5880	Instructional Vendors & Consultants	52,500	8,700	17%	40,000	6,600	17%	12,500	2,100	17%
	5890	Misc Other Outside Services	0	18,193	0%	0	18,193	0%	0	0	0%
	5900	Communications	47,250	9,970	21%	34,250	8,364	24%	13,000	1,606	12%
	5910	Telephone	0	2,150	0%	0	1,310	0%	0	840	0%
	5930	Postage	4,550	1,840	40%	2,900	1,170	40%	1,650	670	41%
	5940	Technology	0	7,756	0%	0	5,140	0%	0	2,616	0%
Total Services & Other Operating Costs			<b>1,015,113</b>	<b>438,634</b>	43%	<b>643,152</b>	<b>259,344</b>	40%	<b>371,961</b>	<b>179,290</b>	48%
Capital Expenditures											
	6900	Depreciation	31,000	0	0%	18,000	0	0%	13,000	0	0%
Total Capital Expenditures			<b>31,000</b>	<b>0</b>	0%	<b>18,000</b>	<b>0</b>	0%	<b>13,000</b>	<b>0</b>	0%
Other Outgo											
	7438	Interest Expense	51,531	308	1%	30,336	0	0%	21,195	308	1%
Total Other Outgo			<b>51,531</b>	<b>308</b>	1%	<b>30,336</b>	<b>0</b>	0%	<b>21,195</b>	<b>308</b>	1%
<b>Total Expenditures</b>			<b>5,788,727</b>	<b>2,207,412</b>	38%	<b>3,668,479</b>	<b>1,384,576</b>	38%	<b>2,120,248</b>	<b>822,837</b>	39%
<b>Operating Income/Loss</b>			<b>956,475</b>	<b>187,485</b>	<b>42%</b>	<b>648,821</b>	<b>165,582</b>	<b>42%</b>	<b>307,653</b>	<b>21,904</b>	<b>42%</b>

**Long Valley Charters  
Long Valley**

	Beg Bal	Budget	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Accruals	Total
<b>Beginning Balance</b>			<b>1,536,503</b>	<b>1,594,133</b>	<b>1,542,280</b>	<b>1,461,933</b>	<b>1,528,100</b>	<b>1,888,244</b>	<b>1,952,005</b>	<b>2,026,033</b>	<b>2,106,707</b>	<b>2,163,586</b>	<b>2,150,732</b>	<b>2,217,878</b>		
<b>Revenues</b>																
LCFF State Revenue		2,464,621	125,222	125,222	225,400	235,411	225,400	221,816	221,816	216,867	216,867	216,867	216,867	216,867	0	2,464,621
EPA		46,060	0	0	11,790	0	0	11,415			11,415			11,415	25	46,060
In-Lieu Property Taxes		193,255	0	33,669	0	33,669	0	15,460	15,460	27,056	13,528	13,528	13,528	13,528	13,829	193,255
Prior Year Corrections		0	0	15,321	0	0	0								(15,321)	0
Federal Revenues		308,515	0	13	0	31,876	10,341		21,682	21,682		21,682	21,682		179,557	308,515
Other State Revenues		1,189,446	5,562	5,562	48,961	34,305	366,258	92,542	92,542	92,542	92,542	92,542	92,542	92,542	81,002	1,189,446
Other Local Revenue		115,404	4,019	3,446	2,173	6,005	533	10,617	10,617	10,617	10,617	10,617	10,617	10,617	24,910	115,404
<b>Total Revenues</b>		<b>4,317,300</b>	<b>134,803</b>	<b>183,233</b>	<b>288,324</b>	<b>341,266</b>	<b>602,532</b>	<b>351,851</b>	<b>362,118</b>	<b>368,764</b>	<b>344,969</b>	<b>355,236</b>	<b>355,236</b>	<b>344,969</b>	<b>284,001</b>	<b>4,033,299</b>
<b>Expenditures</b>																
Certificated Salaries		1,251,469	20,341	109,829	95,575	103,748	106,588	101,745	101,745	101,745	101,745	101,745	101,745	101,745	103,170	1,251,469
Classified Salaries		684,070	16,357	27,375	70,626	67,647	67,981	55,615	55,615	55,615	55,615	55,615	55,615	55,615	44,777	684,070
Benefits		809,841	17,491	56,192	65,449	74,692	68,952	65,841	65,841	65,841	65,841	65,841	65,841	65,841	66,180	809,841
Books & Supplies		231,610	2,372	71,528	44,639	15,435	22,416	8,571	8,571	8,571	8,571	8,571	8,571	8,571	15,220	231,610
Services & Operations		643,152	22,740	45,167	94,958	36,029	60,451	52,289	52,289	52,289	52,289	52,289	52,289	52,289	17,787	643,152
Capital Outlay		18,000	0	0	0	0	0	1,500	1,500	1,500	1,500	1,500	1,500	1,500	7,500	18,000
Other Outgo		30,336	0	0	0	0	0	2,528	2,528	2,528	2,528	2,528	2,528	2,528	12,640	30,336
<b>Total Expenditures</b>		<b>3,668,479</b>	<b>79,302</b>	<b>310,091</b>	<b>371,245</b>	<b>297,551</b>	<b>326,387</b>	<b>288,090</b>	<b>288,090</b>	<b>288,090</b>	<b>288,090</b>	<b>288,090</b>	<b>288,090</b>	<b>288,090</b>	<b>267,274</b>	<b>3,401,205</b>
<b>Other Cash Inflows/Outflows</b>																
Accounts Receivable/Other Assets	(484,627)	0	249,667	63,892	76,954	26,818	0								(67,296)	417,331
Fixed Assets	(1,187,717)	0	(106,268)	0	(9,473)	0	0					(80,000)		18,000	(1,365,458)	(177,741)
Accounts Payable (net change)	192,831	0	(141,270)	11,113	(64,906)	(4,367)	84,000								77,401	(115,430)
Other Liabilities	34,407	0	0	0	0	0	0								34,407	0
<b>Net Inflows/Outflows</b>	<b>(1,445,106)</b>	<b>0</b>	<b>2,129</b>	<b>75,005</b>	<b>2,575</b>	<b>22,451</b>	<b>84,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(80,000)</b>	<b>0</b>	<b>18,000</b>	<b>(124,160)</b>	<b>124,160</b>

**ENDING CASH BALANCE**      1,594,133   1,542,280   1,461,933   1,528,100   1,888,244   1,952,005   2,026,033   2,106,707   2,163,586   2,150,732   2,217,878   2,292,757

**Days Cash on Hand**      171.98   166.39   157.72   164.86   203.71   210.59   218.58   227.28   233.42   232.03   239.28   247.36

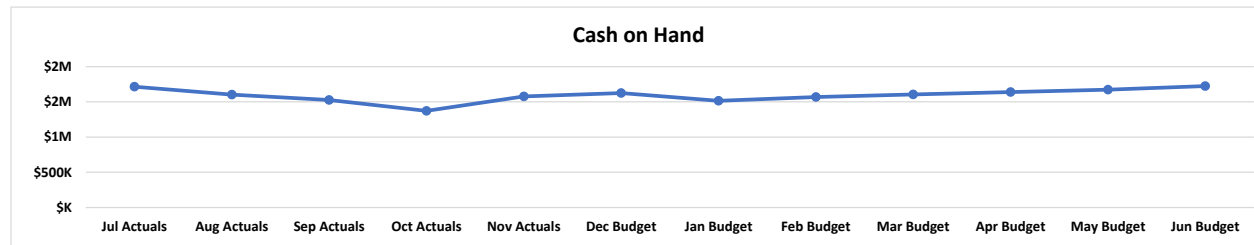


**Long Valley Charters  
Thompson Peak**

	Beg Bal	Budget	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Accruals	Total
<b>Beginning Balance</b>			<b>1,536,503</b>	<b>1,714,405</b>	<b>1,601,574</b>	<b>1,526,040</b>	<b>1,372,572</b>	<b>1,577,605</b>	<b>1,625,821</b>	<b>1,515,272</b>	<b>1,567,654</b>	<b>1,606,955</b>	<b>1,639,542</b>	<b>1,672,129</b>		
<b>Revenues</b>																
LCFF State Revenue		1,304,060	69,316	69,316	124,768	124,768	124,768	117,365	117,365	111,279	111,279	111,279	111,279	111,279	0	1,304,060
EPA		27,456	0	0	7,234	0	0	6,714			6,714			6,714	80	27,456
In-Lieu Property Taxes		282,782	0	0	0	0	78,672	22,623	22,623	39,589	19,795	19,795	19,795	19,795	40,096	282,782
Prior Year Corrections		0	0	0	0	0	29,799								(29,799)	0
Federal Revenues		211,706	0	1,416	397	10,304	4,336	15,303	15,303	15,303	15,303	15,303	15,303	15,303	88,130	211,706
Other State Revenues		530,296	0	0	38,470	51,171	105,536	43,018	43,018	43,018	43,018	43,018	43,018	43,018	33,996	530,296
Other Local Revenue		71,601	19	79	2,148	1,723	501	5,967	5,967	5,967	5,967	5,967	5,967	5,967	25,365	71,601
<b>Total Revenues</b>		<b>2,427,901</b>	<b>69,335</b>	<b>70,811</b>	<b>173,017</b>	<b>187,966</b>	<b>343,612</b>	<b>210,990</b>	<b>204,276</b>	<b>215,156</b>	<b>202,075</b>	<b>195,361</b>	<b>195,361</b>	<b>202,075</b>	<b>157,868</b>	<b>2,270,033</b>
<b>Expenditures</b>																
Certificated Salaries		922,572	12,548	83,676	77,869	78,808	77,867	75,006	75,006	75,006	75,006	75,006	75,006	75,006	66,763	922,572
Classified Salaries		217,907	2,643	8,052	18,827	19,057	21,734	17,716	17,716	17,716	17,716	17,716	17,716	17,716	23,580	217,907
Benefits		475,163	7,675	37,949	41,935	44,969	39,673	38,631	38,631	38,631	38,631	38,631	38,631	38,631	32,543	475,163
Books & Supplies		98,450	2,153	34,390	6,942	6,657	19,812	2,857	2,857	2,857	2,857	2,857	2,857	2,857	8,496	98,450
Services & Operations		371,961	22,951	35,591	71,223	23,357	26,168	25,714	25,714	25,714	25,714	25,714	25,714	25,714	12,671	371,961
Capital Outlay		13,000	0	0	0	0	0	1,083	1,083	1,083	1,083	1,083	1,083	1,083	5,417	13,000
Other Outgo		21,195	0	0	250	32	26	1,766	1,766	1,766	1,766	1,766	1,766	1,766	8,523	21,195
<b>Total Expenditures</b>		<b>2,120,248</b>	<b>47,972</b>	<b>199,658</b>	<b>217,046</b>	<b>172,880</b>	<b>185,281</b>	<b>162,774</b>	<b>162,774</b>	<b>162,774</b>	<b>162,774</b>	<b>162,774</b>	<b>162,774</b>	<b>162,774</b>	<b>157,993</b>	<b>1,962,255</b>
<b>Other Cash Inflows/Outflows</b>																
Accounts Receivable/Other Assets	(318,604)	0	188,078	0	41,286	19,290	7,709								(62,241)	256,363
Fixed Assets	(95,369)	0	0	0	0	(184,174)	0		(152,050)					13,000	(418,593)	(323,224)
Accounts Payable (net change)	96,146	0	(31,538)	16,017	(65,126)	3,996	50,955								70,450	(25,696)
Other Liabilities	63,721	0	0	0	(7,666)	(7,666)	(11,962)								36,427	(27,294)
<b>Net Inflows/Outflows</b>	<b>(254,106)</b>	<b>0</b>	<b>156,540</b>	<b>16,017</b>	<b>(31,505)</b>	<b>(168,554)</b>	<b>46,702</b>	<b>0</b>	<b>(152,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>(119,851)</b>

**ENDING CASH BALANCE**      **1,714,405   1,601,574   1,526,040   1,372,572   1,577,605   1,625,821   1,515,272   1,567,654   1,606,955   1,639,542   1,672,129   1,724,430**

**Days Cash on Hand**      **321.02   299.90   285.75   257.02   295.41   304.44   283.74   293.54   300.90   307.01   313.11   322.90**





## Board Report

1/6/2022

LVS-Doyle

\*Congratulations to our November/December (we combine these two months) Students of the Month.

Back Row: Jaxon Harguess, Maliya Mecredy, Madeline Potter

Front Row: Tiana Pelfry, Aubri Grant, Elizabeth Houdyshell



\*Aaron Christen was awarded \$75 for winning the Patriots Pen essay contest that local Veteran's support each year. He did an amazing job addressing the topic, "My Pledge to Our Veteran's." We appreciate Mr. Warner attending our Monday Morning Meeting to present this award. Congratulations Aaron!!!



\*Our boys basketball team started practicing before winter break. They are excited about their first game against Westwood on January 10th.

Student Council did an amazing job providing our students with exciting activities to wrap up the first semester. They spent time with each class reading stories, decorating cookies/gingerbread houses, and participating in Throwdown Thursday activities. It was a great way to wrap up 2022!



\*Winter i-Ready testing was completed before the break. We will be looking at data to monitor growth and needs.

\*We ended our first semester on December 16<sup>th</sup>. Report cards were sent home on January 6<sup>th</sup>.

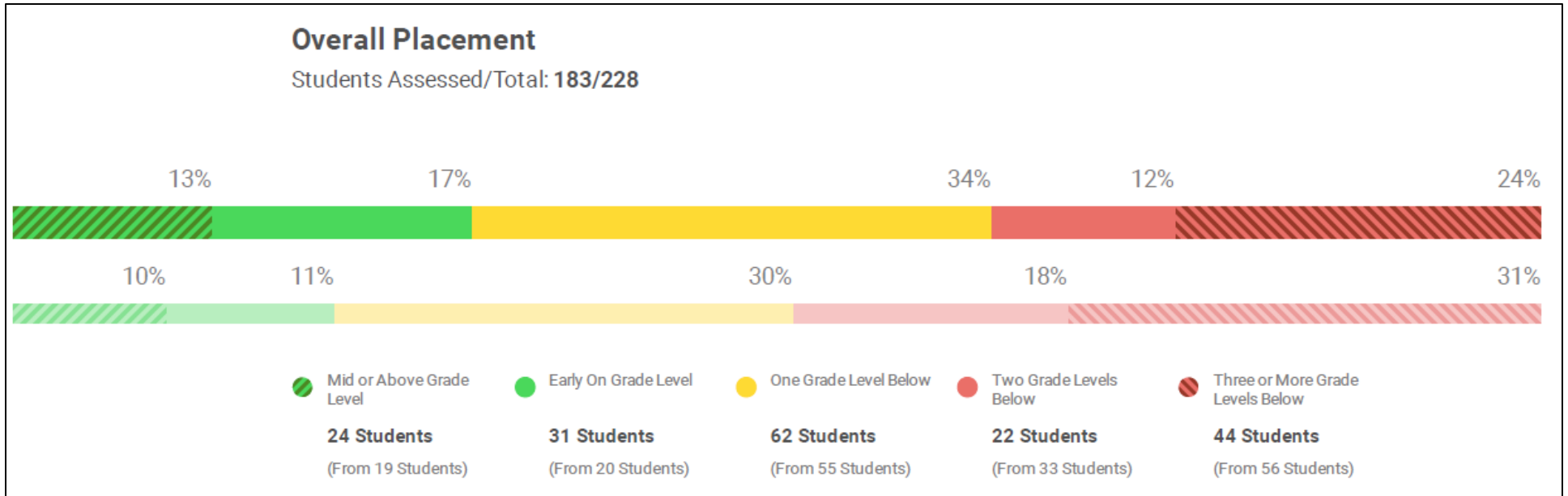
\*We welcomed Ms. Nevas a 4<sup>th</sup>/5<sup>th</sup> grade teacher. She is working closely with Mrs. Talamantes to learn our operations.

### Upcoming Events

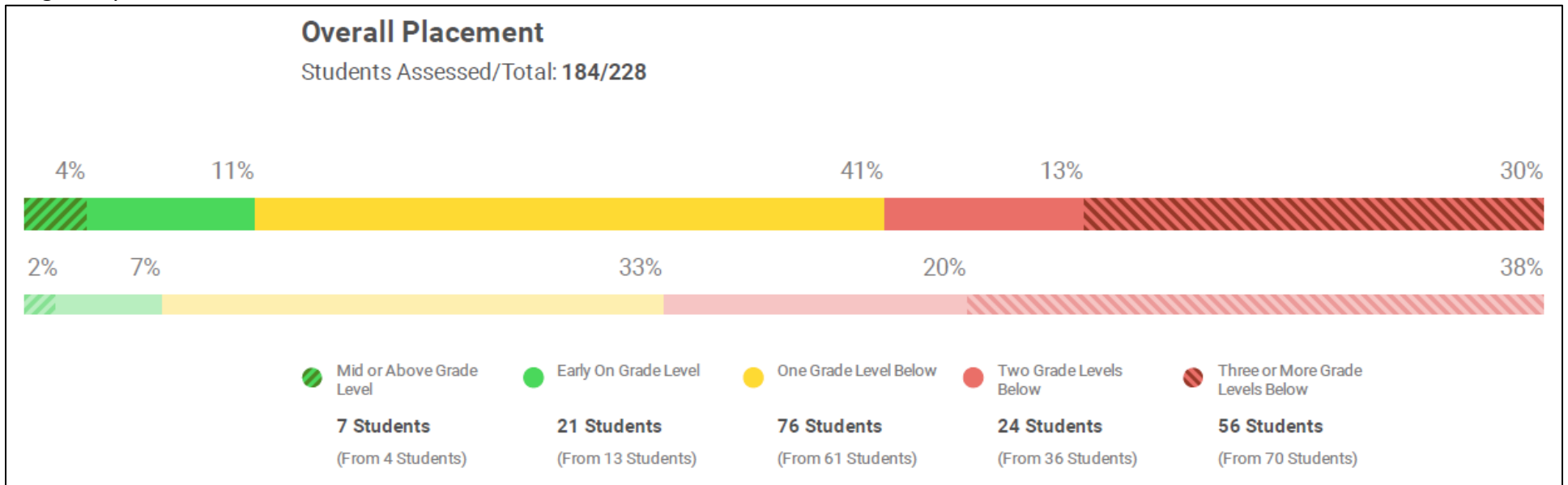
\* January Awards Assembly

## Winter iReady Scores 2022-2023

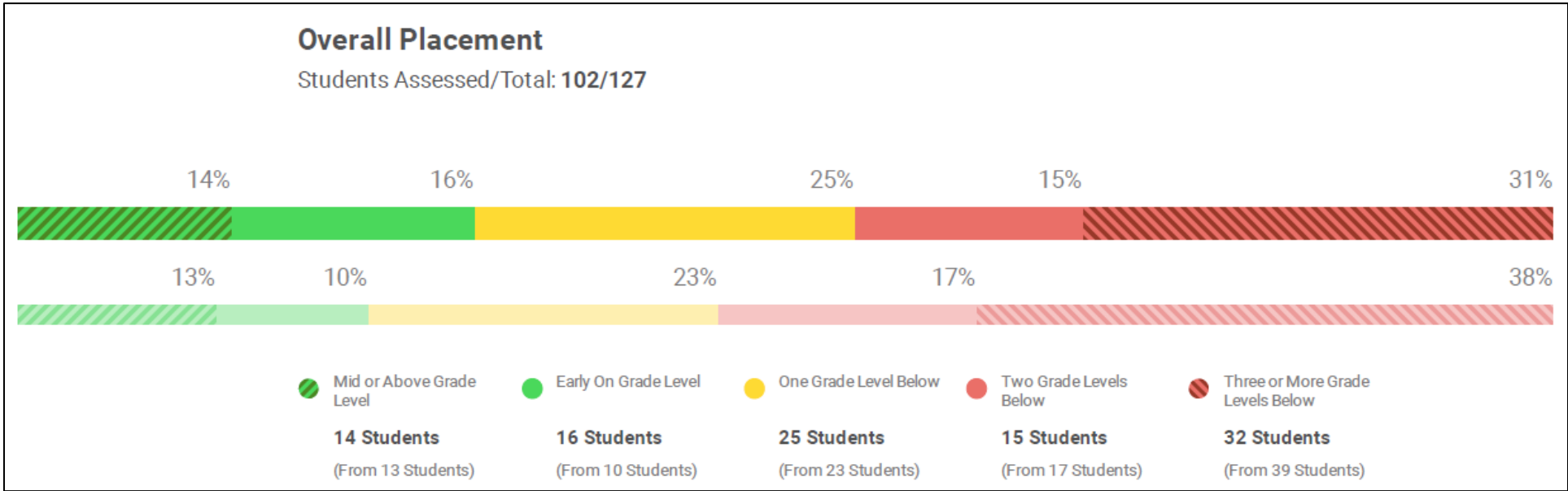
### Long Valley – Reading



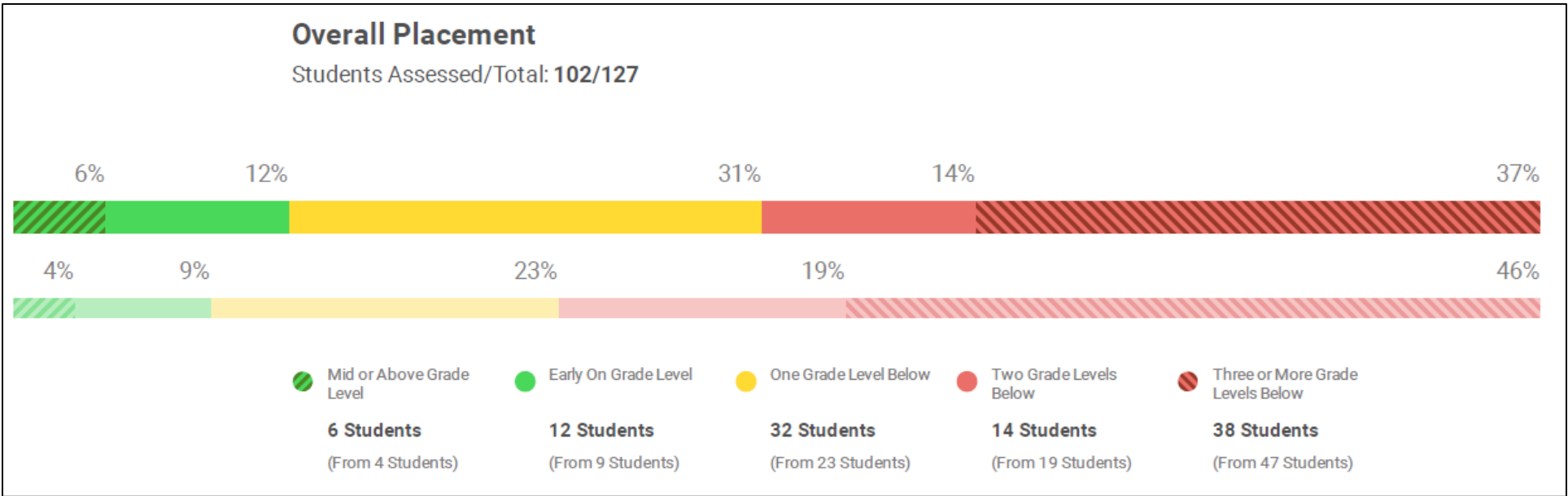
### Long Valley – Math



Thompson Peak – Reading



Thompson Peak – Math





## Nonclassroom-Based Funding Determination Form - Fiscal Year 2022-23

Information collected on this form is pursuant to *California Code of Regulations*, Title 5 (5 CCR).  
Instructions for completing this form can be found on the California Department of Education (CDE)  
website at <https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>.

**Users should download and save the PDF prior to entering data into the form. The recommended program for completing the form is Adobe Acrobat Reader DC. Completing the form using the web browser may result in errors.**

### Section I. Charter School Information (Complete fields 1-18) 5 CCR 11963.3(a)(1) to (4)

1. Charter School Name		Thompson Peak Charter	
2. Charter School Authorizer		Susanville Elementary	
3. Charter School Number	2066	4. CDS Code	16641960135756
5. Street Address 995 Paiute Lane			
6. City	Susanville	7. County	Lassen
8. Zip Code		96130	
9. Contact Name		Sherri Morgan	
10. Title		Executive Director/Superintendent	
11. Phone Number	530-8247-7300	ext.	
12. Email		smorgan@longvalleycs.org	
13. Grade Levels Served	K-12	14. Date Charter Expires (MM/DD/YYYY)	
15. Funding Level Requested (Select one) <input checked="" type="radio"/> 100% <input type="radio"/> 85% <input type="radio"/> 70%			
16. Years Requested (Select one) <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5			
17. Funding Determination Period Requested		FY	2023-24 to 2027-28
18. Charter School Deadline - Select one			
<input type="radio"/> Due Date: 12/1/22 To be heard at the March State Board of Education (SBE) meeting			
<input checked="" type="radio"/> Due Date: 2/1/23 To be heard at the May SBE meeting			
<input type="radio"/> Other Funding Determination (Specify in Section VI.3)		Source Data FY	

■ For an existing charter school that does **not** have an active funding determination, please use current-year budget data as the source data to complete the form.

■ For an existing charter school with a funding determination that expires at the end of FY 2022-23, use FY 2021-22 audited financial data.

■ If an existing charter school with a funding determination misses the February 1 deadline, the governing board of the charter school's authorizing local educational agency will need to request a waiver to submit a late funding determination request. The SBE may approve such waivers under the general authority, under California *Education Code (EC)* sections 33050-33053. Additional information regarding the waiver process is located on the CDE Waivers web page at <https://www.cde.ca.gov/re/lr/wr>.

**Section II. Financial Information (Complete sections A, B, D, and E)****A. Total Resources (Complete lines A.1.a to A.1.d)****1. Revenues and Other Resources****5 CCR 11963.3(a)(5)(A) and (6)**

a. Federal Revenues	\$110,413
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a)	\$0
b. State Revenues	\$1,702,427
c. Local Revenues	\$88,584
d. Other Financing Sources	\$0
e. Total Revenues (Sum of lines A.1.a to A.1.d)	\$1,901,424

**B. Total Expenditures and Other Uses (Complete lines B.1 to B.4)****1. Instruction and Related Services****5 CCR 11963.3(a)(5)(B) and (6)**

a. Salaries and Benefits	
(i) Certificated	\$957,674
(ii) Classified	\$181,887
b. Books, Supplies, and Equipment	\$87,205
c. Services and Other Operating Costs	
(i) Contracts for Instructional Services	\$79,749
(ii) Contracts for Instructional Support	\$0
(iii) All Other Instruction Related Operating Costs	\$190,979
d. Total Instruction and Related Services	\$1,497,494

**2. Operations and Facilities****5 CCR 11963.3(a)(5)(C) and (6)**

a. Salaries and Benefits	
(i) Certificated	\$0
(ii) Classified	\$0
b. Books, Supplies, and Equipment	\$0
c. Services and Other Operating Costs	\$78,000

## B. Total Expenditures and Other Uses (Complete lines B.1. to B.4), continued

d. Facility Acquisition and Construction \$0

e. Total Operation and Facilities \$78,000

f. Allowable Facility Costs 5 CCR 11963.3(b)(7)

(i) Enter the total facility square footage occupied by the charter school 12,760 sqft.

(ii) Enter the total Classroom-Based P-2 ADA reported in the prior FY. DO NOT INCLUDE NCB ADA 144.67

(iii) Enter the total Student Hours attended by the NCB pupils at the school site in the prior FY 50,000

(iv) Calculated Facilities Costs \$202,273.69  
 Lesser of line B.2.e or  $[(B.2.fii + (B.2.fiii / 868)) * 1000]$

Allowable (Lesser of line B.2.e or B.2.fiv) \$78,000.00

3. Administration and All Other Activities 5 CCR 11963.3(a)(5)(D) and (6)

a. Salaries and Benefits

(i) Certificated \$0

(ii) Classified \$69

b. Books, Supplies, and Equipment \$0

c. Services and Other Operating Costs

(i) Contracts for Other Administrative Services \$0

(ii) Supervisorial Oversight Fee \$0

(iii) All Other Administration and Other Activities, Services and Operating Costs \$45,819

d. Total Administration and Other Activities \$45,888

4. Other Outgo and Other Financing Uses 5 CCR 11963.3(a)(5)(E) and (6)

a. Debt Service \$348

b. Transfers to local educational agencies \$0

c. All Other Transfers and Outgo \$0  
**Note - This must not be a negative value.**

d. Total Other Outgoing and Other Financing Uses \$348

**B. Total Expenditures and Other Uses, continued**

5. Total Expenditures

\$1,621,730

(Sum of lines B.1.d, B.2.e, B.3.d, and B.4.d)

**C. Revenues Over Expenditures - Surplus or (Deficit)**

(Line A.1.e minus Line B.5)

\$279,694

**D. Fund Balance (Complete line D.a)**

a. Enter Beginning Fund Balance (July 1)

5 CCR 11963.3(a)(5)(A)

\$1,320,783

b. Ending Fund Balance - June 30 (Line C plus Line D.a)

\$1,600,477

**E. Reserves (Complete lines E.a. to E.e)**

If reserves in line E.a or E.b are more than \$50,000 or over 5% of total expenditures, provide an explanation in Section III.6, pursuant to 5 CCR 11963.3(a)(5)(F).

	% of Expenditures	
a. Designated for Economic Uncertainties	9%	\$144,043
b. Facilities Acquisition or Capitol Projects	29%	\$478,045
c. Reserves Required by Charter Authorizer	0%	\$0
d. Other Reserves (Explain in Section III.5)	57%	\$931,247
e. Unassigned/Unappropriated Fund Balance	3%	\$47,142
f. Total (Sum of lines E.a to E.e)	99%	\$1,600,477

**Note - Line E.f must agree with Line D.b****Section III. Supplemental Information (Complete lines 1 through 8)****1. Pupil to Teacher Ratio (PTR), pursuant to EC Section 51745.6 and 5 CCR Section 11704**

a. Enter the charter school's PTR:

0.00:1

20:1

b. If the charter school's PTR in line III.1.a exceeds 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates:

c. Enter the PTR for the unified school district listed on line III.1.b: 0.00:1

2. Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5) in the FY 2021-22 OR will receive in the FY 2022-23? (5 CCR 11963.3[b][3])

☒ Yes☐ No

If yes to line III.2, list the name of each entity and the cumulative amount received by each entity in Box 2.a on Page 5. Are contract payments made by the charter school based on specific services rendered or upon an amount per unit of average daily attendance (ADA) or some other percentage of the charter school's revenues, enrollment, etc? If yes, identify on Page 5 Box 2.a.



2.a Provide information regarding entity and contract information below. Attach an extra sheet if necessary.

[illegible]

## 3. List the charter school's CURRENT governing board pursuant to 5 CCR Section 11963.3(b)(4).

Name and Title of Board Member	Board Member Type (Parent, teacher, etc)	How was this member selected?	Is the member affiliated in any way with any entity listed in Section III.2?	Board Member Term (From MM/YY to MM/YY)
Wilma Kominek	Community Member	Elected	No	1/23-12/26
Shaun Giese	Parent	Elected	No	1/23-12/26
Jason Ingram	Parent	Elected	No	1/23-12/26
Randi Collier	Community Member	Appointed	No	5/22-12/24
Stacy Kirklin	Community Member	Appointed	No	6/21-12/24

Has the governing board adopted and implemented conflict of interest policies and procedures?

☒ Yes

☐ No

For any governing board member identified as affiliated with any entity reported above in Section III.2, explain the nature of the affiliation below. Attach an extra sheet if necessary.

## 4. If transfers are reported on lines B.4.b or B.4.c, describe the nature of the transactions and identify the accounts or entities involved in the transfers pursuant to 5 CCR Section 11963.3(b)(5).

B.4.b \$0

B.4.c \$0

## 5. If "Other Reserves" are reported on line E.d, explain the purpose for these reserves.

Reserves in Line E.d

See Attached

E.d \$931,247

6. If reserves reported on line E.a (designated for economic uncertainties) OR E.b (facilities acquisition or capital projects) exceed the greater of \$50,000 or 5% of total expenditures, explain the need for such excess reserves.

E.a

Percentage

E.b

Percentage

See Attached

7. Enter the average daily attendance (ADA).

FY 2021-22 P-2 ADA (0.0)

FY 2022-23 P-2 ADA (0.0)

8. Enter the full-time equivalent (FTE) employees working at the charter school that possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold issued by the Commission on Teacher Credentialing and who work in the charter school in a position required to provide direct instruction or direct instructional support to students, pursuant to 5 CCR Section 11963.3(b)(8).

FY 2021-22 FTE (0.0)

FY 2022-23 FTE (0.0)

#### Section IV. Nonclassroom-Based Virtual or On-line Charter Schools (Complete lines 1 and 2)

1. Is this charter school a virtual or on-line charter school as defined in 5 CCR Section 11963.5? (A virtual or on-line charter school is one in which at least 80% of teaching and student interaction occurs via the Internet.) ☐ Yes ☒ No

2. If yes to line IV.1, can the charter school demonstrate compliance with 5 CCR sections 11963.5(b)(2) to (8)? ☐ Yes ☐ No ☐ N/A

#### Section V. Calculated Funding Determination Percentage

1. Percent spent on Certificated Employee Salaries and Benefits to Total Public Revenues 5 CCR 11963.3(c)(1)

Certificated Salaries and Benefits costs Line B.1.a(i)/Federal Revenues Lines A.1.a - PCSGP A.1.a(i) + State Revenues A.1.b

2. Percent spent on Instruction and Related Services to Total Revenues 5 CCR 11963.3(c)(2)

Instructional and Related Services costs Line B.1.d + Allowable Facilities costs 2.f.(iv)/Total Revenues Line A.1.e

**Funding Determination Criteria**

If the percentages from lines V.1 or V.2 do not meet the spending criteria of the funding level requested as shown below, complete Section VI to provide mitigating circumstances for consideration by the Advisory Commission on Charter Schools (ACCS) for making a recommendation other than one that results from the criteria specified in regulations.

100%	1) Line V.1 must equal or exceed 40 percent, 2) Line V.2 must equal or exceed 80 percent, AND 3) Line III.1.a. PTR cannot exceed 25:1 OR the PTR on line III.1.c, the ACCS shall recommend approval at 100%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][3]).
85%	1) Line V.1 must equal or exceed 40 percent, AND 2) Line V.2 must equal or exceed 70 percent but less than 80 percent, the ACCS shall recommend approval at 85%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][2]).
70%	1) Line V.1 must equal or exceed 35 percent, AND 2) Line V.2 must equal or exceed 60 percent but less than 70 percent, the ACCS shall recommend approval at 70%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][1]).
Denied	1) Line V.1 is less than 35 percent, OR 2) Line V.2 is less than 60 percent, the ACCS shall recommend that the SBE deny the request, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][4]).

**Section VI. Mitigating Circumstances (Complete lines 1-3 and attach any supporting documentation)**

1. Explain why the charter school did not meet the criteria for the funding level requested. Include specific measures or actions taken by the charter school to comply.

2. List and explain the mitigating circumstance(s) to be considered by the CDE and ACCS.

3. Provide any other pertinent information that may assist the CDE and ACCS in conducting a detailed review or develop a reasonable basis for a recommendation.

**Section VII. Certification (Review, sign, and date)****5 CCR 11963.3(b)(1)**

I certify that:

1. The information provided is true and correct to the best of my ability and knowledge.
2. This charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
3. This charter school's governing board has adopted and implemented conflict of interest policies.
4. All of the charter school's transactions, contracts, and agreements are in the best interest of the school and reflect a reasonable market rate for all goods, services, and considerations rendered for or supplied to the school.

Sherri Morgan

Enter Name of Charter School's Director, Principal, or Governing Board Chairperson

Executive Director/ Superintendent

Title of Authorized Individual

**Before certifying with electronic/digital signature below, please be sure to check all numerical entries and information provided, and save a copy of this form. Modifications to the information reported on this form cannot be made after the signature field below has been completed. If providing a wet signature instead of an electronic one, please date the signature.**

Signature of Charter School's Director, Principal, or Governing Board Chairperson

Submit completed and electronically signed forms via email to [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov).

The CDE no longer requires the following documents:

- Hard copy of the FDF
- Hard or soft copy of the Conflict of Interest Policy

Therefore, please do not submit these documents to the CDE.

## Nonclassroom-Based Funding Determination Form - Fiscal Year 2022-23

Information collected on this form is pursuant to *California Code of Regulations*, Title 5 (5 CCR).  
Instructions for completing this form can be found on the California Department of Education (CDE)  
website at <https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>.

**Users should download and save the PDF prior to entering data into the form. The recommended program for completing the form is Adobe Acrobat Reader DC. Completing the form using the web browser may result in errors.**

### Section I. Charter School Information (Complete fields 1-18) 5 CCR 11963.3(a)(1) to (4)

1. Charter School Name		Long Valley School	
2. Charter School Authorizer		Fort Sage Unified	
3. Charter School Number	2067	4. CDS Code	18750366010763
5. Street Address 436-965 Susan Drive			
6. City	Doyle	7. County	Lassen
8. Zip Code		96109	
9. Contact Name		Sherri Morgan	
10. Title		Executive Director/Superintendent	
11. Phone Number	530-827-2395	ext.	
12. Email		smorgan@longvalleycs.org	
13. Grade Levels Served	K-12	14. Date Charter Expires (MM/DD/YYYY)	
15. Funding Level Requested (Select one) <input checked="" type="radio"/> 100% <input type="radio"/> 85% <input type="radio"/> 70%			
16. Years Requested (Select one) <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5			
17. Funding Determination Period Requested		FY	2023-24 to 2027-28
18. Charter School Deadline - Select one			
<input type="radio"/> Due Date: 12/1/22 To be heard at the March State Board of Education (SBE) meeting			
<input checked="" type="radio"/> Due Date: 2/1/23 To be heard at the May SBE meeting			
<input type="radio"/> Other Funding Determination (Specify in Section VI.3)		Source Data FY	

■ For an existing charter school that does **not** have an active funding determination, please use current-year budget data as the source data to complete the form.

■ For an existing charter school with a funding determination that expires at the end of FY 2022-23, use FY 2021-22 audited financial data.

■ If an existing charter school with a funding determination misses the February 1 deadline, the governing board of the charter school's authorizing local educational agency will need to request a waiver to submit a late funding determination request. The SBE may approve such waivers under the general authority, under California *Education Code (EC)* sections 33050-33053. Additional information regarding the waiver process is located on the CDE Waivers web page at <https://www.cde.ca.gov/re/lr/wr>.

**Section II. Financial Information (Complete sections A, B, D, and E)****A. Total Resources (Complete lines A.1.a to A.1.d)****1. Revenues and Other Resources****5 CCR 11963.3(a)(5)(A) and (6)**

a. Federal Revenues	\$485,411
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a)	
b. State Revenues	\$2,980,473
c. Local Revenues	\$159,465
d. Other Financing Sources	\$0
e. Total Revenues (Sum of lines A.1.a to A.1.d)	\$3,625,349

**B. Total Expenditures and Other Uses (Complete lines B.1 to B.4)****1. Instruction and Related Services****5 CCR 11963.3(a)(5)(B) and (6)**

a. Salaries and Benefits	
(i) Certificated	\$1,679,274
(ii) Classified	\$494,317
b. Books, Supplies, and Equipment	\$178,608
c. Services and Other Operating Costs	
(i) Contracts for Instructional Services	\$221,076
(ii) Contracts for Instructional Support	\$0
(iii) All Other Instruction Related Operating Costs	\$140,654
d. Total Instruction and Related Services	\$2,713,929

**2. Operations and Facilities****5 CCR 11963.3(a)(5)(C) and (6)**

a. Salaries and Benefits	
(i) Certificated	\$0
(ii) Classified	\$84,813
b. Books, Supplies, and Equipment	\$0
c. Services and Other Operating Costs	\$256,217

## B. Total Expenditures and Other Uses (Complete lines B.1. to B.4), continued

d. Facility Acquisition and Construction

e. Total Operation and Facilities

\$341,030

f. Allowable Facility Costs

5 CCR 11963.3(b)(7)

(i) Enter the total facility square footage occupied  
by the charter school

18,083 sqft.

(ii) Enter the total Classroom-Based P-2 ADA reported  
in the prior FY. DO NOT INCLUDE NCB ADA

235.8

(iii) Enter the total Student Hours attended by the NCB  
pupils at the school site in the prior FY

63,487

(iv) Calculated Facilities Costs

Lesser of line B.2.e or  $[(B.2.fii + (B.2.fiii/868))] * 1000$ 

\$308,941.71

Allowable (Lesser of line B.2.e or B.2.fiv)

\$308,941.71

3. Administration and All Other Activities

5 CCR 11963.3(a)(5)(D) and (6)

a. Salaries and Benefits

(i) Certificated

\$0

(ii) Classified

\$7,890

b. Books, Supplies, and Equipment

\$6,225

c. Services and Other Operating Costs

(i) Contracts for Other Administrative Services

\$9,900

(ii) Supervisorial Oversight Fee

\$141

(iii) All Other Administration and Other Activities,  
Services and Operating Costs

\$39,527

d. Total Administration and Other Activities

\$63,683

4. Other Outgo and Other Financing Uses

5 CCR 11963.3(a)(5)(E) and (6)

a. Debt Service

\$0

b. Transfers to local educational agencies

\$0

c. All Other Transfers and Outgo

\$0

**Note - This must not be a negative value.**

d. Total Other Outgoing and Other Financing Uses

\$0



**B. Total Expenditures and Other Uses, continued**

5. Total Expenditures \$3,118,642  
 (Sum of lines B.1.d, B.2.e, B.3.d, and B.4.d)

**C. Revenues Over Expenditures - Surplus or (Deficit)**

(Line A.1.e minus Line B.5) \$506,707

**D. Fund Balance (Complete line D.a)**

a. Enter Beginning Fund Balance (July 1) 5 CCR 11963.3(a)(5)(A) \$3,026,058

b. Ending Fund Balance - June 30 (Line C plus Line D.a) \$3,532,765

**E. Reserves (Complete lines E.a. to E.e)**

If reserves in line E.a or E.b are more than \$50,000 or over 5% of total expenditures, provide an explanation in Section III.6, pursuant to 5 CCR 11963.3(a)(5)(F).

	% of Expenditures	
a. Designated for Economic Uncertainties	10%	\$311,864
b. Facilities Acquisition or Capitol Projects	35%	\$1,092,379
c. Reserves Required by Charter Authorizer	0%	\$0
d. Other Reserves (Explain in Section III.5)	63%	\$1,970,715
e. Unassigned/Unappropriated Fund Balance	5%	\$157,807
f. Total (Sum of lines E.a to E.e)	113%	\$3,532,765

**Note - Line E.f must agree with Line D.b**

**Section III. Supplemental Information (Complete lines 1 through 8)****1. Pupil to Teacher Ratio (PTR), pursuant to EC Section 51745.6 and 5 CCR Section 11704**

a. Enter the charter school's PTR: 0.00:1 11:1

b. If the charter school's PTR in line III.1.a exceeds 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates:

c. Enter the PTR for the unified school district listed on line III.1.b: 0.00:1

2. Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5) ☒ Yes  
 in the FY 2021-22 OR will receive in the FY 2022-23? (5 CCR 11963.3[b][3]) ☐ No

If yes to line III.2, list the name of each entity and the cumulative amount received by each entity in Box 2.a on Page 5. Are contract payments made by the charter school based on specific services rendered or upon an amount per unit of average daily attendance (ADA) or some other percentage of the charter school's revenues, enrollment, etc? If yes, identify on Page 5 Box 2.a.

2.a Provide information regarding entity and contract information below. Attach an extra sheet if necessary.

[illegible]

## 3. List the charter school's CURRENT governing board pursuant to 5 CCR Section 11963.3(b)(4).

Name and Title of Board Member	Board Member Type (Parent, teacher, etc)	How was this member selected?	Is the member affiliated in any way with any entity listed in Section III.2?	Board Member Term (From MM/YY to MM/YY)
Wilma Kominek	Community Member	Elected	No	1/23-12/26
Shaun Giese	Parent	Elected	No	1/23-12/26
Jason Ingram	Parent	Elected	No	1/23-12/26
Randi Collier	Community Member	Appointed	No	5/22-12/24
Stacy Kirklin	Community Member	Appointed	No	6/21-12/24

Has the governing board adopted and implemented conflict of interest policies and procedures?

☒ Yes

☐ No

For any governing board member identified as affiliated with any entity reported above in Section III.2, explain the nature of the affiliation below. Attach an extra sheet if necessary.

## 4. If transfers are reported on lines B.4.b or B.4.c, describe the nature of the transactions and identify the accounts or entities involved in the transfers pursuant to 5 CCR Section 11963.3(b)(5).

B.4.b \$0

B.4.c \$0

## 5. If "Other Reserves" are reported on line E.d, explain the purpose for these reserves.

Reserves in Line E.d

See Attached

E.d \$1,970,715

6. If reserves reported on line E.a (designated for economic uncertainties) OR E.b (facilities acquisition or capital projects) exceed the greater of \$50,000 or 5% of total expenditures, explain the need for such excess reserves.

E.a

Percentage

E.b

Percentage

See Attached

7. Enter the average daily attendance (ADA).

FY 2021-22 P-2 ADA (0.0)

FY 2022-23 P-2 ADA (0.0)

8. Enter the full-time equivalent (FTE) employees working at the charter school that possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold issued by the Commission on Teacher Credentialing and who work in the charter school in a position required to provide direct instruction or direct instructional support to students, pursuant to 5 CCR Section 11963.3(b)(8).

FY 2021-22 FTE (0.0)

FY 2022-23 FTE (0.0)

#### Section IV. Nonclassroom-Based Virtual or On-line Charter Schools (Complete lines 1 and 2)

1. Is this charter school a virtual or on-line charter school as defined in 5 CCR Section 11963.5? (A virtual or on-line charter school is one in which at least 80% of teaching and student interaction occurs via the Internet.) ☐ Yes ☒ No

2. If yes to line IV.1, can the charter school demonstrate compliance with 5 CCR sections 11963.5(b)(2) to (8)? ☐ Yes ☐ No ☐ N/A

#### Section V. Calculated Funding Determination Percentage

1. Percent spent on Certificated Employee Salaries and Benefits to Total Public Revenues 5 CCR 11963.3(c)(1)

Certificated Salaries and Benefits costs Line B.1.a(i)/Federal Revenues Lines A.1.a - PCSGP A.1.a(i) + State Revenues A.1.b

2. Percent spent on Instruction and Related Services to Total Revenues 5 CCR 11963.3(c)(2)

Instructional and Related Services costs Line B.1.d + Allowable Facilities costs 2.f.(iv)/Total Revenues Line A.1.e

**Funding Determination Criteria**

If the percentages from lines V.1 or V.2 do not meet the spending criteria of the funding level requested as shown below, complete Section VI to provide mitigating circumstances for consideration by the Advisory Commission on Charter Schools (ACCS) for making a recommendation other than one that results from the criteria specified in regulations.

100%	1) Line V.1 must equal or exceed 40 percent, 2) Line V.2 must equal or exceed 80 percent, AND 3) Line III.1.a. PTR cannot exceed 25:1 OR the PTR on line III.1.c, the ACCS shall recommend approval at 100%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][3]).
85%	1) Line V.1 must equal or exceed 40 percent, AND 2) Line V.2 must equal or exceed 70 percent but less than 80 percent, the ACCS shall recommend approval at 85%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][2]).
70%	1) Line V.1 must equal or exceed 35 percent, AND 2) Line V.2 must equal or exceed 60 percent but less than 70 percent, the ACCS shall recommend approval at 70%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][1]).
Denied	1) Line V.1 is less than 35 percent, OR 2) Line V.2 is less than 60 percent, the ACCS shall recommend that the SBE deny the request, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][4]).

**Section VI. Mitigating Circumstances (Complete lines 1-3 and attach any supporting documentation)**

1. Explain why the charter school did not meet the criteria for the funding level requested. Include specific measures or actions taken by the charter school to comply.

2. List and explain the mitigating circumstance(s) to be considered by the CDE and ACCS.

3. Provide any other pertinent information that may assist the CDE and ACCS in conducting a detailed review or develop a reasonable basis for a recommendation.

**Section VII. Certification (Review, sign, and date)****5 CCR 11963.3(b)(1)**

I certify that:

1. The information provided is true and correct to the best of my ability and knowledge.
2. This charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
3. This charter school's governing board has adopted and implemented conflict of interest policies.
4. All of the charter school's transactions, contracts, and agreements are in the best interest of the school and reflect a reasonable market rate for all goods, services, and considerations rendered for or supplied to the school.

Sherri Morgan

Enter Name of Charter School's Director, Principal, or Governing Board Chairperson

Executive Director/ Superintendent

Title of Authorized Individual

**Before certifying with electronic/digital signature below, please be sure to check all numerical entries and information provided, and save a copy of this form. Modifications to the information reported on this form cannot be made after the signature field below has been completed. If providing a wet signature instead of an electronic one, please date the signature.**

Signature of Charter School's Director, Principal, or Governing Board Chairperson

Submit completed and electronically signed forms via email to [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov).

The CDE no longer requires the following documents:

- Hard copy of the FDF
- Hard or soft copy of the Conflict of Interest Policy

Therefore, please do not submit these documents to the CDE.

## **Nonclassroom-Based Funding Determination Form 2022-23**

### **Thompson Peak Charter**

### **Section III Explanations**

#### **III.5: Other Reserves on line E.d.**

The Governing Board has committed reserve funds for specific purposes including:

- Maintain 90 Days Cash: \$305,957 (difference of 90 days and economic uncertainty fund)
- Technology Device & Infrastructure Replacement: \$30,000
- Replacement of School Vehicle: \$30,000
- Declining enrollment risk 5% (due to prison closures and wildfire damage): \$87,714
- One-time restricted funds \$548,290
- Curriculum Adoption: \$32,000
- NSLP Backup Reserve: \$15,000

Thompson Peak Charter operates a “hybrid” model of independent study. Students meet weekly with students and families; most students attend the resource center for on-site direct instruction classes. The school has experience loss of enrollment recently as families move due to the impact of prison closure and wildfire losses.

#### **III.6: Reserve for Economic Uncertainties**

The Governing Board adopted a fiscal policy with a minimum of 5% with the aim to attain 10% of expenditures. The school has attained a current level of 9%. The school points to the anticipated downturn of the economy and potential revenue deferrals as supporting this percentage.

#### **III.6: Facility/Capital Projects**

Thompson Peak Charter closed on the purchase of its previously leased school building and grounds in October 2022. The purchase cost exceeded the loan funding which required significant cash contribution. The USDA is also requiring substantial work within the first year of closing with a plan for additional work over the subsequent five years.

- Cash contribution for purchase: \$200,000
- USDA required deferred maintenance: \$22,890
- USDA Required debt service reserve: \$5,155
- ADA Upgrades: \$150,000
- Gymnasium repair/renovation: \$100,000

## **Nonclassroom-Based Funding Determination Form 2022-23**

### **Long Valley School**

### **Section III Explanations**

#### **III.5: Other Reserves on line E.d.**

The Governing Board has committed reserve funds for specific purposes including:

- Maintain 90 Days Cash: \$588,136 (difference of 90 days cash and economic uncertainty fund)
- Technology Device & Infrastructure Replacement: \$65,000
- Replacement of School Vehicles: \$90,000
- Replacement of School Bus: \$300,000
- Declining enrollment risk 5% (due to prison closures and wildfire damage): \$140,250
- One-time restricted funds: \$662,329
- Curriculum Adoption: \$50,000
- NSLP Backup Reserve: \$75,000

Note that Long Valley operates a classroom-based program comprised of approximately 60% of its enrollment. Additionally, most independent study students served by the classroom-based campus are on site 3 days per week for the full day, with the provision of bus transportation and meals. To best serve students at this campus, the school provides 5 day per week bus transportation and provides breakfast, second chance breakfast, lunch and snacks.

#### **III.6: Reserve for Economic Uncertainties**

The Governing Board adopted a fiscal policy with a minimum of 5% with the aim to attain 10% of expenditures. The school has attained the 10% level. The school points to the anticipated downturn of the economy and potential revenue deferrals as supporting this percentage.

#### **III.6: Facility/Capital Projects**

Long Valley School is in process of purchasing the school building and grounds as well as additional construction at its Doyle classroom-based campus. The school anticipates closing its loan with the USDA during the month of January 2023.

The loan application was initiated in 2017. The loan amount approved has remained the same while costs of labor and materials for construction has dramatically increased. As a result, the school is required to contribute a much higher amount than originally planned. Costs in this category include:

- Cash contribution for addition costs: \$500,000 and a 20% contingency



- USDA required deferred maintenance: \$22,890
- USDA Required debt service reserve: \$11,689

Additionally, once title to the building and property is transferred to Long Valley, the school has a list of major/deferred maintenance projects. Estimates for the projects include:

- Trim trees on the property \$10,000
- Replace all door locks (upgrade to Sandy Hook locks) \$31,000
- Resurface basketball courts \$204,000 plus a 20% contingency
- Replace playground equipment \$90,000
- Replace flooring in classrooms \$55,000
- Repairs on ramps \$20,000
- Storage unit purchase \$7,000



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## Fiscal Policy & Procedures

Approved by: Board of  
Directors

Revised: 1/07/2023; 12/1/2022; 5/13/2021;  
Adopted: 6/13/2019

Number: 2001

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# 1. CASH/CHECKS HANDLING

## BOARD POLICY

In the course of normal school business, many activities (fundraising, field trips, lunch program, etc.) involve the receipt of cash and checks, to be deposited in the school's bank account upon receipt. All cash and checks must be deposited within fourteen (14) days— cash received from a fundraising event may not be retained outside of the school's bank account to hold for future fundraising projects, for example. Since the school receives cash and checks from a variety of sources for a wide range of activities, extra care must be taken at all stages of the deposit process to ensure accurate records and proper accounting controls are maintained. The specific procedures outlined below are to be kept updated and current.

### PROCEDURE

#### **Persons responsible for handling cash/checks**

In order to maintain proper accounting controls, the Executive Director shall designate an employee on-site staff member (the "Cash Coordinator") to coordinate all transactions involving the deposit of cash/checks. The Cash Coordinator will be responsible for ensuring proper documentation is in place verifying the source, amount, and itemization of amounts received, preparing and making bank deposits, and placing all items to be deposited in safekeeping prior to deposit.

After deposit and within 24 business hours, a copy of the bank deposit receipt, copies of all deposited checks, along with a copy of the Deposit Summary, and notations indicating the nature of the deposit amount, shall be faxed or sent by e-mail to the third-party back office provider (BOP), with the original kept in the school office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director.

National school lunch program funds must be tracked separately.

#### **Procedure for receiving cash/checks**

- a. **FROM VOLUNTEER EVENTS:** For each fundraising event in which cash or checks will be collected, an Event Coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity. The Event Coordinator may be a staff member, but is not required to be so. The Event Coordinator shall maintain a written record of each donation at the time the donation is made. The Event Coordinator will provide a receipt for all cash donations to the donor showing the date, amount, and nature of the donation, and for checks if requested by the donor.

After the event, or at least once weekly for on-going events, the Event Coordinator shall use the written record maintained at the time of receipt to prepare a Deposit Summary, totaling the checks and cash. Copies of all checks must be attached. The total of the checks and cash listed in the Deposit Summary must match up with the written record of donations discussed in the above paragraph.

The Event Coordinator will then give the deposit packet (including all cash, checks, and the Deposit Summary) to the Cash Coordinator no later than close of business on the next available business day, and both parties must verify and agree on the amounts shown in the deposit packet while in each other's presence, placing their signature on the Deposit Summary form. The Cash Coordinator then holds the funds in safekeeping until a bank deposit can be made, but in no case longer than 7 days.

After deposit and within 24 business hours, a copy of the bank deposit receipt, copies of all deposited checks, along with a copy of the Deposit Summary, and notations indicating the nature of the deposit amount, shall be faxed or sent by e-mail to BOP, with the original kept in the school office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director.

- b. FROM MAIL RECEIVED OR CASH/CHECKS DROPPED OFF AT OFFICE: For any cash or checks received in the mail, the Cash Coordinator shall prepare a Deposit Summary and bank deposit receipt itemizing the amount, source, and purpose of each payment, with a designated office staff member acting as verifier and second signatory on the Deposit Summary. If multiple items are received at the same time for the same purpose, they may be summarized in a single deposit packet as long as each payment is itemized as described above. The document packet should then be held in the office lockbox or safe until it can be deposited. For cash/checks dropped off at the front desk by hand, the person dropping off the amount shall place the cash/checks in a deposit envelope, together with a note or form detailing the name of the person and the purpose and amount of the deposit, and seal and sign the deposit envelope. An office staff member must then immediately place the envelope in the office lockbox, where it will be processed along with the next batch of received mail as described above.

#### **Procedure for storing cash/checks**

All cash and checks must be kept in the office lockbox or safe for safekeeping when not under the immediate supervision of the Cash Coordinator. The office lockbox should be used for this purpose. Cash and checks may not under any circumstances be left in office or volunteer area unattended. Although the frequency of deposits must be balanced with other school needs, all efforts should be made to ensure quick turnaround and deposit of checks and cash received by the school.

## **2. PURCHASING**

### **BOARD POLICY**

**PURCHASING:** All school purchases must be pre-approved. The primary person responsible for approving all purchases shall be the Executive Director, who may designate additional individuals as purchasing approvers as needed. The Executive Director shall, at a minimum, designate one individual to approve purchases if the Executive Director is not available. For purchases exceeding \$10,000, Board approval is also required, except as outlined in the specific procedures below. Recurring expenses such as monthly rent, copier lease payments, recurring office supplies, or other periodic payments for which overall approval has already been granted do not require individual approval.

**INVOICING & RECEIPTS:** All purchases must be accompanied by an invoice or receipt, depending upon the nature of the item and the purchase method. For payments made using a credit/debit card, a receipt shall be obtained and/or printed at the time of purchase. Checks may never be made out to “Cash” or “Bearer” unless accompanied by a signed statement by the Executive Director indicating no other reasonable method was available for payment of the good/service, and the memo of the check clearly indicates exactly what was being purchased.

**CHECKBOOK, DEBIT CARDS or CREDIT CARDS:** Any school checkbook, debit card or credit card should be kept under locked supervision in the Cash Coordinator’s or Executive Director’s desk/office at all times.

Any checkbook, debit card or credit card is to remain on school property unless expressly required for a particular purchase (e.g. trip to Office Depot, CCSA Conference) by the Executive Director or designee. Any debit card or credit card must bear the names of both the School and Executive Director. If a debit card or credit card is issued to another administrator these same rules shall apply.

## PROCEDURE

### **Approving purchases**

- a. Any desired purchase must be approved by the Executive Director or designee, as evidenced by:
  1. Purchase Requisition approved online
  2. Other written evidence of approval.
- b. Documented evidence of authorized approval must be obtained prior to purchase – reimbursements will not be acceptable unless specifically exempted by the Executive Director or Board from this reimbursement policy.
- c. For purchases under \$10,000, only approval of the Executive Director is necessary. The Executive Director may seek Board approval for unusual purchases of any dollar amount at their discretion.
- d. Purchases of curriculum and learning materials within the budget approved by the Board may be approved by the Executive Director in any amount.
- e. For purchases of \$10,000 and above for purchases other than curriculum and learning materials, Board approval is required prior to purchase.
- f. Once the Executive Director or designee has approved the purchase, School purchasing staff shall
  - a) create a Purchase Order in the online system and deliver the signed Purchase Order to the vendor, OR
  - b) in situations where the online system is infeasible (airplane tickets, etc.) purchase the item directly, in either case using the most efficient and cost-effective manner, utilizing competitive bid procedures where required by law or otherwise deemed appropriate and in the best interests of the school.
- g. If the item is purchased directly by the Executive Director, a receipt must be obtained at the time of purchase and provided to BOP as set forth in “Travel and Expense Reimbursement Policy” below.
- h. Regularly recurring expenditures exceeding \$10,000 (rent, etc.) require only initial Board approval – item must be identified as a recurring expenditure to Board. Such recurring expenditures are otherwise exempt from Board and Executive Director pre-approval and Purchase Requisition requirements
- i. A Warrant Report will be included in each month’s Board packet as a consent agenda item, listing all non-payroll warrants paid in the prior fiscal period.

### **Invoicing & Receipt**

School Staff deliver copies of all original receipts the school designee, who will then deliver copies to BOP as part of the ongoing AP batch processing, retaining the original at the school as backup documentation. For businesses or individuals seeking payment, an invoice must be provided prior to payment. Upon payment of invoices, a copy of the signed warrant paying the invoice shall be attached to the invoice prior to filing.

### **Contracts & Agreements**

All contracts or agreements, including those for ongoing services, shall be negotiated by the Executive Director or designee to obtain such services in the most efficient and cost-effective manner and in the best interests of the school. In certain cases, BOP ~~shall~~may act as agent of the Executive Director in negotiating administrative agreements such as insurance policies, subject to the Executive Director’s final

approval. All such agreements must clearly define the scope of services to be performed, and the price for such services. A file shall be maintained by staff containing all documentation related to the reason for the contract/agreement as well as any research showing that the purchase is in the best interests of the school, including but not limited to any alternate bids received for the good/service. Any such agreements in excess of \$10,000, once negotiated, must be approved by the Board prior to commencement of the contract to ensure they are in the best interest of the School and reflect reasonable market values. The Board may also recommend changes or revisions pending final approval. Any modifications or changes to existing contracts/agreements shall be made only in writing.

#### **Handling invoices and vendor requests**

- a. All invoices received on-site should be delivered to BOP upon receipt.. Copies of all invoices will be sent to BOP at least once per week (“the weekly packet”). All invoices received during each week should be delivered via e-mail or fax each Friday at a minimum, using a transfer method acceptable to both School and BOP.
- b. If the invoice is for a smaller item and/or an immediate payment necessary for school function (building repair, locks, etc), the Executive Director or designee may authorize on-site payment and pay for such item immediately via check from the School’s petty cash or main account. However, use of purchase orders and payment via invoice should be utilized whenever possible to ensure an accurate paper trail.
- c. BOP shall be responsible for tracking all accounts payable and preparing warrants for payment.
- d. BOP shall process all invoices for payment prior to the vendor due date, paying all invoices via warrant generated by BOP.
- e. BOP shall be responsible for invoice matching, ensuring that the accurate final invoice total is charged against each student account.
- f. The school is responsible for ensuring receipt of all ordered items in the online system, so that BOP invoicing matching and payment can occur by the due date. Invoice matching and payment cannot occur until the item is shown as received, unless overridden by the Executive Director or designee.

#### **Receipt of Ordered Goods**

All ordered goods should be shipped to the School’s main address, even during times of school closure during vacations and holidays, unless explicit instruction is provided by the Executive Director or designee that an alternate address should be used. If goods are expected to be received during periods when school is closed, a staff member shall be directed to contact the appropriate shipping provider and instruct them to re-deliver the goods when school is again open. Staff members shall not receive ordered goods during school closures unless arrangements are approved by the Executive Director so that the below receiving procedure is adhered to even during school closure.

When ordered goods are received by the School, staff must enter the items as received to allow for invoice matching and payment when the vendor invoice is received by BOP. For receipt of goods outside of the Doyle location, staff will note items received on the packing slip and forward to the Doyle Office Manager. If any discrepancy exists between the packing slip and the goods as delivered, only the items received should be marked as received. When invoices are received and sent to BOP, BOP will only pay for the portion of the order shown as “received” in the online system, unless specifically directed otherwise by the Executive Director or designee.

#### **Additional Guidelines for Employee Credit Cards**

- Card numbers should not be distributed and should not be saved in online accounts to which others have access.
- Receipts for meals must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.
- Under no circumstances shall a school card be used for the purchase of alcohol.
- The cardholder shall label all receipts with a description of what it is for to ensure proper coding. All receipts must be submitted to the Office Manager monthly or more frequently. If a receipt is accidentally lost, a written description of the items and cost must be submitted and approved by the Executive Director.
- Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the designated person, along with any other company owned items.

### 3. BUDGETING AND CASH FLOW MANAGEMENT

#### BOARD POLICY

**BUDGETS:** Education Code section 47604.33 requires charter schools to prepare a series of annual budget reports to be submitted to the chartering authority and the county superintendent of schools of the county in which their sponsoring district is located.

Cash flow management involves tracking actual and projected revenues, expenditures, and cash receipts and disbursements to ensure that sufficient cash is available to meet all financial needs when due, and that sufficient available reserves are maintained as a contingency in the event of unforeseen financial setbacks.

The School shall provide the following budget reports to its authorizer by the following dates:

1. On or before July 1, a preliminary budget.
2. On or before December 15, a first interim financial report reflecting changes through Oct. 31.
3. On or before March 15, a second interim financial report reflecting changes through January 31.
4. On or before September 15, a final unaudited report for the full prior year.

**ENDING BALANCE:** At each June 30, the School's goal is to maintain an unrestricted available ending balance at or above 3.00% of total expenditures during the fiscal year just ending.

**RUNNING CASH BALANCE:** ~~School's goal is to maintain a consolidated running cash balance in excess of the most recent month's total payroll, including benefits and deductions.~~ The school's goal is to maintain a cash balance of 90 days of expenses.

#### PROCEDURE

##### **Budget Structure**

School's annual budget includes a Statement of Activities that shows projected revenues, expenditures, and changes in fund balance for the fiscal year beginning July 1 and ending June 30 of the following year. The overall budget contains balanced sub-budgets by resource for state categoricals, special education, and other restricted monies in addition to the unrestricted general account. The budget is based on the Statement of Activities but includes notations of balance sheet activities such as asset acquisitions and debt repayment that affect the school's operations.

All annual budgets, including initial, interim and monthly updates, shall include a multi-year projection for the current year and following two fiscal years, as well as a corresponding monthly cash flow statement that shows year-to-date and projected revenues and expenditures as well as other transactions affecting cash, plus a beginning and ending cash balance, broken out monthly.

### **Annual Budget**

In May of each year, the school will begin preparing the draft annual budget under the direction and supervision of the Executive Director, using all available data including monthly actual revenues and expenditures to date as well as planned adjustments for the coming year.

—The Board may elect to hold one or more Budget Planning meetings, or name a Finance Committee to hold such Budget Planning meetings during the last week of May or the first week in June, if deemed necessary prior to approval of the annual budget. Board recommendations for edit will be addressed in the final proposal.

Prior to July 1 of each year, the final budget will be presented to the Board for final approval. Once approved, the final budget will be submitted to the school's sponsoring entity by July 1 as required under the Education Code.

### **Interim Budgets**

On or before December 15 and March 15, the Executive Director, with the assistance of BOP, will develop and present an updated interim annual budget to the Board for approval at a regular or special Board meeting. The interim budget shall reflect adjustments or revisions to the original budget made in response to changing financial conditions or needs of the school. The Board may elect to hold one or more Budget Planning meetings, or name a Finance Committee to hold such Budget Planning meetings, if deemed necessary prior to approval of each interim budget. Once approved, the First and Second Interim Budgets will be submitted to the school's sponsoring entity by December 15 and March 15, respectively, as required by law.

### **Monthly Updates**

Each month beginning in October, at either the regularly scheduled or a special meeting of the Board, BOP will provide to the Board a monthly update of year-to-date revenues and expenditures, including a comparison of budgeted vs. actual amounts and a brief explanation of significant deviations from the original budget. The Board is not required to approve these monthly updates, which are informational items only – however, the Board may elect to approve any additions, revisions, or modifications to the Annual or Interim Budgets that it deems necessary, under a separate agenda item at the same or a subsequent meeting, to allow the school to adapt to changing financial conditions. Any such board-approved changes to the Original or Interim budgets will be used as the current operating budget by school staff from that point forward.

## **4. ~~CASH~~ FINANCIAL RESERVES**

### **BOARD POLICY**

Financial ~~resources~~reserves are needed to manage cash flow and to help protect against the need to reduce service levels~~charter schools from due to~~ unforeseen revenue shortfalls (such as deferrals),



unexpected costs, and economic uncertainties. ~~Financial reserves~~ Committed reserves are used to also help the schools save for large purchases and reduce the potential cost of borrowing money.-

LVCS will ensure adequate ~~cash reserve~~ balances to meet ~~annual cash flow~~ budgetary needs as follows:

- ~~For economic uncertainty, a \$4~~ minimum operating unassigned reserve fund balance of 5% with a goal of 10% of the total of all budgeted expenditures from the prior year.
- ~~No less than 45 days of unrestricted cash on hand.~~ No less than 90 days of unrestricted cash on hand.
- Maintain at least 3% of the ending fund balance as unassigned reserves.
- The Board will annually consider upcoming and anticipated expenditures and may commit reserves for specific purposes including: restricted funds, facility/capital projects, major/deferred maintenance, anticipated expenditures such as textbooks and technology replacement.

#### PROCEDURE

1. The minimum amount of the necessary ~~operating~~ reserve funds for the year will be calculated as ~~part of the annual budget adoption~~ soon as unaudited actuals are available and reported in monthly financial updates.
2. The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- 2-3. Committed reserves require a Board Resolution to establish as well as to transfer, remove, or change.

## 5. TRAVEL

#### BOARD POLICY

The School recognizes that employees may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees. Our policy is to reimburse only reasonable and necessary expenses actually incurred by employees.

#### PROCEDURE

When incurring business expenses, the school expects employees to:

1. Exercise discretion and good business judgment with respect to those expenses.
2. Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
3. Report expenses, supported by required documentation, as they were actually spent.

#### **Initial Approval**

For both single trips and ongoing travel costs, written approval (which may be in the form of an e-mail) must be given by the Executive Director prior to travel costs being incurred, and a printed copy of the written approval should be provided along with the Expense Report at the time reimbursement is requested (see below). The travel approval should contain a brief description of the travel being

approved, including dates, destination, and purpose for the trip. Repeat trips may be approved in a single approval (for example, approving a weekly trip).

Cost caps for various travel costs are listed later in this Policy. For reimbursement to be provided in excess of these cost caps, explicit pre-approval to exceed caps must be included in the approval document provided by the Executive Director. Without prior written explicit approval, no reimbursement for costs in excess of the cost caps will be provided after the fact.

### **Reimbursement Request**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written request:

1. The individual's name;
2. The date, destination and purpose of the trip (should match information on the approval document);
3. An itemized list of all expenses for which reimbursement is requested;
4. If item cost exceeds cap, explicit authorization on the approval document to exceed caps.

### **Receipts**

Receipts are required for all expenditures, whether billed directly to the school, paid with a school credit card, or paid by the employee for later reimbursement. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits original receipts from each vendor showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable). A credit card printout showing only the total purchase cost and date is insufficient, except in the case of receipts such as parking garages, tolls, or other single charges that do not provide itemized receipts. If necessary, a "Certification of Lost Receipt" is available for infrequent lost receipts.

### **Organization Credit Cards**

If a corporate credit card is issued to personnel for travel (and other) organization-related expenses, copies of all receipts must be retained for audit purposes, although a reimbursement request need not be filed. The monthly credit card statement is not an acceptable substitute for individual receipts. No charges may be made for non-business expenses under any circumstances even if immediately reimbursed. Failure to meet these requirements will result in loss of the credit card.

### **Necessity of Travel**

In determining the reasonableness and necessity of travel expenses, the employee and supervisor shall consider the ways in which the school will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. However, cost is not the sole consideration – a reasonable balance should be struck between cost and convenience, with the final goal being the best combination of cost and benefit.

### **Air Travel**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Economy or Premium Economy should be selected in all cases unless explicit

authorization, including reason, is provided for Business/First class. Personnel may choose to upgrade school-paid fares to a higher class if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed).

### **Lodging**

Employees traveling on behalf of the school may be reimbursed at the single room rate for the reasonable cost of hotel accommodations at a 2-3 star “budget business” hotel such as Embassy Suites, Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, safety and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Hotels that do not clearly meet the above criteria should be pre-approved in writing when requesting overall approval for the trip. Personnel shall make use of available corporate and discount rates for hotels. Personnel may choose to upgrade school-paid room charges, add incidental charges, or otherwise increase the cost of stay only if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed).

Room service, minibar, valet, laundry or other charges are only reimbursable by the school if other options are unavailable (for example, late check-in after the restaurant has closed but 24-hour room service or minibar snacks are available, no self-parking, etc.) and reason for the incidental charge should be written on the reimbursement request. Internet charges are reimbursable if business use of the Internet is required. In-room movies and spa/gym/pool charges are not reimbursable. Latitude shall be given when reviewing hotel incidentals if a reasonable business case can be made for the charge in question. However, repeated events of charging questionable incidentals may lead to revocation of any future hotel incidental charges.

### **Out-Of-Town Meals**

Personnel traveling on behalf of the school are reimbursed on a per meal basis not to exceed the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others. (Rates are based on the GSA.gov per diem rates; those currently posted for the Sacramento area follow.)

Breakfast:       \$ 16.00

Lunch:           \$ 17.00

Dinner:          \$ 28.00

Gratuities must be included on the receipt with a cap of 20%.

Meal costs in excess of the above will not be reimbursed unless explicitly pre-authorized in advance. If traveling to an expensive city or area, Personnel are advised to seek pre-approval of higher caps when obtaining overall trip approval.

### **Ground Transportation**

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Shuttles. Many hotels have courtesy shuttles, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.

Taxis/.Ride Sharing Services. When courtesy cars and airport shuttles are not available, a taxi or ride share service such as Lyft or Uber is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Cars. Employees will be allowed to rent a car while out of town provided that the total cost is estimated to be less than the total cost of alternative methods of transportation. Employees are permitted to rent a full size car or smaller except as may be pre-approved. Gas charges to refill the car are reimbursable. Insurance for liability is reimbursable.

### **Personal Vehicles**

Personnel are compensated for use of their personal vehicles when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip over 250 miles that could be made more cheaply by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

### **Parking/Tolls**

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, parking etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips.

### **Excessive Expenditures**

The school discourages expenses in any category that could be perceived as lavish or excessive, as such expenses are inappropriate for reimbursement by a charter school. This includes situations in which these options may actually be less expensive, as charter schools face considerable scrutiny on the nature as well as the cost of business-related expenses. Personnel must be aware that as a public charter school, business travel is funded by taxpayer money and is expected to be functional but not extravagant. Some examples of excessive spending include (the following is not a comprehensive list):

1. Limousine/town car service;
2. Beach resort accommodation;
3. Sporting/golf events;
4. Music events/festivals/concerts;
5. 4-star and above hotels (unless clear reasons can be shown as to why other options were unavailable);
6. Excessive meal charges.

## **6. FIXED ASSETS**

### **BOARD POLICY**

In order to properly track all capitalized and non-capitalized assets, an inventory must be maintained for all items with a value of \$5,000 or more. This Inventory Record shall include the asset description, location, and ID tag/serial number, and for items exceeding \$5,000, shall reference the corresponding entry in the

Fixed Asset Register for capitalized assets (see below). All inventoried items shall be tagged with a unique identification tag. A textbook inventory of all textbooks shall also be maintained. The textbook inventory may be kept separate from the overall inventory.

#### PROCEDURE

##### **Fixed Asset Register**

Assets with a single value of \$5,000 or more and a useful life of more than one year are considered “fixed assets,” meaning they are included as assets on the school’s balance sheet (rather than as expenses such as books and supplies) and the cost of these assets is spread out over the useful life of the asset. This process is called “capitalization,” and involves including the value of the asset on the school’s balance sheet at acquisition, and charging a portion of the item’s value as “depreciation” each year over its useful life. In order to properly account for capitalized assets, a Fixed Asset Register must be maintained for all capitalized assets, and shall include asset description, acquisition date, cost basis, depreciation expense, accumulated depreciation and useful life. BOP is responsible for maintaining the fixed asset register.

##### **Procedure for Recording Inventory and Fixed Assets**

When any item is acquired with a cost basis of \$5,000 or more, an entry shall be made in the Inventory Record showing asset description, location, and ID tag/serial number, and a numbered identification tag shall be affixed to the item.

When the item that is purchased has a useful life of one year or more and has a cost of \$5,000 or more, the item should be entered into the Inventory Record as described in the above paragraph, and three additional steps must also be taken:

- a. A notation is made in the Inventory Record that this item is a fixed asset;
- b. BOP is informed that a specific purchase meets the qualifications of a fixed asset;
- c. BOP makes an entry is made in the Fixed Asset Register reflecting the acquisition.

##### **Annual Inventory**

At the end of each fiscal year upon a date determined by the Executive Director, a comprehensive physical inventory shall be conducted of all inventoried assets of \$5,000 or more (including all fixed assets), reconciling the Inventory Record, the Fixed Asset Register, and the information in the general ledger to match the results of the physical inventory.

## 7. DEBT MANAGEMENT

#### BOARD POLICY

The purpose of this policy is to enhance School’s ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school’s continuing operation. The school has thus established this Debt Management Policy to provide goals and guidelines for the School’s borrowings.

The School’s Debt Management Policy is as follows:

1. The Executive Director is responsible for administering and maintaining the School’s current

obligations under direction of the Board. BOP will meet with the Executive Director and Board, as appropriate, regarding the status of the School's existing debt and to make specific recommendations.

2. No new debt shall be incurred without approval of the Board.
3. All approved annual budgets shall include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
4. Prior to incurring any new borrowing, BOP shall prepare a financial analysis showing the effect of the borrowing on current and future operations. The School may not borrow if a reasonable financial analysis cannot show timely repayment of all obligations including the planned borrowing.
5. The School will seek financing options that are at the lowest interest cost and in the best interests of the School.
6. The School will take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.
7. The School will determine the term, rates, and covenants that will best fit within the overall existing debt structure at the time any new debt is incurred.
8. The School will explore, assess risk, and implement innovative structuring ideas when they are consistent with the above goals.

#### PROCEDURE

N/A – Policy Only

## 8. BANKING

#### BOARD POLICY

All bank accounts shall be established in the name of the School with prior board approval of the initial authorized signers. Annually with respect to all existing bank accounts and with the assistance of BOP, the Board shall review and approve all authorized signers and approve the continuing need for each account.

All loans or similar agreements shall be negotiated by the Executive Director to obtain such services in the most efficient and cost-effective manner, using the same procedures as described in "2. PURCHASING POLICY" above. All such agreements must clearly define all terms under which the School will be obligated and the price for such services.

#### PROCEDURE

##### **Reconciliations**

All bank statements will be reconciled monthly by BOP, who does not participate in cash handling.

## 9. GENERALLY ACCEPTED STANDARDS OF FISCAL MANAGEMENT

#### BOARD POLICY

Charter schools are required to meet generally accepted standards of fiscal management. It is now

generally accepted that the primary responsibility for the fair presentation of financial statements rests with the reporting management of an organization. Accordingly, a process must be effected by a school's management and other personnel and designed to provide reasonable assurance regarding the achievement and maintenance of the following standards:

1. A fiscal year balanced budget that clearly defines achievable goals as defined in the school's charter and approved by the Governing Board.
2. Full compliance with Uniform Education Reporting System (UERS) policies and procedures.
3. Accounting records should properly and accurately record and account for all cash equivalent transactions, including actual cash. Accounting information should be relevant, reliable, comparable and consistent and must be available for the preparation of reliable financial statements.
4. Demonstrated compliance with Federal and state laws/regulations, State Board of Education policies and other compliance requirements.
5. Maintenance of documentation that outlines internal controls on business practices and operation.
6. Transactions are executed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on public funds.
7. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.
8. Required independent audits are performed and submitted when due in a timely manner as prescribed by the California Department of Education.
10. School should have documentation that supports its financial statements and that reflect its financial position/condition, results of operations or changes in net assets and where appropriate, cash flows for any fiscal period/year.
12. Any necessary corrective action plans on any audit findings must be filed in writing and proposed changes must be implemented in the subsequent fiscal year.

## RESOLUTION OF LONG VALLEY CHARTER SCHOOL GOVERNING BOARD

A California Non-Profit Public Benefit Corporation

RESOLUTION NUMBER 2022-23-02

### DESIGNATING COMMITTED FUND BALANCES

**WHEREAS**, the Long Valley Charter School Governing Board (Board) has previously adopted Board Policy 2001 acknowledging its authority to commit, assign, or evaluate existing fund-balance classifications and identify the intended uses of committed or assigned funds; and

**WHEREAS**, the committed fund balance classification reflects amounts subject to specific internal constraints self-imposed by the Board; and

**WHEREAS**, once the committed fund-balance constraints are imposed, it requires the constraint to be revised, removed or redirected for other purposes by the Board in the same manner as the Board originally approved the commitment; and

**WHEREAS**, the Board has determined it has specific needs that it elects to fund with portions of its ending fund balance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board, hereby commits to utilizing portions of its reserve fund ending balance as indicated for the following purposes:

Purpose	Category	Justification	Estimated Amount
<b>LONG VALLEY SCHOOL</b>			
Economic Uncertainty	EU	By policy 5-10%	\$311,864
90 Days of Cash	Other	90 days of cash (to address deferrals as previously experienced) \$10k per day=\$900,000; difference between 900k and EU.	\$588,136
Major and deferred maintenance expenditures	Facilities/ Capital	Costs of necessary repairs/replacements that may include: Tree trimming (\$10k), Safety Door Locks (\$31k) Basketball court surface replacement (\$204k+20% )Playground equipment (\$90k); Flooring (\$55k); Storage Unit (\$7k); Ramp repairs (\$20k)	\$457,800
USDA Required Deferred Maintenance	Facilities/ Capital	1 year of required reserve (increase by 22,890 annually)	\$22,890
USDA Required Debt Service Reserve	Facilities/ Capital	1 year of mortgage payments based on estimated \$9,741/ mo. (contribute 1/10 <sup>th</sup> annually)	\$11,689
Cash Contribution for Purchase and Expansion of Doyle Property	Facilities/ Capital	Notification by Modern Construction of the increase in cost from original estimates and soil mitigation: \$500k +20% contingency	\$600,000



Technology Devices & Infrastructure Replacement	Other	Planned replacement schedule: Chromebooks and computers 2022-2024 \$45k; infrastructure (\$20k)	\$65,000
Bus Purchase and Emergency Repairs	Other	No transportation funding; with an older bus, this fund is slated for the purchase of another bus or emergency repairs in excess of \$2,500	\$300,000
Replacement of School Vehicles	Other	Aging fleet (3 vehicles) anticipated replacement by 2023-24	\$90,000
Declining Enrollment Mitigation	Other	1 year of enrollment projections (5%) (experience of families moving due to prison closures & wildfire damage)	140,250
One-time Restricted Funds (planned expenditures according to grant requirements)	Other	1. Community Schools (includes school match)	\$197,000
		2. ESSER III	\$204,000
		3. Effective Educator	\$70,000
		4. A-G	\$143,000
		7. Strong Workforce Grant (includes school match)	48,329
NSLP Backup Reserve	Other	Reserve due to payments received in arrears	\$75,000
Curriculum Adoption	Other	According to the Board approved adoption schedule for 2022-23 and 2023-24.	\$50,000
TOTAL COMMITTED FUNDS for LVS			\$3,374,958
<b>THOMPSON PEAK CHARTER</b>			
Economic Uncertainty	EU	By policy 5-10%	\$144,043
90 Days of Cash	Other	90 days of cash (to address deferrals as previously experienced) \$450,000 (approx.. \$5000 per day) Difference between 90 days and EU)	\$305,957
Major and deferred maintenance expenditures	Facilities/ Capital	USDA Required ADA upgrades \$150k; Gymnasium Repairs: \$100k (increase by 100k per year)	\$250,000
USDA Required Deferred Maintenance	Facilities/ Capital	One year of required reserves (increase by \$22,890 p/year)	\$22,890
USDA Required Debt Service Reserve	Facilities/ Capital	1/10 <sup>th</sup> of one year of mortgage payments based on estimated \$4,296/ mo.	5,155
Cash Contribution for Purchase	Facilities/ Capital	Cash contribution for purchase of 995 Paiute Lane.	\$200,000
Technology Devices & Infrastructure Replacement	Other	Planned technology replacement schedule: Chromebooks and computers 2022-2024 \$10k; infrastructure (\$20k)	\$30,000
Declining enrollment mitigation	Other	1 year of enrollment projections (5%) (experience of families moving due to prison closures & wildfire damage)	\$87,714
Replacement of School Vehicle	Other	Aging fleet (1 vehicle) anticipated replacement by 2023-24	\$30,000

Curriculum Adoption	Other	According to the Board approved adoption schedule	\$32,000
NSLP Backup Reserve	Other	Reserve due to payments received in arrears	\$15,000
One-time Restricted Funds (planned expenditures according to grant requirements)	Other	1. UPK	\$25,679
		2. SWP Grant (includes match and remaining grant budget)	\$37,464
		3. ESSER II & III	\$298,357
		4. Effective Educator	\$36,790
		5. A-G	\$150,000
TOTAL COMMITTED FUNDS for TPC			\$1,553,355

**BE IT FURTHER RESOLVED**, that such funds cannot be used for any purposes other than directed above, unless the Board adopts a successor resolution to revise or remove the constraint, or otherwise redirect the funds for other purposes; and

**BE IT FURTHER RESOLVED**, that the district's Superintendent, or their designee, is hereby authorized and directed to finalize the amounts to be committed for the purposes directed above based on the unaudited actual financial report for fiscal year 2021-22.

Passed and adopted this 12<sup>th</sup> day of January, 2023 at a regular meeting of the LVCS Governing Board by the following vote:

Ayes:

Noes:

Abstentions:

Absent:

I, \_\_\_\_\_, Secretary/Treasurer (Clerk) of the Long Valley Charter School Governing Board do hereby certify the foregoing is a full, true, and correct copy of the resolution adopted.

\_\_\_\_\_  
\_\_\_\_\_, Secretary/ Treasurer (Clerk)

Action	Category	Budgeted Amount			Updated Plan Budget	
		LVS		TPC	LVS	TPC
		Doyle	Portola			
Provide additional tutoring/ drop-in work time blocks.	LIT	0		5,000	0	5000
<del>Provide access to online math tutoring.</del>	<del>LIT</del>	10,000		10,000	0	0
Provide additional hours of direct math instruction for independent study students.	LIT	0	50,000	50,000	50,000	35,000
Train paraeducator staff in high dosage tutoring; not completed	LIT	1,500		500	500	500
Added duty stipends for teaching staff to develop self-paced units (MCP) and project-based learning units.	SIP	40,000		31,205	30,000	30,705
Staff training (retreat-style) on learning strategies for self-care, managing stress, and making progress on MBL/PBL- Summer/Fall 2023	O	45,000		45,000	35,000	35,000
Hire and/or train staff for providing reading support for all locations. (includes learning materials) (2-3 years) Read naturally at TPC with para efforts, Kim at Portola, Jenavieve at Doyle	LIT	165,000		90,000	113,661	85,000
Additional curricular materials other than reading	LIT				10,000	0
Events for Students	O	10,000		10,000	8,000	10,000
Develop family friendly spaces at the resource center that permit gathering and physical distancing.	SIP	0	30,000	0	8,000	10,000
Provide classroom furniture to better accommodate physical distancing.	SIP	11,500		0	20,000	
Explore the community school model.	SIP	9,500		9,500	0	0
Provide incentives for students demonstrating improvement (spirit gear). (ADD Monies here for stores)	LIT	6,661		0	34,000	17,500
Extended year (summer) activities (Note LVS has ELOP funds for this purpose)	LIT	-		-	-	20,000
Fencing in Doyle	SIP	-		-	60,000	-
Safety Supplies	SIP				10,000	2,500
Total		\$379,161		\$251,205	\$379,161	\$251,205

Expenditure Category: LIT-Lost Instructional Time, O-Other, SIP-Safe In-Person Learning

Items highlighted in yellow are new/adjusted