

REGULAR BOARD MEETING

Thursday, September 14, 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/81598862218?pwd=QS94MXVNRmFqeklPQlZqZEsyRlVsZz09>

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. 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: 8/10/23
2. Special Meeting: 8/31/23

B. Bills & Warrants:

C. Confirmation of GigaKOM Agreement (e-rate)

D. Approval of Agreement with Butte-Glen Community College District for SWP Pathway Coordinator for 7/1/23-9/30/24.

E. Approval of CONSOLIDATED Application for 2023-24.

F. Approval of 2023-24 School Nursing MOU with Plumas Charter School.

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
- D. Program Reports-submitted in writing: Campus Locations, Special Programs, Counseling, Adult Education, Curriculum, Intervention and Safety.

VII. Information Items

- A. Planning for Vehicle Replacement
- B. California Assessment of Student Performance and Progress (CAASPP) Scores
- C. Playground Equipment

VIII. Action Items

- A. Discussion and possible action regarding approval of 2022-23 Unaudited Actuals for LVS & TPC.
- B. Discussion and possible action regarding approval of Memorandum of Understanding for Adult Education for the 2023-24 school year.
- C. Discussion and possible action regarding approval of Amendment of Articles of Incorporation.
- D. Discussion and possible action regarding approval of Appendix to the 7/1/21 Agreement for the College and Career Partnership with Butte-Glenn Community College District for Construction Course Dual Enrollment.
- E. Discussion and possible action regarding approval of updated High School Graduation Requirements for Science.
- F. Discussion and possible action regarding approval of overnight field trips for high school football away games.
- G. Discussion and possible action regarding approval of updated Expanded Learning Opportunities Plan.
- H. Discussion and possible action regarding approval of addition of position #405-Classified Positions/ Bus Driver On-call Substitute.
- I. Discussion and possible action regarding approval to update position #404 Clerical II-Business to Accounting Clerk in Column C.
- J. Discussion and possible action regarding approval to add position #229--404 Certificated Substitute Position.
- K. Discussion and possible action regarding approval of increasing rate for substitute teachers.
- L. Discussion and possible action regarding approval of LCAP Corrections.

IX. Future Items: School Wellness #6014 Policy update

X Adjournment: Meeting adjourned at ____ PM. The next regular meeting will be held. Thursday, October 12, 2023.

ZOOM details:

Dial in: 1 669 900 6833

Meeting ID: 815 9886 2218

Passcode: 8iGc7B or 601554

REGULAR BOARD MEETING

Thursday, August 10, 2023 at 5:45 PM

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

Minutes

- 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

MSCU (Ingram/Kominek)

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 6-8-23

B. Bills & Warrants: 5/1/23 - 6/30/23

C. Accept \$250 donation from Jason Ingram, County Supervisor: use for school sports

D. Affirmation of Employment Agreements

E. Confirm agreements for Social Worker Supervision with M. Huffman and J. Cunningham

F. Approve Annual Meal Prices

G. Approve 2023-24 Board Meeting Dates

H. Quarterly Complaint Summary 6/30/23

MS (Kominek/Giese) Ayes 2 Noes 0 Abstentions 1 Absent 0

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
- D. Program Reports-submitted in writing: Curriculum, Intervention.

VII. Information Items

- A. Doyle Construction Update (scheduled with Nick Trover at 6 PM)

VIII. Action Items

- A. Discussion and possible action regarding approval of LVCS Core Beliefs.

MSCU (Kominek/Ingram) (

- B. Discussion and possible action regarding approval of Resolution #2023-24-01 for an enrollment cap for the Portola Resource Center.

MSCU (Ingram/Kominek)

- C. Discussion and possible action regarding approval of updated Independent Study Policy #6006.

MSCU (Kominek/Ingram)

- D. Discussion and possible action regarding approval of updated Employee Handbook.

MSCU (Kominek/Ingram)

- E. Discussion and possible action regarding approval of Student Handbooks: Classrooms, Independent Study, and Home School Academy.

MSCU (Ingram/Kominek)

- F. Discussion and possible action regarding approval of request for a one-month extension for grazing dates in 2023 (Amendment#1 to Grazing Lease dated April 17, 2020)

MSCU (Ingram/Kominek)

- G. Discussion and possible action regarding approval of Master Agreements with Lassen County Office of Education for LVS and TPC.

MSCU (Kominek/Ingram)

- H. Discussion and possible action regarding approval of Education Protection Account Expenditures.

MSCU (Giese/Kominek)

- I. Discussion and possible action regarding approval of Memorandum of Understanding with Fort Sage Unified School District for High School Sports.

MSCU (Ingram/Kominek)

- J. Discussion and possible action regarding approval of Declaration of Need for Fully Qualified Educators.

MSCU (Kominek/Ingram)

- K. Discussion and possible action regarding approval of updated Adopted Curriculum list.

MSCU (Ingram/Kominek)

- L. Discussion and possible action regarding approval of updated Suspension & Expulsion Policy #6003.

MSCU (Ingram/Kominek)

- M. Discussion and possible action regarding approval of updated Title IX Policy #6015.

MSCU (Giese/Ingram)

IX. Future Items: Updated Policy#2002 on Disposal of Surplus, Doyle Site Tour, e-Rate Status, MOU with LCOE for Adult Education

X Adjournment: Meeting adjourned at 6:17 PM. The next regular meeting will be held. Thursday, September 14, 2023

ZOOM details

Dial in: 1 669 900 6833

Meeting ID: 839 4364 9756

Passcode: 6mKaYJ or 825261



Long Valley Charter School

A Non-Profit Public Benefit Corporation

SPECIAL BOARD MEETING

Thursday, August 31, 2023 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
II. Shaun Giese ☒ Wilma Kominek ☒ Stacy Kirklin ☒ Jason Ingram ☒ Randi Collier ☐

III. Pledge of Allegiance

IV. Approval of the agenda

MSCU (Ingram/Kominek)

V. Action Items

- A.** Discussion and possible action regarding approval of change orders for the Doyle campus construction project. Motion amended to Discussion and possible action regarding approval of change orders for the Doyle campus construction project not to exceed \$50,000.

MSCU (Ingram/Giese)

VI. Adjournment: Meeting adjourned at 6:06PM.

ZOOM details

Dial in: 1 669 900 6833

Meeting ID: 890 7437 6516 Passcode: 4aH8V9 or 494710

Combined Board Check Register

School: Long Valley

Month: July 2023



Total Paid By Check: \$ 317,070.78
Total Paid By Credit Card: \$ -

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	77500	Tom Hammond Inc.	7/13/2023	Bill #40701--Gas Reimbursement Bill #40715--Gas Reimbursement Bill #40647--Gas Reimbursement Bill #40672--Gas Reimbursement		\$ 587.72
Check	77501	Amazon Capital Services	7/13/2023	Bill #19R9-R9HW-199Y--Supplies		\$ 176.66
Check	77502	CharterSAFE	7/13/2023	Bill #42782--August Premium 2023-2024 - Package Premium & Workers Compensation		\$ 9,962.00
Check	77503	Sean Bittle Turf & Irrigation	7/13/2023	Bill #402--Landscape Maintenance Service: June 2023		\$ 2,765.00
Check	77504	C&S Waste Solutions of Lassen County	7/13/2023	Bill #175103641U037--Frontload 6yd Recycle: 07/01 - 07/31/23		\$ 369.70
Check	77505	Bright Thinker	7/13/2023	Bill #SINV6373--Student Course Enrollment & Seat License - 1 Year		\$ 11,900.00
Check	77506	C&S Waste Solutions of Lassen County	7/13/2023	Bill #175103961U037--Frontload 2Yd Recycle: 07/01 - 07/31/23		\$ 225.04
Check	77507	Intermountain Disposal, Inc.	7/13/2023	Bill #062523--Utilities		\$ 76.87
Check	77508	Jerad Morgan	7/13/2023	Bill #070723--Reimb: Educational Assistance		\$ 1,500.00
Check	77509	Verizon Wireless	7/13/2023	Bill #9937638651--Monthly & Equipment Charges: 05/20 - 06/19/23		\$ 3,344.37
Check	77510	Edpuzzle Inc	7/13/2023	Bill #27013--Unlimited access to Edpuzzle School-wide		\$ 2,180.00
Check	77511	Fort Sage Unified School District	7/13/2023	Bill #063023--2022-23 Charter Authorizer Administrative Oversight Fee		\$ 18,387.93
Check	77512	Franklin Covey Client Sales, Inc	7/13/2023	Bill #IS10725895--Membership Base		\$ 5,500.00
Check	77513	Plumas-Sierra Telecommunications	7/13/2023	Bill #063023--Communications due by 07/21/23		\$ 25.00
Check	77514	Plumas-Sierra Rural Electric Cooperative	7/13/2023	Bill #063023--Utilities: 05/18 - 06/15/23		\$ 2,138.89
Check	77515	Forest Office Equipment	7/13/2023	Bill #SV005862--Equipment Leases		\$ 534.12
Check	77516	Kelly Wynn	7/13/2023	Bill #070723--Reimb: Educational Assistance		\$ 1,500.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	77517	Law Offices of Young, Minney & Corr, LLP	7/13/2023	Bill #5324--Svcs: 06/06 - 06/30/23		\$ 1,501.50
Check	77518	Kathy Putkey	7/13/2023	Bill #062623--Reimb: Mileage		\$ 697.58
Check	77519	Ubeo Business Services	7/13/2023	Bill #4172184--Contract Base Rate Charge for 07/01/ - 07/31/23 Bill #4172186--Contract Base Rate Charge for 08/01/ - 08/31/23 Bill #4172183--Contract Base Rate Charge for 07/01/ - 07/31/23		\$ 486.47
Check	77520	ReliaStar Life Insurance Company	7/13/2023	Bill #12A4882450--Employee Benefits: 07/01 - 07/31/23		\$ 487.50
Check	77521	Current Electric & Alarm Inc	7/13/2023	Bill #045827--Monitoring Electronic Fire Alarm System		\$ 885.00
Check	77522	Read Naturally	7/13/2023	Bill #Q213722--Read Live Acct ID 00046321 Licenses 9/19/2023 - 9/19/2024		\$ 690.00
Check	77523	Denise Wike	7/20/2023	Bill #070823--First Aid Study Materials: 08/02/23		\$ 4,880.00
Check	77524	City of Portola	7/20/2023	Bill #070623A--Water Sewer Solid Waste & Landfill due by 07/26/23 Bill #070623--Water Sewer Solid Waste & Landfill due by 07/26/23		\$ 86.49
Check	77525	Thrive Public Schools	7/20/2023	Bill #1051--Consulting Services: 04/01/23		\$ 18,500.00
Check	77526	Plumas-Sierra Telecommunications	7/20/2023	Bill #063023--Communications due by 07/21/23		\$ 374.04
Check	77527	Susanville Sanitary District	7/20/2023	Bill #070123--Sewer Services: 07/01/23		\$ 52.00
Check	77528	Small School Districts Association	7/20/2023	Bill #17-05312--Dues District Basic Membership: 07/01/23 - 06/30/24		\$ 425.00
Check	77529	School Pathways Holdings, LLC	7/20/2023	Bill #140-INV5229--SIS PLS SP Archiving Agilix Buzz Annual Subscription: 07/01/23 - 06/30/24 Quarterly Invoices Bill #140-INV5230--CALPADS Support Package Annual Fee: 07/01/23 - 06/30/24		\$ 8,053.30
Check	77530	AT&T	7/20/2023	Bill #000020172979--Communications: 06/01 - 06/30/23		\$ 63.81
Check	77531	Canon Financial Service, Inc	7/20/2023	Bill #30865296--Contract & Insurance Charge: 08/01 - 08/31/23		\$ 189.20
Check	77532	All Season Heating and Air Inc	7/20/2023	Bill #23-6103--Monthly Contract of Replacing Filters		\$ 350.00
Check	77533	Department of Justice - Accounting Office	7/20/2023	Bill #669529--Fingerprint Apps & FBI: June 2023		\$ 49.00

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	77534	School Pathways Holdings, LLC	7/20/2023	Bill #140-INV5173--SIS PLS SP Archiving Agilix Buzz Annual Subscription: 07/01/23 - 06/30/24 Quarterly Invoices Bill #140-INV5174--CALPADS Support Package Annual Fee: 07/01/23 - 06/30/24		\$ 8,891.50
Check	77535	Country Breeze Cleaning	7/20/2023	Bill #May 2023--Once Weekly Cleaning Admin Office June 2 9 16 23 30		\$ 500.00
Check	77536	Wheels West	7/25/2023	Bill #072523--Subaru Ascent for Strong Workforce Prgm K12: Mental Health Pathway		\$ 37,765.87
Check	77537	B A Murphy Electric	7/26/2023	Bill #INV0003--Repairs & Maintenance Svcs		\$ 2,275.16
Check	77538	City of Susanville	7/26/2023	Bill #071823--Gas & Water Reading: 06/05 - 07/05/23		\$ 61.33
Check	77539	City of Susanville	7/26/2023	Bill #071823--Gas & Water Reading: 06/05 - 07/05/23		\$ 55.65
Check	77540	FGL Environmental	7/26/2023	Bill #374906A--Services due by 08/18/23		\$ 76.00
Check	77541	Amazon Capital Services	7/26/2023	Bill #13KN-VJMK-H3KK--Supplies Bill #1JRC-JTW7-7KGK--Supplies		\$ 156.55
Check	77542	STAMPS.COM Inc	7/26/2023	Bill #S1198923071--Monthly Service Fee: 07/01 - 07/31/23		\$ 47.98
Check	77543	Alhambra	7/26/2023	Bill #19699387 071323--Products & other Charges due by 08/05/23		\$ 76.42
Check	77544	Frontier	7/26/2023	Bill #071023--Services due by 08/03/23		\$ 745.50
Check	77545	ParentSquare Inc.	7/26/2023	Bill #SI-003281--Engage Premium: 07/01/23 - 06/30/24		\$ 2,750.00
Check	77546	Presence Learning Inc	7/26/2023	Bill #INV61488--Q4 FY23 Monthly Commitment		\$ 3,766.40
Check	77547	Alpine Fire Services, Inc.	7/26/2023	Bill #07-19223--2 1/2 GAL Water Pressure Serviced		\$ 752.68
Check	77548	Stericycle Inc	7/26/2023	Bill #8004274828--Regular Service & Recycling Recovery Fuel & Environmental Surcharge		\$ 113.62
Check	77549	Butte College	7/26/2023	Bill #ST12--Invoice for return of Round 3 Strong Workforce K12 Pathway Coordinator Funds		\$ 24,934.50
Check	77550	Lassen Municipal Utility District	7/26/2023	Bill #071023--Services due by 07/29/23		\$ 812.77
Check	77551	Lassen Municipal Utility District	7/26/2023	Bill #071023--Services due by 07/29/23		\$ 79.27
Check	DB071023	US Bank Direct Deposit	7/10/2023	DB071023		\$ 20,214.35
Check	DB071323	California Department of Taxes and Fees	7/13/2023	DB071323		\$ 275.00
Check	DB072423	USDA Rural Development	7/24/2023	DB072423		\$ 4,296.00
Check	M59331	JM Plumbing	7/5/2023	M59331		\$ 385.00
Check	M59339	Small School Districts Association	7/7/2023	M59339		\$ 425.00

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	M59345	Marissa G. Grant	7/5/2023	M59345		\$ 1,333.95
Check	M59354	Jenavieve Kisst	7/10/2023	M59354		\$ 80.00
Check	M59355	JM Plumbing	7/5/2023	M59355		\$ 1,388.36
Check	M59359	Emily Piesch	7/12/2023	M59359		\$ 766.70
Check	M59360	Jennifer Kirby	7/5/2023	M59360		\$ 486.50
Check	M59361	Michelle Pfingston	7/5/2023	M59361		\$ 492.75
Check	M59362	Kaitlyn Thorne	7/12/2023	M59362		\$ 492.75
Check	M59363	Kelly Wynn	7/31/2023	M59363		\$ 492.75
Check	M59364	AmeriGas	7/6/2023	M59364		\$ 87.29
Check	M59365	Bonanza Produce Co.	7/5/2023	M59365		\$ 111.10
Check	M59366	Brady Industries	7/3/2023	M59366		\$ 648.14
Check	M59367	City of Susanville	7/5/2023	M59367		\$ 55.65
Check	M59369	Current Electric & Alarm Inc	7/7/2023	M59369		\$ 1,050.00
Check	M59370	FGL Environmental	7/12/2023	M59370		\$ 76.00
Check	M59371	Frontier	7/7/2023	M59371		\$ 744.88
Check	M59372	Hunt & Sons INC	7/5/2023	M59372		\$ 1,112.71
Check	M59373	Jon Landerman	7/24/2023	M59373		\$ 56.33
Check	M59374	Lassen County Office of Education	7/3/2023	M59374		\$ 540.00
Check	M59375	Lassen Municipal Utility District	7/3/2023	M59375		\$ 30.00
Check	M59376	Lassen Municipal Utility District	7/3/2023	M59376		\$ 1,042.71
Check	M59377	LEAF	7/5/2023	M59377		\$ 293.80
Check	M59378	Liberty	7/6/2023	M59378		\$ 43.09
Check	M59379	Liberty	7/6/2023	M59379		\$ 73.89
Check	M59380	Liberty	7/6/2023	M59380		\$ 53.20
Check	M59381	Liberty	7/6/2023	M59381		\$ 125.10
Check	M59382	Liberty	7/6/2023	M59382		\$ 209.36
Check	M59383	Liberty Utilities (Acct#88503198-88265118)	7/6/2023	M59383		\$ 30.36
Check	M59384	Melissa Huffman	7/10/2023	M59384		\$ 300.00
Check	M59385	Morning Glory, Inc.	7/7/2023	M59385		\$ 82.01
Check	M59386	Office Furniture USA	7/6/2023	M59386		\$ 3,090.45
Check	M59387	Sherri Morgan	7/13/2023	M59387		\$ 172.92
Check	M59388	Staples eCommerce	7/5/2023	M59388		\$ 208.82
Check	M59389	Derick Taylor Flooring	7/3/2023	M59389		\$ 15,658.50
Check	M59390	Tom Hammond Inc.	7/12/2023	M59390		\$ 2,994.43
Check	M59391	UBEO Business Service	7/10/2023	M59391		\$ 277.29

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	M59392	Verizon Wireless	7/10/2023	M59392		\$ 3,344.37
Check	M59394	CalSTRS Plan Administrator	7/5/2023	M59394		\$ 2,083.33
Check	M59395	Lassen County Office of Education	7/12/2023	M59395		\$ 35,046.99
Check	M59396	Lassen County Office of Education	7/12/2023	M59396		\$ 24,149.44
Check	M59397	LSW Insurance	7/6/2023	M59397		\$ 111.67
Check	M59398	Matrix Trust/ASPIRE/TPA 000388	7/6/2023	M59398		\$ 400.00
Check	M59399	ReliaStar Life Insurance Company	7/6/2023	M59399		\$ 472.50
Check	M59400	Corporate Payment Systems	7/10/2023	M59400		\$ 8,359.95

INTERNAL CONNECTIONS and/or BASIC MAINTENANCE CONTRACT ERATE 2023

THIS AGREEMENT is made and entered into this May 1, 2023, in the County of San Diego, State of California, by and between GigaKOM, a California corporation, with its principle place of business in San Diego, California hereafter "GigaKOM" and Long Valley Charter School hereinafter called the "School".

The following recitals are made part of this Category 2 Internal Connections Contract, hereafter Agreement:

WHEREAS, the School is pursuing E-Rate discounts to help fund the Technology Project(s) identified as Attachment A and incorporated by reference herein; and

WHEREAS, the School has determined that there is a need to contract with organizations that furnish Internet products and services in technology; and

WHEREAS, GigaKOM represents that it will provide trained and experienced personnel to provide such Internet equipment and services set forth called for by this Agreement; and

WHEREAS, the School has determined that it has a need to enter into this Agreement with GigaKOM for the Internet products, services and advice described herein;

NOW THEREFORE, it is mutually agreed by the parties herein, as follows:

Article 1. Contract with GigaKOM: The School hereby contracts with GigaKOM to provide the necessary products, services and advice as hereinafter set forth contingent upon the School receiving approval of its e-Rate funding request.

Article 2. GIGAKOM's Services:

(a) GigaKOM hereby agrees to provide the following equipment and services set forth to the satisfaction of the School and described in Attachment A and Attachment B if applicable.

(b) GigaKOM warrants that the recommendations, guidance, and performance of any person assigned under this Agreement shall be in accordance with sound engineering (technical practice and/or Internet access and maintenance standards), and the requirements of this Agreement. If any portion of the services supplied fails to comply with this warranty, and GigaKOM is so notified in writing within thirty (30) days after completion of this Agreement, GigaKOM will correctly perform such portion of the services at its own expense, within ninety (90) days or refund the amount of the compensation paid for such portion.

Article 3. Time of Performance and Term of Agreement: The services called for under this agreement shall be provided by GigaKOM during the period commencing after **April 1st, 2023** and ending upon completion of the project, but in no event later than the end of the ERATE **2023** Funding Year unless otherwise agreed upon in writing, executed by both parties.

Basic Maintenance Contract can be extended by five (5) additional one (1) year contract extensions based on mutual agreement by both parties.

Internal Connection Contract can be extended by two (2) additional one (1) year contract extensions based on mutual agreement by both parties.

Article 4. GigaKOM's Fee: The School shall pay GigaKOM for the providing all equipment rates/pricing established by Attachment A. This agreement is considered to be a "fixed price" contract with any related expenses such as travel and photocopying to be billed at cost. The total estimated contract amount is based on Attachment A. Any rates and estimates should be considered to be a good faith estimates based on the information received through the date of the contract. Any additional work required will be submitted in writing for approval on a time and materials basis. Unknown factors and/or additional requirements and tasks may require pricing adjustments. Any reduction in the quantity of components and services may result in unit price increases of individual components. Additionally, any reduction and or removal of services may result in 15% penalty for services not performed.

Article 5. Payments: School will be invoiced in progress invoices for equipment delivered and services rendered. All invoices are due and payable upon receipt. Payments should be remitted to:

GigaKOM
Attn: Accounting
9245 Activity Road, Suite 105
San Diego, CA 92126

GigaKOM will invoice the School's discounted amount, based on its ERATE discount. The School will be liable should the SLD deny payment on ordered items or services previously approved. A service charge of 18% per annum (1 1/2% per month) will be added monthly to all accounts more than 15 days overdue. The School will pay reasonable attorney's fees and other collections costs in the event that GigaKOM has to enforce payment.

For Basic Maintenance Contracts at the District's discretion and in accordance with the rules of the SLD for broadband managed services, the district may opt to pre-pay for this agreement. In such a case, the District and GigaKOM will monitor the hours used on the contract to ensure there is no overpayment of funds. In case of SLD denial of payment of any portion of this contract, School will be responsible for paying 100% of unpaid balance.

Article 6. Employee Benefits: GigaKOM shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement as GigaKOM is a vendor to said School.

Article 7. Worker's Compensation Insurance: GigaKOM agrees to produce and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against School by a bonafide employee of GigaKOM participating under this Agreement, GigaKOM agrees to defend and hold harmless the School from such claim, and pay for, or reimburse the School for, any costs incurred by the School in defending against such claims, including but not limited to all of the School's attorneys fees and any other legal costs.

Article 8. Insurance: GigaKOM shall, at its expense, carry and if required by the School, provide written proof of adequate insurance to fully protect both GigaKOM and the School from any and all claims of any nature for damage to property or for personal injury including death, which may arise while GigaKOM is traveling to or from a work-related location.

Article 9. Confidentiality and Use of Information:

- (a) GigaKOM shall hold in trust for the School, and shall not disclose to any person, any confidential information.
- (b) The School shall keep confidential information which is related to GigaKOM's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (c) GigaKOM shall advise School of any and all materials used, or recommended for use by GigaKOM to achieve the project goals, that are subject to any copyright restrictions or other requirements.

Article 10. Administrator of Agreement: This Agreement shall be administered on behalf of the School. Any notice desired or required to be sent to a party hereunder shall be addressed to:

For School:

Long Valley Charter School
Attn: Contract Department
436 965 SUSAN DRIVE
DOYLE, CA 96109-7
Tel: (530) 827-2395

For GigaKOM:

GigaKOM
Attn: Contract Department
9245 Activity Road, Suite 105
San Diego, CA 92126
Tel: 858-769-5408

Article 11. Ownership of Work-Product: All products of work performed pursuant to this Agreement will be the sole property of the School except GigaKOM's proprietary information/products.

Article 12. Termination: The School or GigaKOM may terminate this Agreement only if ERATE funding by Schools and Libraries Division is denied. Notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the Agreement is terminated by the School as provided in this section, GigaKOM shall be entitled to receive compensation for any equipment delivered and any satisfactory work completed up to the receipt by GigaKOM of notice of termination and the effective date of termination pursuant to specific request by the School for the performance of such work.

Article 13. Status of GigaKOM: It is agreed that School is interested only in the results obtained from service hereunder and that GigaKOM shall perform as a supplier/vendor with sole control of the manner and means of performing the services required under this Agreement. GigaKOM shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of GigaKOM and which shall not be subject to control or supervision by the School except as to the results of the work. GigaKOM is, for all purposes arising out of this Agreement, a supplier/vendor, and neither GigaKOM nor its employees shall be deemed an employee of the School for any purpose. It is expressly understood and agreed that GigaKOM and its employees shall in no event be entitled to any benefits to which School employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation worker's compensation benefits, sick or injury leave, or other benefits.

Article 14. Attorney's Fees: If suit is brought by either party to this Agreement to enforce any of its terms, each party shall pay its own litigation expenses incurred by the prevailing party, including attorneys' fees, court costs, expert witness fees, and investigation expenses. The forum for any disputes hereunder shall be the Superior Court of the State of California, County of San Diego, and all interpretations of all shall be those under the laws of the State of California.

Article 15. Assignment: No portion of this Agreement or any of the work to be performed hereunder may be assigned by GigaKOM without the express written consent of School, and without such consent all services hereunder are to be performed solely by GigaKOM, its officers, agents and employees.

Article 16. Alternations or Variance: No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

Article 17. A. B. 1610: If GigaKOM personnel are in contact with students on a more than limited or occasional basis as determined by the School, GigaKOM, upon written notification, agrees to provide the School with: written certification under penalty of perjury that all of its employees who may come in contact with students have been, fingerprinted and had their criminal histories checked by GigaKOM and that none of these employees have been convicted of a serious or violent felony. This contract may, at the School's discretion, be immediately terminated in the event GigaKOM fails to comply with this law.

Article 18. Contingency of ERATE Funding. GigaKOM understands that purchase of the goods and services identified in Attachment A is based upon ERATE funding being approved for the School. Should such funding be denied, the School will have no obligation to purchase any items or services listed, however GigaKOM will continue to offer the goods and services as the prices listed. School has the option to purchase 0 or more of the items listed in Attachment A based on current SLD guidelines.

Article 19. Basic Maintenance Details. The services provided under this E-Rate Contract, which include Basic Maintenance elements, shall be limited to "basic maintenance services" as defined by the FCC's current E-rate rules. In general, this service will be limited to the provision of "break/fix" and preventive hardware maintenance, and of software updates and reconfigurations for E-rate eligible equipment. Other technical support services required by the School will be covered by a separate Technical Support Contract which will include: (a) any maintenance of ineligible equipment; and (b) any technical support that is over an above E-rate defined "basic" maintenance of eligible equipment.

GENERAL EXCLUSIONS

- ⑦ Unless identified previously within the scope of work, this proposal is not inclusive of fire penetration sleeves, conduit, concrete cores and/or roof penetrations. If required for installation, additional charges will apply.
- ⑦ Unless identified previously within the scope of work, Gigakom will install racks in specified locations and in the appropriate manner. Additional charges will apply if the location is not structurally compliant with the installation requested and facilities work is needed.
- ⑦ Unless identified previously within the scope of work, all existing conduit is expected to be free and clear of debris with an appropriate pull string provided. Additional charges will apply for debris removal or the fishing of conduit.
- ⑦ Unless identified previously within the scope of work, this proposal is not inclusive of the removal and replacement of furniture during the installation, additional charges will apply, if necessary.

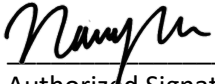
- ② Unless identified previously within the scope of work, this proposal is based upon normal working hours and does not include weekend or overtime. If weekend or overtime hours are required for this project, additional charges will apply.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of a Lift rental. If a Lift is required, additional charges will apply.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of additional labor time required for clean room environments. If clean room environments require special clothing, cleaning of tools, etc, additional charges will apply.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of installing horizontal cable in a “sequential-by-building” fashion. If a “sequential-by-building” installation is required, this must be identified prior to cable installation and will require additional charges.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of any voice or data cross-connects and/or patch cord installation. If cross-connects and/or patch cords are to be installed by Gigakom, additional charges will apply.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of any and all plywood backboards within each closet. If plywood backboards are required, additional charges will apply.
- ② Unless identified previously within the scope of work, cost associated with parking is not included within this proposal. If parking fees are required during the installation, additional charges will apply.
- ② Unless identified previously within the scope of work, cost associated with securing material on site is not included within this proposal. If adequate secured storage is not able to be provided by the Customer, additional charges will apply.
- ② Unless identified previously within the scope of work, this proposal is based upon utilizing onsite trash receptacles for removal of trash debris. If trash receptacles are not made available, additional charges will apply.
- ② This proposal requires a minimum 2 weeks notice of installation for any and all modular furniture installed during this project. Additional charges may apply if notice of less than 2 weeks is provided.
- ② Unless identified previously within the scope of work, this proposal is based upon the Customer providing all necessary Ring and String or Conduit necessary for each work station location. Additional charges will apply to each location requiring Gigakom to provide ring and string or conduit.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of Gigakom providing temporary power or sanitary facilities. Additional charges will apply if required.
- ② Unless identified previously within the scope of work, this proposal is not inclusive of removing any and all existing cable or cable supports. Additional charges will apply if required.
- ② Telephone Vendor will be responsible for labeling any and all patch panels related to voice circuit extensions. GigaKOM will provide said Telephone Vendor with a Cut-Sheet for each cable location.
- ② A 25% restock fee will be charged for all returned items. Special order items are non-returnable.

❓ GigaKOM has several blanket endorsements included in its insurance policies. If separate endorsements are required, additional charges may apply.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

GIGAKOM
Nancy Mena

GigaKOM Representative



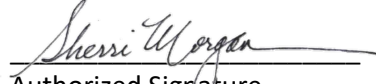
Authorized Signature
5/1/2023

DATE

Long Valley Charter School

Sherri Morgan

School Representative



Authorized Signature

8/9/2023

DATE

ATTACHMENT A

School ERATE Scope of Work

- Pricing is based on volume pricing and any changes may result in price change and additional shipping charges
- Project performance and payment bond might not be included in the price, if requested they will be added as a line item on the total awarded amount
- GigaKOM recommends 10% contingency for project for any unforeseen add, move and changes.

The items covered by this agreement are listed in the RFP, GigaKOM's Proposal and Response, Quotation and item 21.

- Please see pricing pages

ATTACHMENT B

Basic Maintenance School District ERATE Scope of Work IF APPLICABLE

The following describes the range of maintenance services to be provided by GigaKOM. The proposed services are contingent upon final approval by the District.

Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without e-rate discounts.

Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information.

The primary purpose of the services for which support is sought must be the delivery of services to the classrooms or other places of instruction at schools and libraries that meet the statutory definition of an eligible institution. Support for the administrative functions of library or education programs is permitted so long as the services are part of the network of shared services for learning. Support will be limited to services delivered to the onsite educational facility or facilities.

GigaKOM will provide support for all services under this contract that will provide a minimum of switched 100BT network service and T-1 Internet Access to all eligible areas of the district. This includes unanticipated component replacement and expansion of the district's network.

All services must be performed in the ERATE funding window.

Duties will be limited to only those dealing with maintenance and operation of telecommunications and internal connections as specified in FCC Document *CC Docket No. 96—45 Schools and Libraries Eligibility List*. (Attachment C). Any work not covered on the eligibility list must be covered under a separate contract or invoice.

LIST OF ELIGIBLE COMPONENTS

This list is required by the Schools and Libraries Division to identify the scope of equipment and services that are covered by this contract. Additionally, the SLD wishes to determine that no ineligible components are included for maintenance. All components must be a part of a network of shared services for learning.

The items covered by this agreement are listed in the RFP, GigaKOM's proposal in response to the RFP and the quotation / pricing form provide

- Please see pricing pages



9243 Activity Road, Ste 105
San Diego, CA 92126

Customer Long Valley Charter School

QUOTE

Date 1/11/2023
Quote # E2023 - H2349MC

School Site	Product SKU #	Mfr	Product Description	E Rate Eligible	Qty	Price	Extended	Tax Amount	Total
LONG VALLEY SCHOOL	5720-48MW	EXTREME	5720 Universal Switch with 48 x 1/2.5/5Gb 802.3bt 90W PoE ports, 2 x Stacking/OSFP28 ports, 1 unpopulated VIM slot, MACsec-capable, includes 2 x unpopulated PSU slots, fan unpopulated PSU module license	1	4	\$5,830.54	\$ 23,322.16	\$1,690.86	\$ 25,013.02
LONG VALLEY SCHOOL	5720-VIM-6YE	EXTREME	5720 Versatile Interface Module with 6 x 1/10/25Gb SFP28 MACsec-capable ports	1	4	\$1,310.74	\$ 5,242.96	\$380.11	\$ 5,623.07
LONG VALLEY SCHOOL	5000-PRMR-LIC-P	EXTREME	Perpetual Premier License for 5000 Series switches	1	4	\$727.54	\$ 2,910.16	\$0.00	\$ 2,910.16
LONG VALLEY SCHOOL	XN-ACPWR-1100W-FB	EXTREME	1100 Watt AC Power Supply Module (PSU) – Front-to-Back airflow	1	8	\$494.26	\$ 3,954.08	\$286.67	\$ 4,240.75
LONG VALLEY SCHOOL	10099	EXTREME	USA power cord	1	8	\$18.79	\$ 150.32	\$10.90	\$ 161.22
LONG VALLEY SCHOOL	97004-5720-48MW	EXTREME	Extreme networks 1Y 24x7, 15 min response, f/ 5720-48MW	0	4	\$768.53	\$ 3,074.12	\$0.00	\$ 3,074.12
						Line Items Total	\$38,653.80	\$2,368.54	\$41,022.34
						Shipping (as applicable)			\$0.00
						Grand Total			\$41,022.34

THANK YOU FOR YOUR BUSINESS

Gigakom Business Information

SPIN: 143027209, FCC # 0011991395, Certified Small Business – Micro # 40936, DIR Registration: 1000003984

Gigakom Job Site Terms & Conditions

1. All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work
2. Work shall be performed during normal business hours unless specified in the contract SDW. Additional charges for after hour / holiday work might apply
3. Parking on site shall be provided by client at no cost to Gigakom
4. Client will provide free and clear access to all working areas
5. An onsite contact and access must be provided to Gigakom prior to job site arrival
6. Any down time resulting from the lack of access or client required information, equipment is not the responsibility of Gigakom and is billable
7. A \$250 fee will be billed to client for missed appointment, or site not ready for installation. Also \$150 will be billed for additional dispatch

Gigakom Billing and SLA Terms & Conditions

1. Any work not included in this estimate will be billed as time and material, including any additional labor outside of services specified above, consulting, etc. please refer to gigakom terms and conditions, billing and sla for rates: please work with you account manager on changes.
2. The price set forth above is a good faith estimate based on the information received through the date of this estimate and may change based on updated information. Any price changes shall be communicated to customer through a revised estimate. This estimate is valid for 30 days from the day of issue. **GIGAKOM WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL** on customer site or at Gigakom whichever occurs first. Additional training or Professional Services can be provided at our standard rates.
3. Shipping charged may apply to all orders. Shipping Charges are estimates and will be billed at actual amount if higher.
4. Payment Details Past due amounts subject to finance charges* Customer shall reimburse all costs incurred in collecting past due amounts* *See Gigakom Standard Terms and Conditions.
5. For Clients that utilize USAC SLD funding, Gigakom will, based on agreement, invoice SLD for discounted portion. In case SLD denies payment or SLD does not pay within 90 days, Client will be responsible for full amount.

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, 2023**, and shall expire on **September 30, 2024**, 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


LONG VALLEY CHARTER dba Thompson Peak Charter

By: _____
(Signature of authorized official of District.)

Name: Andrew B. Suleski

Title: Vice President for Administration

Date: _____

By: 
(Signature of authorized official of Grantee.)

Name: Sherri Morgan

Title: Executive Director/ Superintendent

Date: 8/21/2023

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, 2023-24				
Budget Code:	12.436.500.1.601031.55100	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:			
Business Contracts Approval:		Purchase Order Number:			

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.

Attachment 1

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

K12 PATHWAY COORDINATOR STATEMENT OF WORK

Objective 6: Provide technical assistance to inform the development of work-based learning opportunities.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
6.1 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"> • Work with LCC ADEP to establish at least 6 new industry partners with WBL opportunities. 	Ongoing	K12 PC Tiffiney ADEP Emily
6.2 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"> • Annual College and Career Fair • TBD 	Ongoing	K12 PC Tiffiney
6.3 Support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused.	<ul style="list-style-type: none"> • Survey schools what's already happening • Identify ways to apply curriculum 	Ongoing	K12 PC Tiffiney Monteil at LCC
6.4 Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> • Self-explanatory 	Biannually	K12 PC Tiffiney

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

K12 PATHWAY COORDINATOR STATEMENT OF WORK

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Encourage high-quality implementation and expansion of early college credit.	<ul style="list-style-type: none"> Help facilitate and support communication in establishing CCAP Agreements with at least 2 news high schools in region. 	August/September	CTE Dean at LCC
5.2 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"> Explore a pilot program with LCC's Outreach Office and 2 local schools to offer temperament assessments designed to help students choose a career path. Survey pilot schools to explore feasibility and choose an assessment tool 	Start in Fall and ongoing	K12 PC Tiffney LCC Outreach Annika
5.3 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.	<ul style="list-style-type: none"> Create a powerpoint to be shared with local K12s with the pathway options. Schools can then customize their Facilitate Special Admit faculty to be at each school at least once a year 	Ongoing	K12 PC Tiffney LCC Special Admit Janet
5.4 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"> Attend at least one back to school events or other events on high school campuses where parents and students are present 	Ongoing at least once a semester	K12 PC Tiffney LCC Outreach Annika
5.5 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"> Can be outlet through newsletter and directly to school administrator as released 	As needed	K12 PC Tiffney
5.6 Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> Host or share at least 2 PD opportunities as year 	Biannually	K12 PC Tiffney

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

K12 PATHWAY COORDINATOR STATEMENT OF WORK

3.2 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"> Quarterly emails reminding when data is due and offering support 	Quarterly	K12 PC Tiffney
3.3 Identify and use data to review K14 pathway development and implementation	<ul style="list-style-type: none"> Bi-Annually at engagement sessions or as needed 	Biannually or as needed	K12 PC Tiffney

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"> Offer one example in monthly newsletter Bi-annually at spring and fall engagement session 	Monthly	K12 PC Tiffney
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"> Highlight successful programming in the newsletter, as well as challenges. Work with faculty on a case by case basis to identify mentors and resources that can help 	Monthly and ongoing	K12 PC Tiffney
4.3 Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> Counselor's retreat on campus at LCC At least 2 Professional Development workshops 	TBD	K14 TAP

Objective 5: Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.

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

K12 PATHWAY COORDINATOR STATEMENT OF WORK

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"> 12 Monthly Newsletters send by K12 PC Tiffney with analytics to track 	Monthly	K12 PC Tiffney
2.2 Support connection with feeder K12 administrators, counselors, and teachers.	<ul style="list-style-type: none"> Attend at least one event at each school a semester, such as back to school nights or teacher inservice day; join at least one advisory committee at every school, report on monthly news through CTE newsletter. 	Ongoing	K12 PC Tiffney
2.3 Work with LEAs to increase knowledge and use of labor market data supplied by the CCCC Center of Excellence.	<ul style="list-style-type: none"> Provide LMI data at both spring and fall engagement sessions that is relevant to each school's programming or desired programming. 	Spring and Fall and Ongoing	K12 PC Tiffney
2.4 Pathways Maps being developed for WestEd	<ul style="list-style-type: none"> Documentation of High School Pathways currently offered with Lassen and region to be published on WestEd NFN Career's Website 	Ongoing	K12 PC Tiffney

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.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
3.1 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"> 1 CTE Inventory of each school 	Ongoing	K12 PC Tiffney

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

K12 PATHWAY COORDINATOR STATEMENT OF WORK

Objective 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.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.1 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"> Quarterly Meetings with Regional Consortia; Monthly Meetings with LCC's ADEP; Weekly PC Meetings; 	Ongoing	K12 PC Tiffiney
1.2 Participation in the region's annual process for developing and revising its regional plan.	<ul style="list-style-type: none"> Email feedback to NFNRC 	December	NFNRC K12 PC Tiffiney
1.3 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"> Share Quarterly reports 	Quarterly	COE K12 PC Tiffiney K14 TAP
1.4 Provide Technical Assistance to K12 Educators applying for funding to support CTE programs and pathways.	<ul style="list-style-type: none"> Email feedback to NFNRC 	August, Sept, October and ongoing	K12 PC Tiffiney K14 TAP NFNRC
1.5 Ensure K12SWP and CTEIG grantees receive answers on grant compliance questions and elevate questions to the state as needed.	Quarterly reminder emails for data compliance and ongoing support as needed	Quarterly	K12 PC Tiffiney

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.

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**

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

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 Education Code Section 88833(a)(2):</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

DATE	ACTIVITY	RESPONSIBLE
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

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

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

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.

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.

- 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.

- 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.

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		

Educational and career exploration planning prior to high school graduation	Matriculation support no later than 11 th grade (orientation, FAFSA, enrollment svcs, etc)	Number of Dual Enrollment pathway courses/other early college attainment	# of students who enrolled in a CA Community College within one year of leaving secondary school.
Support for HS counselors to incorporate career goals and CTE pathways into college counseling	Access to college counseling & other support (ed planning, remediation, acceleration, bridge prog's)	Students receiving matriculation support or access to college counselors	# of students who completed 9+ CTE units in first year of CA Community College. # of students who transferred to a four-year institution after exiting CA Community College.

Work-Based Learning/Employment

Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
Pathway offers WBL activities that support career awareness and exploration – industry speakers, industry site visits, participation in career fairs, etc	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	Number of students participating in any WBL Number of students participating in paid or unpaid internship	# of students who are employed in a job closely related to field of study after exiting CA Community College. Median annual earnings of students after exiting CA Community College. # of students who attained a living wage after exiting CA Community College.

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.

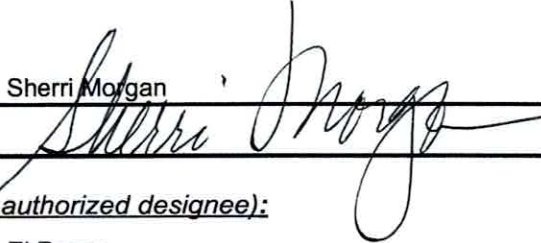
The costs and categories of costs approved to fund the Grantee's performance of the Work are detailed in the Application Budget Detail and Application Budget Summary which is attached hereto as Attachment 1 and incorporated by reference in this Grant Agreement.

FISCAL YEAR:	2023/2024		
PROJECT:	K12 Pathway Coordinators		
FUNDING SOURCE:	K12 Strong Workforce Program		
HOST:	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		

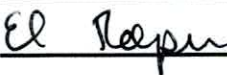
Please state how many days/months per year your Pathway Coordinator is employed: 210 days

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: 8/17/23

Chief Business Officer (or authorized designee):

Name: El Roper
 Authorized Signature:  Date: 8-17-23

THIS FORM MAY NOT BE REPLICATED

PROJECT:

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	\$	75,748
3000	EMPLOYEE BENEFITS	3	\$	38,374
4000	SUPPLIES AND MATERIALS	4	\$	2,650
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	11,588
6000	CAPITAL OUTLAY	6	\$	0
TOTAL DIRECT COSTS:		8	\$	128,360
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	5,000
TOTAL COSTS:		10	\$	130,000

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 CCCCCO 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 ¹
Equipment ² (low value assets with a value greater than \$250 - \$4,999)	-	Equipment ²
-	-	Fines and Penalties ³
-	-	Fundraising and Investment Costs
-	-	Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) ⁴
-	-	Goods & Services for Personal Use
-	-	Improvements ⁵
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 ⁶	-	-
-	Memberships ⁷	-
Professional and Consultant Services	-	-
-	-	Proposal Costs
Publication and Printing Costs (printing and publication costs related only to funded project activities)	-	-
Maintenance & Repair Costs ⁸ (keeping in efficient operating condition)	-	Maintenance & Repair Costs ⁸ (construction, remodeling, increasing value)
-	-	Student Expenses, Activities or Direct Services
-	-	Selling and Marketing ⁹
Travel ¹⁰	Out-of-State Travel ¹⁰	Out-of-Country Travel ¹⁰

¹ **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.

² **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.

³ 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.

⁴ 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.

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

⁶ 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.

⁷ 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.

⁸ 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.

⁹ Selling and Marketing: Cost of selling and marketing any products or services of the institution are unallowable.

¹⁰ 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.

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.

2023–24 Certification of Assurances

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

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director/ Superintendent
Authorized Representative's Signature Date	08/31/2023

*****Warning*****

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2023–24 Protected Prayer Certification

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

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/29/2023
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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2023–24 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

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

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

Returning Application

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

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/08/2023
Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Title	Executive Director

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2023–24 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

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

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title II, Part A funds used through the Alternative Fund Use Authority (AFUA) Section 5211 of ESEA	No
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title IV, Part A funds used through the Alternative Fund Use Authority (AFUA)	No

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2023–24 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Section 5211 of ESEA	
Title V, Part B Subpart 1 Small, Rural School Achievement Grant ESSA Sec. 5211 SACS 5810	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	Yes

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2023–24 Substitute System for Time Accounting

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

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

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

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

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

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2023–24 Certification of Assurances

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CDE Program Contact:

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Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director/ Superintendent
Authorized Representative's Signature Date	08/31/2023

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Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/29/2023
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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Returning Application

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Direct Funded Charter Enter the adoption date of the current LCAP	06/08/2023
Authorized Representative's Full Name	Sherri Morgan
Authorized Representative's Title	Executive Director

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2023–24 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

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

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

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Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	Yes

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CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

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

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

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

*****Warning*****

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**Memorandum of Understanding
Between Plumas Charter School and Long Valley Charter School
2023-2024**

This agreement is entered into for the 2023-2024 school year between Plumas Charter School (PCS) and Long Valley Charter School (LVCS).

Service Provided to LVCS from PCS	Service Dates/Hours	Projected Costs
School Nurse	2023-24 This will include, as requested, in person screenings, virtual file reviews and follow up, as well as general availability for consulting.	\$75.00/Hour 6 hours/month \$450/month flat rate September-May

PCS will provide school nursing services support to LVCS beginning in September. Support will include the following:

- Vision and Hearing screening
- SPED related health file review
- Circumstantial consulting
- COVID-19 related training, general support and policy/procedure support

OBLIGATIONS:

1. PCS shall:

- Retain qualified personnel to render the services identified herein.
- Bill LVCS monthly for the cost of services identified herein.
- Not change, add to, or reduce the services agreed upon herein without the approval of an appropriate LVCS designee.

2. LVCS shall:

- LVCS agrees to pay all invoices within 30 calendar days of receipt.
- Provide PCS personnel with all information necessary to complete/provide the above support and service.

3. Mutual agreements

- Purpose. This Agreement is being entered into for the purpose of providing support and service for School Nursing Services.
- If work performed by the PCS School Nurse exceeds six hours a month, LVCS will be billed for the additional time.
- Entire Agreement Amendment. This Agreement constitutes the entire understanding between parties and supersedes any prior or concurrent Agreement, oral or written, of LVCS and PCS concerning its subject matter. Any modification to this Agreement shall be effective only if in writing and signed by both parties.

- Compliance with Law. LVCS and PCS agree they will comply with all Federal, State, and local laws applicable to them in the performance of this Agreement.
- Headings: The headings in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.
- Agreement Term: The term of this agreement shall commence in September 2023, and terminate at the end of the 2023-2024 school year.
- Option to Continue: If both LVCS and PCS agree, the option to continue this Fee for Service agreement is available.

4. Indemnification

LVCS shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless PCS, its officers, directors, employees, attorneys, agents, representatives, volunteers, and successors and assigns (collectively hereinafter “PCS and PCS personnel”) from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney’s fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against PCS and PCS personnel that may be asserted or claimed by any person, firm, entity arising out of or in connection with the PCS’s performance under this agreement. Notwithstanding anything to the contrary contained in this agreement, no indemnification shall be provided under this agreement from LVCS to PCS based on, arising out of, or relating to any of the following:

- Any liability expressly assumed by PCS in writing expressly referencing this indemnity provision;
- Any negligent or intentional misconduct of a PCS officer, director, employee, agent, attorney, representative, volunteer, successor or assignee; or
- Any violation by PCS, its officers, directors, employees, agents, attorneys, representatives, volunteers, successors, or assignees of any applicable laws of the United States or any state of the United States, including, without limitation, the California Charter Schools Act.

Sherri Morgan
Executive Director/ Superintendent
Long Valley Charter School

Taletha Washburn
Director
Plumas Charter School

LONG VALLEY CHARTER SCHOOL
Executive Director's Report
September 2023

ENROLLMENT

School	Enrollment		
	End of School 6/1/23	Current 9/7/23	Growth/(Loss)
Long Valley School	240	255	+15
Thompson Peak Charter	149	157	+8
Total	389	412	+23

OPEN STAFF POSITIONS

The following positions remain open:

>>Doyle- PT Janitor

AUDIT

Matthew Lemas, CPA has begun the process for the audit of the 2022-23 school year. We have completed uploading preliminary documents for their tests and compliance. DMS has been uploading the requested fiscal information.

TRANSITION

The 9/12/23 Board Meeting will be the last one that DMS reports on with the Unaudited Actuals as the final step.

El has worked through several challenges in setting up the new payroll system ; there remain some issues that necessitated contacting edtec management.

VISA

Our teacher from the Philippines will arrive in Reno on 9/19/23! Once she has a social security number, she can proceed with her background check before beginning work.

CAREER TECHNOLOGY EDUCATION

We have been making plans to recruit students for our mental health pathway. Tiffiney Lozano (our SWP Pathway Coordinator) has been working with Lassen College to move the coursework from Cerritos College to Lassen College.

We are considering the possibility of writing another CTE Grant for this year for agriculture or possibly welding.

Final reports are in the process of submittal for the construction pathway grant.

DISCARDS

Both Susanville and Portola submitted lists for discards. These were approved and follow this report. We are attempting to sell the items to the secondary market.

141158	2005	Prentice Hall Literature: Platin...
141009	2005	Prentice Hall Literature: Platin...
141006	2005	Prentice Hall Literature: Platin...
141007	2005	Prentice Hall Literature: Platin...
141008	2005	Prentice Hall Literature: Platin...
2400482	2019	Principals of Economics
2400489	2019	Principals of Economics
2400486	2019	Principals of Economics
2400485	2019	Principals of Economics
2400481	2019	Principals of Economics
2400483	2019	Principals of Economics
2400484	2019	Principals of Economics
2400487	2019	Principals of Economics
2400488	2019	Principals of Economics
2400467	2019	Principles of American Democracy
2400466	2019	Principles of American Democracy
2400468	2019	Principles of American Democracy
2400473	2019	Principles of American Democracy
2400470	2019	Principles of American Democracy
2400471	2019	Principles of American Democracy
2400469	2019	Principles of American Democracy
2400472	2019	Principles of American Democracy
2400496	2019	T.E. Principals of American D...
2400497	2019	T.E. Principals of Economics
2400501	2019	T.E. United States History & G...
2400502	2019	T.E. United States History & G...
2400499	2019	T.E. United StatesHistory & G...
2400504	2019	T.E. United StatesHistory & G...
2400785	2019	T.E. World History & Geograph...
2400500	2019	T.E. World History,Culture, & ...
1400203	2000	Teachers Edition 9th grade The...
Barcode		Title
2400478	2019	United States History & Geogr...
2400458	2019	United States History & Geogr...
2400474	2019	United States History & Geogr...
2400461	2019	United States History & Geogr...
2400462	2019	United States History & Geogr...

2401004	2019	United States History & Geogr...
2400457	2019	United States History & Geogr...
2400459	2019	United States History & Geogr...
2400460	2019	United States History & Geogr...
2400477	2019	United States History & Geogr...
2400479	2019	United States History & Geogr...
2400480	2019	United States History & Geogr...
2400506	2019	United States History & Geogr...
2400475	2019	United States History & Geogr...
2400476	2019	United States History & Geogr...
2400493	2019	Worl History andGeography M...
2400491	2019	Worl History andGeography M...
2400492	2019	Worl History andGeography M...
2400494	2019	Worl History andGeography M...
2400495	2019	Worl History andGeography M...
2400784	2019	World History & Geography Me...
2400452	2019	World History,Culture, & Geogr...
2400449	2019	World History,Culture, & Geogr...
2400450	2019	World History,Culture, & Geogr...
2400455	2019	World History,Culture, & Geogr...
2400451	2019	World History,Culture, & Geogr...
2400453	2019	World History,Culture, & Geogr...
2400454	2019	World History,Culture, & Geogr...
2400830	2001	Understanding Sociology
141284	2002	Homes today & tomorrow
141286	2002	Homes today & tomorrow
141325	2012	Instruction to Videogame des...
2400831	2000	Accounting
140951	2006	Essentials of Human anatomy
141248	Page torn out (1999)	Exploring Woodworking
141247	1999	Exploring Woodworking
141246	1999	Exploring Woodworking
2400833	2013	Working
141285	2002	Homes today & tomorrow
141283	2002	Homes today & tomorrow
2400049	2013	Math 7 Common Core Standards Plus
141335	2014	School to Career

Barcode	Publish Date	Title
140784	2004	Environmental Science Holt
1400145	2007	Focus on Physical Science Gr...
1400184	2007	Focus on Physical Science Gr...
1400148	2007	Focus on Physical Science Gr...
140776	2007	Glencoe CA Biology
140774	2007	Glencoe CA Biology
140777	2007	Glencoe CA Biology
140778	2007	Glencoe CA Biology
140779	2007	Glencoe CA Biology
140775	2007	Glencoe CA Biology
140773	unknown	Glencoe CA Biology
140756	2005	Glencoe Earth science : geolo...
140752	2005	Glencoe Earth science : geolo...
140751	2005	Glencoe Earth science : geolo...
2400446	2002	Glencoe earth science : geolo...
2400550	2002	Glencoe earth science : geolo...
140958	2000	Glencoe Geography : the world...
140959	2000	Glencoe Geography : the world...
141215	2009	Lifetime Health
2400503	2001	Prentice Hall Algebra !
141388	2005	Prentice Hall lit Bronze Level : ...
141389	2005	Prentice Hall lit Bronze Level : ...
140727	2005	Prentice Hall Lit: CA Silver Gr.8
140729	2002	Prentice Hall Lit: CA Silver Gr.8
141129	2005	Prentice Hall Literature: Ameri...
1400208	2005	Prentice Hall Literature: Ameri...
141138	2005	Prentice Hall literature: British ...
141013	2005	Prentice Hall literature: British ...
141010	2005	Prentice Hall literature: British ...
141869	2005	Prentice Hall literature: British ...
141115	2005	Prentice Hall Literature: Gold Level
141112	2005	Prentice Hall Literature: Gold Level
141110	2005	Prentice Hall Literature: Gold Level
141113	2005	Prentice Hall Literature: Gold Level
141111	2005	Prentice Hall Literature: Gold Level
141114	2005	Prentice Hall Literature: Gold Level

141115 2005 Prentice Hall Lit: Gold Level
1500034 2005 Prentice Hall Lit: British

2400832	2019	Personal Financial Literacy
2100473	2008	Technology Education
2400500	2019	World History, Culture, Geography
2400504	2019	U.S. History & Geography
1501032	2007	Focus on Life Science
1500044	2005	Prentice Hall Lit. American
2400613	2005	Earth Science
1500371	2000	Biology the Dynamics of life
1500373	2000	Biology the Dynamics of life
1500051	2005	Prentice Hall: Platinum...

[illegible]

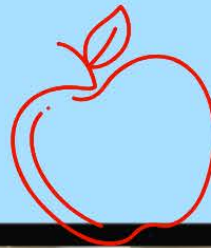
<i>Title</i>	<i>ISBN</i>	<i>Notes</i>
Coby Kyros Tablet	103120080275	Discarded
Coby Kyros Tablet	103120080774	Discarded
Coby Kyros Tablet	103120080551	Discarded
Coby Kyros Tablet	103120080561	Discarded
Coby Kyros Tablet	103120082114	Discarded
Coby Kyros Tablet	103120080756	Discarded
Coby Kyros Tablet	103120080753	Discarded
Coby Kyros Tablet	103120080772	Discarded
Coby Kyros Tablet	103120080754	Discarded
Coby Kyros Tablet	103120080775	Discarded
Internet Mobile Device (Model: QA-9AS)	2013090130	Discarded
Internet Mobile Device (Model: QA-9AS)	2013090125	Discarded
Internet Mobile Device (Model: QA-9AS)	2013090062	Discarded
Internet Mobile Device (Model: QA-9AS)	2013090070	Discarded
Internet Mobile Device (Model: QA-9AS)	2013090064	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded
Power Adapters (For Coby Kyros and QA-9AS)	PS14K050200045	Discarded



Thompson Peak Charter School

ENROLLMENT

TK-2: 18
3-5: 26
6-8: 41
9-12: 68
HSA: 4
Total
Enrollment 157



TEACHERS TEACHING TEACHERS



Welcome New Staff

Rebecca Kirklin
Paraeducator

Raleigh Sevier
HS Teacher



NEW!



Natalie Loiler
MS Teacher



Cristina Alkire
Mental Health Counselor



Mykala Beckstead
Sped Paraeducator



Board Report

9/7/2023

LVS-Doyle

*We had a terrific first day of school on August 21, 2023. The students came in smiling (with the exception of a couple TK/K students-haha) and were excited to start a new year. Over the past couple weeks there has been positive feedback from staff and students on team-based teaching. They love switching rooms and having a variety of teachers throughout their day. Numerous students have commented that the days seem to go by fast. The dedication to our students and enthusiasm from our staff have made all of these positive changes possible. We are off to a great start!

*Mrs. Alexander and Ms. Nicole's 2nd – 4th grade students were engineers who created Magnificent Things after hearing the story The Most Magnificent Thing by Ashley Spire. They utilized what they learned about the engineering design process to build their inventions.



*Ms. Idzinski and Ms. Autumn taught 5th - 6th students about ratios utilizing paper airplanes. Students made three airplanes then created ratios based on the success of the airplanes' flights.



*Back to School Night was held Wednesday, August 30th. Families were invited to sport their school colors and enjoy a BBQ dinner before attending sessions with teachers. It is always nice to start the school year off socializing and getting to know our families.

*Our LVS After School Enrichment Program (ELOP) began on Wednesday, September 6th. We currently have about 33 qualifying students attending.

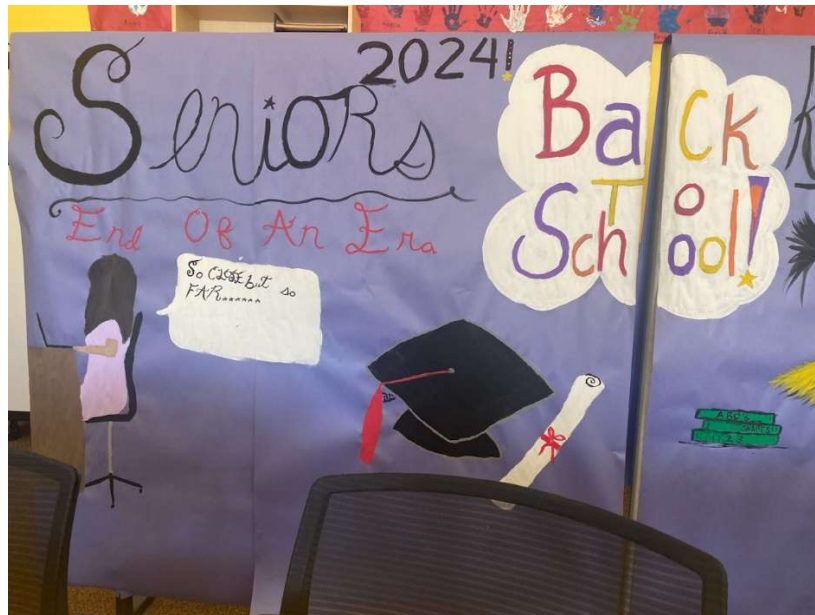
*On September 7, Mrs. Sherman and Ms. Tello took students to the Susanville Courthouse for a presentation on Teen Court and a tour of the Hall of Justice. Quite a few of our students are interested in participating in biweekly Teen Court meetings. This is an opportunity for students interested in Administrative of Justice careers to see first hand experience in those careers.

Look at how sharp they all look!!!



September Portola Board Update

- Portola has a brand-new HS teacher; her name is Margaret Binkley. She is bringing great energy and connecting really well with the students.
- Our Blended classes started this week and the students are ready to be back.
- Mrs. Binkley has been in contact with the local gym and is planning to bring students there three times a week. Helping them get their fitness on!
- One of our seniors was so excited for the year to start she came in and painted the below mural!



Special Programs Administrator Report

September 2023
Info from August 2023

Counseling

Campus	Gen Ed	SPED
Doyle	12	2
Portola	3	1
Susanville	10	2
<i>Total</i>	25	5

English Learners

Long Valley - 2
Thompson Peak - 0

Testing

CAASPP results in a separate document.

Fall iReady results to follow. The testing window needed to be extended to 9/15/23.

Foster Youth

Long Valley - 2
Thompson Peak - 0

Homeless Students

Long Valley - 6
Thompson Peak - 0

504s

LVS	2
TPC	7

SPED

Campus	Total #	Speech Only	New Students	Initial Assessments	IEP Mtgs. Held	% of SPED Students/ School
Doyle	31	12	5	0	0	15%
Portola	9	4	2	0	0	
Susanville	22	2	4	0	1	14%

Small LEAs SPED Review Update: Cycle B will not roll out until the 24-25 school year. They are moving to a 2-year-cycle model.



September Board Report

We hit the ground running and have so many things planned already this year. Thank you for supporting our College/Career Counseling Program.

- I am working with teachers and admin., to establish a day to have guest speakers on our campuses. I plan to have one speaker each month. This will allow students to hear opportunities for work, military, career, and college to help foster their post high school goals.
- I will be attending a Counseling FAFSA Workshop in Redding on the 26th to gain update information on the FAFSA (Free Application for Federal Student Aid) for our students wishing to attend college.
- We are taking a group of 8th -12th Grade students (21) to visit the Hall of Justice in Susanville to provide them with the opportunity to learn and join Teen Court. Teen Court is a program designed to allow students wishing to pursue careers in the field of Justice, real life experience working at the courthouse and to see first hand how those jobs are performed.
- We have also been invited to attend the FRC (Feather River College) Career Day taking place on Monday, Sept. 11th. We will be taking 9 students.
- We have also been invited to visit Lassen Community College- College/Job Fair, taking place on Tuesday, Sept. 12th. We are taking 28 students.

Thank you for your time reading my exciting information. Have a nice evening.



Mrs. K. Sherman
College/Career Counselor



Adult School Board Report

- Our Adult School Program will get underway the week of Sept. 18th.
- We will have the same staff as last year.
- We will begin enrolling returning students that week.
- I will hang new flyers in various location around Herlong, Doyle, Westwood and Susanville.
- We will be using a new digital program for our Digital Literacy Requirement and teachers will receive training on that program the week of Sept. 18th.

Thank you for your interest in our Adult School Program, we are excited to be able to offer this to our communities.



Mrs. K. Sherman
Adult School Coordinator

Curriculum and Instruction Administrator

Kelly Wynn

Board Report - September 14, 2023

- ❖ Led IReady professional development workshop for staff on August 17th in-service
- ❖ Collaborated with the leadership team on the updated high school science requirement
- ❖ Attended the Instructional Leadership Certification presented by Corwin Press
- ❖ Substitute teaching for 5th & 6th grade class at Long Valley School – Doyle
- ❖ Continued work with Building 21 on K-12th grade mastery trackers and competency-based learning
- ❖ Continued working on Health Standards lesson repository for teachers K-12th grade to access 23/24 school year
- ❖ Submitted Environmental Science A-G classes to UC System – awaiting approval

**Long Valley Charter Schools
Intervention Administrator Board Report
August 2023**

Attended the SEL Bootcamp Follow up through Lassen County Office of Education. The team spent time outlining the School-wide behavior practices and upcoming launch for the new school year.

Attended the New Teacher Onboarding at Doyle to meet the new teachers and welcome them to Long Valley School.

Attended Long Valley Schools Professional Learning Days to support the introduction of the School Wide Behavior practices manual.

Attended the first three days of school at Doyle for support and coaching of a new teacher.

Attended Leadership Certification Course in San Diego. The two-day Instructional Leadership Certification was designed for practices to lead towards instructional improvement in your school system. We had opportunities to learn from instructional leaders on how to analyze trends in both teaching and learning, with the goal of creating change. We are excited about our learning and hope to apply it to our school settings.

Facilities Inspection Tool
Report

September 8, 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	G	G
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	P-leaking drinking fountain	G
Restrooms	G	G	G
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" Cracked Slide needs to be repaired.
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.			

LVCS Vehicle Information

9/7/23

SCHOOL	YEAR	MAKE	MODEL	MILEAGE	VIN #
LVS Portola	2014	Honda	Pilot	110,165	5FNYF4H52EB029971
LVS Portola	2019	Dodge	Ram/1500 Classic SLT	23,890	1C6RR7GG9KS683047
LVS Doyle	2015	Dodge	Caravan (TAN)	55,481	2C4RDGBG1FR749791
LVS Doyle	2015	Dodge	Caravan (RED)	48,329	2C4RDGBG4GR152717
TPC Susanville	2015	Dodge	Caravan	73,682	2C4RDGBG7FR737807
TPC Susanville	2020	Subaru	Ascent	27,959	454WMACD3L3446886



Long Valley Charter School

Imagine-Achieve-Inspire

Disposal of Surplus Items		
Approved by: Board of Directors	Date: Oct 11, 2016	Number: 2002

Purpose: To assure the highest utilization of all items purchased with public funds.

Definitions: Items deemed to be surplus or obsolete.

Procedures: The Executive Director or designee shall determine those items appropriate for resale, reuse or disposal.

This policy shall be administered according to the following:

A. Administration:

The Executive Director may declare property owned by the Long Valley Charter School (School) to be surplus/obsolete by making a written determination that the property:

1. Is excess property no longer being used;
2. Has exceeded its useful life;
3. Is no longer usable;
4. Is damaged and cannot be repaired;
5. Is damaged and cannot be repaired at a cost that is less than the property's value;
6. Or is no longer required to meet the School's needs or responsibilities.

B. Motor Vehicles:

1. Motor vehicles that have been declared surplus with a value less than \$5,000, shall be sold or used as a trade-in toward a replacement vehicle.
2. Motor vehicles that have been declared surplus with a value more than \$5,000 will be presented to the Governing Board for decision.
3. Motor vehicles that are estimated to have little or no resale value may be donated.

4. All LVCS will be utilized and replaced according to the following schedule.

- Individual fixed asset schedule determined at the time of purchase
- 10 years or 125,000 miles

- Selling of the replaced vehicles will be determined by establishing a current value according to the Kelley Blue Book and confirmed by the Executive Director/Superintendent.
<https://www.kbb.com/whats-my-car-worth/>

C. Furniture and Equipment:

1. When the Executive Director or designee determines that School-owned property has a value of less than \$5,000 and is in excess of current needs or is obsolete:
 - a. The item will be used as a trade-in on a replacement item;
 - b. Sell or donate the item;
 - c. Dispose of the item.
2. When the Executive Director or designee determines that School-owned property has a value of equal or greater than \$5,000 and is in excess of current needs or is obsolete, it will be presented to the Governing Board for decision.

D. Textbooks:

1. Textbooks which are usable and surplus for Long Valley Charter School may be made available to other schools.
2. Textbooks which are unusable shall be stamped, “discarded” and discarded.
3. Textbooks that are discarded may be offered by site administrators to businesses that buy used school textbooks.

STATE TEST RESULTS

Overall: ELA & Math Results

Academic Year: 2022-23 (1) ▾

Grade: 3, 4, 5, 6, 7, 8, 11 (7) ▾

Gender ▾

Race/Ethnicity ▾

Socio-Econ. Disadvanta... ▾

English Learner ▾

Language Acquisition S... ▾

Foster Youth ▾

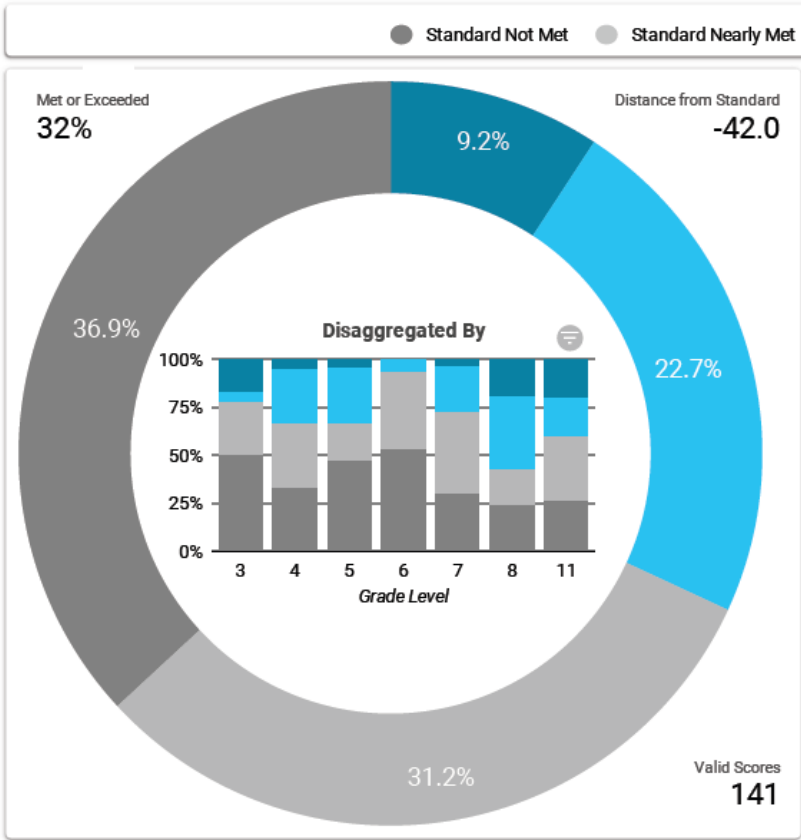
Homeless ▾

Students w/ Disabilities ▾

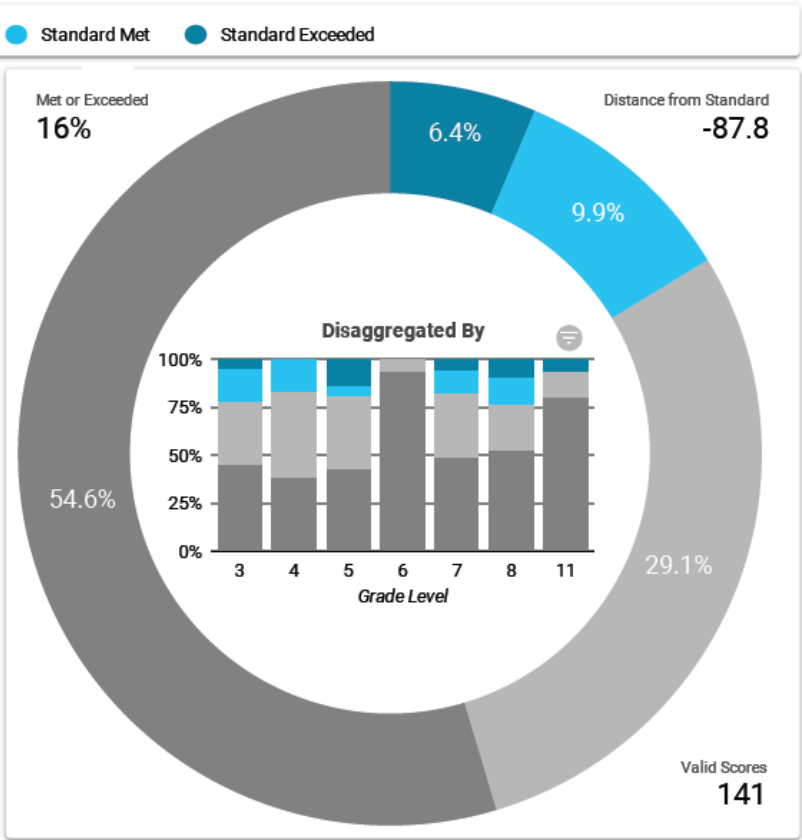
Test Site: Long Valley (1) ▾

Enrollment Length ▾

Overall ELA Results



Overall Math Results



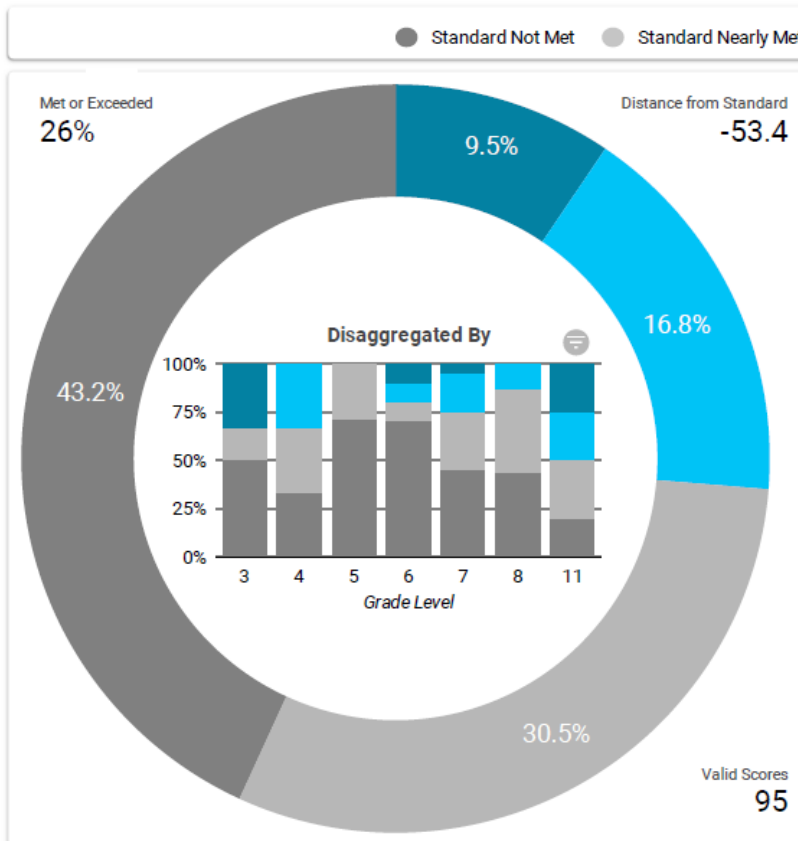
STATE TEST RESULTS

Overall: ELA & Math Results

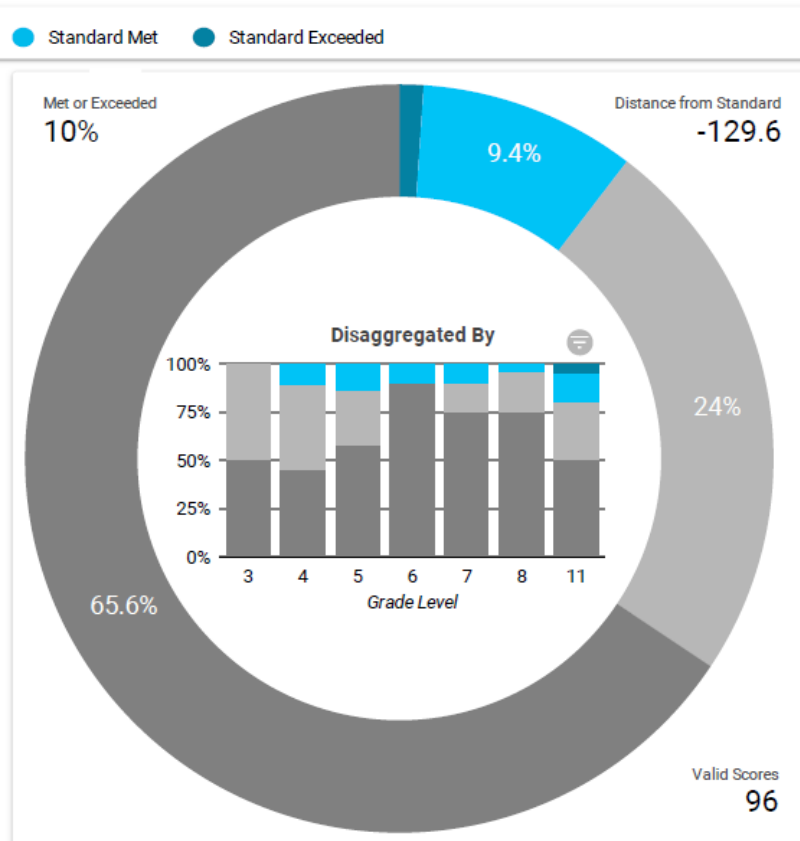
Academic Year: 2022-23 (1) Grade: 3, 4, 5, 6, 7, 8, 11 (7) Gender Race/Ethnicity Socio-Econ. Disadvanta... English Learner

Language Acquisition S... Foster Youth Homeless Students w/ Disabilities Test Site: Thompson Pe... (1) Enrollment Length

Overall ELA Results



Overall Math Results



CAASPP Comparison Over Time by School

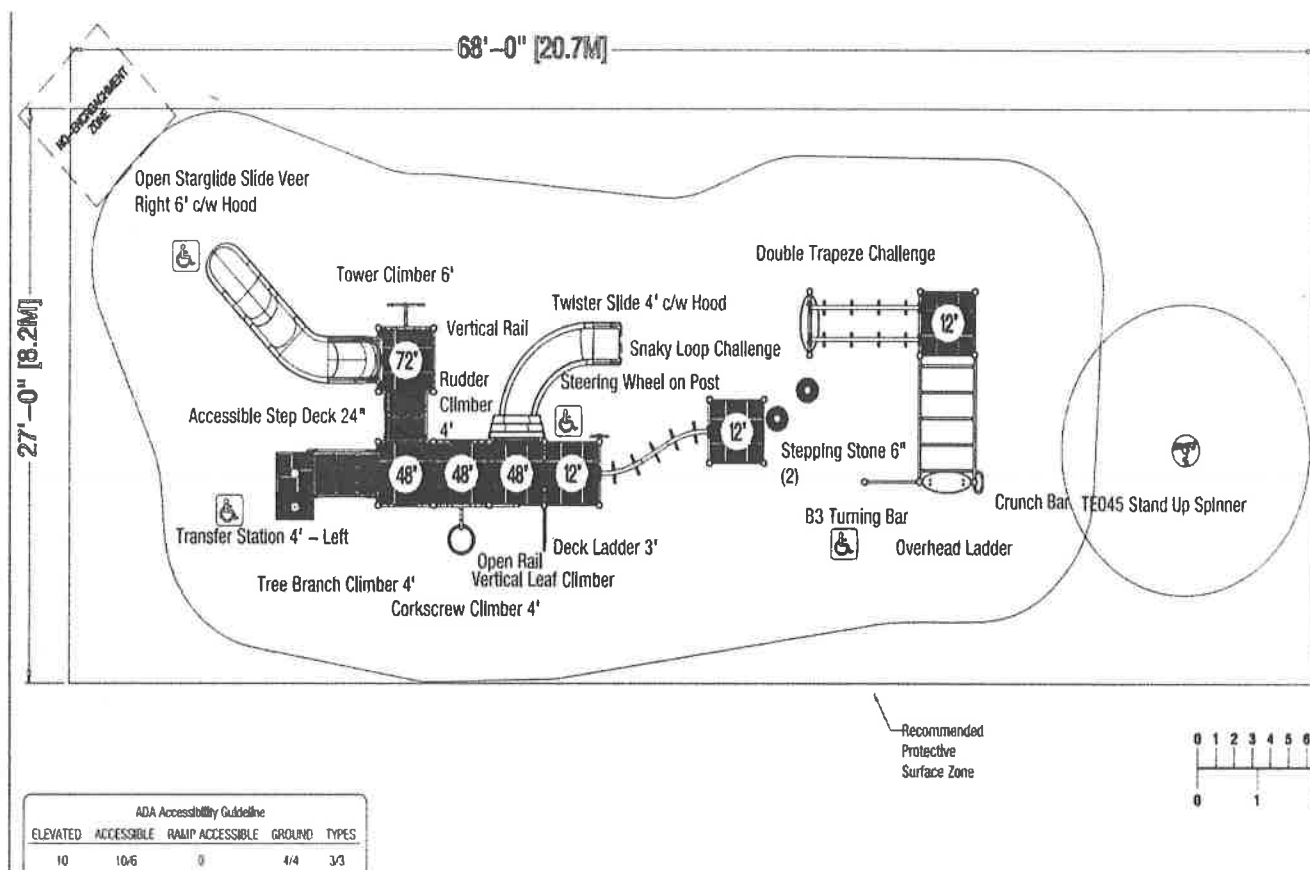
ELA	Long Valley School			Thompson Peak Charter		
	% of Students Met/Exceeded			% of Students Met/Exceeded		
	20-21	21-22	22-23	20-21	21-22	22-23
3 rd	37%	12%	22%	33%	38%	33%
4 th	33%	36%	33%	0%	0%	33%
5 th	33%	13%	33%	54%	0%	0%
6 th	43%	9%	7%	23%	25%	20%
7 th	48%	47%	27%	31%	29%	25%
8 th	24%	29%	57%	39%	28%	13%
11 th	54%	57%	40%	23%	31%	50%
Schoolwide	39%	27%	32%	30%	25%	26%

MATH	Long Valley School			Thompson Peak Charter		
	% of Students Met/Exceeded			% of Students Met/Exceeded		
	20-21	21-22	22-23	20-21	21-22	22-23
3 rd	38%	6%	22%	0%	13%	0%
4 th	11%	23%	17%	0%	0%	11%
5 th	13%	0%	19%	23%	0%	14%
6 th	24%	15%	0%	8%	25%	10%
7 th	26%	33%	18%	31%	21%	10%
8 th	12%	17%	24%	6%	13%	4%
11 th	8%	7%	7%	8%	0%	50%
Schoolwide	19%	16%	16%	12%	13%	10%

Play Structure Proposal Option #1



2D layout & Pricing Option #1 68x27 feet



Product	Price(est)	Sales Tax	Freight (est)	Total
H10700R1	\$38,900	\$TBD	\$2,800	\$TBD

Information and Terms: Prices are valid for 30 days. Estimated ship time 9-11 weeks or longer at peak times. 70% of product , sales tax and freight are required to place the order. Balance is due prior to shipping.

We have estimated the following surfacing based off the biggest playground proposed on this proposal
Which is 48'x40'

Impact Absorbing PIP Surfacing
48'x40' space



Poured in Place

This type of surfacing is very popular. It lends itself to designs and colors that other types do not. It is certified for the fall height protection of the NPSI fall height of the structure. Since it is manufactured on site, it is more susceptible to break down and need of repair over time. Underneath this surfacing you need a 4" subbase. The recommend subbase is concrete, however compacted aggregate subbase. For budgetary reasoning's, we have put compacted aggregate subbase below. Because this playground is for the other kids ages 5-12, more depth would be needed which what we have estimated below.

Product(EST's)	Price (est)	Sales Tax	Freight EST	Total
PIP Rubber 48'x40'	\$25,000	\$TBD	\$950	\$TBD
3.5" Depth Compacted subbase	\$6,500			



Contractor and Labor Estimates:

Site preparation, including excavation and removal of materials unacceptable to the playground environment. Drainage issues may be present. The contractor will give a firm bid upon reviewing site.

Generally, most excavation is included in the price of installation of the structure.

The Est Price for Excavation of current surfacing and current playground to be taken to recycling, and new surfacing which is TBD, Installation of (1) new California Playgrounds playground, would be an estimate of 17-30k. Note: This is a broad range, because we have not yet chosen a surfacing, and playground, yet.

Once we select exactly those two things, we will get the closest Estimation Range.

We need selected playground, and surfacing to get a closer estimate. Thank you!



Long Valley Charter Schools

2022-23 Unaudited Actuals



Long Valley School

2022-23 Unaudited Actuals - Summary Analysis



SUMMARY OF RESULTS

This 2022-23 Unaudited Actuals update projects a budget surplus of \$640,749. "(Please see notes in Other State Revenues below)
This will allow Long Valley School to end this fiscal year with a balance of \$4,173,514, which is 105.8% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior = increase of \$374,435, or 8.9% of prior revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.
LCFF Entitlement projected revenues are \$11,826 higher than in the prior cycle.

Federal Revenues: This consists of one-time federal stimulus (ESSER), Title I-IV (ESSA), federal special education (IDEA), and federal food programs (NSLP).
Federal Revenues are projected at \$122,360 higher than in the prior cycle due to usage of one-time revenues.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants such as AB 86 IPI and ELO.
Other State Revenues are projected at (\$48,796) lower than in the prior cycle due to net result of higher NSLP revenues and lower 1X revenue recognition .

Other Local Revenues: This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.
Other Local Revenues are projected at \$289,045 higher than in the prior cycle mainly due to a reclassification of revenues from State to Local (Butte Collge pass-through) and PG&E settlement funds.

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior = increase of \$317,920, or 5.6% of prior expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.
Salaries and Benefits costs are \$82,558 higher than in the prior cycle.

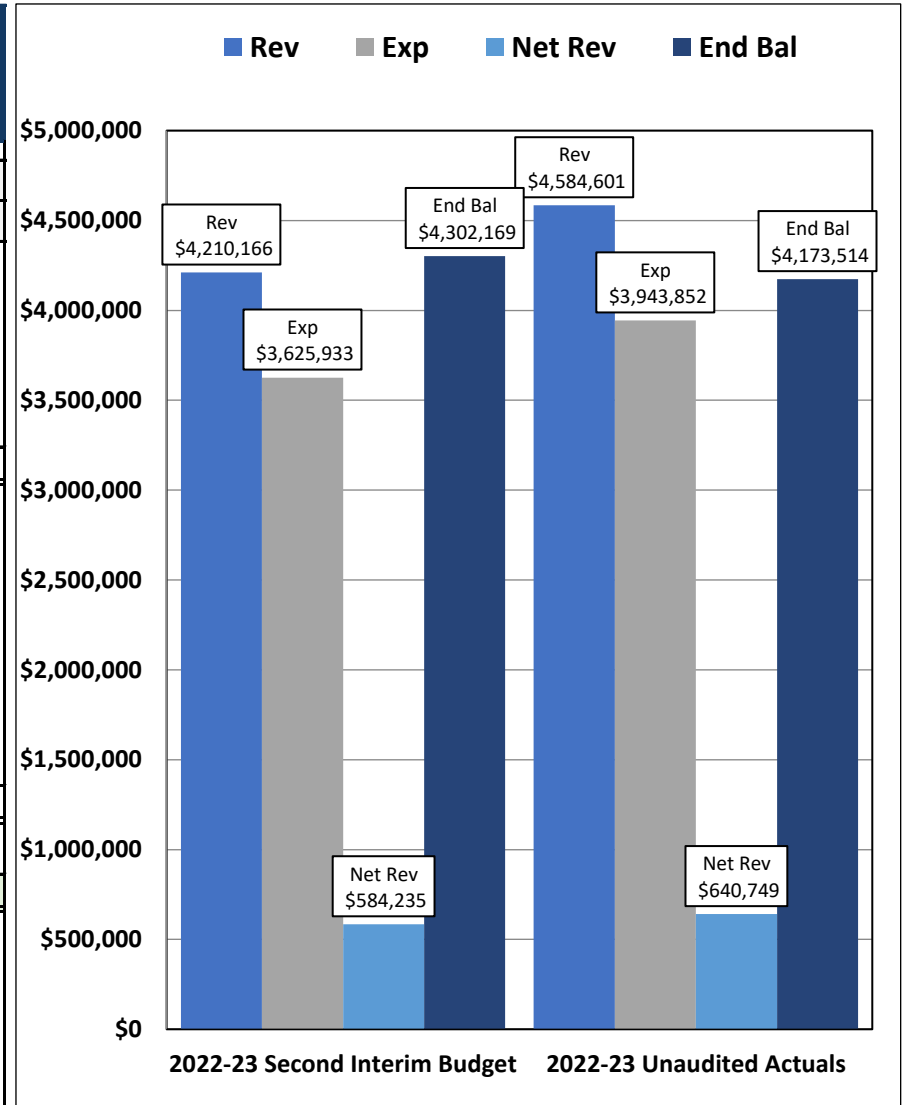
Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.
Books & Supplies costs are projected at \$50,145 higher than in the prior cycle.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.
Services & Operating costs are projected to be \$131,460 higher than in the prior cycle.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.
These costs are projected at \$53,757 higher than in the prior, reflecting updated depreciation and interest expense projections.

Long Valley School
2022-23 Unaudited Actuals
BUDGET SUMMARY

	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change
Projected Enrollment:	239	231	(8)
Projected P-2 ADA:	224.66	224.73	0.07
Revenues:			
General Purpose Entitlement	\$ 2,634,277	\$ 2,646,103	\$ 11,826
Federal Revenue	308,608	430,967	122,360
Other State Revenue	1,151,878	1,103,082	(48,796)
Other Local Revenue	115,404	404,449	289,045
TTL Revenues	\$ 4,210,166	\$ 4,584,601	\$ 374,435
Expenditures:			
Certificated Salaries	\$ 1,250,403	\$ 1,226,426	\$ (23,977)
Non-Certificated Salaries	693,054	751,058	58,004
Benefits	787,140	835,672	48,531
Books/Supplies/Materials	275,000	325,145	50,145
Services/Operations	587,031	718,491	131,460
Capital Outlay	18,000	87,061	69,061
Other Outgo	15,304	-	(15,304)
TTL Expenditures	\$ 3,625,933	\$ 3,943,852	\$ 317,920
Net Revenues	\$ 584,235	\$ 640,749	\$ 56,515
Beginning Balance July 1	\$ 3,717,934	\$ 3,532,765	
Ending Balance June 30	\$ 4,302,169	\$ 4,173,514	
Ending Balance as % of Exp:	118.6%	105.8%	



Long Valley School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
Enrollment (CALPADS)	239	231	(8)	
Average Daily Attendance (P-2)	224.66	224.73	0.07	
REVENUES				
General Purpose Entitlement				
8011 General Purpose Block Grant	2,405,220	2,384,039	(21,181)	
8012 Education Protection Account	44,932	44,946	14	
8019 Prior Year Corrections/Adjustments	-	(1,807)	(1,807)	
8096 Funding in Lieu of Property Taxes	184,125	218,925	34,800	
TTL General Purpose Entitlement	2,634,277	2,646,103	11,826	LCFF, Includes Supplemental and Concentration
Federal Revenue				
8220 School Nutrition Program - Federal	59,750	78,514	18,764	
8290 Other Federal Revenue	248,858	352,453	103,595	
8295 Prior Year Federal Revenue	-	-	-	
TTL Federal Revenue	308,608	430,967	122,360	
Other State Revenue				
8520 School Nutrition Program - State	82,470	182,810	100,340	
8550 Mandated Cost Reimbursements	6,376	6,376	-	
8560 State Lottery Revenue	53,352	75,646	22,294	
8590 Other State Revenue	1,009,680	837,672	(172,007)	
8595 Prior Year State Revenue	-	577	577	
TTL Other State Revenue	1,151,878	1,103,082	(48,796)	
Other Local Revenue				
8660 Interest Income	5,000	10,666	5,666	
8699 Other Revenue	10,000	234,146	224,146	
8695 Other Revenue PY	-	148	148	
8791 Apportionment Transfer SPED	100,404	154,676	54,272	
TTL Other Local Revenue	115,404	404,449	289,045	
TTL REVENUES	4,210,166	4,584,601	374,435	
EXPENDITURES				
1000 - Certificated Salaries				
1100 Teacher Compensation	923,797	903,265	(20,532)	
1150 Teacher Stipends/Extra Duty	45,000	65,132	20,132	
1200 Student Support	34,502	42,394	7,892	
1250 Support Stipends/Extra Duty	275	275	-	
1300 Certificated Administrators	242,830	214,510	(28,320)	
1350 Administrator Stipends/Extra Duty	4,000	850	(3,150)	
TTL Certificated Salaries	1,250,403	1,226,426	(23,977)	

Long Valley School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description		2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
2000 - Non - Certificated Salaries					
2100	Instructional Aides	279,012	291,803	12,791	
2130	Classified Substitutes	5,500	3,071	(2,429)	
2150	Instructional Aides Stipends	6,392	10,197	3,805	
2200	Pupil Support Administration	227,410	163,588	(63,822)	
2230	Substitute Pupil Support	-	7,308	7,308	
2250	Pupil Support Stipends	5,000	4,232	(768)	
2300	Classified Administrators	38,567	47,888	9,321	
2350	Classified Administrator Stipends	275	138	(138)	
2400	Clerical & Technical Staff	130,127	155,691	25,564	
2450	Clerical & Technical Stipends	770	9,536	8,766	
2900	Other Classified Positions	-	57,342	57,342	Pathway Coordinator
2950	Other Classified Stipends	-	264	264	
TTL Non - Certificated Salaries		693,054	751,058	58,004	
3000 - Employee Benefits					
3101	STRS Certificated	234,072	229,242	(4,831)	
3301	OASDI/Medicare	71,149	74,251	3,101	
3401	Health Care Certificated	275,850	274,073	(1,777)	
3402	Health Care Classified	168,560	219,632	51,072	
3501	Unemployment Insurance	9,717	10,246	529	
3601	Workers' Comp Certificated	17,881	17,236	(645)	
3602	Workers' Comp Classified	9,911	10,432	521	
3990	PY Benefit Adjustments	-	561	561	
TTL Employee Benefits		787,140	835,672	48,531	
4000 - Books/Supplies/Materials					
4310	Materials & Supplies	105,000	139,773	34,773	
4320	Office Supplies	22,000	43,065	21,065	
4330	Meals & Events	3,000	6,365	3,365	
4400	Non - Capitalized Equipment	50,000	36,438	(13,562)	
4700	School Nutrition Program	95,000	99,503	4,503	
TTL Books/Supplies/Materials		275,000	325,145	50,145	
5000 - Services & Operations					
5100	Subagreements For Services	-	-	-	
5200	Travel & Conferences	20,000	12,870	(7,130)	
5210	Mileage Reimbursements	2,500	2,135	(365)	
5300	Dues & Memberships	15,000	14,577	(423)	
5400	Insurance	48,092	46,249	(1,843)	
5500	Operations & Housekeeping	50,000	84,304	34,304	
5510	Utilities (General)	59,000	63,142	4,142	
5610	Facility Rents & Leases	42,500	38,118	(4,382)	
5611	Lease Interest Expense	-	5,885	5,885	
5620	Equipment Leases	10,200	11,470	1,270	
5630	Maintenance & Repair	20,000	64,205	44,205	

Long Valley School
2022-23 Unaudited Actuals
BUDGET DETAIL

	Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
5800	Professional Services - Non - instructional	75,000	88,123	13,123	
5802	Professional Development	22,000	26,785	4,785	
5810	Legal	6,000	5,755	(245)	
5820	Audit & CPA	12,000	12,050	50	
5825	DMS Business Services	73,800	73,840	40	
5835	Field Trips - Bus Transportations	2,500	4,905	2,405	
5836	Bus Transportation	40,000	47,013	7,013	
5840	Advertising & Recruitment	2,700	3,177	477	
5850	Oversight Fees	27,039	48,130	21,091	
5860	Service Fees	1,800	2,411	611	
5870	Livescan Fingerprinting	1,000	1,347	347	
5880	Instructional Vendors & Consultants	15,000	9,400	(5,600)	
5890	Misc Other Outside Services	-	8,212	8,212	
5900	Communications	30,000	32,459	2,459	
5920	Internet	-	5,000	5,000	
5930	Postage	2,900	1,716	(1,184)	
5940	Technology	8,000	5,215	(2,785)	
5990	PY Services Adjustments	-	-	-	
	TTL Services & Operations	587,031	718,491	131,460	
	6000 - Capital Outlay				
6900	Depreciation	18,000	87,061	69,061	
	TTL Capital Outlay	18,000	87,061	69,061	
	7000 - Other Outgo				
7438	Interest on Long-Term Debt	15,304	-	(15,304)	
	TTL Other Outgo	15,304	-	(15,304)	
	TTL EXPENDITURES	3,625,933	3,943,852	317,920	
	Revenues less Expenditures	584,235	640,749	56,515	
	Beginning Fund Balance	3,532,765	3,532,765		
	Net Revenues	584,235	640,749		
	<i>Reserve - USDA Def Maintenance</i>		<i>22,890</i>		
	<i>Reserve - Debt Service Reserve</i>		<i>11,689</i>		
	ENDING BALANCE	4,117,000	4,173,514		
	ENDING BALANCE AS % OF OUTGO	113.5%	105.8%		

Thompson Peak Charter

2022-23 Unaudited Actuals - Summary Analysis



SUMMARY OF RESULTS

This 2022-23 Unaudited Actuals update projects a budget surplus of \$385,756."(Please see notes in Other State Revenues below)
This will allow Thompson Peak Charter to end this fiscal year with a balance of \$1,986,233, which is 93.0% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior = increase of \$13,973, or 0.6% of prior revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.
LCFF Entitlement projected revenues are (\$4,138) lower than in the prior cycle.

Federal Revenues: This consists of one-time federal stimulus (ESSER), Title I-IV (ESSA), federal special education (IDEA), and federal food programs (NSLP).
Federal Revenues are projected at (\$64,854) lower than in the prior cycle due to 1X revenue recognition.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Arts & Music, Learning Recovery, CTEIG, and ELOP.
Other State Revenues are projected at (\$110,660) lower than in the prior due to higher NSLP revenues and lower 1X revenue recognition.

Other Local Revenues: This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.
Other Local Revenues are projected at \$193,625 higher than in the prior cycle mainly due a reclassification of revenues from State to Local (Butte College pass-through) and PG&E settlement funds.

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior = increase of \$55,582, or 1.0% of prior expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.
Salaries and Benefits costs are \$8,405 higher than in the prior cycle.

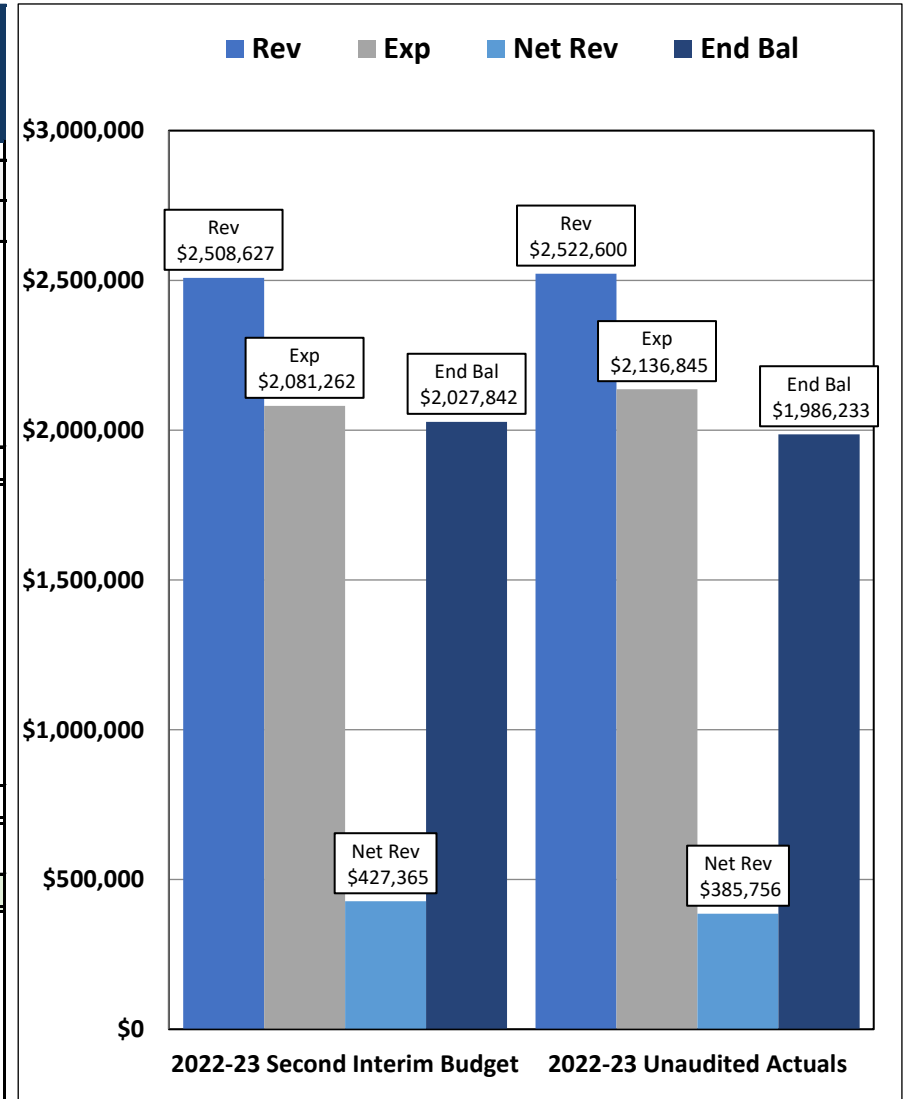
Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.
Books & Supplies costs are projected at \$15,577 higher than in the prior cycle.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.
Services & Operating costs are projected to be \$33,868 higher than in the prior cycle.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.
These costs are projected at (\$2,268) lower than in the prior, reflecting updated depreciation and interest expense projections.

Thompson Peak Charter
2022-23 Unaudited Actuals
BUDGET SUMMARY

	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change
Projected Enrollment:	149	143	(6)
Projected P-2 ADA:	143.04	143.56	0.52
Revenues:			
General Purpose Entitlement	\$ 1,692,493	\$ 1,688,355	\$ (4,138)
Federal Revenue	212,869	148,015	(64,854)
Other State Revenue	531,664	421,004	(110,660)
Other Local Revenue	71,601	265,226	193,625
TTL Revenues	\$ 2,508,627	\$ 2,522,600	\$ 13,973
Expenditures:			
Certificated Salaries	\$ 891,774	\$ 907,671	\$ 15,898
Non-Certificated Salaries	216,115	204,497	(11,618)
Benefits	465,993	470,119	4,126
Books/Supplies/Materials	100,950	116,527	15,577
Services/Operations	372,235	406,103	33,868
Capital Outlay	13,000	14,143	1,143
Other Outgo	21,195	17,784	(3,411)
TTL Expenditures	\$ 2,081,262	\$ 2,136,845	\$ 55,582
Net Revenues	\$ 427,365	\$ 385,756	\$ (41,609)
Beginning Balance July 1	\$ 1,600,477	\$ 1,600,477	
Ending Balance June 30	\$ 2,027,842	\$ 1,986,233	
Ending Balance as % of Exp:	97.4%	93.0%	



Thompson Peak Charter
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
Enrollment (CALPADS)	149	143	(6)	
Average Daily Attendance (P-2)	143.04	143.56	0.52	
REVENUES				
General Purpose Entitlement				
8011 General Purpose Block Grant	1,384,289	1,338,206	(46,083)	
8012 Education Protection Account	28,608	28,712	104	
8019 Prior Year Corrections/Adjustments	-	(79)	(79)	
8096 Funding in Lieu of Property Taxes	279,596	321,516	41,920	
TTL General Purpose Entitlement	1,692,493	1,688,355	(4,138)	LCFF, Includes Supplemental and Concentration
Federal Revenue				
8220 School Nutrition Program - Federal	7,450	7,979	529	
8290 Other Federal Revenue	205,419	139,422	(65,997)	
8295 Prior Year Federal Revenue	-	614	614	
TTL Federal Revenue	212,869	148,015	(64,854)	
Other State Revenue				
8520 School Nutrition Program - State	-	-	-	
8550 Mandated Cost Reimbursements	4,565	4,565	-	
8560 State Lottery Revenue	33,972	44,906	10,934	
8590 Other State Revenue	493,127	371,533	(121,594)	
8595 Prior Year State Revenue	-	-	-	
TTL Other State Revenue	531,664	421,004	(110,660)	
Other Local Revenue				
8660 Interest Income	5,000	11,669	6,669	
8699 Other Revenue	5,000	183,529	178,529	
8695 Other Revenue PY	-	-	-	
8791 Apportionment Transfer SPED	61,601	70,027	8,426	
TTL Other Local Revenue	71,601	265,226	193,625	
TTL REVENUES	2,508,627	2,522,600	13,973	
EXPENDITURES				
1000 - Certificated Salaries				
1100 Teacher Compensation	596,945	533,182	(63,764)	
1150 Teacher Stipends/Extra Duty	17,665	17,518	(147)	
1200 Student Support	42,169	43,819	1,651	
1250 Support Stipends/Extra Duty	275	275	-	
1300 Certificated Administrators	232,720	312,053	79,333	
1350 Administrator Stipends/Extra Duty	2,000	825	(1,175)	
TTL Certificated Salaries	891,774	907,671	15,898	

Thompson Peak Charter
2022-23 Unaudited Actuals
BUDGET DETAIL

	Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
2000 - Non - Certificated Salaries					
2100	Instructional Aides	105,080	95,324	(9,756)	
2130	Classified Substitutes	-	-	-	
2150	Instructional Aides Stipends	625	1,688	1,062	
2200	Pupil Support Administration	4,275	14,873	10,598	
2230	Substitute Pupil Support	-	-	-	
2250	Pupil Support Stipends	138	813	675	
2300	Classified Administrators	38,567	28,938	(9,629)	
2350	Classified Administrator Stipends	275	138	(138)	
2400	Clerical & Technical Staff	66,154	61,888	(4,265)	
2450	Clerical & Technical Stipends	1,002	800	(202)	
2900	Other Classified Positions	-	-	-	
2950	Other Classified Stipends	-	37	37	
TTL Non - Certificated Salaries		216,115	204,497	(11,618)	
3000 - Employee Benefits					
3101	STRS Certificated	166,718	169,908	3,190	
3301	OASDI/Medicare	29,464	28,394	(1,070)	
3401	Health Care Certificated	156,613	180,773	24,160	
3402	Health Care Classified	91,816	69,338	(22,478)	
3501	Unemployment Insurance	5,539	5,894	355	
3601	Workers' Comp Certificated	12,752	12,347	(405)	
3602	Workers' Comp Classified	3,090	2,904	(186)	
3990	PY Benefit Adjustments	-	561	561	
TTL Employee Benefits		465,993	470,119	4,126	
4000 - Books/Supplies/Materials					
4310	Materials & Supplies	60,000	74,278	14,278	
4320	Office Supplies	7,500	20,444	12,944	
4330	Meals & Events	1,450	2,514	1,064	
4400	Non - Capitalized Equipment	30,000	18,129	(11,871)	
4700	School Nutrition Program	2,000	1,163	(837)	
TTL Books/Supplies/Materials		100,950	116,527	15,577	
5000 - Services & Operations					
5100	Subagreements For Services	-	6	6	
5200	Travel & Conferences	12,000	15,168	3,168	
5210	Mileage Reimbursements	750	2,341	1,591	
5300	Dues & Memberships	16,000	15,525	(475)	
5400	Insurance	42,092	43,776	1,684	
5500	Operations & Housekeeping	15,000	14,356	(644)	
5510	Utilities (General)	23,000	24,922	1,922	
5610	Facility Rents & Leases	27,000	27,000	-	
5611	Lease Interest Expense	-	366	366	
5620	Equipment Leases	15,550	15,228	(322)	
5630	Maintenance & Repair	8,000	4,763	(3,237)	

Thompson Peak Charter
2022-23 Unaudited Actuals
BUDGET DETAIL

	Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
5800	Professional Services - Non - instructional	48,500	64,190	15,690	
5802	Professional Development	22,000	31,059	9,059	
5810	Legal	9,000	8,543	(457)	
5820	Audit & CPA	12,000	12,050	50	
5825	DMS Business Services	73,800	73,745	(55)	
5835	Field Trips - Bus Transportations	1,000	975	(25)	
5836	Bus Transportation	1,000	852	(148)	
5840	Advertising & Recruitment	1,000	2,895	1,895	
5850	Oversight Fees	16,143	16,884	741	
5860	Service Fees	3,000	2,149	(851)	
5870	Livescan Fingerprinting	750	804	54	
5880	Instructional Vendors & Consultants	9,000	2,100	(6,900)	
5890	Misc Other Outside Services	-	-	-	
5900	Communications	9,000	13,337	4,337	
5920	Internet	-	5,000	5,000	
5930	Postage	1,650	1,352	(298)	
5940	Technology	5,000	3,417	(1,583)	
5990	PY Services Adjustments	-	3,300	3,300	
	TTL Services & Operations	372,235	406,103	33,868	
	6000 - Capital Outlay				
6900	Depreciation	13,000	14,143	1,143	
	TTL Capital Outlay	13,000	14,143	1,143	
	7000 - Other Outgo				
7438	Interest on Long-Term Debt	21,195	17,784	(3,411)	
	TTL Other Outgo	21,195	17,784	(3,411)	
	TTL EXPENDITURES	2,081,262	2,136,845	55,582	
	Revenues less Expenditures	427,365	385,756	(41,609)	
	Beginning Fund Balance	1,600,477	1,600,477		
	Net Revenues	427,365	385,756		
	<i>Reserve - USDA Def Maintenance</i>		22,890		
	<i>Reserve - Debt Service Reserve</i>		5,155		
	ENDING BALANCE	2,027,842	1,986,233		
	ENDING BALANCE AS % OF OUTGO	97.4%	93.0%		

MEMORANDUM OF UNDERSTANDING

**Between
Lassen County Office of Education
and
Long Valley School/Thompson Peak Charter**

Whereas, Long Valley School and Thompson Peak Charter, collectively known as LVS/TPC, wish to partner with the Lassen County Office of Education Opportunity Adult School to provide a no-cost Adult Education Program for citizens in the areas served by both schools during the 2023/24 school year; and

Whereas, the Program will focus on secondary education leading to a high school diploma issued by the Lassen County Office of Education Opportunity Adult School; and

Whereas, LVS/TPC employ teachers and a career/college counselor who will provide the Program.

Now, Therefore, Be It Resolved, that LVS/TPC agrees to provide the following:

1. A blended learning instruction model consisting of two 2-hour classes per week, along with independent study.
2. Classroom time will be for the purpose of direct instruction and tutorial support personalized to each participant.
3. Participants will utilize online curriculum provided by the Academy or text/print materials designated by the school to best meet each learner's need.
4. Clerical staff will also be assigned to record and report as required by the Academy.
6. LVS/TPC will bill LCOE in December and June.

Now, Therefore, Be It Further Resolved, that the Lassen County Office of Education shall pay LVS/TPC for the costs associated with providing the Adult Education Program as reflected in the attached Proposed Budget.

LASSEN COUNTY OFFICE OF EDUCATION



Patricia A. Gunderson
County Superintendent of Schools

8-8-23

Date

LONG VALLEY SCHOOL/THOMPSON PEAK CHARTER


Sherri Morgan, Executive Director/Superintendent

8-8-23

Date

Long Valley-Thompson Peak Adult Education

Proposed Budget

2023-24

Object of Expenditures	Description	Amount
1000	Instructional Salaries	\$32,000
2000	Non-Instructional Classified Staff Salaries	2,500
3000	Employee Payroll Overhead and Benefits	12,800
4000	Supplies and Materials	7,500
5000	Other Operating Expenses Tech support	\$750
6000	Capital Outlay for New Equipment	0
	Local Indirect rate (per CDE for school districts only) 5.35%	2,970
Total Proposed Costs:		\$58,520

Long Valley-Thompson Peak Adult Education

Program Description

2023-24

Long Valley School & Thompson Peak Charter will partner to provide a no-cost adult education for citizens in the areas served by the schools. The program will focus on secondary education leading to a high school diploma through the Lassen County Office of Education Academy.

The program will provide a blended learning instruction model consisting of two 2 to 4-hour classes per week along with independent study. The classroom time is for the purpose of direct instruction and tutorial support personalized to each participant; the class time is increased from last year based on the academic needs of the adult students. Participants will utilize online curriculum provided by the Academy or text/print materials designated by the school to best meet each learner's need.

The school already employs teachers and a career/college counselor who will provide the program. Each staff member will be paid extra duty hours at their regular hourly rate. A clerical staff member will also be assigned to record and report as required by the Academy.

Counselor Kathi Sherman will serve as the main administrative contact for the program.

**CERTIFICATE OF AMENDMENT
OF ARTICLES OF INCORPORATION**

The undersigned certify that:

1. They are the President and Secretary, respectively, of Long Valley Charter School, a California nonprofit public benefit corporation, with California Entity Number 2257627.
2. Article V. of the Articles of Incorporation of this Corporation is amended to read as follows:

Upon the dissolution or winding up of the Corporation, its assets remaining after payment of its debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational or charitable purposes meeting the requirements of Revenue and Taxation Code section 214 and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

3. The foregoing amendment of Articles of Incorporation has been duly approved by the Board of Directors.
4. The Corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

Date: _____

Shaun Giese, President

Date: _____

Stacy Kirklin, Secretary

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between **Butte-Glenn Community College District** ("College") and **Long Valley Charter School** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code § 76004 (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. CCAP AGREEMENT

- 1.1. The College and School District entered into the CCAP Agreement on **July 1, 2021**, pursuant to action of the governing boards of the College and School District.

1.1.1. COLLEGE BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/11/21	Appendix: 9/13/23
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1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/17/21	Appendix: 9/14/23
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2. POINTS OF CONTACT

- 2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

COLLEGE

Name:	Tanna Neilsen	Title:	Dual Enrollment Program Administrator
Telephone:	(530)893-7586	Email:	neilsenta@butte.edu

SCHOOL DISTRICT

Name:	Sherri Morgan	Title:	Executive Assistant
Telephone:	827-2395	Email:	smorgan@longvalleycs.org

3. STUDENT SELECTION

- 3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

Required: Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code § 76004 (c)(1))

SCHOOL DISTRICT counselors and pathway instructors select students based on academic readiness and alignment of course content to students' education and career goals.

- 4. CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time, and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2023/24	EDUCATIONAL PROGRAM:	College Career Access Pathways
SCHOOL DISTRICT:	Long Valley Charter School	HIGH SCHOOL:	Long Valley Charter School

PROJECTED NUMBER OF STUDENTS TO BE SERVED: 10	PROJECTED FTES: 1
--	--------------------------

COURSE NAME	COURSE NUMBER	TERM	# of Sections	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Intro to Industrial Trades	ITEC 55	FA23	1	8:00-3:30	M-F	J. Morgan	<input checked="" type="checkbox"/> HS	<input checked="" type="checkbox"/> HS

Required: Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

- 5. BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Intro to Industrial Trades	NCCER CORE: Intro to Basic Construction Skills	\$0	None	\$0

6. REIMBURSEMENT.

- 6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will pay School District as follows: \$400.00 per completed section.
- 6.2. The College will pay School District for each School District instructor attending the College's Dual Enrollment Orientation and Training as follows: \$100.00 per instructor.
- 6.3. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor and the number of students served.

7. FACILITIES USE.

- 7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.

- 7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

BUILDING	CLASSROOM	DAYS	HOURS
LVCS	TBA	M-F	8:00-3:30

8. APPENDIX APPROVAL

- 8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, shall present this CCAP Appendix, take comments from the public, and approve or disapprove this CCAP Appendix. (Ed. Code § 76004 (b))
- 8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the course. (Ed. Code § 76004 (c)(3))

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By: _____
(Signature of person authorized to execute Appendix on behalf of College.)

Name: Andrew B. Suleski

Title: Assistant Superintendent/Vice President for Administration

Date: _____

LONG VALLEY CHARTER SCHOOL

By: _____
(Signature of person authorized to execute Appendix on behalf of School District.)

Name: _____

Title: _____

Date: _____

List of Attachments

Course Descriptions

TO BE COMPLETED BY COLLEGE ONLY					
The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	INSTRUCTION	Preparer's Name & ID:	TANNA NEILSEN / 3180821	Phone:	7586
Vendor Name:	LONG VALLEY CHARTER SCHOOL		Vendor ID:	3504748	
PO Description (Max. 25 characters):	CCAP AGREEMENT APPENDIX – LVCS 2023/24				
Budget Code:	12.418.700.1.640000.55890	PO Amount:	\$500	(1@400=\$400 / 1@100=\$100)	
Contract Monitor Name (Person Who Approves Invoices):	TANNA NEILSEN			Phone:	7586
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
Business Contracts Approval:		Purchase Order Number:			

The course description(s) for each course offered as part of this CCAP Agreement Appendix are attached and incorporated herein as Attachment 1.



Course Outline

Catalog Description

ITEC 55 - Introduction to Industrial Trades

Transfer Status: CSU

Unit(s): 2.00

Contact Hours: 17.00 Lecture/51.00 Lab

Out of Class Hours: 34.00

Total Course Hours: 102.00

Course Description:

This course is designed to provide pre-employment training for industrial trades. Emphasis will be placed on developing basic safety skills, tool identification, basic rigging and material handling skills, with soft skills training. These areas of instruction will be reinforced by hands-on application in several performance lab exercises. This course is part of the National Center For Construction Education and Research (NCCER) core curriculum qualification.

Objectives

Upon successful completion of this course, the student should be able to:

1. Demonstrate the use and care of appropriate personal protective equipment (PPE).
2. Practice safety skills that are required on job-sites.
3. Add, subtract, multiply, and divide whole numbers, with and without a calculator.
4. Convert fractions to decimals and decimals to fractions.
5. Identify and properly use hand and power tools.
6. Interpret and use drawing dimensions.
7. Interpret information and instructions presented in both verbal and written form.
8. Demonstrate proper use of American National Standards Institute (ANSI) hand signals.
9. Choose appropriate materials-handling techniques.
10. Demonstrate critical thinking skills and the ability to solve problems using those skills.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics

Lec Hrs

Basic Safety	1.00
Introduction to Construction Math	3.00
Introduction to Hand Tools	1.00
Introduction to Power Tools	1.50
Introduction to Construction Drawings	2.50
Basic Rigging	1.00
Basic Electricity	1.00
Basic Communication Skills	1.50
Basic Employability Skills	1.00
Introduction to Material Handling	1.50
Industrial Technology Trade Careers	2.00
Total Hours:	17.00

Lab

Topics

Lab Hrs

Basic Safety	4.00
Introduction to Construction Math	4.50
Introduction to Hand Tools	2.50
Introduction to Power Tools	6.00
Introduction to Construction Drawings	8.00
Basic Rigging	3.00
Basic Electricity	6.00
Basic Communication Skills	3.00
Basic Employability Skills	3.00
Introduction to Material Handling	5.00
Industrial Technology Trade Careers	6.00
Total Hours:	51.00

Methods of Instruction

- A. Field Trips
- B. Group Discussions
- C. Guest Speakers
- D. Laboratory Experiments

E. Demonstrations

F. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

Methods of Evaluation

A. Exams/Tests

B. Quizzes

C. Homework

D. Papers

E. Projects

F. Written Assignments

Examples of Assignments

Reading Assignments

1. Read assigned trade journal article and be prepared to discuss in class.
2. Read the selection on basic electricity and be prepared to discuss in class.

Writing Assignments

1. Write an order of operations for rigging setup for lifting materials.
2. Write a two-page essay, explaining how the trade journal article can be implemented in workplace safety and how it relates to the class.

Out-of-Class Assignments

1. Research online the proper process for setting up an electrical circuit using manufactures publications and be prepared to discuss in class.
2. Research OSHA publications for the use and safety of power tools properly and write a one-page essay. Read NCCER module 6 and then answer the review questions at the end of the module.

Recommended Materials of Instruction

National Center for Construction Education and Research (NCCER). (2021). CORE: Introduction to Basic Construction Skills. *Pearson Education INC, 6th Edition*. 9780137483341.

Other Learning Materials

All tools listed in the Butte College Core Program Guide

Created/Revised by: Peacock, Miles

Date:03/21/2022

Current Science Graduation Requirements

Graduation Requirments

	College Prep		Gen Ed		School-to-Work	
	Required Courses	Units	Required Courses	Units	Required Courses	Units
	Biology	10	Life Science	10	Life Science Physical	10
	Physics Environmental	10	Physical Science	10	Science	10
	(Lab required)	10	Environmental	10	Environmental (or 3	10
	(or 3 years of Int)		(or 3 years of Integrated)		years of Integrated)	

Proposed Science Graduation Requirements

	College Prep		Gen Ed		School-to-Work	
	Required Courses	Units	Required Courses	Units	Required Courses	Units
	Biology/Life Sci (w/Lab)	10	Biology/Life Sci	10	Biology/Life Sci	10
	Physics or Chemistry		Physical Science	10	Physical Science	10
	(w/Lab)	10	3 rd Year Student	10	3 rd Year Student	10
	3 rd Year from UC		Choice		Choice	
	Approved Courses	10				

I am working on a list that will identify each course that our school offers that falls into the categories to help the teachers

College Prep		Gen Ed		School-to-Work	
Biology/Life Science		Biology/Life Science		Biology/Life Science	
Bright Thinker	Other Text Based	Bright Thinker	Classroom	Bright Thinker	Classroom
Anatomy and Physiology A & B Aquatic Science Biology Medical Microbiology A & B	Biology (HMH) Life Science PB (Project Based)	Anatomy and Physiology A & B Aquatic Science Biology Medical Microbiology A & B	Biology (HMH) Life Science PB (Project Based)	Anatomy and Physiology A & B Aquatic Science Biology Medical Microbiology A & B	Biology (HMH) Life Science PB (Project Based)
Physics or Chemistry		Physical Science		Physical Science	
Bright Thinker	Classroom	Bright Thinker	Classroom	Bright Thinker	Classroom
Chemistry Physics	Chemistry (HMH) Physics (HMH)	Astronomy	HMH Science Dimensions Earth and Space Science	Astronomy	HMH Science Dimensions Earth and Space Science
3 rd Year		3 rd Year		3 rd Year	
Interdisciplinary Sciences		Any of the Above Courses			
Bright Thinker		Environmental Systems Integrated Physics & Chemistry Applied Engineering 1a: Introduction Applied Engineering 1b: Solving Problems			
Environmental Systems					
Integrated Physics & Chemistry					
Applied Science & Engineering					
Bright Thinker					
Applied Engineering 1a: Introduction					
Applied Engineering 1b: Solving Problems					
Earth and Space Science					
Bright Thinker	Classroom				
Astronomy	HMH Science Dimensions Earth and Space Science				

For reference the A-G Science requirement is listed below-

******Two years of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond).

For each year of the requirement, a grade of C or better in a transferable course of at least 3 semester (4 quarter) units in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration")

Football Overnight Trips

October 13th at Hayfork

Departing at 11:00am

Stop for lunch in Susanville

Stopping for bathroom breaks

Game starts at 6:00pm

Location of Hotel is TBD

Place to have dinner is TBD

Return to LVS October 14th

Departing after breakfast

Stopping for lunch location TBD

Stop for bathroom breaks

ETA will be 4:00pm

October 27th at Happy Camp

Departing at 10:00am

Stop for lunch and bathroom breaks

Game starts at 6:00pm

Location of Hotel is TBD

Dinner location is TBD

Return to LVS October 28th

Departing after breakfast

Stopping for lunch location TBD

Stop for bathroom breaks

ETA will be 5:00pm



FIELD TRIPS

LONG VALLEY CHARTERS OVERNIGHT FIELD TRIP PREAUTHORIZATION FORM (SUBMIT TO EXECUTIVE DIRECTOR/ SUPERINTENDENT)

This form is due at least one week before the board meeting.

Name: Athletic Director - Nikki Johnson Today's date: 8/22/23
☒ My CPR/first aid is current

Trip/Destination: Happy Camp Date of trip: 10/27/23

Educational objective of trip (attach related California State Standards addressed):

Physical Education

Grade levels included: 9th, 10th, 11th

Number of students: 7 Number of chaperones (adults): 2

Ratio of students to chaperones: 4:1 Restroom facilities available? ☒ Boys ☒ Girls

Overnight accommodations plan: Staying at hotel - TBD
Our 6 Boys - 3 to a room (2 beds, 1 cot) = 2 rooms
(Maximum of one student per bed)

Meal plans: Students bring money to purchase meals

☐ Transportation is by private vehicle ☒ Other School Vans

**Please attach itinerary and parent letter.*

☒ Approved as proposed ☐ Approved with modifications ☐ Not approved

Board Agenda date: _____

Final Field Trip Details form due date: _____ (due two weeks prior to trip)

M. Brussator
Executive Director/ Superintendent

9/5/23
Date

*John Combs (coach) is a cleared volunteer and driver for LVCS.



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Executive Director/ Superintendent

9/5/23
Date

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EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN

Prepared by:

Long Valley School



This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Expanded Learning Opportunities Program Plan

Local Educational Agency (LEA) Name: Long Valley School

Contact Name: Misty Brussatoi

Contact Email: mbrussatoi@longvalleycs.org

Contact Phone: 530-827-2395

Instructions:

Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P).

1. School Site: Long Valley School in Doyle, CA

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

Long Valley's program is held on its Doyle Campus. Since the program is on the same campus as the regular school day, students are escorted to the all-purpose room at dismissal. Attendance is checked immediately. At the end of the daily expanded learning program, students will be transported by bus, school vehicles or parent pickup. School employees who transport students are fully licensed. All employees have background checks and semi-annual CPR and first aid training.

During non-school days, students may be transported by their family or choose to use the school bus or school vehicles. Fieldtrips will also take place in school transportation.

The campus is fully fenced and locked. Students participate in safety drills.

We incorporate a "shared responsibility" approach to our positive behavior supports and reinforcement for our students. Much like PBIS this system enables us to:

- Effectively teach appropriate behavior to all children by identifying expectations and modeling and practicing these with our students.
- Intervene early before unwanted behaviors escalate-remaining alert and proactive so that we are not pushed into reactive mode.
- Use research-based, scientifically validated interventions whenever possible-work on strategies and behavior plans and be willing to reset and try something new if these are not working.
- Monitor student progress-remain actively engaged with each student every day to ensure they are receiving the support they need to be successful.

We employ a mental health counselor who work closely with our staff to support the mental health and well-being of all of our students. We also have our special education staff and classroom aides on campus to assist, advise and consult with our staff to assist all students in being successful. They will often meet to create behavior plans and expectations and share strategies and resources to assist in the best possible procedures for serving our students.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The Expanded Learning Program will not replicate the instructional day; however, it is important to work together with shared goals, a shared culture, and shared expectations for our students, this helps them to feel safe, be able to anticipate what is expected and acknowledge the shared goal of serving their needs.

The one and a half-hour after school program begins with physical activities and sports providing a nice transition from instructional day to the expanded learning program. This time is followed by a healthy snack for each child. Then, groups of 8-12 students will transition between individualized or small group instruction and academic support and followed by project-based enrichment.

During non-school days, eight hour per day program will be provided; a calendar will be provided annually to identify summer school and intersession days.

Some of the areas of enrichment include:

- Coding and robotics
- Maker Space: where students can create, invent, explore and discover using a variety of tools and materials.
- Cooking- where students use skills such as
 - Reading skills: following directions, new vocabulary, sequencing
 - Math Skills: measurement, math calculations, fractions, temperature and shapes
 - Health lessons: healthy eating, food groups, safety and cleanliness
 - Fine motor skills: sifting, measuring, kneading, pouring, sifting, rolling, whisking
 - Social skills: cooperation, working together, teamwork, responsibility, sharing, self-esteem
 - Chemistry and Science: making predictions, chemical reactions, how temperature impacts gases, liquids and solids.
- Art: Students are able to use a variety of mediums to design and develop unique creations. (paintings, murals, watercolor, oil pastels, posters, ceramics just to name a few.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

All enrichment opportunities in the program are designed to inspire creativity and innovation, we work to increase critical thinking and problem solving, by using constant and meaningful communication and collaboration these goals can be achieved. The activities and lessons are designed to support students at their current level of performance and move them towards mastery of skills they have not yet mastered.

Continuous collaboration and input will be facilitated between the Expanded Learning Program and the instructional day staff because the Expanded Learning Program will not replicate the instructional day, however it is important to work together with shared goals, a shared culture, shared expectations, diverse and dynamic learning modalities and time that

Our program and program staff can support students in expanding their opportunities to participate, help them to build mastery and help them to create and present culminating activities related to their experiences.

The activities and events that are integrated in both the expanded learning after school and summer program provide support to engage students in 21st Century skills. They have numerous

opportunities to work collaboratively in multi-age groups that help them build higher level communication skills.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The staff in our expanded learning opportunities program are very intentional in making certain that our students have the opportunity to share their opinions, express their desires and take on leadership tasks. The students are provided choice related to what the program offerings will be, what activities they would like to participate in and how they will celebrate their learning.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

We are committed to helping our students and their families develop and promote healthy lifestyles. We spend a great deal of time in our instructional day making certain that every grade level have access to regular physical education classes with instructors who are specifically assigned to support them in skill building and practice. These instructors provide multiple options so that students can explore and learn new skills, try new sports and experience success.

Snacks in the after-school program and breakfast, lunch, and snacks in the non-school day program follow the national school lunch nutrition guidelines that apply to all food items served at school.

In addition to learning about positive behaviors students are also instructed in and encouraged to learn responsible behaviors related to things to avoid in their lives that could negatively impact them such as tobacco, drugs, vaping, and alcohol.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities

Program participants reflect the overall school demographics. The program is offered to all students who are eligible for free and reduced-price meals. All students with cultural and linguistic diversity as well as students with disabilities are invited and welcomed. All expanded learning staff members work in the regular school day program and are familiar with students' needs and provide appropriate support.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Due to our rural location, all of our applicants staff come right from our school community and have a connection to our students and school. most are related to our families or are siblings who have already graduated from our school so they definitely reflect our students, staff and parents. We purposefully seek to hire individuals who exhibit integrity, professionalism, caring and work to be positive role models. Staffing is accomplished by hiring a combination of Classified and Certificated staff members.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Our Expanded Learning Opportunities Program will directly correlate with our school's vision, mission and strategic plan:

Mission: Long Valley Charter School is an educational community, inspiring each child to achieve their highest potential, providing opportunities for self-discovery, and preparing students for the challenges of a rapidly changing world.		
Vision: Long Valley Charter School envisions every student becoming lifelong learners, pursuing meaningful work, and participating in civic activities.		
Priority	Strategy	Outcome
Develop staff who are passionate and use innovative methods to make learning engaging.	<ul style="list-style-type: none"> ➤ Provide powerful training to improve instruction and management of students ➤ Attract and retain, enthusiastic high-quality top talent ➤ Evaluate and recognize staff performance 	<ul style="list-style-type: none"> ❖ Knowledge and application of research-based strategies ❖ Alternative learning structure to deepen learning competencies and inspire best practices ❖ Commitment of staff within the organization remains stable and grows
Increase student academic achievement in order to be successful participants in a global society.	<ul style="list-style-type: none"> ➤ Design effective instructional models for independent study and classrooms ➤ Identify success criteria and competencies for essential standards ➤ Identify viable and engaging curriculum that increase student agency 	<ul style="list-style-type: none"> ❖ Increase the percentage of all students to perform at or above grade level standards each year on local and state assessments ❖ Provide an environment where students learn the skills to think critically, communicate effectively, collaborate, and be creative.
Ensure a safe, healthy and supportive environment that prioritizes kindness and well-being.	<ul style="list-style-type: none"> ➤ Design School Wide behavior expectations highlighting restorative practices and opportunities for open communication ➤ Parent outreach ➤ Support all staff on creating a welcoming environment 	<ul style="list-style-type: none"> ❖ Promote passions and relevant skills through engaging community opportunities ❖ Foster a sense of belonging ❖ Improved relationships between all stakeholders ❖ Provide opportunities for the free exchange of ideas

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

At this time, the school does not have partnerships.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

The school uses a quality improvement cycle to develop, implement, review and adjust our systems as we work to provide the best possible services to our students. In addition to data driven decision making we are also committed to providing a program that serves the needs of our community, our families and our students.

The school will conduct program reviews annually. The school utilize the Afterschool Network's Quality Self-Assessment Tool. (<https://www.afterschoolnetwork.org/post/california-after-school-program-quality-self-assessment-tool>).

The school will also gather feedback from student, staff and parent surveys.

11—Program Management

Describe the plan for program management.

Funds from the ELO-P grants are restricted and managed through budget software; management of the budget and objectives are monitored by the Executive Director/ Superintendent.

The school's principal is responsible for the oversight and overall management of the program. In addition, a Program Coordinator plans and supervises the daily activities.

Certificated and classified staff members provide support, learning and activities for the students.

Cafeteria support: This person will manage our feed service. We will serve breakfast and lunch daily during non-school days

Professional Development: Additional Professional Development will be provided throughout the school year based on staff observations and need.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Long Valley School does not receive either 21stCCLC or ASES (After School Education and Safety) funding. Our program will be funded with ELO-P funds.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed

schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Our transitional Kindergarten program operates on a full-day schedule. We schedule a 10:1 student to staff ratio for our youngest learners as well as ensure appropriate programming that is specifically designed for serving the needs of these students.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day

Long Valley School has established that it meets the definition of a frontier designated location based on the county population (Appendix A). As a result, the school is required to provide eight (8) hours per day in programming.

While there is the expectation to provide after-school programming on every school day, the school plans to provide programming only Monday-Thursday. Fridays are an early dismissal day in order for the school staff to participate in Professional Learning Communities. At the time of this plan, the school's academic scores warrant extraordinary efforts to improve student performance. The school recognizes that it will be penalized for each day without a program according to the State's schedule. The current penalty for charter schools is equal to 0.0049 times the amount of the apportionment.

The school day begins at 8:30 AM and concludes at 3:00 PM. The after-school program will operate from 3:00 PM until 4:30 PM, which meets the 8-hour day minimum. The programming is divided into three main components: (1) Instructional intervention, homework support and tutoring tailored to the individual needs of students. (2) Physical education and sports; and (3) enrichment activities.

Example:

- 3:00-3:20- planned outdoor activities, free play, organized sports
- 3:20-3:30 -healthy snack served and enjoyed by students
- 3:30-3:55-homework help, intervention, academic support, SEL support, etc.
- 3:55-4:25-Enrichment projects
- 4:25-4:30- clean -up and dismissal.

For non-school days, the school will annually publish a calendar of days programming will be provided to meet the expectation of 30 days. Dates will include intersession and summer days. The programming operates structured activities from 8:30 AM to 4:30 PM daily. The learning in this program is robust and includes the required educational elements in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science. In addition to an educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. This program is set up so that the students can participate in centers and move between activities,

Expanded Learning Opportunities Program Plan

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after-school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following:

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after-school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 non school-days, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day. California Department of Education Created September 30, 2021 11 Expanded Learning Opportunities Program Plan Guide

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at school sites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section. EC Section 46120(b)(6): [LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c): A

[LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2. [LEAs] shall agree that meals made available through a program shall conform to the nutrition

standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766). EC Section 8482.6: Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care.

A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

- (A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.
- (B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

APPENDIX A: Frontier Designation

ARTICLE 7. Definitions [70 - 96]

(Article 7 enacted by Stats. 1976, Ch. 1010.)

94.

“Frontier school district” means a school district that meets either of the following conditions:

(a) The total number of pupils in average daily attendance at all of the schools served by the school district is fewer than 600.

(b) Each county in which a school operated by the school district is located has a total population density fewer than 10 persons per square mile.

(Added by Stats. 2022, Ch. 83, Sec. 1. (AB 2337) Effective January 1, 2023.)

<https://www.census.gov/quickfacts/fact/table/lassencountycalifornia/PST045222>



According to Census.gov:

Lassen County population per square mile in 2020 is 7.2 persons

Lassen County population per square mile in 2010 is 7.7 persons

Looking at ASES information:

ASES Frontier Transportation Grant

Entities eligible to apply for ASES Frontier Transportation Grant funds must operate at a schoolsite located in an area that has a population density of less than 11 persons per square mile pursuant to California *Education Code (EC)* Section 8483.7. Schoolsite location eligibility will be determined by using either one of two data sources; 1) the [Office of Statewide Health Planning and Development Medical Statistical Service Area maps](#) , and 2) the [2010 United States Census Bureau Census Tract population data maps](#) . If a schoolsite lies within an area that has a population density of less than 11 persons per square mile in either of the boundary maps identified above, they are eligible to apply for transportation funds per the location eligibility criteria. [Schoolsites](#) that may apply based on the boundary maps identified above are listed.

Position Control Requisition Form

Form Action: ☒ New Position ☐ Position Change ☐ Position Deletion

New/ Deleted Position		Change in Position	
Position Title	Classified Sub (Bus/Other)	Current Position Title	
Position Location	Doyle	New Position Title	
FTE	As needed only-on call	Position Location	
Salary/Rate Schedule	Bus driver rate & classified sub rate for other duties	Salary/Rate Schedule	
Position Control #	417	FTE	
Justification	Moriah previously was employed as a bus driver; this creates an opportunity for her to substitute if needed.	Position Control #	
		Justification	

Coding			
Fund	Resource	Expense Code	LCAP
62	0000 for Bus driving		N/a
62	5310 For Kitchen		

Approvals:

Sherri Morgan, Executive Director

Date

Governing Board Approval Date: _____

El Roper, Business Services Manager

Date

Additional Documentation

☐ Job Description ☐ Reported to edtec

Position Control Requisition Form

Form Action: ☐ New Position ☒ Position Change ☐ Position Deletion

New/ Deleted Position		Change in Position	
Position Title		Current Position Title	Clerical II
Position Location		New Position Title	Accounting Clerk
FTE		Position Location	Doyle
Salary/Rate Schedule		Salary/Rate Schedule	Classified Column C
Position Control #		FTE	1.0
Justification		Position Control #	404
		Justification	As we interviewed for the position, we realized the skills and knowledge were higher.

Coding			
Fund	Resource	Object	LCAP
62	0000		N/a

Approvals:

Sherri Morgan, Executive Director

Date

Governing Board Approval Date:

El Roper, Business Services Manager

Date

Additional Documentation

☐ Job Description ☐ Reported to edtec

LVCS Classified Rates

Step	A	B	C
1	\$ 16.07	\$ 16.83	\$ 18.36
2	\$ 16.58	\$ 17.60	\$ 18.87
3	\$ 17.09	\$ 18.36	\$ 19.38
4	\$ 17.60	\$ 18.87	\$ 19.89
5	\$ 18.11	\$ 19.38	\$ 20.40
6	\$ 18.62	\$ 19.89	\$ 20.91
7	\$ 19.13	\$ 20.40	\$ 21.42
8	\$ 19.64	\$ 20.91	\$ 21.93
9	\$ 20.15	\$ 21.42	\$ 22.44
10	\$ 20.66	\$ 21.93	\$ 22.95
11	\$ 21.17	\$ 22.44	\$ 23.46
12	\$ 21.68	\$ 22.95	\$ 24.23
13	\$ 22.19	\$ 23.46	\$ 24.99
14	\$ 22.70	\$ 23.97	\$ 25.76
15	\$ 23.21	\$ 24.48	\$ 26.52

A-Classified staff including food services, janitorial
 B-Paraeducators, Clerical II
 C-Admin Asst, Bus Driver, Non-Certificated
 Instructor, Registrar, After School/Summer Coordinator,
 & Community School Coordinator, One-on-one para

Effective 7-1-23

Persons employed 30 or more hours per week are eligible for the benefit package which includes health, dental, vision, and life insurance. The Charter School's maximum contribution toward the benefit package is \$24,000 per year.



Long Valley Charter School

Imagine-Achieve-Inspire

Job Description

Accounting Clerk

Responsible to: Business Services Manager

Under direction of the Business Services Manager, the Accounting Clerk provides support primarily for all aspects of the accounts payable function and performs other business-related duties as assigned.

Classified Position: Year-Round; Full-time

Specific Duties:

- Prepare, submit, and reconcile school purchase orders
- Work with vendors to assure accurate fulfillment of orders
- Work with school staffs to verify receipt of ordered materials
- Match vendor invoices with purchase orders and prepare for submittal to accounts payable.
- Provide support for timekeeping and payroll reporting
- Prepare all required reports and maintain all appropriate records
- Participate in cross-training activities as required
- Perform other tasks consistent with the goals and objectives of this position

The Administrative Assistant is able to:

- Possess typing proficiency.
- Be adept at using Microsoft Office software including Word, Excel, and Publisher
- Effectively manage time and possesses excellent organization and record keeping skills
- Thrive on challenge, autonomy, and accountability
- Respect all issues of confidentiality
- Be dependable, cooperative and maintain professional appearance and behavior
- Be creative and resourceful
- Have a willingness to cooperate and contribute to positive decision-making and problem solving in the school culture.

Qualifications:

- Two years of college with an emphasis in Accounting, Computers or a Business-related field preferred
- Have good physical and mental health
- Current TB clearance, CPR & first aid certification

Position Control Requisition Form

Form Action: ☒ New Position ☐ Position Change ☐ Position Deletion

New/ Deleted Position		Change in Position	
Position Title	Teacher Substitute	Current Position Title	
Position Location	Doyle	New Position Title	
FTE	As needed	Position Location	
Salary/Rate Schedule	Sub Rate Schedule	Salary/Rate Schedule	
Position Control #	229	FTE	
Justification	This position can be used for multiple substitutes at any location.	Position Control #	
		Justification	

Coding			
Fund	Resource	Object	LCAP
62 or 9 depending on assignment location	0000	1100	n/a

Approvals:

Sherri Morgan, Executive Director

Date

Governing Board Approval Date:

El Roper, Business Services Manager

Date

Additional Documentation

☐ Job Description ☐ Reported to edtec

**LONG VALLEY CHARTER SCHOOL
BOARD RECOMMENDATION FORM**

AGENDA ITEM: Action Item K-Substitute Rates

SUMMARY:

We have increased our rate for substitutes to keep in line with other schools in the county. This year, we have lost ground! We need to be competitive to have a chance of attracting substitutes to our locations.

In reviewing the Lassen County Substitute Rates, I would recommend we move from \$150 per day to \$200 per day plus round-trip mileage from home to school.

For classified staff, we have paid \$80 per a 6-hour day. I'm recommending \$100 per 6-hour day to exceed minimum wage rates.

DIRECTOR'S RECOMMENDATION:

☒ Approve as Presented ☐ Disapprove

This action item concerns:

- ☒ Long Valley School
- ☒ Thompson Peak Charter

2022-23 SUBSTITUTE TEACHER PAY

Substitute pay is determined by each individual district and is subject to change without notice.

DISTRICT	FULL CREDENTIAL	EMERGENCY / SUB CREDENTIAL	WAIVER	COMMENTS:
Big Valley	\$160.00			If over 20 days in single assignment, pay increases to \$140.00 per day for sub/provisional credential and \$200 per day for full credential retroactive to start date
Fort Sage	\$300.00 (plus round-trip mileage from home to school site)			On 21 st consecutive day in single assignment, sub will be placed on Column Intern, Step 1 of current salary schedule (no mileage) or continue to receive the sub rate, whichever is higher
Janesville	\$170.00			If over 20 days in single assignment, pay will be increased to Step 1, Column 1 of current salary schedule
Johnstonville	\$180.00			On 21 st day in consecutive assignment, pay will be increased to Step 1, Column 1 of current salary schedule
*LCOE: County School Service <i>Special Education</i>	\$160.00			On 21 st day in consecutive assignment, pay will be increased to Column I, Step 1 of current salary schedule
Lassen High	\$200 (full credential) \$225 (LHS Retiree)	\$175.00		On 21 st consecutive day w/full credential - \$292.99; 30-day Sub Permit or Prov. Cred. - \$250.00
Long Valley School	\$150.00 (plus round-trip mileage from home to Doyle)			On 21 st consecutive day in single assignment, sub will be placed on the current salary schedule
Ravendale-Termo Elementary	\$120.00			
Richmond	\$175.00			On 21 st day in consecutive assignment, pay will be increased to Column Intern, Step 1 of current salary schedule.
Shaffer	\$140.00			
Susanville School District	\$300.00 (admin) \$150.00 (teacher)	\$130.00	\$115.00	\$250.59 per day on 21 st day in consecutive assignment w/full credential. \$243.29 for sub permit/provisional credential.
Thompson Peak Charter School	\$150.00 (plus round-trip mileage from home to school)			On 21 st consecutive day in single assignment, sub will be placed on the current salary schedule
Westwood	\$150.00 (plus round-trip mileage from home to school)			If over 20 days in single assignment, pay will be increased to Step 1, Column 1 of current salary schedule

*Special Note: District teachers who substitute one period for an LCOE teacher will be paid the hourly rate of Column 0, Step 1, of the LCOE teachers' salary schedule.