



Long Valley Charter School

A Non-Profit Public Benefit Corporation

REGULAR BOARD MEETING

Wednesday, February 21, 2024 at 5:30 PM

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

Teleconference Participation available via Zoom

<https://us02web.zoom.us/j/88175835543?pwd=Ui9lTjJlDWm93OGw3bk5CeW0xS24wUT09>

Teleconference participation is also available at these physical locations:

257 E. Sierra St. Suite D, 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 1/17/2024
- B. Bills & Warrants: 11/30/23-12/31/23
- C. Accepted donated school supplies from Lassen Family Services.
- D. Anticipated submission of Strong Workforce Program Grant for Agriculture Pathway expansion.

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

VII. Information Items

- A. Joanne Fountain, CEO, Delta Managed Services (DMS)
- B. Western Association of Schools and Colleges (WASC) Self Study Report Presentation
- C. Local Control and Accountability Plan (LCAP) Mid-Year Update
- D. Teacher Competencies

VIII. Action Items

- A. Discussion and possible action regarding approval of termination of the edtec agreement effective 6/30/24.
- B. Discussion and possible action regarding approval of DMS Business Services Agreement for 7/1/24-6/30/26.
- C. Discussion and possible action regarding approval of Audit Engagement for the year ending 6/30/2024.
- D. Discussion and possible action regarding approval of updated Policy 4007-Procurement Procedures for Food Serv.
- E. Discussion and possible action regarding approval of updating positions in Doyle to include: (1) change part-time maintenance position to full-time; (2) update salary rate column to “C” for the maintenance position, and (3) add an Assistant Principal position.
- F. Discussion and possible action regarding approval of Long Valley School self-study accreditation report for the Western Association of Schools and Colleges (WASC).
- G. Discussion and possible action regarding approval of the CCAP Agreement with Lassen College for dual enrollment.
- H. Discussion and possible action regarding approval of 2024 School Safety Plan.

IX. Future Items: Update budget for Community Schools and MTSS grants; Policy on sports/extracurricular/ co-curricular activities; and Arts, Music & Instructional Materials Block Grant.

X Adjournment: Meeting adjourned at ____ PM. The next regular meeting will be held Wednesday, March 20, 2024 at 5:30 PM.

ZOOM details

Dial in: 1 669 900 6833

Meeting ID: 881 7583 5543

Passcode: u8FJ1y or 241000

REGULAR BOARD MEETING

Wednesday, January 17, 2024 at 5:30 PM

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

Minutes

I. Call to order and roll call Time: 5:30PM
Shaun Giese ☒ Wilma Kominek ☒ Stacy Kirklin ☒ Jason Ingram ☒ Randi Collier ☒

II. Pledge of Allegiance

III. Approval of the Agenda
Motion to approve the agenda with the deletion of IX Action Items-D and E.

MSCU (Giese/Ingram)

IV. Governing Board Annual Reorganization
A. Oath of Office for New/Returning Board Members
B. Election of Officers

Motion to elect the following slate of officers
President – Shaun Giese
Vice President – Jason Ingram
Clerk (Secretary/Treasurer) – Stacy Kirklin
The newly elected President will conduct the remainder of the meeting.

MSCU (Giese/Kominek)

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

- A. Board Minutes:
Regular Meeting 12/20/23
- B. Bills & Warrants: 10/31/23-11/30/23
- C. Quarterly Complaint Summary 12/31/23
- D. USDA Farm to School Grant Application
- E. California Community Schools Partnership Program: Implementation Grant Applications
- F. Updated Adopted Curriculum (addition of cursive curriculum)

MSCU (Giese/Ingram)

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

VII. Reports
A. Board Members
B. Executive Director
C. Finance Report
D. Program Reports-submitted in writing: Campus Locations, Special Programs, Counseling, Adult Education, Curriculum, Intervention and Safety.

VIII. Information Items
A. Construction Update

- B. Mid-year i-Ready scores
- C. Risk Control Evaluation Report (from Charter SAFE)
- D. WASC

IX. Action Items

- A. Discussion and possible action regarding approval of the School Accountability Report Card.

MSCU (Kominek/Ingram)

- B. Discussion and possible action regarding approval of Troops to Schools program incentives.

MSCU (Ingram/Giese)

- C. Discussion and possible action regarding approval of Memorandum of Understanding with Placer County Office of Education for the Clear Administrative Services Credential.

MSCU (Ingram/Kominek)

~~D. Discussion and possible action regarding approval of LCAP Mid-year Report.~~

~~E. Discussion and possible action regarding approval of updated budget for current California Community Schools Partnership Planning Grant.~~

- X. Future Items:** Safety Plan Update; Arts, Music & Instructional Materials Block Grant Plan, Policy on sports/extracurricular/co-curricular activities.

- XI** Adjournment: Meeting adjourned at 6:28PM. The next regular meeting will be held. Wednesday, February 21, 2024.

ZOOM details

Dial in: 1 669 900 6833

Meeting ID: 861 7050 5769

Passcode: 3ngqUi or 511910

Combined Board Check Register

School: Long Valley

Month: December 2023



Total Paid By Check: \$ 168,193.34
Total Paid By Credit Card: \$ 3,652.39

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	77936	Amazon Capital Services	12/7/2023	Bill #1NKX-KF73-P76W--Supplies Bill #1HH4-J3V1-47WW--Supplies Bill #1KRK-F44J-1KC4--Supplies Bill #1YTJ-WWJX-JMPM--Supplies Bill #1G4J-LFKV-79DL--Supplies Bill #1WWN-TYQK-M6QG--Supplies Bill #17ML-4M66-9QRD--Supplies Bill #17ML-4M66-V1GK--Supplies Bill #1MF6-VCH1-6KQN--Supplies Bill #1XDY-G1DJ-Q4TM--Supplies		\$ 2,481.48
Check	77937	AmeriGas	12/7/2023	Bill #3157520964--Services due by 12/23/23 Bill #3157520956--Services due by 12/23/23 Bill #3157520954--Services due by 12/23/23 Bill #3157520960--Services due by 12/23/23		\$ 244.78
Check	77938	Ariana Bernstein	12/7/2023	Bill #112723--Reimb: Mileage		\$ 170.96
Check	77939	Bonanza Produce Co.	12/7/2023	Bill #03675365--Food Services		\$ 391.55
Check	77943	EDD	12/7/2023	Bill #L1814400592--Interest for the Liabilities		\$ 505.25
Check	77945	Ed Staub & Sons Petroleum	12/7/2023	Bill #9980038--Services		\$ 714.72
Check	77946	EdTec Inc	12/7/2023	Bill #28361--EdTec Monthly Back Office Service - December 2023		\$ 7,083.33
Check	77947	Heather Elliott	12/7/2023	Bill #112823--Reimb: Mileage		\$ 71.33
Check	77948	Forest Office Equipment	12/7/2023	Bill #INV-5783--Replaced Thermal Cutoff & Thermostat Bill #SV006635--Equipment Leases		\$ 181.19
Check	77949	Frontier	12/7/2023	Bill #111023--Services due by 12/04/23		\$ 769.15
Check	77950	Home Depot Credit Services	12/7/2023	Bill #8433864--Food Services Bill #677734--Food Services		\$ 497.26
Check	77951	Sean Bittle Turf & Irrigation	12/7/2023	Bill #443--Landscape Maintenance Service: November 2023 & Thompson Peak Charter Cleanup		\$ 2,500.00
Check	77952	Melissa Huffman	12/7/2023	Bill #113023--Supervision Paperwork & Consultation: November 2023		\$ 700.00
Check	77953	K. Sherman	12/7/2023	Bill #112723--Reimb: Mileage		\$ 322.92
Check	77954	Sherri Morgan	12/7/2023	Bill #112523A--Reimb: Airport to Hotel Lyft Dinner at Disneyland & Notary Fees for Proof of Loss Bill #112523--Reimb: Mileage		\$ 230.09
Check	77956	Staples	12/7/2023	Bill #3552374337--Supplies Bill #3552374336--Supplies		\$ 183.78
Check	77957	Stephanie Parshall	12/7/2023	Bill #113023--English 1 Book List		\$ 1,200.00

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	77958	Studies Weekly	12/7/2023	Bill #497888--Books & Supplies		\$ 807.38
Check	77959	Tri-County Schools Ins Group	12/7/2023	Bill #120223--Premium Billing: December 2023		\$ 47,775.26
Check	77960	US Foods	12/7/2023	Bill #3282935--Food Services Bill #3282936--Food Services		\$ 2,080.22
Check	77961	Morning Glory, Inc.	12/7/2023	Bill #101651--Food Services Bill #396005--Food Services Bill #396004--Food Services Bill #395687--Food Services Bill #1673--Food Services		\$ 698.97
Check	77962	Verizon Wireless	12/7/2023	Bill #9949305956--Services 10/15 - 11/14/23		\$ 402.53
Check	77963	US Bank Corporate Payment Systems	12/7/2023	Bill #December 2023--Transactions thru 11/20		\$ 17,559.19
Check	77964	AT&T	12/11/2023	Bill #000020907272--Communications: 11/01 - 11/30/23		\$ 72.45
Check	77965	Alhambra	12/11/2023	Bill #19699387 113023--Products & other Charges due by 12/23/23		\$ 256.77
Check	77966	Bonanza Produce Co.	12/11/2023	Bill #03678258--Food Services Bill #03679974--Food Services Bill #03670053--Food Services		\$ 1,588.50
Check	77968	C&S Waste Solutions of Lassen County	12/11/2023	Bill #175482615U037--Frontload 2Yd Recycle: 12/01 - 12/31/23		\$ 450.08
Check	77969	C&S Waste Solutions of Lassen County	12/11/2023	Bill #175482303U037--Frontload 6yd Recycle: 12/01 - 12/31/23		\$ 369.70
Check	77970	College Board	12/11/2023	Bill #EA213417--College Board Membership Fee: 2023/2024		\$ 400.00
Check	77971	Country Breeze Cleaning	12/11/2023	Bill #November 2023--Once Weekly Cleaning Admin Office November 03/10 - 03/17/24		\$ 580.00
Check	77972	Department of Motor Vehicles	12/11/2023	Bill #8302550--Pull Notice : 11/01 - 11/30/23		\$ 10.50
Check	77973	Ed Staub & Sons Petroleum	12/11/2023	Bill #10048048--Services		\$ 530.74
Check	77974	Intermountain Disposal, Inc.	12/11/2023	Bill #113023--Utilities		\$ 76.87
Check	77977	Lassen County Environmental Health	12/11/2023	Bill #24EH446--Inspection - School Cafeteria		\$ 85.00
Check	77978	Lassen County Office of Education	12/11/2023	Bill #23/24-168--November Phone bill		\$ 390.00
Check	77979	Liberty Utility CA	12/11/2023	Bill #120823--Electric Charges: 10/18 - 11/16/23		\$ 486.57
Check	77980	Liberty Utility CA	12/11/2023	Bill #120823--Electric Charges : 10/18 - 11/16/23		\$ 101.31
Check	77981	Liberty Utility CA	12/11/2023	Bill #120823--Electric charges: 10/18 - 11/16/23		\$ 115.66
Check	77982	Liberty Utility CA	12/11/2023	Bill #120823--Electric Charges : 10/18 - 11/16/23		\$ 179.10
Check	77983	Liberty Utility CA	12/11/2023	Bill #120823--Electric Charges : 10/18 - 11/16/23		\$ 80.24
Check	77984	Tiffiney Lozano	12/11/2023	Bill #120723--Reimb: Zoom & November-December Phone Services		\$ 249.90
Check	77985	James Merzon	12/11/2023	Bill #120823--Reimb: 8% of common area electrical		\$ 36.62
Check	77986	Morning Glory, Inc.	12/11/2023	Bill #396356--Food Services Bill #396334 A--Food Services Bill #396357--Food Services		\$ 508.08
Check	77987	US Foods	12/11/2023	Bill #3443733--Food Services Bill #3621973--Food Services		\$ 4,230.09

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	77988	Ubeo Business Services	12/11/2023	Bill #4335351--Contract Base Rate Charge for 12/01 - 12/31/23 Bill #4335353--Contract Base Rate Charge for 01/01 - 01/31/24 Bill #4335350--Contract Base Rate Charge for 12/01 - 12/31/23 Bill #4335352--Contract Base Rate Charge for 12/01/23 - 02/29/24		\$ 569.47
Check	77990	Morning Glory, Inc.	12/12/2023	Bill #396072--Food Services Bill #396071--Food Services		\$ 480.38
Check	77991	Bright Thinker	12/19/2023	Bill #SINV8486--Bright Thinker U.S. History Economic Units 1-5 U.S Government Units 1-5 & Personal Finance Units 1-10		\$ 238.15
Check	77992	CSM Consulting Inc	12/19/2023	Bill #17001--E-rate Installment for the service period: 07/01 - 09/30/23 Bill #16862--E-rate Installment for the service period: 07/01 - 09/30/23		\$ 875.00
Check	77993	Canon Financial Service, Inc	12/19/2023	Bill #31705608--Contract & Insurance Charge due 01/01/24		\$ 189.20
Check	77994	CharterSAFE	12/19/2023	Bill #44487--January Premium 2023-2024 - Package Premium & Workers Compensation		\$ 6,259.50
Check	77995	City of Portola	12/19/2023	Bill #120423--Water Sewer Solid Waste & Landfill due by 12/27/23		\$ 81.63
Check	77996	Department of Justice - Accounting Office	12/19/2023	Bill #702501--Fingerprint Apps & FBI: November 2023		\$ 80.00
Check	77997	Hunt & Sons INC	12/19/2023	Bill #772751--Materials & Supplies		\$ 377.55
Check	77998	Law Offices of Young, Minney & Corr, LLP	12/19/2023	Bill #7758--Svcs: 11/01 - 11/22/23		\$ 1,316.25
Check	77999	James Merzon	12/19/2023	Bill #121523--Reimb: 80% of common area electrical		\$ 78.32
Check	78000	Morning Glory, Inc.	12/19/2023	Bill #396412 C--Food Services		\$ 1,299.65
Check	78001	Plumas Charter School	12/19/2023	Bill #12012023--School Nurse Service & Monthly Flat Rate Fee: December 2023		\$ 450.00
Check	78002	Plumas-Sierra Rural Electric Cooperative	12/19/2023	Bill #113023--Utilities: 10/19 - 11/20/23		\$ 3,029.18
Check	78003	Plumas-Sierra Telecommunications	12/19/2023	Bill #113023--Communications due by 12/21/23		\$ 380.89
Check	78004	Plumas-Sierra Telecommunications	12/19/2023	Bill #113023--Communications due by 12/21/23		\$ 25.00
Check	78005	ReliaStar Life Insurance Company	12/19/2023	Bill #12A5280262--Employee Benefits: 12/01 - 12/31/23		\$ 286.50
Check	78006	STAMPS.COM Inc	12/19/2023	Bill #S1198923121--Monthly Service Fee: 12/01 - 12/31/23		\$ 15.00
Check	78007	Sinnett Consulting Services Inc	12/19/2023	Bill #25746--2024 DOT Compliance Program		\$ 325.00
Check	78008	Auto Repair by Steve	12/19/2023	Bill #001858--Services; 12/14/23		\$ 375.00
Check	78009	Tri-County Schools Ins Group	12/19/2023	Bill #121623--Premium Billing: August 2023		\$ 28,215.24
Check	78010	James Merzon	12/19/2023	Bill #January 2024--Lease of Portola Building		\$ 3,666.68

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	78011	The Hub C.F.C	12/19/2023	Bill #January 2024--Gym Membership for Weekly PE Field Trip with LVS Staff		\$ 80.00
Check	78012	RCAC-LOAN FUND	12/20/2023	Bill #122023--Inspections Fee		\$ 1,000.00
Check	78013	Amazon Capital Services	12/21/2023	Bill #1XW4-CTDD-KNDT--Supplies Bill #1VKQ-K6DC-17XG--Supplies Bill #1GR7-LXJP-733V--Supplies Bill #1T7Q-7VL7-47P1--Supplies Bill #1Q7M-1VFD-VGGR--Supplies Bill #1V6X-VDTD-1DMM--Supplies Bill #1VDK-GFWL-KYLL--Supplies Bill #1QFV-WYG3-Q3PG--Supplies Bill #17KK-NNHJ-VCJ9--Supplies Bill #1WHP-LDVX-HLCQ--Supplies Bill #13CN-LY9K-R4YC--Supplies		\$ 1,377.25
Check	78014	Paloma Biehl	12/21/2023	Bill #121823--Reimb: Education.com & ABCmouse.com		\$ 144.89
Check	78015	Bonanza Produce Co.	12/21/2023	Bill #03681604--Food Services		\$ 598.90
Check	78016	C&S Waste Solutions of Lassen County	12/21/2023	Bill #175482033U037--Disposal Fee & Haul 20YD: 11/01 - 11/30/23		\$ 344.39
Check	78017	Ed Staub & Sons Petroleum	12/21/2023	Bill #10125109--Services		\$ 734.56
Check	78018	EdTec Inc	12/21/2023	Bill #202797--UPS Postage		\$ 22.72
Check	78019	Heather Elliott	12/21/2023	Bill #122023--Reimb: Mileage		\$ 155.62
Check	78022	Matthew Lemas CPA & Associates	12/21/2023	Bill #5925--2023 Single Audit of Annual Financial Elements		\$ 6,900.00
Check	78023	Jerad Morgan	12/21/2023	Bill #121823--Reimb: Mileage		\$ 371.39
Check	78024	Morning Glory, Inc.	12/21/2023	Bill #396410 B--Food Services		\$ 261.04
Check	78025	US Foods	12/21/2023	Bill #3805995--Food Services		\$ 1,220.57
Check	78026	NV Dept of Employment Training and Rehabilitation	12/21/2023	Bill #121123--Employer Acct 040058255 Balance Due		\$ 5.00
Check	DB120123	First Premier Bank FPB CR CARD	12/1/2023	DB120123 - First Premier Bank FPB CR CARD		\$ 100.00
Check	DB120623	Zito Media	12/6/2023	DB120623 - Zito Media		\$ 160.06
Check	DB120723	Capital One	12/7/2023	DB120723 - Capital One		\$ 176.97
Check	DB121123	Lead Bank Self Lend	12/11/2023	DB121123 - Lead Bank Self Lend		\$ 4.50
Check	DB121123-1	Lead Bank Self Lend	12/11/2023	DB121123-1 - Lead Bank Self Lend		\$ 4.50
Check	DB121123-2	First Premier Bank FPB CR CARD	12/11/2023	DB121123-2 - First Premier Bank FPB CR CARD		\$ 14.50
Check	DB121223	First Premier Bank FPB CR CARD	12/12/2023	DB121223 - First Premier Bank FPB CR CARD		\$ 56.95
Check	DB121223-1	Capital One	12/12/2023	DB121223-1 - Capital One		\$ 500.00
Check	DB121223-2	First Premier Bank FPB CR CARD	12/12/2023	DB121223-2 - First Premier Bank FPB CR CARD		\$ 100.00
Check	DB121323	First Premier Bank FPB CR CARD	12/13/2023	DB121323 - First Premier Bank FPB CR CARD		\$ 14.71
Check	DB121423	First Premier Bank FPB CR CARD	12/14/2023	DB121423 - First Premier Bank FPB CR CARD		\$ 68.88

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	DB121523	Capital One	12/15/2023	DB121523 - Capital One		\$ 508.58
Check	DB121523-1	STAMPS.COM Inc	12/15/2023	DB121523-1 - STAMPS.COM		\$ 125.00
Check	DB121823	AT&T	12/18/2023	DB121823 - AT&T		\$ 99.50
Check	DB121823-1	First Premier Bank FPB CR CARD	12/18/2023	DB121823-1 - First Premier Bank FPB CR CARD		\$ 30.54
Check	DB121923	First Premier Bank FPB CR CARD	12/19/2023	DB121923 - First Premier Bank FPB CR CARD		\$ 60.70
Check	DB122023	First Premier Bank FPB CR CARD	12/20/2023	DB122023 - First Premier Bank FPB CR CARD		\$ 65.57
Check	DB122123	Lead Bank Self Lend	12/21/2023	DB122123 - Lead Bank Self Lend		\$ 250.00
Check	DB122223	Club WPT	12/22/2023	DB122223 - Club WPT		\$ 74.98
Check	DB122223-1	First Premier Bank FPB CR CARD	12/22/2023	DB122223-1 - First Premier Bank FPB CR CARD		\$ 11.00
Check	DB122223-2	Capital One	12/22/2023	DB122223-2 - Capital One		\$ 500.00
Check	DB122223-3	Lead Bank Self Lend	12/22/2023	DB122223-3 - Lead Bank Self Lend		\$ 500.00
Check	DB122623	USDA Rural Development	12/26/2023	DB122623 - USDA Rural Development		\$ 2,148.00
Check	DB122623-1	Lead Bank Self Lend	12/26/2023	DB122623-1 - Lead Bank Self Lend		\$ 100.00
Check	DB122623-2	Lead Bank Self Lend	12/26/2023	DB122623-2 - Lead Bank Self Lend		\$ 250.00
Check	DB122623-3	Lead Bank Self Lend	12/26/2023	DB122623-3 - Lead Bank Self Lend		\$ 457.50
Check	DB122623-4	Lead Bank Self Lend	12/26/2023	DB122623-4 - Lead Bank Self Lend		\$ 0.48
Check	DB122623-5	Lead Bank Self Lend	12/26/2023	DB122623-5 - Lead Bank Self Lend		\$ 75.00
Check	DB122623-6	Lead Bank Self Lend	12/26/2023	DB122623-6 - Lead Bank Self Lend		\$ 0.48
Check	DB122723	Lead Bank Self Lend	12/27/2023	DB122723 - Lead Bank Self Lend		\$ 1,482.50
Check	DB122723-1	Advs Ed Serv Web	12/27/2023	DB122723-1 - Advs Ed Serv Web		\$ 26.52
Check	DB122723-2	Advs Ed Serv Web	12/27/2023	DB122723-2 - Advs Ed Serv Web		\$ 26.52
Credit Card	9515-5946	Power Home School	12/20/2023	11/27 - Power Home School		\$ 12.50
Credit Card	9515-5946	Ricos Mexican Food	12/20/2023	11/30 - Ricos Mexican Food		\$ 24.36
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	12/04 - LES Schwab Tire Company		\$ 787.88
Credit Card	9515-5946	Dollar General	12/20/2023	12/04 - Dollar General		\$ 8.65
Credit Card	9515-5946	Power Home School	12/20/2023	12/04 - Power Home School		\$ 12.50
Credit Card	9515-5946	Sierra Village Mark	12/20/2023	12/11 - Sierra Village Mark		\$ 13.09
Credit Card	9515-5946	CHICO 800-3398131	12/20/2023	12/01 - CHICO 800-3398131		\$ 200.00
Credit Card	9515-5946	CASHNET*SERVICE FEE	12/20/2023	12/01 - CASHNET*SERVICE FEE		\$ 5.30
Credit Card	9515-5946	Cricut	12/20/2023	12/04 - Cricut		\$ 47.94
Credit Card	9515-5946	Diamond Mountain Mini Mart	12/20/2023	12/08 - Diamond Mountain Mini Mart		\$ 22.75
Credit Card	9515-5946	WAL-MART	12/20/2023	12/11 - WAL-MART		\$ 38.19
Credit Card	9515-5946	Susanvile Supermark	12/20/2023	12/13 - Susanvile Supermark		\$ 16.56
Credit Card	9515-5946	Target	12/20/2023	12/19 - Target		\$ 20.25
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	11/29 - LES Schwab Tire Company		\$ 49.98
Credit Card	9515-5946	VISTAPRINT	12/20/2023	11/29 - VISTAPRINT		\$ 29.43
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	11/30 - LES Schwab Tire Company		\$ 49.98
Credit Card	9515-5946	7-Eleven	12/20/2023	11/30 - 7-Eleven		\$ 34.05
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	12/04 - LES Schwab Tire Company		\$ 483.58
Credit Card	9515-5946	7-Eleven	12/20/2023	12/04 - 7-Eleven		\$ 39.13
Credit Card	9515-5946	USPS PO	12/20/2023	12/07 - USPS PO		\$ 26.27

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Credit Card	9515-5946	7-Eleven	12/20/2023	12/11 - 7-Eleven		\$ 58.01
Credit Card	9515-5946	7-Eleven	12/20/2023	12/13 - 7-Eleven		\$ 31.18
Credit Card	9515-5946	7-Eleven	12/20/2023	12/14 - 7-Eleven		\$ 23.05
Credit Card	9515-5946	7-Eleven	12/20/2023	12/18 - 7-Eleven		\$ 52.89
Credit Card	9515-5946	7-Eleven	12/20/2023	12/20 - 7-Eleven		\$ 15.33
Credit Card	9515-5946	Commercial Appliance Service, LLC	12/20/2023	12/06 - Commercial Appliance Service, LLC		\$ 31.25
Credit Card	9515-5946	School Nurse Supply	12/20/2023	12/07 - School Nurse Supply		\$ 56.20
Credit Card	9515-5946	WAL-MART	12/20/2023	12/07 - WAL-MART		\$ 42.88
Credit Card	9515-5946	Costco.com	12/20/2023	12/07 - Costco.com		\$ 188.72
Credit Card	9515-5946	Smith's Fuel Center	12/20/2023	12/08 - Smith's Fuel Center		\$ 37.27
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/08 - Amazon Mktp US		\$ 13.04
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/08 - Amazon Mktp US		\$ 27.83
Credit Card	9515-5946	WAL-MART	12/20/2023	12/11 - WAL-MART		\$ 51.14
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/11 - Amazon Mktp US		\$ 26.66
Credit Card	9515-5946	Ntlrest Servsafe	12/20/2023	12/13 - Ntlrest Servsafe		\$ 7.50
Credit Card	9515-5946	Staples	12/20/2023	12/18 - Staples		\$ 116.73
Credit Card	9515-5946	OPC*LASSEN CC T&F	12/20/2023	12/18 - OPC*LASSEN CC T&F		\$ 81.00
Credit Card	9515-5946	OPC*LASSEN CC T&F	12/20/2023	12/18 - OPC*LASSEN CC T&F		\$ 38.00
Credit Card	9515-5946	Michaels	12/20/2023	12/04 - Michaels		\$ 15.07
Credit Card	9515-5946	Smart and Final	12/20/2023	12/19 - Smart and Final		\$ 88.18
Credit Card	9515-5946	Costco Whse	12/20/2023	12/19 - Costco Whse		\$ 106.04
Credit Card	9515-5946	Target	12/20/2023	12/20 - Target		\$ 39.98
Credit Card	9515-5946	Smith's Fuel Center	12/20/2023	12/20 - Smith's Fuel Center		\$ 21.44
Credit Card	9515-5946	Smith's Food and Drug	12/20/2023	12/20 - Smith's Food and Drug		\$ 35.88
Credit Card	9515-5946	Theranest Monthly	12/20/2023	12/04 - Theranest Monthly		\$ 33.65
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	12/01 - LES Schwab Tire Company		\$ 483.58
Credit Card	9515-5946	Ntlrest Servsafe	12/20/2023	12/14 - Ntlrest Servsafe		\$ 7.50
Check	77867	Morning Glory, Inc.	12/7/2023	Bill #396005--Food Services	VOID	-
Check	77867	Morning Glory, Inc.	12/7/2023	Bill #101651--Food Services	VOID	-
Check	77897	Morning Glory, Inc.	12/12/2023	Bill #396071--Food Services	VOID	-
Check	77926	NST Engineering, Inc	12/7/2023	Bill #14305--Building Stakeout & Re-Stake Building	VOID	-

Combined Board Check Register

School: Thompson

Month: December 2023



Total Paid By Check: \$ 152,067.90
Total Paid By Credit Card: \$ 3,652.24

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	77936	Amazon Capital Services	12/7/2023	Bill #1NKX-KF73-P76W--Supplies Bill #1HH4-J3V1-47WW--Supplies Bill #1KRK-F44J-1KC4--Supplies Bill #1YTJ-WWJX-JMPM--Supplies Bill #1G4J-LFKV-79DL--Supplies Bill #1WWN-TYQK-M6QG--Supplies Bill #17ML-4M66-9QRD--Supplies Bill #17ML-4M66-V1GK--Supplies Bill #1MF6-VCH1-6KQN--Supplies Bill #1XDY-G1DJ-Q4TM--Supplies		\$ 211.21
Check	77940	City of Susanville	12/7/2023	Bill #111823--Gas & Water Reading: 10/19 - 11/18/23		\$ 111.30
Check	77941	City of Susanville	12/7/2023	Bill #111823--Gas & Water Reading: 10/19 - 11/18/23		\$ 230.52
Check	77942	DMV Renewal	12/7/2023	Bill #120123--Renewal Due 01/18/24		\$ 428.00
Check	77943	EDD	12/7/2023	Bill #L1814400592--Interest for the Liabilities		\$ 505.25
Check	77944	EJ's Quality Doors Windows Locksmith	12/7/2023	Bill #2967--Operations & Housekeeping		\$ 19,242.00
Check	77946	EdTec Inc	12/7/2023	Bill #28361--EdTec Monthly Back Office Service - December 2023		\$ 7,083.34
Check	77947	Heather Elliott	12/7/2023	Bill #112823--Reimb: Mileage		\$ 71.32
Check	77948	Forest Office Equipment	12/7/2023	Bill #INV-5783--Replaced Thermal Cutoff & Thermostat Bill #SV006635--Equipment Leases		\$ 841.82
Check	77951	Sean Bittle Turf & Irrigation	12/7/2023	Bill #443--Landscape Maintenance Service: November 2023 & Thompson Peak Charter Cleanup		\$ 400.00
Check	77954	Sherri Morgan	12/7/2023	Bill #112523A--Reimb: Airport to Hotel Lyft Dinner at Disneyland & Notary Fees for Proof of Loss Bill #112523--Reimb: Mileage		\$ 230.08
Check	77955	Morning Glory, Inc.	12/7/2023	Bill #396212--Food Services		\$ 311.77
Check	77956	Staples	12/7/2023	Bill #3552374337--Supplies Bill #3552374336--Supplies		\$ 82.42
Check	77957	Stephanie Parshall	12/7/2023	Bill #113023--English 1 Book List		\$ 1,200.00
Check	77959	Tri-County Schools Ins Group	12/7/2023	Bill #120223--Premium Billing: December 2023		\$ 47,775.26

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	77961	Morning Glory, Inc.	12/7/2023	Bill #101651--Food Services Bill #396005--Food Services Bill #396004--Food Services Bill #395687--Food Services Bill #1673--Food Services		\$ 290.33
Check	77962	Verizon Wireless	12/7/2023	Bill #9949305956--Services 10/15 - 11/14/23		\$ 402.52
Check	77963	US Bank Corporate Payment Systems	12/7/2023	Bill #December 2023--Transactions thru 11/20		\$ 17,559.19
Check	77967	Bright Thinker	12/11/2023	Bill #SINV8518--9th Grade Language Arts Units 1-10 Answer Key and Test & Shipping and Handling		\$ 1,786.13
Check	77972	Department of Motor Vehicles	12/11/2023	Bill #8302550--Pull Notice : 11/01 - 11/30/23		\$ 10.50
Check	77975	LEAF	12/11/2023	Bill #15660696--Copier Systems due by 12/16/23		\$ 293.80
Check	77976	Lassen County Environmental Health	12/11/2023	Bill #24EH727--Inspection - School Cafeteria		\$ 85.00
Check	77978	Lassen County Office of Education	12/11/2023	Bill #23/24-168--November Phone bill		\$ 240.00
Check	77989	Morning Glory, Inc.	12/12/2023	Bill #395867--Food Services		\$ 240.30
Check	77990	Morning Glory, Inc.	12/12/2023	Bill #396072--Food Services Bill #396071--Food Services		\$ 195.28
Check	77991	Bright Thinker	12/19/2023	Bill #SINV8486--Bright Thinker U.S. History Economic Units 1-5 U.S Government Units 1-5 & Personal Finance Units 1-10		\$ 238.15
Check	77992	CSM Consulting Inc	12/19/2023	Bill #17001--E-rate Installment for the service period: 07/01 - 09/30/23 Bill #16862--E-rate Installment for the service period: 07/01 - 09/30/23		\$ 700.00
Check	77994	CharterSAFE	12/19/2023	Bill #44487--January Premium 2023-2024 - Package Premium & Workers Compensation		\$ 6,259.50
Check	77996	Department of Justice - Accounting Office	12/19/2023	Bill #702501--Fingerprint Apps & FBI: November 2023		\$ 80.00
Check	77998	Law Offices of Young, Minney & Corr, LLP	12/19/2023	Bill #7758--Svcs: 11/01 - 11/22/23		\$ 46.25
Check	78005	ReliaStar Life Insurance Company	12/19/2023	Bill #12A5280262--Employee Benefits: 12/01 - 12/31/23		\$ 286.50
Check	78006	STAMPS.COM Inc	12/19/2023	Bill #S1198923121--Monthly Service Fee: 12/01 - 12/31/23		\$ 14.99
Check	78009	Tri-County Schools Ins Group	12/19/2023	Bill #121623--Premium Billing: August 2023		\$ 28,215.24
Check	78018	EdTec Inc	12/21/2023	Bill #202797--UPS Postage		\$ 22.72
Check	78020	Lassen Municipal Utility District	12/21/2023	Bill #121023--Services due by 12/29/23		\$ 1,420.46
Check	78021	Lassen Municipal Utility District	12/21/2023	Bill #121023--Services due by 12/29/23		\$ 62.85
Check	78022	Matthew Lemas CPA & Associates	12/21/2023	Bill #5925--2023 Single Audit of Annual Financial Elements		\$ 6,900.00
Check	DB120123	First Premier Bank FPB CR CARD	12/1/2023	DB120123 - First Premier Bank FPB CR CARD		\$ 100.00

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	DB120623	Zito Media	12/6/2023	DB120623 - Zito Media		\$ 160.06
Check	DB120723	Capital One	12/7/2023	DB120723 - Capital One		\$ 176.97
Check	DB121123	Lead Bank Self Lend	12/11/2023	DB121123 - Lead Bank Self Lend		\$ 4.50
Check	DB121123-1	Lead Bank Self Lend	12/11/2023	DB121123-1 - Lead Bank Self Lend		\$ 4.50
Check	DB121123-2	First Premier Bank FPB CR CARD	12/11/2023	DB121123-2 - First Premier Bank FPB CR CARD		\$ 14.50
Check	DB121223	First Premier Bank FPB CR CARD	12/12/2023	DB121223 - First Premier Bank FPB CR CARD		\$ 56.95
Check	DB121223-1	Capital One	12/12/2023	DB121223-1 - Capital One		\$ 500.00
Check	DB121223-2	First Premier Bank FPB CR CARD	12/12/2023	DB121223-2 - First Premier Bank FPB CR CARD		\$ 100.00
Check	DB121323	First Premier Bank FPB CR CARD	12/13/2023	DB121323 - First Premier Bank FPB CR CARD		\$ 14.71
Check	DB121423	First Premier Bank FPB CR CARD	12/14/2023	DB121423 - First Premier Bank FPB CR CARD		\$ 68.88
Check	DB121523	Capital One	12/15/2023	DB121523 - Capital One		\$ 508.58
Check	DB121523-1	STAMPS.COM Inc	12/15/2023	DB121523-1 - STAMPS.COM		\$ 125.00
Check	DB121823	AT&T	12/18/2023	DB121823 - AT&T		\$ 99.50
Check	DB121823-1	First Premier Bank FPB CR CARD	12/18/2023	DB121823-1 - First Premier Bank FPB CR CARD		\$ 30.54
Check	DB121923	First Premier Bank FPB CR CARD	12/19/2023	DB121923 - First Premier Bank FPB CR CARD		\$ 60.70
Check	DB122023	First Premier Bank FPB CR CARD	12/20/2023	DB122023 - First Premier Bank FPB CR CARD		\$ 65.57
Check	DB122123	Lead Bank Self Lend	12/21/2023	DB122123 - Lead Bank Self Lend		\$ 250.00
Check	DB122223	Club WPT	12/22/2023	DB122223 - Club WPT		\$ 74.98
Check	DB122223-1	First Premier Bank FPB CR CARD	12/22/2023	DB122223-1 - First Premier Bank FPB CR CARD		\$ 11.00
Check	DB122223-2	Capital One	12/22/2023	DB122223-2 - Capital One		\$ 500.00
Check	DB122223-3	Lead Bank Self Lend	12/22/2023	DB122223-3 - Lead Bank Self Lend		\$ 500.00
Check	DB122623	USDA Rural Development	12/26/2023	DB122623 - USDA Rural Development		\$ 2,148.00
Check	DB122623-1	Lead Bank Self Lend	12/26/2023	DB122623-1 - Lead Bank Self Lend		\$ 100.00
Check	DB122623-2	Lead Bank Self Lend	12/26/2023	DB122623-2 - Lead Bank Self Lend		\$ 250.00
Check	DB122623-3	Lead Bank Self Lend	12/26/2023	DB122623-3 - Lead Bank Self Lend		\$ 457.50
Check	DB122623-4	Lead Bank Self Lend	12/26/2023	DB122623-4 - Lead Bank Self Lend		\$ 0.48
Check	DB122623-5	Lead Bank Self Lend	12/26/2023	DB122623-5 - Lead Bank Self Lend		\$ 75.00
Check	DB122623-6	Lead Bank Self Lend	12/26/2023	DB122623-6 - Lead Bank Self Lend		\$ 0.48
Check	DB122723	Lead Bank Self Lend	12/27/2023	DB122723 - Lead Bank Self Lend		\$ 1,482.50
Check	DB122723-1	Advs Ed Serv Web	12/27/2023	DB122723-1 - Advs Ed Serv Web		\$ 26.52
Check	DB122723-2	Advs Ed Serv Web	12/27/2023	DB122723-2 - Advs Ed Serv Web		\$ 26.52
Credit Card	9515-5946	Power Home School	12/20/2023	11/27 - Power Home School		\$ 12.50

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
Credit Card	9515-5946	Ricos Mexican Food	12/20/2023	11/30 - Ricos Mexican Food		\$ 24.35
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	12/04 - LES Schwab Tire Company		\$ 787.88
Credit Card	9515-5946	Dollar General	12/20/2023	12/04 - Dollar General		\$ 8.65
Credit Card	9515-5946	Power Home School	12/20/2023	12/04 - Power Home School		\$ 12.50
Credit Card	9515-5946	Sierra Village Mark	12/20/2023	12/11 - Sierra Village Mark		\$ 13.08
Credit Card	9515-5946	CHICO 800-3398131	12/20/2023	12/01 - CHICO 800-3398131		\$ 200.00
Credit Card	9515-5946	CASHNET*SERVICE FEE	12/20/2023	12/01 - CASHNET*SERVICE FEE		\$ 5.30
Credit Card	9515-5946	Cricut	12/20/2023	12/04 - Cricut		\$ 47.94
Credit Card	9515-5946	Diamond Mountain Mini Mart	12/20/2023	12/08 - Diamond Mountain Mini Mart		\$ 22.75
Credit Card	9515-5946	WAL-MART	12/20/2023	12/11 - WAL-MART		\$ 38.19
Credit Card	9515-5946	Susanvile Supermark	12/20/2023	12/13 - Susanvile Supermark		\$ 16.56
Credit Card	9515-5946	Target	12/20/2023	12/19 - Target		\$ 20.25
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	11/29 - LES Schwab Tire Company		\$ 49.98
Credit Card	9515-5946	VISTAPRINT	12/20/2023	11/29 - VISTAPRINT		\$ 29.43
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	11/30 - LES Schwab Tire Company		\$ 49.98
Credit Card	9515-5946	7-Eleven	12/20/2023	11/30 - 7-Eleven		\$ 34.05
Credit Card	9515-5946	LES Schwab Tire Company	12/20/2023	12/04 - LES Schwab Tire Company		\$ 483.58
Credit Card	9515-5946	7-Eleven	12/20/2023	12/04 - 7-Eleven		\$ 39.12
Credit Card	9515-5946	USPS PO	12/20/2023	12/07 - USPS PO		\$ 26.26
Credit Card	9515-5946	7-Eleven	12/20/2023	12/11 - 7-Eleven		\$ 58.00
Credit Card	9515-5946	7-Eleven	12/20/2023	12/13 - 7-Eleven		\$ 31.17
Credit Card	9515-5946	7-Eleven	12/20/2023	12/14 - 7-Eleven		\$ 23.05
Credit Card	9515-5946	7-Eleven	12/20/2023	12/18 - 7-Eleven		\$ 52.88
Credit Card	9515-5946	7-Eleven	12/20/2023	12/20 - 7-Eleven		\$ 15.33
Credit Card	9515-5946	Commercial Appliance Service, LLC	12/20/2023	12/06 - Commercial Appliance Service, LLC		\$ 31.25
Credit Card	9515-5946	School Nurse Supply	12/20/2023	12/07 - School Nurse Supply		\$ 56.19
Credit Card	9515-5946	WAL-MART	12/20/2023	12/07 - WAL-MART		\$ 42.87
Credit Card	9515-5946	Costco.com	12/20/2023	12/07 - Costco.com		\$ 188.72
Credit Card	9515-5946	Smith's Fuel Center	12/20/2023	12/08 - Smith's Fuel Center		\$ 37.26
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/08 - Amazon Mktp US		\$ 13.03
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/08 - Amazon Mktp US		\$ 27.82
Credit Card	9515-5946	WAL-MART	12/20/2023	12/11 - WAL-MART		\$ 51.13
Credit Card	9515-5946	Amazon Mktp US	12/20/2023	12/11 - Amazon Mktp US		\$ 26.66
Credit Card	9515-5946	Ntlrest Servsafe	12/20/2023	12/13 - Ntlrest Servsafe		\$ 7.50
Credit Card	9515-5946	Staples	12/20/2023	12/18 - Staples		\$ 116.73
Credit Card	9515-5946	OPC*LASSEN CC T&F	12/20/2023	12/18 - OPC*LASSEN CC T&F		\$ 81.00
Credit Card	9515-5946	OPC*LASSEN CC T&F	12/20/2023	12/18 - OPC*LASSEN CC T&F		\$ 38.00
Credit Card	9515-5946	Michaels	12/20/2023	12/04 - Michaels		\$ 15.07

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.

Item Name	Quantity Received
Bazic Washable Markers 12pk	121 pks
Bazic Manuscript Writing Pad 1ct	35 pads
Bazic Scissors JR 1ct	126 scissors
Sesame Street Numbers Workbook 1ct	7 workbooks
Sesame Street Colors Workbook 1ct	6 workbooks
Sesame Street Alphabet Workbook 1ct	3 workbooks
Bazic Pencil Sharpeners 1ct	126 sharpeners
Bazic The First Tri-Angle Pencil 3ct	135 pks
Bazic All Purpose Glue Stick 1ct	162 gluesticks
Bazic Modeling Dough 6ct	10 pks
Bazic Pink Erasers 4ct	47 pks
Bazic Multi-Purpose White Glue 1ct	35 glue bottles
Bazic Premium Crayons 24ct	53 cartons
Bazic Dry Erase Lapboard Double Sided 1ct	8 boards
Bazic Colors and Shapes Flashcards 35ct	57 pks
Bazic Construction Paper Pad 1ct	11 pads

**LONG VALLEY CHARTER SCHOOL
BOARD RECOMMENDATION FORM**

AGENDA ITEM: Consent Agenda D: Strong Workforce Grant Application

SUMMARY:

Strong Workforce Grant application cycle closed during October; apparently, there is still money remaining for grants. There is currently a short window open for another cycle and closes 2/28/24.

With pending farm to school grants, the need to create hands-on agriculture Career Technology Education opportunities and a desire to utilize the 100-acre parcel in Doyle, I'd like to submit an application for this cycle. The limit of matching cash outlay over the 2-year grant period would be limited to \$100,000.00

Due to the timing, especially with my medical leave this month, I am requesting that you approve the submission of a grant with a financial commitment not to exceed \$100,000.00.

DIRECTOR'S RECOMMENDATION:

Approve as Presented Disapprove

This action item concerns:

- Long Valley School
- Thompson Peak Charter

LONG VALLEY CHARTER SCHOOL
Executive Director's Report
February 2024

ENROLLMENT

School	Enrollment		
	Prior Month 1/10/24	Current 2/14/24	Growth/(Loss)
Long Valley School	270	271	+1
Thompson Peak Charter	161	162	+1
Total	431	433	+2

OPEN STAFF POSITIONS

Part-time paraeducator for Portola

CONSTRUCTION

Nick will present a report at this meeting. Progress...

ERC

The firm we contracted with has submitted the employee retention credit claim on our behalf. They believe we are eligible for \$1.2 million; they noted delays of 12-18 months.

BANK FRAUD

El has worked diligently to monitor transactions daily. We have identified many transactions and submitted fraud claims to the bank. We are beginning to see credits to our account. We met with bank staff and they provided us an option to approve transactions before they are debited or credited.

Long Valley Charter											
Income Statement											
As of Dec FY2024											
	Actual			YTD	Budget						
	Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent	
SUMMARY											
Revenue											
LCFF Entitlement	233,013	244,412	274,264	1,333,009	3,000,913	2,972,600	2,972,600	(28,313)	1,639,591	45%	
Federal Revenue	55,596	-	29,242	84,838	331,783	317,959	317,959	(13,824)	233,121	27%	
Other State Revenues	19,290	-	21,806	41,096	491,652	846,009	846,009	354,357	804,913	5%	
Local Revenues	19,171	8,316	1,316	32,703	15,000	37,000	37,000	22,000	4,297	88%	
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	
Total Revenue	327,070	252,728	326,628	1,491,646	3,839,348	4,173,568	4,173,568	334,220	2,681,922	36%	
Expenses											
Compensation and Benefits	194,977	252,915	266,178	1,272,937	2,965,036	2,864,528	2,864,528	100,509	1,591,590	44%	
Books and Supplies	33,769	21,205	19,128	244,771	231,500	297,900	297,900	(66,400)	53,129	82%	
Services and Other Operating Expenditures	63,320	45,310	46,416	367,213	580,801	747,671	747,671	(166,871)	380,458	49%	
Depreciation	-	-	-	-	18,000	18,000	18,000	-	18,000	0%	
Other Outflows	2,398	8,102	10,218	41,830	60,489	36,000	36,000	24,489	(5,830)	116%	
Total Expenses	294,464	327,533	341,940	1,926,751	3,855,825	3,964,099	3,964,099	(108,273)	2,037,348	49%	
Operating Income	32,607	(74,805)	(15,313)	(435,105)	(16,477)	209,469	209,469	225,946	644,574		
Fund Balance											
Beginning Balance (Unaudited)					4,116,999	3,911,161	3,911,161				
Operating Income					(16,477)	209,469	209,469				
Ending Fund Balance					4,100,522	4,120,630	4,120,630				
Fund Balance as a % of Expenses					106%	104%	104%				

Long Valley Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
REVENUE											
LCFF Entitlement											
8011	Charter Schools General Purpose Entitlement - State Aid	195,781	244,412	244,412	1,200,585	2,610,906	2,736,835	2,736,835	125,929	1,536,250	44%
8012	Education Protection Account Entitlement	-	-	11,236	22,473	46,248	46,248	46,248	-	23,775	49%
8096	Charter Schools in Lieu of Property Taxes	37,232	-	18,616	109,951	343,759	189,517	189,517	(154,242)	79,566	58%
SUBTOTAL - LCFF Entitlement		233,013	244,412	274,264	1,333,009	3,000,913	2,972,600	2,972,600	(28,313)	1,639,591	45%
Federal Revenue											
8181	Special Education - Entitlement	-	-	-	-	32,993	25,000	25,000	(7,993)	25,000	0%
8220	Child Nutrition Programs	-	-	28,967	28,967	57,810	60,945	60,945	3,135	31,978	48%
8291	Title I	-	-	-	-	-	56,162	56,162	56,162	56,162	0%
8292	Title II	-	-	-	-	-	7,480	7,480	7,480	7,480	0%
8294	Title IV	2,500	-	275	2,775	-	10,000	10,000	10,000	7,225	28%
8295	Title V REAP/RLIS	-	-	-	-	-	25,036	25,036	25,036	25,036	0%
8296	Other Federal Revenue	-	-	-	-	240,980	133,336	133,336	(107,644)	133,336	0%
8299	All Other Federal Revenue	53,096	-	-	53,096	-	-	-	-	(53,096)	
SUBTOTAL - Federal Revenue		55,596	-	29,242	84,838	331,783	317,959	317,959	(13,824)	233,121	27%
Other State Revenue											
8381	Special Education - Entitlement (State	-	-	-	-	103,313	86,834	86,834	(16,479)	86,834	0%
8520	Child Nutrition - State	-	-	21,806	21,806	-	-	-	-	(21,806)	
8550	Mandated Cost Reimbursements	-	-	-	-	6,441	6,422	6,422	(19)	6,422	0%
8560	State Lottery Revenue	-	-	-	-	57,117	60,139	60,139	3,022	60,139	0%
8590	All Other State Revenue	19,290	-	-	19,290	324,782	692,614	692,614	367,832	673,324	3%
SUBTOTAL - Other State Revenue		19,290	-	21,806	41,096	491,652	846,009	846,009	354,357	804,913	5%
Local Revenue											
8660	Interest	14,687	-	-	14,684	5,000	25,000	25,000	20,000	10,146	59%
8699	All Other Local Revenue	1,367	1,144	1,316	7,560	10,000	12,000	12,000	2,000	4,440	63%
8999	Uncategorized Revenue	3,117	7,172	-	10,289	-	-	-	-	(10,289)	
SUBTOTAL - Local Revenue		19,171	8,316	1,316	32,703	15,000	37,000	37,000	22,000	4,297	88%
Fundraising and Grants											
SUBTOTAL - Fundraising and Grants		-	-	-	-	-	-	-	-	-	
TOTAL REVENUE		327,070	252,728	326,628	1,491,646	3,839,348	4,173,568	4,173,568	334,220	2,681,922	36%

Long Valley Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
EXPENSES											
Compensation & Benefits											
Certificated Salaries											
1100	Teachers Salaries	77,813	73,446	71,190	375,839	913,417	897,029	897,029	16,388	521,190	42%
1200	Certificated Pupil Support Salaries	7,881	8,090	5,462	39,001	34,722	42,632	42,632	(7,910)	3,631	91%
1300	Certificated Supervisor & Administrator Salaries	24,286	23,929	23,929	140,708	297,081	285,376	285,376	11,705	144,668	49%
	SUBTOTAL - Certificated Salaries	109,980	105,465	100,581	555,549	1,245,220	1,225,037	1,225,037	20,183	669,488	45%
Classified Salaries											
2100	Classified Instructional Aide Salaries	27,278	36,616	32,096	134,005	286,050	325,009	325,009	(38,959)	191,004	41%
2101	Classified Stipends	-	-	-	-	3,117	3,608	3,608	(491)	3,608	0%
2200	Classified Support Salaries	13,833	15,055	14,048	72,340	216,542	191,130	191,130	25,412	118,789	38%
2300	Classified Supervisor & Administrator Salaries	3,340	3,340	3,340	20,039	39,291	40,077	40,077	(786)	20,039	50%
2400	Classified Clerical & Office Salaries	15,893	18,785	15,249	84,445	143,129	119,773	119,773	23,357	35,328	71%
2999	Payroll Temporary Holding Account	-	-	-	388	-	-	-	-	(388)	
	SUBTOTAL - Classified Salaries	60,343	73,796	64,733	311,216	688,130	679,597	679,597	8,533	368,380	46%
Employee Benefits											
3100	STRS	19,871	19,286	18,573	109,523	237,837	233,982	233,982	3,855	124,459	47%
3300	OASDI-Medicare-Alternative	6,351	7,198	6,508	32,309	70,698	69,752	69,752	946	37,443	46%
3400	Health & Welfare Benefits	(2,832)	44,754	73,373	248,432	506,692	616,817	616,817	(110,126)	368,386	40%
3500	Unemployment Insurance	83	87	80	2,113	9,667	16,487	16,487	(6,820)	14,374	13%
3600	Workers Comp Insurance	1,181	2,329	2,329	13,795	23,201	22,856	22,856	345	9,061	60%
	SUBTOTAL - Employee Benefits	24,654	73,654	100,863	406,172	1,031,686	959,894	959,894	71,792	553,722	42%
Books & Supplies											
4300	Materials & Supplies	9,105	7,038	4,895	123,017	79,500	120,000	120,000	(40,500)	(3,017)	103%
4330	Office Supplies	1,138	1,535	1,841	16,776	22,000	22,440	22,440	(440)	5,664	75%
4410	Classroom Furniture, Equipment & Supplies	14,030	6,009	-	26,684	17,500	25,500	25,500	(8,000)	(1,184)	105%
4430	Non Classroom Related Furniture, Equipment & Supplies	350	-	-	27,192	17,500	30,000	30,000	(12,500)	2,808	91%
4710	Student Food Services	8,348	6,094	12,343	47,695	93,000	96,900	96,900	(3,900)	49,205	49%
4720	Other Food	798	530	49	3,408	2,000	3,060	3,060	(1,060)	(348)	111%
	SUBTOTAL - Books and Supplies	33,769	21,205	19,128	244,771	231,500	297,900	297,900	(66,400)	53,129	82%
Services & Other Operating Expenses											
5200	Travel & Conferences	3,550	7,485	1,728	23,394	17,500	22,950	22,950	(5,450)	(444)	102%
5300	Dues & Memberships	994	37	669	5,777	15,000	15,300	15,300	(300)	9,523	38%
5450	Insurance - Other	5,056	3,931	3,931	20,530	48,092	49,054	49,054	(962)	28,524	42%
5500	Operations & Housekeeping	3,996	4,965	4,362	34,805	50,000	51,000	51,000	(1,000)	16,195	68%
5535	Utilities - All Utilities	11,252	8,210	11,354	49,953	59,000	60,180	60,180	(1,180)	10,227	83%
5605	Equipment Leases	676	2,303	759	6,790	10,200	10,404	10,404	(204)	3,614	65%
5610	Rent	-	-	-	-	42,500	43,350	43,350	(850)	43,350	0%
5615	Repairs and Maintenance	86	1,305	1,857	11,500	20,000	20,400	20,400	(400)	8,900	56%
5800	Other Services & Operating Expenses	78	-	-	78	-	-	-	-	(78)	
5803	Accounting Fees	-	-	6,900	7,300	13,800	12,240	12,240	1,560	4,940	60%
5809	Banking Fees	63	-	-	300	-	-	-	-	(300)	

Long Valley Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5812	Business Services	7,083	7,083	7,083	42,500	73,800	85,000	85,000	(11,200)	42,500	50%
5815	Consultants - Instructional	2,670	-	1,200	12,761	10,000	15,300	15,300	(5,300)	2,539	83%
5820	Consultants - Non Instructional - Custom 1	1,150	1,275	2,025	23,600	75,000	76,500	76,500	(1,500)	52,900	31%
5824	District Oversight Fees	-	-	-	18,388	30,009	30,321	30,321	(312)	11,933	61%
5830	Field Trips Expenses	47	2,066	-	2,742	2,500	2,550	2,550	(50)	(192)	108%
5836	Fingerprinting	147	153	91	772	1,000	1,020	1,020	(20)	249	76%
5845	Legal Fees	-	2,669	1,316	10,568	6,000	9,000	9,000	(3,000)	(1,568)	117%
5857	Payroll Fees	319	3	5	1,240	1,800	2,000	2,000	(200)	760	62%
5861	Prior Yr Exp (not accrued	-	-	-	1,883	-	-	-	-	(1,883)	
5863	Professional Development	19,684	144	-	29,430	22,000	36,000	36,000	(14,000)	6,570	82%
5875	Staff Recruiting	215	-	205	420	2,700	2,754	2,754	(54)	2,334	15%
5887	Technology Services	-	-	-	40,560	7,000	45,000	45,000	(38,000)	4,440	90%
5893	Transportation - Student	4,095	2,781	700	10,766	40,000	40,000	40,000	-	29,234	27%
5899	Miscellaneous Operating Expenses	254	-	-	254	-	83,791	83,791	(83,791)	83,537	0%
5900	Communications	1,863	860	2,142	10,409	30,000	30,600	30,600	(600)	20,191	34%
5910	Communications - Internet / Website Fees	-	-	-	76	-	-	-	-	(76)	
5915	Postage and Delivery	42	41	90	417	2,900	2,958	2,958	(58)	2,541	14%
	SUBTOTAL - Services & Other Operating Exp.	63,320	45,310	46,416	367,213	580,801	747,671	747,671	(166,871)	380,458	49%
Capital Outlay & Depreciation											
6900	Depreciation	-	-	-	-	18,000	18,000	18,000	-	18,000	0%
	SUBTOTAL - Capital Outlay & Depreciation	-	-	-	-	18,000	18,000	18,000	-	18,000	0%
Other Outflows											
7438	Long term debt - Interest	-	10,740	-	10,740	60,489	36,000	36,000	24,489	25,260	30%
7999	Uncategorized Expense	2,398	(2,638)	10,218	31,090	-	-	-	-	(31,090)	
	SUBTOTAL - Other Outflows	2,398	8,102	10,218	41,830	60,489	36,000	36,000	24,489	(5,830)	116%
	TOTAL EXPENSES	294,464	327,533	341,940	1,926,751	3,855,825	3,964,099	3,964,099	(108,273)	2,037,348	49%

Long Valley Charter														
Monthly Cash Forecast														
As of Dec FY2024														
2023-24														
Actuals & Forecast														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast	Remaining
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Balance						
Beginning Cash	2,586,188	2,565,098	2,588,497	2,450,361	2,586,332	2,514,993	2,494,587	2,078,443	2,125,467	2,241,729	2,329,660	2,437,403		
REVENUE														
LCFF Entitlement	135,784	189,887	255,649	233,013	244,412	274,264	(113,754)	234,153	336,566	292,766	292,766	304,328	2,972,600	292,766
Federal Revenue	-	-	-	55,596	-	29,242	61,507	36,687	18,276	30,776	36,687	18,276	317,959	30,911
Other State Revenue	-	-	-	19,290	-	21,806	138,761	134,326	119,562	119,562	133,465	119,562	846,009	39,674
Other Local Revenue	56	3,789	54	19,171	8,316	1,316	(11,120)	3,083	3,083	3,083	3,083	3,083	37,000	-
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	135,840	193,676	255,703	327,070	252,728	326,628	75,394	408,249	477,487	446,188	466,002	445,250	4,173,568	363,351
EXPENSES														
Certificated Salaries	30,162	100,800	108,560	109,980	105,465	100,581	112,653	111,367	111,367	111,367	111,367	111,367	1,225,037	-
Classified Salaries	13,985	27,707	70,653	60,343	73,796	64,733	59,473	61,782	61,782	61,782	61,782	61,782	679,597	-
Employee Benefits	7,231	74,369	125,400	24,654	73,654	100,863	204,121	81,981	81,981	79,014	79,014	27,612	959,894	-
Books & Supplies	13,740	55,636	101,293	33,769	21,205	19,128	(70,996)	24,825	24,825	24,825	24,825	24,825	297,900	-
Services & Other Operating Expenses	80,007	58,764	73,396	63,320	45,310	46,416	68,928	62,306	62,306	62,306	62,306	62,306	747,671	-
Capital Outlay & Depreciation	-	-	-	-	-	-	10,500	1,500	1,500	1,500	1,500	1,500	18,000	-
Other Outflows	12,255	6,584	2,273	2,398	8,102	10,218	(20,830)	3,000	3,000	3,000	3,000	3,000	36,000	-
TOTAL EXPENSES	157,380	323,860	481,574	294,464	327,533	341,940	363,849	346,760	346,760	343,793	343,793	292,392	3,964,099	-
Operating Cash Inflow (Outflow)	(21,540)	(130,183)	(225,871)	32,607	(74,805)	(15,313)	(288,456)	61,489	130,727	102,395	122,209	152,859	209,469	363,351
Revenues - Prior Year Accruals	11,686	100,955	19,585	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	13	54,021	16,796	113,754	-	-	-	-	-	-	-	-	-	-
Fixed Assets	(21,383)	-	(9,583)	-	-	1,240	-	1,500	1,500	1,500	1,500	1,500	-	-
Due To (From)	-	-	-	-	-	-	(28,652)	(4,093)	(4,093)	(4,093)	(4,093)	(4,093)	-	-
Expenses - Prior Year Accruals	-	-	-	-	-	-	(28,088)	(4,013)	(4,013)	(4,013)	(4,013)	(4,013)	-	-
Accounts Payable - Current Year	(15,709)	(7,601)	49,780	(21,495)	(5,855)	(11,645)	(42,490)	(7,859)	(7,859)	(7,859)	(7,859)	(7,859)	-	-
Summerholdback for Teachers	1,384	2,208	11,156	11,106	9,320	5,312	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	24,458	4,000	-	-	-	-	(28,458)	-	-	-	-	-	-	-
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	2,565,098	2,588,497	2,450,361	2,586,332	2,514,993	2,494,587	2,078,443	2,125,467	2,241,729	2,329,660	2,437,403	2,575,797		

Thompson Peak Charter										
Income Statement										
As of Dec FY2024										
	Actual			YTD	Budget					
	Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY										
Revenue										
LCFF Entitlement	131,657	152,591	194,329	828,416	2,081,987	2,075,094	2,075,094	(6,893)	1,246,679	40%
Federal Revenue	2,500	-	-	2,500	337,871	277,151	277,151	(60,720)	274,651	1%
Other State Revenues	19,290	-	-	19,290	320,058	396,549	396,549	76,491	377,259	5%
Local Revenues	13,438	10,202	8,746	35,138	10,000	25,000	25,000	15,000	(10,138)	141%
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-
Total Revenue	166,885	162,793	203,075	885,343	2,749,915	2,773,794	2,773,794	23,879	1,888,451	32%
Expenses										
Compensation and Benefits	168,561	231,797	257,072	1,165,033	1,973,044	2,012,546	2,012,546	(39,502)	847,513	58%
Books and Supplies	20,126	10,968	3,107	140,732	91,250	191,032	191,032	(99,782)	50,300	74%
Services and Other Operating Expenditures	44,044	28,870	46,563	221,407	344,412	434,499	434,499	(90,087)	213,092	51%
Depreciation	-	-	-	-	13,000	13,000	13,000	(0)	13,000	0%
Other Outflows	2,398	9,149	10,122	45,902	29,385	21,619	21,619	7,766	(24,284)	212%
Total Expenses	235,129	280,784	316,865	1,573,075	2,451,090	2,672,696	2,672,696	(221,606)	1,099,621	59%
Operating Income	(68,244)	(117,991)	(113,790)	(687,731)	298,825	101,098	101,098	(197,727)	788,830	
Fund Balance										
Beginning Balance (Unaudited)					2,027,842	1,570,779	1,570,779			
Operating Income					298,825	101,098	101,098			
Ending Fund Balance					2,326,667	1,671,877	1,671,877			
Fund Balance as a % of Expenses					95%	63%	63%			

Thompson Peak Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
REVENUE											
LCFF Entitlement											
8011	Charter Schools General Purpose Entitlement - State Aid	105,069	133,975	133,975	655,856	1,605,260	1,729,658	1,729,658	124,398	1,073,802	38%
8012	Education Protection Account Entitlement	-	-	7,178	14,356	32,064	32,064	32,064	-	17,708	45%
8096	Charter Schools in Lieu of Property Taxes	26,588	18,616	53,176	158,204	444,663	313,373	313,373	(131,290)	155,169	50%
SUBTOTAL - LCFF Entitlement		131,657	152,591	194,329	828,416	2,081,987	2,075,094	2,075,094	(6,893)	1,246,679	40%
Federal Revenue											
8181	Special Education - Entitlement	-	-	-	-	21,076	21,456	21,456	380	21,456	0%
8220	Child Nutrition Programs	-	-	-	-	40,080	16,032	16,032	(24,048)	16,032	0%
8291	Title I	-	-	-	-	-	30,892	30,892	30,892	30,892	0%
8292	Title II	-	-	-	-	-	4,363	4,363	4,363	4,363	0%
8294	Title IV	2,500	-	-	2,500	-	10,000	10,000	10,000	7,500	25%
8296	Other Federal Revenue	-	-	-	-	276,715	194,408	194,408	(82,307)	194,408	0%
SUBTOTAL - Federal Revenue		2,500	-	-	2,500	337,871	277,151	277,151	(60,720)	274,651	1%
Other State Revenue											
8381	Special Education - Entitlement (State	-	-	-	-	68,793	64,128	64,128	(4,665)	64,128	0%
8550	Mandated Cost Reimbursements	-	-	-	-	4,988	4,986	4,986	(2)	4,986	0%
8560	State Lottery Revenue	-	-	-	-	39,579	41,695	41,695	2,116	41,695	0%
8590	All Other State Revenue	19,290	-	-	19,290	206,698	285,740	285,740	79,042	266,450	7%
SUBTOTAL - Other State Revenue		19,290	-	-	19,290	320,058	396,549	396,549	76,491	377,259	5%
Local Revenue											
8660	Interest	11,141	-	-	11,308	5,000	17,000	17,000	12,000	5,692	67%
8699	All Other Local Revenue	1,337	4,747	8,746	17,416	5,000	8,000	8,000	3,000	(9,416)	218%
8999	Uncategorized Revenue	960	5,454	-	6,414	-	-	-	-	(6,414)	
SUBTOTAL - Local Revenue		13,438	10,202	8,746	35,138	10,000	25,000	25,000	15,000	(10,138)	141%
Fundraising and Grants											
SUBTOTAL - Fundraising and Grants		-	-	-	-	-	-	-	-	-	
TOTAL REVENUE		166,885	162,793	203,075	885,343	2,749,915	2,773,794	2,773,794	23,879	1,888,451	32%

Thompson Peak Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
EXPENSES											
Compensation & Benefits											
Certificated Salaries											
1100	Teachers Salaries	74,500	77,071	77,740	385,404	626,226	599,532	599,532	26,694	214,128	64%
1103	Teacher - Substitute Pay	-	2,000	7,138	9,138	-	-	-	-	(9,138)	
1200	Certificated Pupil Support Salaries	7,881	8,090	5,462	39,001	42,438	42,632	42,632	(194)	3,631	91%
1300	Certificated Supervisor & Administrator Salaries	19,463	20,062	20,062	116,780	283,166	239,198	239,198	43,968	122,418	49%
SUBTOTAL - Certificated Salaries		101,844	107,222	110,402	550,323	951,830	881,362	881,362	70,468	331,038	62%
Classified Salaries											
2100	Classified Instructional Aide Salaries	14,245	20,242	17,130	69,877	108,485	210,347	210,347	(101,862)	140,470	33%
2200	Classified Support Salaries	7,009	7,182	6,803	36,590	153,079	76,467	76,467	76,612	39,876	48%
2300	Classified Supervisor & Administrator Salaries	3,340	3,340	3,340	20,039	39,291	40,077	40,077	(786)	20,039	50%
2400	Classified Clerical & Office Salaries	11,429	13,021	10,799	56,899	79,171	98,873	98,873	(19,701)	41,973	58%
2900	Classified Other Salaries	6,886	6,886	6,886	34,431	-	75,748	75,748	(75,748)	41,317	45%
2999	Payroll Temporary Holding Account	-	-	-	4,772	-	-	-	-	(4,772)	
SUBTOTAL - Classified Salaries		42,909	50,671	44,957	222,608	380,027	501,512	501,512	(121,485)	278,904	44%
Employee Benefits											
3100	STRS	19,356	20,479	20,055	96,697	181,799	168,340	168,340	13,459	71,643	57%
3300	OASDI-Medicare-Alternative	4,840	5,436	5,075	25,273	42,874	51,145	51,145	(8,271)	25,873	49%
3400	Health & Welfare Benefits	(1,640)	45,583	74,178	254,419	292,481	383,346	383,346	(90,865)	128,927	66%
3500	Unemployment Insurance	70	77	75	1,918	6,659	10,246	10,246	(3,587)	8,329	19%
3600	Workers Comp Insurance	1,181	2,329	2,329	13,795	15,982	16,594	16,594	(612)	2,800	83%
SUBTOTAL - Employee Benefits		23,808	73,904	101,713	392,101	641,187	629,673	629,673	11,514	237,571	62%
Books & Supplies											
4300	Materials & Supplies	10,628	1,768	2,385	56,336	50,000	85,000	85,000	(35,000)	28,664	66%
4330	Office Supplies	1,611	1,249	377	11,155	7,500	15,000	15,000	(7,500)	3,845	74%
4410	Classroom Furniture, Equipment & Supplies	4,173	6,064	-	62,124	30,000	60,000	60,000	(30,000)	(2,124)	104%
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	-	-	10,000	10,000	(10,000)	10,000	0%
4710	Student Food Services	3,079	1,851	345	8,571	2,000	16,032	16,032	(14,032)	7,461	53%
4720	Other Food	635	35	-	2,547	1,750	5,000	5,000	(3,250)	2,453	51%
SUBTOTAL - Books and Supplies		20,126	10,968	3,107	140,732	91,250	191,032	191,032	(99,782)	50,300	74%
Services & Other Operating Expenses											
5200	Travel & Conferences	4,891	4,938	543	18,337	10,750	13,005	13,005	(2,255)	(5,332)	141%
5300	Dues & Memberships	791	156	412	6,150	16,000	16,320	16,320	(320)	10,170	38%
5450	Insurance - Other	5,056	3,931	3,931	20,530	-	42,934	42,934	(42,934)	22,404	48%
5500	Operations & Housekeeping	182	245	19,642	23,155	15,000	15,300	15,300	(300)	(7,855)	151%
5535	Utilities - All Utilities	1,515	1,473	1,825	9,211	23,000	23,460	23,460	(460)	14,249	39%
5605	Equipment Leases	1,291	1,322	842	6,252	15,550	15,861	15,861	(311)	9,609	39%
5610	Rent	-	-	-	-	-	27,540	27,540	(27,540)	27,540	0%
5615	Repairs and Maintenance	-	2,981	2,034	9,391	8,000	8,160	8,160	(160)	(1,231)	115%
5800	Other Services & Operating Expenses	66	-	-	66	-	2,000	2,000	(2,000)	1,934	3%
5803	Accounting Fees	-	-	6,900	7,300	13,800	12,240	12,240	1,560	4,940	60%

Thompson Peak Charter											
Income Statement											
As of Dec FY2024											
		Actual			YTD	Budget					
		Oct	Nov	Dec	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5809	Banking Fees	63	-	-	300	-	-	-	-	(300)	
5812	Business Services	7,083	7,083	7,083	42,500	73,800	85,000	85,000	(11,200)	42,500	50%
5815	Consultants - Instructional	2,450	-	1,200	11,703	5,000	15,000	15,000	(10,000)	3,297	78%
5820	Consultants - Non Instructional - Custom 1	-	225	700	1,125	48,500	45,000	45,000	3,500	43,875	3%
5824	District Oversight Fees	-	-	-	-	20,820	20,751	20,751	69	20,751	0%
5830	Field Trips Expenses	-	640	-	640	1,000	1,020	1,020	(20)	380	63%
5836	Fingerprinting	64	153	91	440	750	765	765	(15)	326	57%
5845	Legal Fees	-	2,669	46	4,875	6,000	9,180	9,180	(3,180)	4,305	53%
5857	Payroll Fees	319	1	-	1,233	3,000	3,060	3,060	(60)	1,827	40%
5861	Prior Yr Exp (not accrued)	-	-	-	1,883	-	-	-	-	(1,883)	
5863	Professional Development	19,634	2,798	-	28,303	22,000	35,000	35,000	(13,000)	6,697	81%
5875	Staff Recruiting	-	-	205	205	2,700	1,020	1,020	1,680	815	20%
5887	Technology Services	-	-	-	21,220	5,000	30,000	30,000	(25,000)	8,780	71%
5893	Transportation - Student	100	-	428	1,276	1,000	1,020	1,020	(20)	(256)	125%
5900	Communications	487	240	643	4,751	9,000	9,180	9,180	(180)	4,429	52%
5910	Communications - Internet / Website Fees	-	-	-	76	-	-	-	-	(76)	
5915	Postage and Delivery	51	15	38	484	1,650	1,683	1,683	(33)	1,199	29%
	SUBTOTAL - Services & Other Operating Exp.	44,044	28,870	46,563	221,407	344,412	434,499	434,499	(90,087)	213,092	51%
	Capital Outlay & Depreciation										
6900	Depreciation	-	-	-	-	13,000	13,000	13,000	(0)	13,000	0%
	SUBTOTAL - Capital Outlay & Depreciation	-	-	-	-	13,000	13,000	13,000	(0)	13,000	0%
	Other Outflows										
7438	Long term debt - Interest	-	10,740	-	10,740	29,385	21,619	21,619	7,766	10,879	50%
7999	Uncategorized Expense	2,398	(1,591)	10,122	35,162	-	-	-	-	(35,162)	
	SUBTOTAL - Other Outflows	2,398	9,149	10,122	45,902	29,385	21,619	21,619	7,766	(24,284)	212%
	TOTAL EXPENSES	235,129	280,784	316,865	1,573,075	2,451,090	2,672,696	2,672,696	(221,606)	1,099,621	59%

Thompson Peak Charter														
Monthly Cash Forecast														
As of Dec FY2024														
2023-24														
Actuals & Forecast														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast	Remaining
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Balance						
Beginning Cash	1,617,537	1,541,917	1,389,110	1,214,311	1,234,849	1,123,357	1,001,704	1,080,620	1,060,333	1,197,388	1,297,603	1,407,255		
REVENUE														
LCFF Entitlement	74,431	134,254	141,153	131,657	152,591	194,329	(134,642)	132,930	297,612	235,691	235,691	243,707	2,075,094	235,691
Federal Revenue	-	-	-	2,500	-	-	131,570	28,850	17,537	28,265	28,850	17,537	277,151	22,042
Other State Revenue	-	-	-	19,290	-	-	49,394	53,260	57,234	57,234	66,086	57,234	396,549	36,816
Other Local Revenue	56	2,642	54	13,438	10,202	8,746	(20,554)	2,083	2,083	2,083	2,083	2,083	25,000	-
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	74,487	136,896	141,207	166,885	162,793	203,075	25,769	217,124	374,465	323,273	332,710	320,561	2,773,794	294,549
EXPENSES														
Certificated Salaries	26,474	99,439	104,942	101,844	107,222	110,402	(69,581)	80,124	80,124	80,124	80,124	80,124	881,362	-
Classified Salaries	11,368	25,821	46,883	42,909	50,671	44,957	50,944	45,592	45,592	45,592	45,592	45,592	501,512	-
Employee Benefits	6,285	61,828	124,563	23,808	73,904	101,713	5,887	53,967	53,967	51,899	51,899	19,953	629,673	-
Books & Supplies	12,425	65,259	28,847	20,126	10,968	3,107	25,731	12,284	12,284	-	-	-	191,032	-
Services & Other Operating Expenses	32,125	31,864	37,941	44,044	28,870	46,563	32,050	36,208	36,208	36,208	36,208	36,208	434,499	-
Capital Outlay & Depreciation	-	-	-	-	-	-	7,583	1,083	1,083	1,083	1,083	1,083	13,000	-
Other Outflows	14,610	7,350	2,273	2,398	9,149	10,122	(33,291)	1,802	1,802	1,802	1,802	1,802	21,619	-
TOTAL EXPENSES	103,287	291,561	345,449	235,129	280,784	316,865	19,324	231,060	231,060	216,708	216,708	184,762	2,672,696	-
Operating Cash Inflow (Outflow)	(28,800)	(154,665)	(204,242)	(68,244)	(117,991)	(113,790)	6,445	(13,936)	143,406	106,565	116,003	135,799	101,098	294,549
Revenues - Prior Year Accruals	7,865	38,529	12,102	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	7	-	-	89,147	-	-	27,910	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	3,031	3,031	3,031	3,031	3,031	3,031	-	-
Fixed Assets	(18,883)	-	-	-	-	-	26,466	1,083	1,083	1,083	1,083	1,083	-	-
Due To (From)	-	-	-	-	-	-	(16,999)	(2,428)	(2,428)	(2,428)	(2,428)	(2,428)	-	-
Expenses - Prior Year Accruals	-	-	-	-	-	-	(9,849)	(1,407)	(1,407)	(1,407)	(1,407)	(1,407)	-	-
Accounts Payable - Current Year	(12,196)	(45,046)	10,500	(7,207)	(492)	(12,943)	47,987	(2,771)	(2,771)	(2,771)	(2,771)	(2,771)	-	-
Summerholdback for Teachers	1,322	4,375	6,842	6,842	6,992	5,081	-	-	-	-	-	-	-	-
Loans Payable (Current)	-	-	-	-	-	-	(1,968)	(281)	(281)	(281)	(281)	(281)	-	-
Loans Payable (Long Term)	-	4,000	-	-	-	-	(4,000)	-	-	-	-	-	-	-
Other Liabilities	(24,935)	-	-	-	-	-	(108)	(3,577)	(3,577)	(3,577)	(3,577)	(3,577)	-	-
Ending Cash	1,541,917	1,389,110	1,214,311	1,234,849	1,123,357	1,001,704	1,080,620	1,060,333	1,197,388	1,297,603	1,407,255	1,536,703		

Long Valley Charter
Balance Sheet
As of Dec FY2024

	Long Valley Charter	Thompson Peak Charter	Total	Long Valley Charter	Thompson Peak Charter	Total
	Jun FY2023	Jun FY2023	Jun FY2023	Dec FY2024	Dec FY2024	Dec FY2024
ASSETS						
Cash Balance	2,586,188	1,617,537	4,203,725	1,930,317	1,001,727	2,932,043
Accounts Receivable	434,857	175,559	610,416	118,047	27,910	145,957
Other Current Assets	(420)	7,595	7,175	(420)	7,595	7,175
Other Assets	205,039	28,780	233,819	205,039	28,780	233,819
Fixed Assets, Net	4,334,884	269,400	4,604,284	4,929,572	288,283	5,217,855
Due From Others	50	-	50	50	-	50
TOTAL ASSETS	7,560,598	2,098,870	9,659,468	7,182,605	1,354,294	8,536,898
LIABILITIES & EQUITY						
Accounts Payable	49,185	17,152	66,337	106,295	(12,631)	93,664
Due to Others	49,117	29,141	78,258	49,117	29,141	78,258
Deferred Revenue	281,296	31,586	312,881	281,296	6,651	287,947
Current Loans and Other Payables	93,278	36,360	129,638	64,129	30,210	94,339
Long-Term Loans and Other Liabilities	2,915,241	(1,333)	2,913,908	2,943,699	2,667	2,946,366
Beginning Net Assets	4,173,515	1,986,233	6,159,748	3,911,161	1,570,779	5,481,940
Net Income (Loss) to Date	(1,033)	(268)	(1,301)	(173,092)	(272,523)	(445,616)
TOTAL LIABILITIES & EQUITY	7,560,598	2,098,870	9,659,468	7,182,605	1,354,294	8,536,898

February Portola Board Update

Portola Student Count by Location		
Plumas Unified SD students	Other Students	Total Student
63	7	70

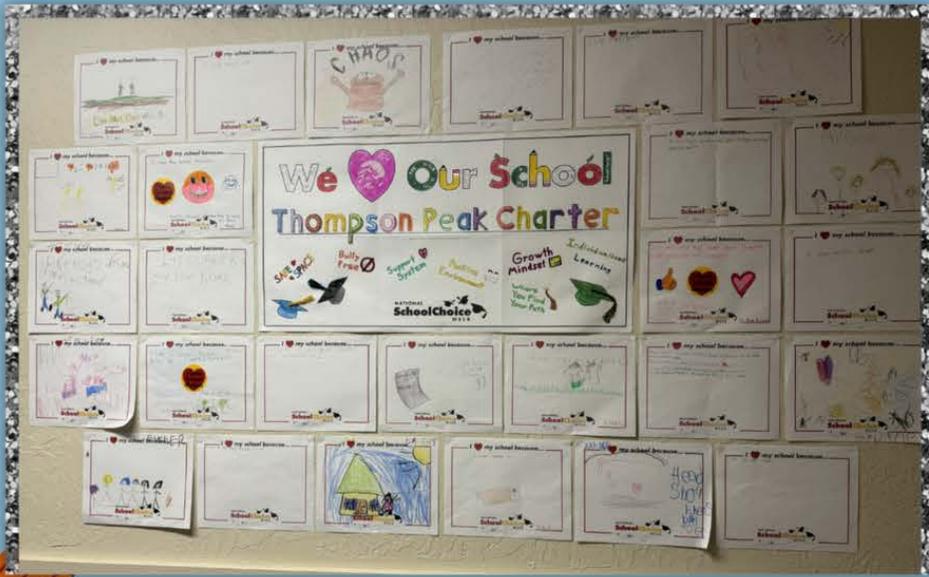
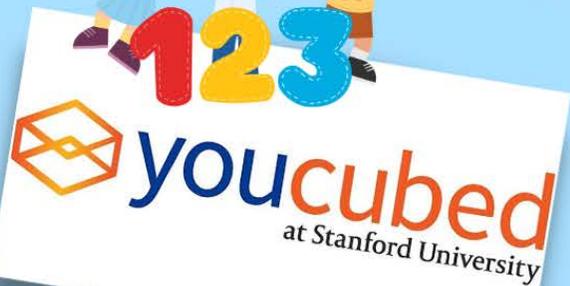
- Portola had 5 staff members attend LCOE's SEL workshop on Saturday, Feb 3rd.
- The school had a Valentine's Day art project. Students showed up and created.
- Plumas County has started an awesome project called Artist in the Schools. They pay for local artist to come to the school and teach children different forms of art. For the next ten weeks we will be having Mr. Krystek come and teach K-5th graders about 2D and 3D art.



•



Thompson Peak Charter School



Thompson Peak students participated in National School Choice Week. This event raises awareness for school choice across the country. Students drew pictures and wrote stories to share why they love being a TPC student.

TWO MEMBERS OF THE ADMIN TEAM AND TWO TEACHERS ATTENDED THE STANFORD MATH LEADERSHIP SUMMIT. YOUCUBED IS A MATHEMATICAL PROJECT THAT ENCOURAGES STUDENTS TO SEE MATH AS A BEAUTIFUL, OPEN, CREATIVE ADVENTURE.

MATH



Keyboarding class with the wonderful Mrs. Fontana

Celebrating the success of our students with an awards assembly



Kindergarten and 1st grade students love music class.



Facilities Inspection Tool
Report

February 16, 2024			
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	P- Shop Rolling Door Latch Broken
Gates/Fences	N/A	N/A	G
Interior Surfaces	G	G	P-Ceiling tiles in multiple rooms need replaced/Boys & girls bathroom needs new stalls replaced/room 2 carpet ripped, Portable 4 Light Cover Broken, Kithchen Floor Tiles Broken
Hazardous Materials	G	G	G
Structural Damage	G	G	P Ramp needs repair into portable 3, top surface damaged; Ramp Portable 4 top layer needs to be replaced. "Waiting on USDA Constuction project"
Fire Safety	G	G	G
Electrical	G	G	G
Pest/Vermin Infestation	G	G	G
Sinks and Drinking Fountains	G	G	G
Restrooms	G	G-ADA Work in Progress estimated completion 2/23	G
Sewer System	G	G	G
Roofs	G	P-Missing shingles need replacement,repair during ada update	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.			

Happy Valentine's Day

Here is what is happening this month in Counseling News.

- We had the Army Guest speaker come to speak at our campuses on 1/17/2024.
- As a follow up to our Army presentation, our ASVAB testing date is 3/13/2024 and the follow up Interpretation session is scheduled for 3/27/2024. We have several students signed up to test.
- We had a FAFSA (financial aid) Workshop for seniors and parents on 1/18 & 1/26 it was a big success. I will work with the Portola student individually.
- We had a guest speaker offering a Career Launch program offered through LCC. The class is free and will help students learn networking techniques to apply for jobs in the “hidden” job market. I sent this information to high students via email, and parents via Parent Square. The presentation was also offered via zoom for our Home Academy Students.
- I have scheduled a campus tour at TMCC/UNR for high school students on 2/29/2024, weather permitting.
- I have a guest speaker from the LCC Fire Science Program (Michael Rivas) schedule to visit our campuses on 3/6/2024 to share information on Basic 32 Fire Science Class offered during our Spring Break. This is the minimum class required to get hired on with Cal Fire right out of high school. We already have several students in this CTE Pathway.
- I have begun teaching the 6th/7th grade Career Explorations Class. The culminating project will be for each student to present their career choice to the rest of the class, so each student is subject to 22 different careers. We will practice oral speaking, dress for success and learn how to create a power point presentation. I invite you to attend some of the presentations.

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



Mrs. K. Sherman
College/Career Counselor



February Adult School

Here is what is happening in Adult School News.

- Our program is running smoothly.
- We have had some students transfer from one teacher to another, a benefit of having teaches in more than one area.
- We are still gaining students. We are serving 23 students in 3 Districts of our county.
- We are still accepting enrollments.
- Two teachers will be joining the CASAS Training in June to better serve our students. They are putting time in our Adult School Program during their summer. That is commendable. Thank you, teachers.

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



Mrs. K. Sherman

Adult School Coordinator

Curriculum and Instruction Administrator

Kelly Wynn

Board Report – February 21, 2024

- ❖ Substituting in various grades as needed at Long Valley School – Doyle
- ❖ Working on A-G Project Based Learning (PBL) ELA courses for English 11 & 12th, Integrated Math I and Integrated Math II w/Supports – Submission to UC System scheduled for February 2024 window
- ❖ Continued working with Doyle and Portola staff on LVS Self-Study for April 8-10, 2024, visit
- ❖ Working on 2023/24 LCAP mid-year update report for TPC & LVS
- ❖ Working on completing School Accountability Report Card (SARC) for TPC & LVS

**Long Valley Charter Schools
Intervention Administrator Board Report
February Board Report 2024**

Intervention

Standards Plus Intervention curriculum was purchased for intervention and TPC and LVS. This curriculum is designed to provide scaffolded instruction, which includes step-by-step direct instruction, performance lessons, and pre- and post-assessments. The lessons are based on research and models of effective instruction.

Teacher Competency Framework

Met with the leadership team to discuss a tentative process for using the competency framework. The Competency Framework is designed to give teachers detailed guidance for professional growth and an on-going assessment of where they stand in all performance areas. The use of these documents by teachers and administrators should prompt reflection and assist them in formulating professional goals. In addition, the Competency Framework should guide, monitor, and assess progress of teaching practices in support of student achievement and the cycle of continuous improvement.

Essential Standards

At the professional learning session, Learning Outcomes and Snapshots for each essential standard were shared with the independent study teachers. These tools aid teachers' understanding of how to teach the essential standards through a natural progression of student mastery. For K-8 ELA standards, benchmark assessments have been made available for teachers to check on student progress throughout the year.

What is Teacher Competency?

Teacher competency refers to the knowledge, skills, and attributes that educators need to effectively facilitate learning and support the development of students.

The goals for Teacher Competency:

- To foster reflective practices
- To encourage self growth and goal setting
- To promote collaboration by establishing common criteria and shared language
- To celebrate highly effective teaching practices resulting in student achievement



Areas identified in the Competencies



1. Facilitating Student Learning
 - 1.1. Curriculum and Planning
 - 1.2. Instructional Delivery
 - 1.3. Management of the Learning Environment
2. Assessing and Reporting Student Learning Outcomes
3. Professional Responsibilities

Competencies are differentiated for Classroom and Independent Study Teacher

**SPED and classified staff competencies are still in development*

This framework uses a three level rating scale with these labels:

- Developing
- Proficient
- Exemplary

Classroom Teacher Competencies



competency

TC.1 Facilitating Student Learning

Teachers use a variety of instructional strategies, resources, and technologies to meet the diverse learning needs of students.

1.1 Curriculum and Planning

Performance Levels

	Developing	Proficient	Exemplary
1.1a Organizing curriculum to facilitate student understanding of the subject matter	<ul style="list-style-type: none"> -I organize the curriculum with a basic structure, but the sequence may not always be entirely logical or coherent. -I make use of a selection of learning resources, primarily drawing from textbooks and traditional materials, while exploring opportunities for innovation. -I am working on differentiation and am progressively addressing diverse learning needs in the classroom. -I occasionally introduce critical thinking activities and aim to further integrate them consistently into the curriculum to enhance students' problem-solving skills and analytical thinking. 	<ul style="list-style-type: none"> -I effectively organize the curriculum in a logical sequence, ensuring that concepts build upon one another which provides a clear structure for students to follow. -I select appropriate learning resources that align with the curriculum and enhance student understanding. -I differentiate instruction, offering scaffolded learning experiences to meet diverse student needs. -I incorporate inquiry-based and critical thinking activities to encourage students to think beyond. 	<ul style="list-style-type: none"> -I have a deep understanding of the subject matter and organize it in a highly logical and coherent sequence. -I choose a wide range of effective and diverse learning resources, including cutting-edge materials, technology, and real-world applications, to enrich unit plans and lessons. -I effortlessly differentiate instruction to accommodate diverse learning styles, abilities, and interests. -I consistently incorporate inquiry-based and critical thinking activities, encouraging students to analyze, evaluate, and apply their knowledge.

Indicators

Skill

Independent study Competencies



TC.1 Facilitating Student Learning

Teachers use a variety of instructional strategies, resources, and technologies to meet the diverse learning needs of students.

1.1 Curriculum and Planning

1.1a Organizing curriculum to facilitate student understanding of the subject matter

	Developing	Proficient	Exemplary
	<ul style="list-style-type: none"> -I organize the learning plan with a basic structure, but the sequence may not always be entirely logical or coherent. -I make use of a selection of learning resources, primarily drawing from textbooks and traditional materials, while exploring opportunities for innovation. -I am working on differentiation and am progressively addressing diverse learning needs in the classroom. -I occasionally introduce critical thinking activities and aim to further integrate them consistently into the learning plans to enhance students' problem-solving skills and analytical thinking. 	<ul style="list-style-type: none"> -I effectively organize the learning plan in a logical sequence, ensuring that concepts build upon one another which provides a clear structure for students to follow. -I select appropriate learning resources that align with the curriculum to enhance student understanding. -I differentiate as needed, offering scaffolded learning experiences to meet diverse student needs. -I incorporate inquiry-based and critical thinking activities to encourage students to think beyond. 	<ul style="list-style-type: none"> -I have an understanding of the subject matter and organize the learning plan in a highly logical and coherent sequence. -I choose a wide range of effective and diverse learning resources, including cutting-edge materials, technology, and real-world applications, to enrich plans. -I effortlessly differentiate instruction to accommodate diverse learning styles, abilities, and interests. -I consistently incorporate inquiry-based and critical thinking activities, encouraging students to analyze, evaluate, and apply their knowledge.

Differentiated Teacher Competencies



Independent Study

Proficient

- I effectively organize the learning plan in a logical sequence, ensuring that concepts build upon one another which provides a clear structure for students to follow.
- I select appropriate learning resources that align with the curriculum to enhance student understanding.
- I differentiate as needed, offering scaffolded learning experiences to meet diverse student needs.
- I incorporate inquiry-based and critical thinking activities to encourage students to think beyond.

Classroom Teacher

Proficient

- I effectively organize the curriculum in a logical sequence, ensuring that concepts build upon one another which provides a clear structure for students to follow.
- I select appropriate learning resources that align with the curriculum and enhance student understanding.
- I differentiate instruction, offering scaffolded learning experiences to meet diverse student needs.
- I incorporate inquiry-based and critical thinking activities to encourage students to think beyond.

Competency Framework



The Competency Framework is designed to give teachers detailed guidance for professional growth and an on-going assessment of where they stand in all performance areas. The use of these documents by teachers and administrators should prompt reflection and assist them in formulating professional goals. In addition, the Competency Framework should guide, monitor, and assess progress of teaching practices in support of student achievement and the cycle of continuous improvement.

Tentative Process



1. Teachers will use the Teacher Competency Framework for reflection and effectiveness of their performance levels.
2. Teachers will meet with administration to review and set goals.
3. Administrators will conduct informal observations, called walkthroughs, providing ongoing data-based feedback regarding student learning and delivery of instruction. Walkthroughs will be followed up with coaching conversations to ensure teacher support and growth in student achievement is always the goal.
4. Teachers and administrators will engage in conferences. These conferences will provide time and space for the teacher and administrator to discuss the support and growth toward the teacher's goal.

**LONG VALLEY CHARTER SCHOOL
BOARD RECOMMENDATION FORM**

AGENDA ITEM: Action Item A: Termination of edtec Agreement

SUMMARY:

There have been concerning errors throughout our contractual period with edtec. I have kept their administration informed of many of the errors. It was my hope to terminate this agreement early (6/30/24 instead of 6/30/25). A conversation with Steve Campo, edtec’s CEO confirmed this was acceptable. I am working with edtec and legal to provide a detailed plan for offboarding at the end of this school year. The last email is pasted below.

DIRECTOR’S RECOMMENDATION:

Approve termination of the agreement

Approve as Presented Disapprove

This action item concerns:

- Long Valley School
- Thompson Peak Charter

2/16/24

Steve,

Thanks for the call this evening. This is to confirm Long Valley Charter School is terminating our services agreement with edtec at the conclusion of this 2023-24 school year; we will still need your support to finalize the end of year documentation and provide information for the audit. I am awaiting you to communicate the details of the process to accomplish an efficient conclusion.

Your understanding and agreement to work amicably is so appreciated.

Sherri Morgan, Executive Director/ Superintendent
Long Valley School & Thompson Peak Charter

AGREEMENT FOR
CHARTER SCHOOL BUSINESS & ADMINISTRATIVE SERVICES
DATED AS OF JANUARY 25, 2024 (THE "EFFECTIVE DATE")

THIS AGREEMENT FOR CHARTER SCHOOL BUSINESS & ADMINISTRATIVE SERVICES (this "Agreement"), between **LONG VALLEY CHARTER SCHOOL**, to which reference is made herein as the "School", and **DELTA MANAGED SOLUTIONS, INC.**, to which reference is made herein as "DMS," is entered into between the parties in connection with charter school business and administrative services to be provided by DMS to the School, as described in the Scope of Services attached hereto.

1. **Services.** The School hereby engages DMS as an independent contractor during the Term (as defined below), and DMS hereby accepts such engagement, to perform, as requested by the School, those services set forth in the Scope of Services attached hereto as **Exhibit A** (the "Scope of Services," and the foregoing services, the "Services"). The School acknowledges and agrees that DMS may perform the Services at any suitable time and location as DMS chooses.

2. **Representations, Warranties and Covenants of DMS.** DMS hereby represents, warrants and covenants to the School that:
 - A. DMS shall not receive a fee from any source other than the School for the Services, except as may be disclosed to the School in writing, and has no arrangement with respect thereto with any party other than the School regarding such Services.
 - B. Upon the expiration or termination of this Agreement, DMS shall return to the School any and all property, documentation, records and confidential information that is the property of the School.
 - C. DMS is an independent private business and is not acting in any other professional capacity than as represented in this Agreement and the Scope of Services.

3. **Agreements of DMS.** DMS hereby agrees as follows:
 - A. DMS will provide, as requested by the School, Services that reasonably conform to the Scope of Services. The School shall have thirty (30) days following the performance of any Services or the delivery of any work product in order to notify DMS of any alleged non-conformity in such Service or work product (any such notice, a "Notice of Non-Conformity"). Promptly following its receipt of a Notice of Non-Conformity, DMS shall undertake commercially reasonable efforts to correct such non-conformity by re-performing the Service or re-delivering the work product, as applicable. The foregoing re-performance by DMS shall be the School's sole remedy with respect to any non-conforming work product or Services under this Agreement. All Services or work product shall be deemed to have fully conformed with the Scope of Services if a Notice of Non-Conformity is not received within such thirty (30)-day period.
 - B. In providing such Services, DMS will make available the experience of its organization so as to represent the School.

- C. During the Term, DMS may represent, perform services for, and contract with as many additional clients, persons or companies as DMS, in its sole discretion, sees fit, provided that such performance does not interfere with DMS's performance of the Services under this Agreement.
4. **Term of the Agreement.** The term of this Agreement shall be **twenty-four (24)** months, for the period beginning on **July 1, 2024** and unless earlier terminated in accordance with Section 10, ending on **June 30, 2026** (such period, the "Term").
5. **Compensation.** DMS shall receive the following amounts in consideration of its performance of the Services:
- A. **Implementation Fee.** A one-time Implementation Fee equal to one (1) month's Services Fee (as defined below) is **waived**.
- B. **Services Fee.** The School shall pay to DMS compensation of **\$16,175** per month for services for Long Valley Charter School, Inc. (LVCS) which consists of two charters: Long Valley School (LVS) and Thompson Peak Charter (TPC) for each month during the Term of this Agreement, payable on the 1st of each month, beginning with the first month of this Agreement. This services fee is subject to review and increase in the event the School opens additional charter(s)/site(s) with any increase to be determined at that time. DMS's Services Fee covers all Services set forth in the Scope of Services attached hereto and unless expressly provided in the Scope of Services includes all travel and other out-of-pocket costs. Additional services (including but not limited to: financing/cash flow loan services and private grant application and management services, STRS/PERS back reporting) may be made available to the School at an additional cost, to be negotiated between DMS and the School via separate agreement prior to the incurrence of such additional services.
6. **Contract Renewal.** This Agreement shall be renewable for consecutive single or multiple fiscal year terms by the mutual agreement of the parties, if pursuant to DMS's discretion the School qualifies for a multiple fiscal year agreement, each such term beginning at the end of the prior period's agreement. Pricing for future years will be negotiated at the time of renewal.
7. **Entire Agreement; Amendments.** This Agreement is the entire agreement between the parties respecting the subject matter hereof and supersedes any and all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. This Agreement may be amended only in a writing signed by all of the parties hereto. This Agreement is renewable by amendment, subject to all terms and conditions herein unless otherwise agreed by the parties.
8. **Assignment.** This Agreement may not be assigned by either party hereto without the written consent of the other party.
9. **Notice.** During the term of this Agreement, the School shall not seek any third party to perform alternative services for the School which would in any way reduce the Services to be performed under this Agreement, as described in the Scope of Services attached hereto, without the prior written consent of DMS, which shall not be unreasonably withheld.
10. **Termination.** Either party hereto may terminate this Agreement for cause, which shall mean a material breach by the other party of any of their representations, warranties, covenants or

obligations under this Agreement, upon written notice to the other party. Such termination shall be effective: (i) five (5) days following the other party's receipt of such notice if such breach is based on the failure to pay any fee hereunder; or (ii) thirty (30) days following the other party's receipt of such notice for any other breach, in each case if such breach remains uncured following the expiration of such period. Upon termination by either party, DMS shall be paid compensation as described under Paragraph 5, Compensation, above incurred through the date of termination.

11. Information.

A. **Ownership and Accuracy.** The School, its officials, staff, and board will be providing DMS various data, records, studies, computer print-outs and other information and representations as to the facts relating to the School and its operations. DMS will be using and relying upon such data, records, studies, computer print-outs and other information provided by the School in the preparation of DMS's work products. All such data, records, studies, computer print-outs and other information, and compilations created therefrom, are considered as and shall remain the property of the School. DMS shall not be obligated to establish or verify the accuracy or completeness of the information furnished to DMS by the School, its officials, staff, or board, and DMS bears no liability for any such information ultimately deemed to be false, misleading, inaccurate, violating the intellectual property rights of any third party, or otherwise violating any law, regulation or order. In the event of any such determination, the School shall defend, indemnify and hold DMS harmless from and against any claim, suit, proceeding or loss, damages, or liability of any kind arising from or related to the information provided by the School, its officials, staff, and board to DMS.

B. **Confidentiality.** The School and DMS agree that each will ensure no use, dissemination, or disclosure of any confidential information of the other party to any person, firm or business, except as necessary to perform the obligations or exercise the rights or privileges of the receiving party set forth in this Agreement and the Scope of Services, and then only as agreed by the parties. Each party agrees it will receive all confidential information in trust and confidence and it will treat all confidential information with the same degree of care as it accords to its own confidential information of like sensitivity, but in no event less than a reasonable level of care.

12. **Standards.** DMS shall perform the Services in accordance with competent professional standards within the industry in which DMS practices. DMS shall not be liable for mistakes of judgement or other actions taken in good faith unless such error results from an intentionally wrongful or grossly negligent act of DMS. The liability of DMS to the School for any breach of these standards arising out of or related to this Agreement or the Services performed hereunder shall not exceed the total amount of the fees paid to DMS under this Agreement.

13. **Severability.** If any provision of this Agreement is unenforceable or invalid under any applicable law or is so held by applicable court decision(s), such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole. In such event, such unenforceable or invalid provision shall be changed by the parties and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision as originally contemplated by the parties within the limits of applicable law or court decision(s).

14. **Waiver.** The failure of either party to require performance by the other party of any provision hereof shall not affect the full right to require such performance at any time thereafter unless otherwise

agreed by the parties in writing; nor shall the waiver by either party of a breach of any provision hereof by the other party be taken or held to be a waiver of the provision itself with respect to subsequent breaches thereof unless otherwise agreed by the parties in writing.

15. **Counterparts; Scan/Facsimile.** This Agreement may be signed in counterparts and shall be effective against signatures by scan/facsimile (in an email, PDF or otherwise). Each counterpart when so executed shall constitute an original and all of which together shall constitute one and the same instrument.
16. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of California. DMS and the School agree that no legal action may be brought against the other party regarding any alleged breach of this Agreement more than two (2) years after the date the claim giving rise to such action became known by the party asserting the claim or exercising reasonable diligence should have been known to that party.
17. **Independent Contractor.** DMS's relationship to the School is and shall remain at all times during the Term as that of an independent contractor. Nothing in this Agreement or in the activities contemplated by the School and DMS shall be deemed to create an agency, partnership, employment, or joint venture relationship between the School and DMS. The School acknowledges that DMS is not an accounting or law firm, and no services or written or oral communications made by DMS during the course of providing services are or should be construed as tax or legal advice. DMS neither assumes nor underwrites any liability of the School and acts only as a provider of the Services, which are ministerial in nature. In the event the School hires an employee of DMS within six (6) calendar months of that employee working for DMS, the School shall pay to DMS a finder's fee equal to twenty-five percent (25%) of (i) the employee's annual salary at time of hire as paid by the School, or (ii) the employee's most recent annual salary at DMS, whichever is greater, and which shall be due and payable to DMS immediately upon hire and which obligation survives the termination of this Agreement.
18. **Government Code.** DMS and its representatives are not public officials or participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise. No actions or opinions necessary for the performance of DMS's duties under this Agreement will cause DMS to be a public official or to be participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise.

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

LONG VALLEY CHARTER SCHOOL, INC.

DELTA MANAGED SOLUTIONS, INC.

By: _____

By: _____

Name: Sherri Morgan

Name: Joanne Fountain

Title: Director

Title: Chief Executive Officer

EXHIBIT A

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

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

FISCAL SERVICES:

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

School staff is responsible for implementing the accounting and fiscal controls and procedures as outlined in the School's approved policies and procedures.

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

PAYROLL SERVICES/RISK MANAGEMENT:

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

fingerprinting if not already established, and responding to basic credentialing questions, and shall advise the School to seek legal or other professional counsel regarding such matters when appropriate. These services do not include performing credential or human resources audits and do not include COBRA, 401a/403b/457, or ACA third party administration duties.

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

PURCHASING/PROCUREMENT:

- ❖ The School shall use and be responsible for initial creation and approval of purchase orders ("POs") on all purchases, including inputting such orders into the accounting system. The School is solely responsible for ensuring that all items ordered are suitable for public educational purposes (e.g. non-religious materials). Once POs are approved by the School's authorized staff, the School shall further be responsible for delivering approved POs to vendors (i.e. placing the order). POs and direct bill invoices shall reflect DMS as the billing address and the School location (which may include School staff addresses if authorized by School) as the shipping/physical location address. Once the order is received by the School, School staff is responsible for marking items as received in the accounting system.
- ❖ While generally invoices will be sent directly to DMS, the School agrees to forward all invoices received at the School to DMS via upload to DMS SHARE within five (5) business days of receipt of the invoice. For invoices not matched to existing POs or payments to be paid due to contractual requirements, DMS staff shall work with School staff to create POs for School approval in the accounting system and to receive all items as necessary. This shall include creating dollar purchase orders where applicable to pre-authorize future recurring expenses, such as utilities, rent and office supplies.
- ❖ DMS shall be responsible for all invoice matching of approved POs, received items, and corresponding vendor invoices, and converting POs into invoices in the accounting system which shall then be authorized for payment in the next payment batch. All purchases require an approved and received PO in the accounting system before payment can be made.
- ❖ Assuming the School has adequate cash flow, at least every ten (10) business days, DMS shall prepare a payment voucher containing all approved invoices to date, print all checks (using a pre-set electronic signature image from an authorized signer on the School's main operating bank account built into the blank check stock), and deliver all payments to either the School or the vendors at the School's discretion, integrating accounts payable with Fiscal Services as described in this Scope of Services for payment timing optimization and coordination of purchasing activities to coincide with timing of revenue limit receipts. Delivery shall generally be via overnight delivery to the School (if available in the School's geographic area) or standard U.S. mail to vendors, and items shall qualify as meeting DMS' delivery requirement under this Agreement when mailed or otherwise sent from DMS.
- ❖ DMS shall make all received invoices sent directly to DMS by the vendor available in PDF format to the School via password-protected access to DMS SHARE, so that authorized School staff may review all current and prior invoices online (dating back to the first non-implementation month of DMS-provided

services to the School). Scanning and uploading of such invoices shall generally occur within no more than twenty (20) business days of receipt of invoice by DMS absent extenuating circumstances.

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

COMPLIANCE/REPORTING:

- ❖ At the School's request, DMS shall assist the School in preparing and submitting all state-required attendance reports, including but not limited to 20-day, P-1, P-2, and Annual ADA reports, from raw attendance data provided by the School. DMS shall have no responsibility for verifying the accuracy of raw attendance data as provided or for preparing weekly or monthly attendance summaries from the School's student information system.
- ❖ DMS shall assist the School as needed with submitting the Consolidated Application and Reporting System (CARS) reporting, federal Cash Management quarterly reporting, SB740 funding determination forms and/or Facility Grant applications, special education maintenance of effort (MOE) reporting, Quarterly Benchmark Reporting under the Public Charter Schools Grant Program, ESSA per-pupil expenditure (PPE) reporting, and related state and federal program compliance and budget reporting. School shall be responsible for all other CALPADS data and reporting not specified above, LCAP creation (except for minimum proportionality percentage calculations and goal/service expenditure estimates or equivalent LCAP financially-related reporting, which DMS shall provide), SARC preparation (except for per-student expenses and teacher salary information which DMS shall provide), and all State-mandated testing. School shall be responsible for forwarding any requests for information or submittals received from the California Department of Education (CDE) (or other agencies to which the School is required to provide a response), for which the School requests DMS's assistance in providing response for any financially related portions, to DMS's offices immediately upon receipt.
- ❖ DMS is not responsible for preparation or submittal of federal and state income tax forms relating to the School's tax-exempt status, including but not limited to IRS Form 1023, IRS Form 990, FTB Form 3500, and FTB Form 199. These forms are generally handled by the School's attorney or independent auditor, respectively. DMS shall timely provide all financial information requested by the School, attorney, or independent auditor to timely complete these filings.

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

January 17, 2024

Long Valley Charter School
Board of Directors and Sherri Morgan
PO Box 7
Doyle, CA 96109

Dear Board of Directors and Sherri Morgan

I am pleased to confirm our understanding of the services we are to provide for the Long Valley Charter School for the Year Ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of Long Valley Charter School, which comprise the statements of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the “financial statements”). Also, the following supplementary information accompanying the financial statements, will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Schedule of Average Daily Attendance
- 2) Schedule of Instructional Time
- 3) Schedule of Expenditures of Federal Awards

The objectives of our audit are to obtain reasonable assurance about whether your financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Audit Scope and Objectives (Continued)

- State compliance as required by the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting K-12 Audit Guide*, published by the Education Audit Appeals Panel. We will adhere to the newest K-12 Audit Guides that are applicable for the audit year.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit and the Financial Statements and Single Audit

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

Additionally, we will issue an Independent Auditor's Report on State Compliance as required by the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting K-12 Audit Guide*, published by the Education Audit Appeals Panel. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Long Valley Charter School and Thompson Peak Charter School.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization or acts by management or employees acting on behalf of the Organization.. Because the determination of waste or abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitation on of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

Auditor's Responsibilities for the Audit and the Financial Statements and Single Audit (Continued)

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we were not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Organization's attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Inherent risk is assessed at low
2. Risk of fraud is assessed at low
3. Risk of error is assessed at moderate
4. Risk of noncompliance with Federal and State Guidelines is assessed at low

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreement with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design, the nature, timing and extent of further audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from an error, as fraud may involve collusion, forgery intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

Audit Procedures – Internal Control (Continued)

Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control, and, accordingly, no opinion will be expressing in our report on internal control issued pursuant to *Government Auditing Standards*. As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on Long Valley Charter School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will prepare the Organization's federal and state information returns for the year-end period June 30, 2024 based on the information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Other Services (Continued)

You agree to assume all management responsibilities for the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of those services, and accept responsibility for them.

Responsibilities of Management for the Financial Statement and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for accuracy and completeness of that information.

You are also responsible for making drafts of all financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements, schedule of expenditures of federal awards; federal award programs, compliance with laws, regulations, contracts, and grant agreements, and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Responsibilities of Management for the Financial Statement and Single Audit (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with all applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards, (including notes and noncash assistance received and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies.

Responsibilities of Management for the Financial Statement and Single Audit (Continued)

You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's report, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of (30) days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Matthew Lemas CPA and Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Matthew Lemas CPA and Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the California State Controller's Office or any additional cognizant agency, oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Matthew Lemas, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on May 15, 2024 and to complete your information returns and issue our reports no later than September 28, 2024.

We estimate that your fees for the audit and other services will be \$28,900. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered with 50% of the annual fee returned with the signed engagement letter (\$14,450) and the final 50% due (\$14,450) before transmission of the final report to the state of California.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Long Valley Charter School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If for any reason we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us along with the initial retainer payment.

Respectfully,



Matthew Lemas, CPA
Matthew Lemas CPA and Associates

RESPONSE:

This letter correctly sets forth the understanding of Long Valley Charter School.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Procurement Procedures for Food Services		
Approved by: LVCS Board of Directors	Adopted: 12/20/23 Revised: 02/21/24	Policy #: 4007

Long Valley Charter School (LVCS) is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

Long Valley Charter School Food Service Department

Procurement Procedures

Procurement Procedures General Information

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. The **Long Valley Charter School (LVCS)** will purchase goods and services for use in the School Nutrition Programs in compliance with Title 2, *Code of Federal Regulations* (2 CFR), sections 200.318–200.327; Title 7, *Code of Federal Regulations* (7 CFR), parts 210 and 220; and all applicable state and local rules.

(Note: In accordance with *Public Contract Code* Section 20111, the **LVCS Program Operator** cannot deliberately split transactions into amounts below the small purchase threshold to circumvent using the formal procurement method.) When making procurement decisions, the LVCS will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States per 7 CFR, Sections 210.21(d) and 220.16(d).
 2. Understand and comply with federal, state, and local requirements. This includes California Food and Agriculture Code (FAC) Sections 58595 and 58596.1-5 (when applicable).
 3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 CFR, Section 200.319(a).
 4. Award contracts to responsible and responsive bidders.
- **Methods of Procurement (only refer to applicable procurement methods)**
 1. **Micropurchase Method (2 CFR, Section 200.320[a])**

Micropurchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

- The aggregate dollar amount of which does not exceed \$50,000. (Note: This amount may differ for all SFAs based on their internal controls). In accordance with 2 CFR, Section 200.320(a)(1)(iii), increasing the threshold up to \$50,000 requires a self-certification process.
 - LVCS staff considers the price to be reasonable based on research, experience, purchase history, or other information. Documentation (e.g., receipts and invoices) must be maintained for three years plus the current program year or until the next California Department of Education (CDE) review, to document costs that are reasonable.

The LVCS will distribute micropurchases equitably among qualified suppliers to the extent practical. The LVCS will ensure that purchases are made at a variety of stores. The LVCS will not limit its purchases to only one store unless it is not practical to equitably distribute (e.g., due to the distance of another store from the district office).

Micropurchases are not intended to be used to avoid a small, informal or formal procurement.

2. Small Purchase Method (2 CFR, Section 200.320[a][2])

The small purchase method is used to procure goods and services when the aggregate value of the purchase is equal to or less than the small purchase threshold adhered to by the LVCS.

If the LVCS does not have a local small purchase threshold; therefore, the LVCS is required to adhere to the federal small purchase threshold of \$250,000.

The LVCS will follow the following steps when conducting procurements using the small purchase method:

- **Step 1:** The LVCS Program Operator will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 CFR, Section 200.319(d)(1), including the requirement to comply with the Buy American Provision per 7 CFR, sections 210.21(d) and 220.16(d), California FAC Sections 58595 and 58596.1-5 when procuring food. The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.

- **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes must be documented in writing per LVCS's policy. [If price quotes are provided verbally, describe how you will document the information provided to the vendor and their responses. If you use a form, provide form number].
LVCS Small Purchase Quotation forms and other forms of written quotes submitted by potential vendors will be retained by the LVCS Program Operator with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review by the CDE, whichever is longer.
- **Step 3:** The LVCS Program Operator will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness.
- **Step 4:** The LVCS Program Operator will evaluate the written responses and references received based on stated evaluation criteria to determine responsibility.
- **Step 5:** The LVCS Program Operator will award small purchases to the lowest priced responsible and responsive vendor.
- **Step 6:** The LVCS Program Operator will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 *CFR*, Section 200.318(b).

The LVCS will check for any changes to the micropurchase and small purchase thresholds approved by the federal awarding agency, the U.S. Department of Agriculture (USDA).

3. Formal Purchase Methods (2 *CFR*, Section 200.320[c][d])

The formal purchase method, used to procure goods and services when the estimated purchase price is above the federal small purchase threshold. Both Invitation for Bid (IFB) and Request for Proposal (RFP) methods are used by the LVCS.

The terms of formal contracts will be one year. Renewal options will be mutually agreed between LVCS and the awarded contractor.

The LVCS will complete the following steps when conducting formal procurements:

- **Step 1:** The LVCS Program Operator will describe how it performs a **cost or price analysis (2 *CFR*, Section 200.324)** for every procurement in

excess of the federal small purchase threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the LVCS Program Operator will make independent estimates before receiving bids or proposals to ensure the bids or proposals received are reasonable.

- **Step 2:** The LVCS Program Operator will develop a written solicitation, which will incorporate:
 - A clear and accurate description of the technical requirements for the goods or services to be procured per 2 *CFR*, sections 200.319(d)(1).
 - The requirement to comply with the Buy American Provision per 7 *CFR*, sections 210.21(d) and 220.16(d), and the California *FAC* Sections 58595 and 58596.1-5. All requirements that the offerors must fulfill, and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in evaluating bids or proposals per 2 *CFR*, Sections 200.319(d)(2)
 - All requirements that the offerors must fulfill and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in evaluating bids or proposals per 2 *CFR*, sections 200.319(c)(2) and 200.320(c)(d) to judge responsive and responsible firms
 - Instructions for responding vendors
 - The general terms and conditions of the contract
- **Step 3:** The LVCS purchasing manager will publicly advertise the solicitation in print and on websites 14 days prior to the deadline for submission of bids and proposals.
- **Step 4:** The LVCS FSD and purchasing manager will open bids resulting from IFBs at the time and place prescribed in the solicitation. RFPs will be opened according to LVCS's determination (2 *CFR* 200.320[b][2]).

The LVCS Program Operator and purchasing manager will evaluate offers from responding firms by using the evaluation criteria outlined in the solicitation for both IFBs and RFPs. If there is not a minimum of two respondents, the LVCS Program Operator and purchasing manager will review the solicitation to ensure that it is not limiting competition as

outlined in 2 *CFR*, Section 200.319, and consider expanding advertising efforts before reissuing the solicitation or accepting the single bid.

The offers will be ranked based on cost only for IFBs and on evaluation criteria (i.e., technical criteria) and cost for RFPs for all responsible and responsive responders. LVCS Program Operator and purchasing manager must describe their written method used to conduct a technical evaluation of all proposals received, as required by 2 *CFR*, **Section 200.320(b)(2)** for RFPs only. The LVCS purchasing manager will negotiate the technical aspects of each RFP prior to negotiating the cost aspect of the RFP. Any or all bids may be rejected if there is sound documented reason.

- **Step 5: Responsible and Responsive Contractors (2 *CFR*, Section 200.318[h])**

The LVCS will award contracts only to responsive and responsible contractors possessing the ability to conform to all of the SFA's stated terms and conditions and to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. LVCS defines responsive as respondent conforms to all of LVCS's stated terms and conditions and defines responsible as respondent is capable of performing successfully under the terms and conditions of the contract.

- **Step 6:** The LVCS Program Operator will award the contract to the responsible and responsive bidder who offers the lowest price for IFBs. All IFBs will result in a firm, fixed-price contract.

For RFPs, the LVCS Program Operator will award the contract to the responsible and responsive respondent whose proposal is most advantageous to the LVCS, with price and other factors considered. All RFPs will result in either a fixed-price or cost reimbursable contract. **2 *CFR* Section 200.324(d) prohibits the use of a cost plus a percentage of cost contracts.**

- **Step 7:** The LVCS Program Operator will monitor the contract per 2 *CFR*, Section 200.318[b] by:
 - Overseeing deliveries to ensure that the goods solicited for were received
 - Periodic on-site visits to ensure services solicited are being satisfactorily performed

- Reviewing the contract's terms, conditions, and deliverables monthly to ensure that they are being met and done so in accordance with all federal, state, and local rules
- Ensuring that discounts, rebates, and credits in cost reimbursable contracts are provided

4. Noncompetitive Procurement Method (2 CFR, Section 200.320[c])

The LVCS will only enter into a noncompetitive agreement when one or more of the following circumstances apply:

- The item is available only from a single source.
- Public urgency or emergency exists for the requirement will not permit a delay resulting from competitive solicitation.
- The LVCS received prior approval from the CDE after submitting a written request to the CDE with justification for conducting a noncompetitive procurement.
- After solicitation from a number of sources, competition is determined inadequate.

• Purchasing Cooperatives and Intergovernmental Procurement (2 CFR, Section 200.318[e])

The LVCS may choose to make purchases through a cooperative agreement with a group of other schools to increase purchasing power or the LVCS may piggyback on contracts awarded to a vendor from another school district when all procurement principles are followed.

While intergovernmental agreements can benefit the LVCS, the LVCS may only enter into an intergovernmental agreement with a local government (e.g., school district). LVCS may also join or piggyback onto a cooperative when that agreement was procured and awarded consistent with federal and state procurement regulations.

For cooperative purchasing, the LVCS purchasing manager must ensure the solicitation and contract, proof of advertising, and bid award documents (e.g., evaluation documentation) from the lead entity adhere to federal, State, and local regulations, laws, and standards. The LVCS purchasing manager must retain documentation for the term of the contract, plus any extensions, and three additional school years.

For piggybacking, the LVCS purchasing manager must obtain prior written permission from the lead entity awarding the bid and the vendor who was awarded the bid. A copy of the solicitation and contract, including the piggyback clause, proof of advertising, and

bid award documents (e.g., evaluation documentation) must be retained for the term of the contract plus extensions and three additional school years.

A copy of all documents listed above will be made available during a procurement review.

Buy American Provision (7 CFR, sections 210.21[d] and 220.16[d]; U.S. Department of Agriculture Policy Memorandum SP 38-2017)

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 Public Law 105-336 added a provision, Section 12(n), to the National School Lunch Act (NSLA) (42 *United States Code* Section 1760[n]), that requires all school food authorities (SFA) to purchase, to the maximum extent practical, domestic commodities or products. Section 12(n) of the NSLA defines a domestic commodity or product as an agricultural commodity (i.e., meat/meat alternate [M/MA], grain, fruit, vegetable, and fluid milk) or processed product (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial means that over 51 percent of the final processed product (by weight or volume) consists of agricultural commodities that are grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

When funds are used from the nonprofit school food service account, SFAs must ensure that procurement transactions for food products comply with the Buy American Provision requirement in 7 CFR, sections 210.21(d) and 220.16(d), whether food products are purchased by SFAs or entities that are purchasing on their behalf.

Note: The SFA is not required to adhere to the domestic requirement for foods that are not creditable food components.

In compliance with this policy, the LVCS Program Operator will ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any exceptions in advance of accepting deliveries. Implementation of the Buy American Provision by LVCS Program Operator will be ensured by:

- Including the Buy American Provision requirement in food bid specifications, IFBs, RFPs, contracts, purchase orders, and other procurement documents issued
- Monitoring the contract to ensure that the domestic products solicited are the ones received
- Requiring suppliers to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices

- Conducting monthly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded

Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions listed below and outlined in further detail in the USDA Policy Memorandum SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

- The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.
- Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product as determined by LVCS over 15 percent higher.

The LVCS Program Operator or vendor must document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least the current year plus three years, and must be made available during an on-site administrative review and an off-site procurement review.

The documented exception will include the following:

- A description of the nondomestic item and an evaluation of if there are domestic sources for the product
- Alternative domestic commodities or products that the LVCS Program Operator considered or the vendor offered and the reason they were not substituted for the nondomestic item
- A synopsis of what third-party verification (e.g., USDA Agricultural Marketing Service Run a Custom Report web page at <https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice>) was done by the vendor or the LVCS Program Operator to determine cost and availability
- Documentation by the vendor or the LVCS Program Operator outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception
- The dates that the: (1) vendor informed the LVCS Program Operator of the nondomestic commodity or product, (2) LVCS Program Operator agreed to

accept this food item in advance of delivery, and (3) commodity or product was received by the LVCS

-

- **Senate Bill 490 (Statutes of 2022)**

Senate Bill 490 (statutes of 2022) added California Food and Agricultural Code (FAC) Section 58596.3. This new law is operative January 1, 2024 through January 1, 2029, and applies to local educational agencies (LEAs) who operate the School Nutrition Programs and receive more than \$1,000,000 in annual federal meal reimbursement (which includes the National School Lunch Program, Seamless Summer Feeding Option, School Breakfast Program, and After School Snack Program).

If an LEA receives over \$1,000,000 in annual federal meal reimbursement, they must specify in their solicitation for bids and contracts that they will only purchase agricultural food products grown, packed, or processed domestically unless any of the following applies:

1. The bid or price of the nondomestic agricultural food product is more than 25 percent lower than the bid or price of the domestic agricultural food product.
2. The quality of the domestic agricultural food product is inferior to the quality of the agricultural food product grown, packed, or produced nondomestically.
3. The agricultural food product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality to meet the needs of the public institution.

Note: If an LEA has an existing food contract in place with a contractor on January 1, 2024, this bill will apply upon the next successive contract.

- **Assembly Bill 778 (Statutes 2022)**

This law (effective January 1, 2023) adds LEAs to the FAC, Section 58595(c), which requires LEAs to accept a bid or price for that agricultural food product when it is grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when both of the following are met:

1. The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.
2. The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state.

- **Farm Animal Confinement (Prop 12)**

Effective September 1, 2022, the California Department of Food and Agriculture (CDFA), Animal Health and Food Safety Services, adopted Title 3, California Code of Regulations (3 CCR), sections 1320-1326, which are related to Proposition 12 (2018), the Farm Animal Confinement Initiative. Proposition 12 amended *Health and Safety Code* to require that veal calves, breeding pigs, and egg laying hens be housed in confinement systems that comply with specific minimum standards for freedom of movement, cage-free designation, and minimum floor space.

When federal meal and state reimbursement funds are used, whether directly by a school food authority or on their behalf, CNP Operators must ensure all procurement transactions (excluding USDA foods) for food purchases are compliant with Proposition 12, this includes verifying compliance when monitoring contracts. Implementation should be achieved by including Proposition 12 in the following:

- Procurement procedures
- State agency prototypes documents
- Procurement solicitations
- Bid specifications

- **Small and Minority Businesses, Women’s Business Enterprises (2 CFR, Section 200.321)**

The LVCS purchasing manager will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the

Department of Commerce

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

Duplication of Goods or Services (2 CFR, Section 200.318[d])

The LVCS will avoid the acquisition of unnecessary or duplicative items by determining whether the goods or services are necessary and ensuring that their purchase does not duplicate items or bids that the LVCS already has in place. Where appropriate an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. The LVCS Program Operator will provide the LVCS purchasing manager with documentation justifying that the purchase of all goods and services requested are required and not duplicative prior to conducting a procurement.

- **Competition (2 CFR, Section 200.319[a][b][1-7])**

The LVCS will conduct all procurement transactions in a manner providing full and open competition. Situations where competition is limited will be avoided by the LVCS. Some of these situations include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Noncompetitive pricing practices between firms or between affiliated companies
- Organizational conflicts of interest
- Specifying only a brand name product instead of allowing an equivalent product to be offered
- Any arbitrary action in the procurement process

When a procurement has been properly conducted, and there is only one respondent, LVCS will evaluate the scope of work or services requested to determine whether they were too restrictive by contacting potential respondents who did not participate, and by reviewing the requested services for possible modification. LVCS will then resolicit. If, after the second solicitation, there is only one respondent, LVCS will move forward with that award.

The LVCS will ensure objective contractor performance and eliminate unfair competitive

advantage by excluding contractors that develop or draft specifications, requirements, statements of work, and IFBs and RFPs from competing for such procurements. The **LVCS Program Operator** will maintain documentation to prove that the appropriate procurement procedures were used, and that the final selection is the most efficient and economical for the LVCS.

- **Brand Name or Equivalent (2 CFR, Section 200.319[b][6])**

When using a brand name or product code in the specification, the LVCS will adhere to the following procedures:

- The LVCS Program Operator will ensure that the description in the specification will always include a clause that an equivalent product is acceptable.
- A copy of the specified brand or code will be posted on the LVCS website by the purchasing manager so vendors can verify that the product they are bidding on is actually an equal.
- Vendors bidding an item as an equal product to the brand name specified will be required to provide the LVCS Program Operator with a product specification sheet and a sample case of the product for taste testing and verification by all **LVCS nutrition department staff and a selected number of students** to ensure that the product is an equal product to the brand name specified.
- **Clear and Accurate Description of Technical Requirements Required (2 CFR, Section 200.319[d][1–2])**

The LVCS will have written procedures for procurement transactions. These procedures will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service being procured and will not contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service being procured and minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. A **brand name or equivalent** description may be used as a means to define the performance or other salient requirements of procurement. The specific desired features of the named brand which must be met by offers must be clearly stated, along with all requirements which the offerors must fulfill, and all other factors to be used in evaluating bids or proposals.

- **Bid Protest (2 CFR, Section 200.318[k])**

The LVCS is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation,

protests, disputes, and claims. These standards do not relieve the LVCS of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

The LVCS accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the LVCS designated point of contact for that bid. Such protests must be made in writing and received by the LVCS Business Services Office within five working days of the bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the LVCS Business Services Office. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

- **Termination for Cause and Convenience (2 CFR, 200, Appendix II[b])**

All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

- **Maintenance of Records (2 CFR, Section 200.318[i])**

The LVCS will maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, a copy of the solicitation and contract, the basis for the contract price (the bidding history), rationale and approval for noncompetitive procurements, any contract amendments, billing and payment records, and a history of contractor claims for the full term of the contract plus extensions and three additional school years, or until the next review by the CDE. The CDE and USDA reviewers shall have full access to and the right to examine all procurement documentation.

- **Contract Management (2 CFR, Section 200.318[b])**

The **LVCS** must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. LVCS will perform the following tasks to ensure compliance:

- Monitor the vendors compliance with the terms of the contract or purchase order
- Review products and delivery invoices or receipts to ensure the items that were solicited and awarded, are the items that are received
- Conduct periodic reviews of storage facilities, freezers, refrigerators, dry storage, and warehouses to ensure the products received comply with the Buy American Provision

- **Certifications (including, but not limited to Appendix II to Part 200 of 2 CFR)**

The LVCS will require any successful respondent to provide proof of having and maintaining, during the life of any contract with the LVCS, Public Liability and Property Damage Insurance to protect themselves and the LVCS from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations any contract that the LVCS enters into. (23 CFR Section 646.105[a])

The LVCS will not enter into a contract with any company or individual that has been debarred or suspended. Vendors that are awarded contracts are required to submit a completed Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work.

The LVCS will require that vendors and potential vendors certify that pursuant to Education Code Section 45125.1, it has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the District, and that none have been convicted of drug related, sex offenses or any felonies, as specified in Penal Code Sections 1192.79(c) and 667.5(c), respectively.

- **Continuing Education/Training Standards (7 CFR, sections 210.30[b][3],[c][1-5], [d][1-6], [e][1-2])**

The LVCS operates the School Nutrition Programs (SNP) and must ensure that all SNP directors (CFR, Section 210.30[b][3]), SNP managers (7 CFR, Section 210.30[c][1-5]), and staff (7 CFR, Section 210.30[d][1-6]) with responsibility for SNP, complete their required annual trainings. The annual training should include, but is not limited to, the following topics as applicable: training in procurement procedures, the identification of reimbursable meals at the point of service, nutrition, health and safety standards, and any other specific topics identified by USDA Food and Nutrition Service as needed to address program integrity or other critical issues. Annual training requirements for SNP managers, directors, and staff are summarized under 7 CFR, Section 210.30[e][1-2].

On August 23, 2023, the USDA Food and Nutrition Service (FNS) released SP 21-2023, Initial Implementation Memorandum: Child Nutrition Program (CNP) Integrity Final Rule. This final rule is intended to strengthen and streamline the oversight, accountability, and program integrity across the CNPs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program, and Summer Food Service Program. Highlights of the final rule include:

1. Focusing on overall integrity process improvements
2. Introducing targeted flexibilities in the NSLP and SBP that streamline monitoring requirements and lower administrative burden for state agencies

3. Improving the ability of FNS and state agencies to address the rare instances of severe or repeated violations of program requirements in the CNP

4. Adding annual procurement training

5. Extending the School Nutrition Program Administrative Review and Food Service Management Company contract review from three to five years

Contact Information

For questions and concerns regarding procurement solicitations, contract evaluations, and awards, please contact the following LVCS staff:

Purchasing Manager: El Roper 530-827-2395

This institution is an equal opportunity provider.

DRAFT

Position Control Requisition Form

Form Action: New Position Position Change Position Deletion

New/ Deleted Position		Change in Position	
Position Title	Assistant Principal	Current Position Title	
Position Location	Doyle	New Position Title	
FTE	1.0	Position Location	
Salary/Rate Schedule	Certificated Admin	Salary/Rate Schedule	
Position Control #	109	FTE	
Justification	Support principal with student behavior and intervention; allowing principal to focus on educational leadership.	Position Control #	
		Justification	

Coding			
Fund	Resource	Object	LCAP
General	Admin		

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	Janitorial/Maint
Position Location		New Position Title	Facility Maintenance
FTE		Position Location	Doyle
Salary/Rate Schedule		Salary/Rate Schedule	Classified: column C
Position Control #		FTE	1.0 (from PT)
Justification		Position Control #	408
		Justification	New building demands additional maint & janitorial support

Coding			
Fund	Resource	Object	LCAP
General	Classified Support		

Approvals:

 Sherri Morgan, Executive Director

 Date

Governing Board Approval Date: _____

 El Roper, Business Services Manager

 Date

Additional Documentation

Job Description Reported to edtec



Lassen Community College District

Lassen Community College District and Long Valley Charter School COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT July 1, 2024- June 30, 2028

This agreement is made and entered into as of the date last written below by and between the Lassen Community College District, 478-200 HWY 139, Susanville CA (hereinafter referred to as the COLLEGE) and Long Valley Charter School, a California public benefit non-profit corporation operating in both Long Valley School and Thompson Peak Charter School (hereinafter referred to as the CHARTER and collectively with the college referred to as the PARTIES).

RECITALS

WHEREAS, the CHARTER desires to offer college-credit bearing courses to its high school students; and

WHEREAS, the COLLEGE desires to provide college-credit bearing courses to the CHARTER’S high school students; and

WHEREAS, the PARTIES desire to partner together for the purpose of offering dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college, improving high school graduation rates, and helping high school pupils achieve college and career readiness; and

WHEREAS, for the purposes of this agreement, “College and Career Access Pathways” (CCAP) refers to a program of college-credit bearing courses (“CCAP courses”) taught to the CHARTER high school students by college faculty (“CCAP Faculty”); and

WHEREAS, college faculty will be employees of the COLLEGE and paid directly by the COLLEGE to provide instructional services related to the CCAP courses.

WHEREAS, the legal requirements governing this AGREEMENT are subject to change by the California State Legislature. Current regulations are contained in Title 5 of the California Code of Regulations, Sections 51006, 53410, 5502 (3), 5505, 55232, 58051.5, 58056, 58058, 58058(b), 58102, and 58104, and Education Code Sections 48800, 48801, 58920, 76001(d), 76002, 76004, 76220, 76355, and 84752;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreement herein set forth the PARTIES do hereby agree as follows:

TERMS OF AGREEMENT

1. ADMISSIONS AND REGISTRATION

1.1. CCAP students shall be exempted from the fees and admissions requirements listed in Lassen Community College Board Policies 5010 and 5030. Admissions and registration shall be

governed by all other applicable policies and procedures established by the COLLEGE (CA Ed Codes 46800,76001(d), 76004).

- 1.2. Prior to registering as a CCAP student, every year, the student will complete the Lassen College Special Admit High School Student form. Parental signature is required once to signify consent for their high school student to enroll in community college courses. The initial parent signature acts as a blanket signature for approval on all classes. Parents must withdraw consent in writing.
- 1.3. Students enrolled in a CCAP course shall not be assessed any fee that is prohibited by Education Code section 49011.
- 1.4. The COLLEGE shall supply the CHARTER students with all required texts and materials. The COLLEGE will waive all COLLEGE fees for CHARTER students enrolling in a CCAP course at the COLLEGE. Pursuant to SB 150 and SB 141 non-resident students admitted and enrolled per this agreement will be exempted from paying non-resident tuition.
- 1.5. Students will be enrolled in CCAP courses in compliance with existing COLLEGE enrollment policies.

2. COURSES

- 2.1. The CHARTER shall request CCAP classes using the processes established by the COLLEGE. All CCAP class offerings must be approved by the COLLEGE and consistent with all Title 5 standards.
- 2.2. CCAP courses offered at the COLLEGE shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles, and credits; (CA Code of Regulations 55002(a), 5505, 58102, 58104). Courses may be submitted to UC/CSU for approval and honors designation where appropriate.
- 2.3. Courses offered at the COLLEGE shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE. (CA Code of Regulations 5502(3)). Additional class requirements may be established by the COLLEGE to enhance or broaden the offering.
- 2.4. All COLLEGE rules and regulations apply to CCAP courses, except as exempted elsewhere in this AGREEMENT.
- 2.5. The COLLEGE has procedures in place to ensure the faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Such procedures include, but are not limited to, site visits to the CCAP course by one or more representative of the COLLEGE.
- 2.6. CCAP courses offered at the COLLEGE during the span of this AGREEMENT shall be listed in Appendix A and may be updated from time to time.
- 2.7. Scope, Nature, Time and Location of courses to be offered by the COLLEGE will be delineated in Appendix A of this agreement.

2.8. The COLLEGE certifies that no course offered under this agreement is oversubscribed or has a waiting list.

2.9. The COLLEGE certifies that its participation in this CCAP partnership is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that participating pupils will not lead to enrollment displacement of otherwise eligible adults in the community college.

3. FACULTY

3.1. CCAP Faculty shall be COLLEGE Faculty working who have met the Minimum Qualification for faculty in the California Community Colleges for the discipline in which they are assigned to teach.

3.2. CCAP Faculty shall be the sole employees of the COLLEGE, and the COLLEGE shall be solely responsible for all associated salaries, wages, and benefits due to faculty.

3.3. The COLLEGE certifies that under this agreement, a qualified faculty teaching a course offered for college credit, has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE.

3.4. The CHARTER certifies that under this agreement, a faculty member teaching course offered for college credit has not displaced or resulted in termination of an existing high school teacher teaching the same course at the high school.

3.5. CCAP Faculty provided by the COLLEGE shall comply with CCAP requirements established by the COLLEGE. The COLLEGE has the primary right to control and direct the instructional activities of the instructor during the term specified by the agreement. (CA Code of Regulations 58058(b)).

3.6. The COLLEGE certifies that any community college instructor teaching a course shall not have been convicted of any sex offense as defined in Section 87100, or any controlled substance offense as defined in Section 87011.

4. ON-SITE SUPERVISION

4.1. CCAP courses will be conducted online or at the COLLEGE facilities.

4.2. CCAP courses and students shall be under the direct supervision of the CCAP faculty at the COLLEGE. Student discipline is the responsibility of the COLLEGE.

4.3. The COLLEGE will maintain control and direct the instructional activities of the CCAP faculty and shall outline the duties of the CCAP faculty in a separate agreement. (CA Code of Regulations 58056).

4.4. COLLEGE will provide direction to CCAP faculty through an instructors manual, course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide to its hourly on-campus instructors.

5. STUDENTS

5.1. Students must meet all COLLEGE prerequisite and placement requirements before enrolling in a CCAP course. (CA Code of Regulations 51006, 58051.5, and CA Ed Code 76002).

- 5.2. Grades earned by students enrolled in CCAP Courses will be posted on official COLLEGE and CHARTER transcripts. Transcripts and student schedules shall clearly denote CCAP Courses as a college-level courses. (CA Ed Code 76220)
 - 5.3. Students enrolled in CCAP courses shall have access to student support services programs available at the COLLEGE for which they may be eligible.
 - 5.4. Students who withdraw from a CCAP course will not receive any COLLEGE credit for work completed. All COLLEGE enrollment, attendance, grading, and repeatability regulations apply to CCAP courses.
 - 5.5. Students enrolled in a CCAP course will be held to a comparable level of rigor to all courses offered at the COLLEGE.
 - 5.6. The CHARTER will be responsible for administering and for the costs of any accommodations required by a student under their individualized Educational Program (IEP).
 - 5.7. Student discipline is the responsibility of the COLLEGE. Instances of student dishonesty are subject to COLLEGE policy.
 - 5.8. Participation in a CCAP course is limited solely to eligible high school students.
6. ASSESSMENT
 - 6.1. Students enrolled in CCAP courses shall be held at the same standards of achievement as students on the COLLEGE campus. (CA Ed Code 48801).
 - 6.2. Students enrolled in CCAP Courses shall be held to the same grading standards as those expected of students in other on campus COLLEGE sections.
 - 6.3. Students enrolled in CCAP Courses shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in other on campus COLLEGE sections.
7. EVALUATION
 - 7.1. The COLLEGE and the CHARTER may conduct student evaluations for each CCAP course offered in the SCHOOL. (CA Ed Code 58920)
 - 7.2. The COLLEGE and the CHARTER may survey and collect data on alumni of CCAP courses after they graduate from the CHARTER. (CA Ed Code 76220)
 - 7.3. The COLLEGE and the CHARTER may annually conduct surveys of participating high school principals and guidance counselors.
 - 7.4. The COLLEGE and the CHARTER shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of CCAP course delivery.
8. RECORDS
 - 8.1. Records of student attendance and achievement (grades) for all CHARTER students who enroll in a CCAP course shall be maintained by the COLLEGE and open for review at all times by officials of the CHARTER. (CA Ed Code 76220)

- 8.2. Records of student attendance and achievement (grades) for all CHARTER students who enroll in a CCAP course shall be kept by the instructor and submitted to the COLLEGE according to the COLLEGE'S usual processes. (CA Ed Code 76220)
- 8.3. In engaging in the information exchanged described in this section, CHARTER and COLLEGE will both comply with state and federal privacy laws with regard to all student records for students enrolled in a CCAP course. This includes protecting student records from unauthorized disclosure or transmission to unauthorized third parties. The COLLEGE is committed to the protection and confidentiality of student educational records by adhering closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) which is federal legislation established to regulate access and maintenance of student educational records. Federal and state laws relating to the privacy of student records may differ from those regulations governing California high school students, including their right under FERPA to review student records.

9. FUNDING

- 9.1. The CHARTER and COLLEGE agree that neither shall receive a state allowance or apportionment for an instructional activity for which the other has been, or shall be, paid an allowance or apportionment.
- 9.2. Unless otherwise agreed to by the CHARTER and COLLEGE consistent with requirements of the education code the CHARTER and COLLEGE agree that the CHARTER shall claim full Average Daily Attendance (ADA) per pupil for at least 240 minutes of non-college instruction.
- 9.3. Unless otherwise agreed upon to by the CHARTER and COLLEGE consistent with requirements of the education code the CHARTER and COLLEGE agree that the COLLEGE will claim apportionment for the students enrolled in CCAP courses, in compliance with California Education Code.
- 9.4. The COLLEGE certifies that the direct education costs of the CCAP courses are not being fully funded through other sources.
- 9.5. The CHARTER certifies that it has not received full compensation for the direct education costs for the conduct of the CCAP courses from other sources.

10. COMPLIANCE

- 10.1. Both the COLLEGE and the CHARTER certify that they are in compliance with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- 10.2. The CHARTER and the COLLEGE have established protocols for information sharing, in compliance with all applicable state and federal privacy laws and parental consent for high school pupils to enroll in community college courses.
- 10.3. Points of contact for duration of the agreement:
CHARTER: Executive Director/ Superintendent
COLLEGE: Dean of Instruction

11. INDEMNIFICATION

- 11.1. The CHARTER agrees to and shall indemnify, save and hold harmless the COLLEGE and its officers, agents, governing board members and employees from any and all claims, injuries, demands, liabilities, costs, expenses (including reasonable attorneys' fees and court costs), damages, causes of action, losses, and judgements, arising out of the performance of or in connection with this AGREEMENT. The obligation to indemnify shall extend to all claims and losses that arise from negligence or willful acts of the CHARTER, its officers, agents, governing board members, and employees.
- 11.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the CHARTER and its officers, agents, governing board members and employees from any and all claims, injuries, demands, liabilities, costs, expenses (including reasonable attorneys' fees and court costs), damages, causes of action, losses, and judgements, arising out of the performance of or in connection with this AGREEMENT. The obligation to indemnify shall extend to all claims and losses that arise from negligence or willful acts of the COLLEGE, its officers, agents, governing board members, and employees.

12. INSURANCE

- 12.1. The COLLEGE, in order to protect the CHARTER, its agents, governing board members, employees, and officers and volunteers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, evidence of general liability insurance or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence with an insurer with a current A.M. Best's rating of no less than A-VII authorized to do such public liability and property damage insurance business in the state of California or otherwise acceptable to the COLLEGE, its agents, employees and officers and volunteers as an additional insured for the purposes of this AGREEMENT. A certificate of insurance including such endorsement shall be furnished to the COLLEGE prior to the commencement of services.
- 12.2. Evidence of Sexual Misconduct coverage shall be included on the evidence of insurance if included in the general liability insurance program. Otherwise, evidence of coverage shall also be provided to the COLLEGE.
- 12.3. The COLLEGE shall provide worker's compensation insurance evidencing statutory limits as required by the state of California. The COLLEGE shall also furnish evidence of ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury or disease of Employer's Liability coverage. COLLEGE insurer shall agree to waive their rights of subrogation by providing an endorsement to the COLLEGE acknowledging such.

13. REPORTING

- 13.1. The COLLEGE, in conjunction with the CHARTER, shall report annually to the State Chancellor's office the following information:
 - 13.1.1. The total number of high school pupils by school site enrolled in this CCAP partnership, aggregated by gender and ethnicity, and reported noncompliance with all applicable state and federal privacy laws.
 - 13.1.2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

13.1.3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

13.1.4. The total number of Full-Time Equivalent Students (FTES) generated by CCAP partnership participants.

14. NON_DISCRIMINATION CLAUSE

14.1. Lassen Community College and Long Valley Charter affirms that they shall not discriminate against any person in any aspect of education or employment without regard to ethnicity, national origin, religion, age, sex, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

15. TERM OF AGREEMENT

15.1. July 1, 2024 through June 30, 2028

16. TERMINATION OR CHANGES

16.1. Either party may terminate this AGREEMENT at any time by providing 30-days' written notice to the other party. Written notice of termination shall be addressed to the responsible person listed in item 17 below.

16.2. Upon receiving or providing a notice of termination of this AGREEMENT, the parties shall develop a mutually agreeable teach-out plan that enables students to complete the CCAP course they are enrolled in.

17. NOTICE TO PERSONS RESPONSIBLE FOR THE IMPLEMENTATION OF THIS AGREEMENT

All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

TO THE CHARTER:

Sherri Morgan
Executive Director/ Superintendent
Long Valley Charter
PO Box 7
Doyle, CA 96109

TO THE COLLEGE:

Carie Camacho
Interim Superintendent/President
Lassen Community College
PO Box 3000
Susanville, CA 96130

18. MISCELLANEOUS

- 18.1. This AGREEMENT contains all agreements, promises and understandings between the PARTIES regarding this transaction, and no oral agreement, promises or understandings shall be binding upon either party in any dispute, controversy or proceeding.
- 18.2. This AGREEMENT may not be amended or varied except in a writing signed by all parties. This AGREEMENT shall extend to and bind the heirs, personal representatives, successors and assigns hereto.
- 18.3. The failure of either party to insist upon strict performance of any of the terms or conditions of this AGREEMENT or to exercise any of its rights hereunder shall not waive such rights and such party shall have the right to enforce such rights at any time.
- 18.4. This AGREEMENT and the performance thereof shall be governed interpreted, construed and regulated by the laws of the state of California. The parties hereto agree to submit to the jurisdiction of any court of competent jurisdiction within Lassen County, California.
- 18.5. This AGREEMENT may be executed in counterparts which, taken together, shall constitute a single instrument. Facsimile and other electronically transmitted signature pages shall be effective to bind a party to this AGREEMENT.
- 18.6. A copy of this AGREEMENT shall be filed with the Chancellor's Office of the California Community Colleges.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the last date written below.

Date: _____

Date: _____

Lassen Community College

Long Valley Charter

Comprehensive School Safety Plan

**2023-2024
School Year**

School: Long Valley School
CDS Code: 18-75036-6010763
District: Long Valley School
Address: PO Box 7/ 436-935 Susan Drive
Doyle
Date of Adoption: 04/11/2019
Date of Update: 02/16/2024
Date of Review:
- with Staff February 2024
- with Law Enforcement February 2021
- with Fire Authority n/a

Approved by:

Name	Title	Signature	Date
Sherri Morgan	Executive Director/ Superintendent		
Misty Brussatoi	Principal, Doyle Campus		
Jerad Morgan	Site Administrator, Portola Resource Center		

Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	7
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	10
(E) Sexual Harassment Policies (EC 212.6 [b]).....	10
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	10
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	11
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	11
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	13
(K) Hate Crime Reporting Procedures and Policies.....	14
(J) Procedures to Prepare for Active Shooters.....	14
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	15
Opioid Prevention and Life-Saving Response Procedures.....	16
Response Procedures for Dangerous, Violent, or Unlawful Activities.....	16
Safety Plan Review, Evaluation and Amendment Procedures.....	17
Safety Plan Appendices.....	18
Emergency Contact Numbers.....	19
Safety Plan Review, Evaluation and Amendment Procedures.....	20
Long Valley School Incident Command System.....	21
Incident Command Team Responsibilities.....	23
Emergency Response Guidelines.....	24
Step One: Identify the Type of Emergency.....	24
Step Two: Identify the Level of Emergency.....	24
Step Three: Determine the Immediate Response Action.....	24
Step Four: Communicate the Appropriate Response Action.....	24

Types of Emergencies & Specific Procedures.....25

- Aircraft Crash25
- Animal Disturbance.....25
- Armed Assault on Campus25
- Biological or Chemical Release.....25
- Bomb Threat/ Threat Of violence26
- Bus Disaster.....26
- Disorderly Conduct26
- Earthquake26
- Explosion or Risk Of Explosion26
- Fire in Surrounding Area27
- Fire on School Grounds27
- Flooding27
- Loss or Failure Of Utilities27
- Motor Vehicle Crash27
- Pandemic27
- Psychological Trauma.....27
- Suspected Contamination of Food or Water28
- Tactical Responses to Criminal Incidents28
- Unlawful Demonstration or Walkout.....28

Emergency Evacuation Map.....29

Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at www.longvalleycs.org, Long Valley School, 436-965 Susan Dr., Doyle CA 96109 and 257 Sierra St, Portola CA 96122.

Safety Plan Vision

Long Valley School (LVS) operates a safe and secure campus, and staff members provide a nurturing environment where students and staff feel welcome and protected from harm. LVS acknowledges its core responsibility to protect all children. Staff members are committed to creating an environment free from verbal or physical abuse, threatening behavior, sexual harassment, racial tension or other unsafe conditions that may result in distractions from learning. LVS works collaboratively with stakeholders to create a Comprehensive School Safety Plan that supports the needs of staff, students, and the broader school community.

Components of the Comprehensive School Safety Plan (EC 32281)

Long Valley School Safety Committee

The school safety committee is made up of classified and certificated staff. Members review safety procedures and policies, and identify, and sometimes provide, appropriate trainings for students and staff.

Assessment of School Safety

Monthly safety drills (fire, earthquake, or lock-down) and procedures are regularly reviewed. Monthly FIT reports of facility safety ensure the physical safety of the campus. Students in 5th through 12th grade have the opportunity to take the California Healthy Kids survey to provide data about school climate and student perception of school safety.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Long Valley School adopted and implemented a comprehensive set of health, safety, and risk management policies. It is our intent to operate a safe, risk free school to protect students and staff alike. The policies were developed in consultation with the Charter School's insurance carriers and address the following issues:

- -A requirement that all enrolling students who receive classroom-based instruction provide records documenting immunizations to the extent required for enrollment in non-charter public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075, and a requirement that all rising 7th grade students are immunized with a pertussis (whooping cough) vaccine booster.
- -A requirement that each employee and contractor of the Charter School submit to a criminal background check and furnish a criminal record summary as required by Education Code Sections 44237 and 45125.1. The Charter School shall not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law, pursuant to Education Code Sections 44830.1 and 45122.1.
- -A requirement that all employees will be mandated child abuse reporters in compliance with all applicable reporting laws, and that the Charter School will provide mandated reporter training to all employees annually in accordance with Education Code Section 44691.
- -A policy requiring tuberculosis risk assessments and examinations (if necessary) for employees prior to commencing employment and working with students, and for employees at least once each four years thereafter.
- -Policies and procedures for responding to emergencies and natural disasters.
- -Policies and procedures for contacting parents or guardians in case of an emergency.
- -Policies relating to the prevention of exposure to blood borne pathogens and communicable diseases.
- -A policy regarding the administration of medication in school in compliance with Education Code Section 49423, and epinephrine auto-injectors in compliance with Education Code Section 49414.
- -A policy requiring that instructional staff receive training in first aid and CPR or its equivalent.
- -A policy establishing that Long Valley School operates as a drug, alcohol, and tobacco free environment.
- -A policy for the prevention of discrimination and sexual harassment, as well as any harassment based upon protected characteristics.
- -A policy for facility safety, including seismic safety.
- -The site based program will participate in the annual vision, hearing, and scoliosis screening provided by the Lassen County Office of Education in compliance with Education Code Section 49450, et seq., as applicable to the grade levels served by the Charter School.
- -A policy on student suicide prevention in accordance with Education Code Section 215.
- -Diabetes: The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7

In addition, Long Valley School maintains a positive behavior support system to reinforce pro-social behavior and , uses progressive discipline and restorative justice concepts to ensure equity and reduce or eliminate instances of bullying, harassment, and other undesirable behavioral outcomes.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

Long Valley School follows the provisions of California Penal Code section 11166, and requires any employee who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

LVCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Long Valley School employees are instructed to report suspected child abuse to Lassen or Plumas County Child Protective Services (depending on the site attended by the child) and/or to Law Enforcement (Lassen or Plumas County Sheriff).

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Procedures follow in each subsequent section of this plan.

Adaptations for Students with Disabilities

- In the event of an evacuation, students with disabilities will be ushered to appropriate exits to meet their needs
- In the event of a lockdown, students with disabilities will be accommodated with accessible equipment, including but not limited to restrooms
- Accessible accommodations will be made by staff for students with disabilities

Public Agency Use of School Buildings for Emergency Shelters

LVS communicates and collaborates with public agencies to provide facilities in the event of local disasters.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Long Valley School maintains suspension, expulsion, and mandatory expulsion policies that comply with Education Code Section 47605 (b)(5)(J). The complete policy can be found in the LVS Charter, as well as board policy 6003, approved 5-16-17 by the Long Valley School Board of Directors. This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Director's office. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A list of enumerated offenses which may result in suspension or expulsion follows.

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

4. Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence. If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Teachers are informed of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code Section 48900 except possession or use of tobacco products (Sections 48900.2, 48900.3, 48900.4, 48900.7) This information is based on district records maintained in the ordinary course of business or records received from a law enforcement agency. At the beginning of each year, the school administrator provides to each teacher a list of students suspended or expelled for review. The teacher documents the notification by signature.

(E) Sexual Harassment Policies (EC 212.6 [b])

Long Valley School (LVS) is committed to providing a work environment free of invidious discrimination. In keeping with this commitment, LVS prohibits sexual harassment of LVS employees and applicants for employment in the working environment. This policy applies to all of the LVS employees. It prohibits harassment of any form, including verbal, physical, and visual harassment of a sexual nature.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is either explicitly or implicitly made a term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student of employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. Any act of retaliation against an individual who reports a violation of LVS' sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Employees who permit or engage in such harassment will be subject to discipline up to and including termination of employment. Each supervisor has the responsibility of maintaining an education and work environment free of sexual harassment. This responsibility includes discussing LVS's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting degrading, or exploitive treatment or any form of sexual harassment. Any employee who believes he or she has been harassed by a co-worker or manager of LVS should promptly report the facts of the incident or incidents and the names of the individuals involved on the complaint form attached to this policy, and file a complaint with his or her supervisor, the Director, or the Board of Directors. Such claims will be investigated and all information forwarded to the Board of Directors for appropriate action. LVS prohibits retaliatory behavior against any participant in the complaint process. Each complaint shall be investigated in a way that respects the privacy of all parties.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Students are expected to dress in a manner that will not disrupt the learning environment. Students are to come to school clean and dressed modestly.

Hair should be worn in a manner that does not obstruct the student's vision or distract others.

The following are considered inappropriate clothing and will lead to the student's referral to the office to contact their parents to bring suitable clothing.

- Shoes with hard/firm soles must be worn at all times. Skate shoes, slippers, and cleats are not permitted. Shoes must have a heel strap, which secures the shoe to the foot.
- Logos on clothing or backpack type items may not advertise or promote smoking, alcohol, drugs, gang related slogans, or display vulgar or sexually suggestive comments.
- Aerosol cans of hair spray or hair color are not permitted at school. Coloring products may not be water-soluble or transfer to clothing or school materials.
- Any immodest clothing including but not limited to: tube tops, sheer shirts, backless, halter, low cut, or swimsuit tops. Midriffs may not show when arms are at their side. Shirts with large armholes (muscle shirts) and tank tops with less than 1-inch strap are not allowed.
- Undergarments may not show.
- Shorts and skirts must be no more than 4 inches above the knee or shorter than the end of the extended fingertips and must be hemmed. No spandex shorts or pajamas.
- Pants that do not fit without sagging or falling off hips
- Clothing with holes that make undergarments or midriff visible
- Students may not wear hats in the classrooms, cafeteria, library or office
- Make-up, cosmetics, or jewelry must be appropriate to the age level of the student and shall not cause a distraction to the learning or teaching process.

Although students are not required to wear uniforms for P.E., they are expected to wear appropriate footwear and clothing for daily P.E. class.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

At the Long Valley School Classroom Program site in Doyle, the majority of students ride the school bus to and from school. Riding the school bus is a privilege, not a right. Students are expected to obey all bus rules and directions of the bus driver. The bus driver may issue citations for any infractions and refer student to the Site Administrator for further discipline action including losing the privilege of riding the bus.

A student is responsible for his/her actions going to and from school just as if he/she were on campus. Students are expected to obey all traffic and/or bus rules, respecting the property and rights of others on their route, and obeying all school rules.

The Doyle site has a closed campus. Students are allowed to leave only when signed out by a parent/guardian or person listed on their emergency form.

The Portola Independent Study site does not provide bussing, and the majority of students arrive via personal vehicle accompanied by family members. While on site, the campus is closed for students below ninth grade, and they must be signed out by an authorized adult. The campus is open for high school students, who may leave and return for a lunch break in circumstances where they will remain on campus for a period of time that extends across such a break. Students are expected follow school rules going to and from school, or on a lunch break in the community just as if they were on campus.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Component 1

Element:

Physical Environment of School Sites

Opportunity for Improvement:

Ensure pavement at ingress and egress sites is maintained. Continue to maintain a clean, safe environment at all sites. Establish procedures for the timely reporting of unsafe conditions in the physical environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To achieve a "good" rating or higher on Monthly Facility Inspection Tool (FIT) reports.	Monthly FIT tests performed by site administrators and reported to the governing board.	Checklist document	Site Administrators	FIT checklist reports.
Passing external facilities audits.	Continue triennial Loss Control and Safety Audits	CharterSafe Joint Powers Authority	Site Administrators and Executive Director	Loss Control and Safety Audit report shared and updated with governing board.
Ensure safe drinking water is available for staff and students.	Maintain certified water operator on staff.	California Water board CCR and regular monthly reports	Water Operator (Jerad Morgan)	Ongoing water quality certification from contract laboratory.

Component:

Component 2

Element:

Behavioral and Mental Health

Opportunity for Improvement:

Ensure availability of mental health services at all sites, and provide staff training on identification of at-risk pupils.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide short-term counseling as needed to general education students.	Identify, evaluate, and retain professionals, including tele-health professionals, to provide services.	LCAP; partnerships with local mental health facilities and providers.	Site Administrators and Executive Director	California Healthy Kids Survey (CHKS) results; enrollment of students in counseling services; program evaluation via LEA surveys.
Provide short-term counseling as needed to students with disabilities.	Continue to provide services under the auspices of Educationally-related Mental Health Services (ERMHS) in conjunction with Lassen County SELPA.	ERMHS funding	Site Administrators and Executive Director	Program outcomes
Provide pro-social training for staff and students.	Identify, evaluate, and retain professionals, including tele-health professionals, to provide services.	LCAP; partnerships with local mental and public health facilities	Site Administrators and Executive Director	Effect on referrals for counseling; CHKS results.

Component:

Component 3

Element:

School Climate

Opportunity for Improvement:

Provide uniform whole-school positive behavior support.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide social-emotional curriculum instruction to students.	Identify, evaluate, purchase and administer social-emotional curriculum across grade spans.	LCAP	Site Administrators and Executive Director	CHKS results
Provide professional development to Staff on the implementation of whole-school positive behavior systems	Work with stakeholders to identify programs; identify appropriate trainings	LCAP	Site Administrators and Executive Director	Staff participation
Increase consistency of disciplinary action across sites	Develop district wide discipline matrix	LCAP	Site Administrators and Executive Director	Change in discipline referral rate, suspension rate, and drop-out rate.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Long Valley School Student Conduct Code**

The following behavior expectations are expected to be followed by students on campus and during school activities at all times. All students, parents, and teachers have been given the Student/Teacher/Parent Expectations to sign at the beginning of the year. There are three School Expectations/Rules that are guides for behavior are as follows:

Be Responsible!

Students will be expected to respond appropriately to issues and problems that arise – not react to them! Students are expected to conduct themselves responsibly, and depend less on outside controls to manage their behavior.

Be Safe!

Abide by all laws, rules, procedures, and instructions.

Be Respectful!

Students will respect others through their actions, attitudes, and speech.

Conduct Code Procedures

Long Valley School is centered on positive reinforcements to correct inappropriate behavior exhibited during school hours. Although teachers may have their own way of creating/posting class rules, all classes will use the following guidelines.

- (1) Students are instructed on the expected social behavior
 - (2) A verbal warning is given to correct the student's behavior.
 - (3) A second warning and a consequence are given. An example of a consequence is the relocation within the room to work or loss of privileges.
 - (4) Final warning and an additional consequence is given. This could be a note sent home, a call home made by the teacher; an action plan, and/or relocation to another teacher's room to work for the remainder of the instructional period
- After classroom level interventions have failed to change the student's disruptive behavior, the Administration Office will become involved as follows:

1st Visit to Office: After counseling, the child will be required to write about how their behavior has broken one or more of the Three School Rules. They will then be required, in writing to make a plan that will allow them to avoid any repeat of this disruptive behavior. Students unable to complete a formal writing task may dictate and then copy their statements or draw illustrations at the discretion of the Administration Office.

2nd Visit to Office: The same procedures reported above will happen, plus the parent/guardian will be notified and the child, parent, and Administrator will plan together strategies to change the misbehavior. Parent and child will be reminded that as a school of choice, it is clearly outside our policies and interests to allow any child to be an ongoing disruptive agent at Long Valley School. A Student Study Team will be created, and a behavior plan will be developed.

3rd Visit to the Office: The child will be required to write about how their behavior has broken one or more of the Three School Rules. The parent will be notified and the child may be suspended. A final contract, signed by the site administrator, parent, and student will indicate that any further misbehavior will result in suspension, and possible referral for expulsion.

Please note that if an offense is severe, the child will be sent directly to the Administrator's Office and placed at Step 3. Such behaviors could be, but are not limited to, violence towards self or others.

(K) Hate Crime Reporting Procedures and Policies

Long Valley School will not tolerate hate-motivated behavior. Students who believe themselves to be victims of hate-motivated behavior must immediately contact site leadership (principal or designee). Students found to have demonstrated hate-motivated behaviors shall be subject to disciplinary procedures in accordance with board policy. Students that are victims of hate-motivated behavior may file a complaint in accordance with charter complaint procedures if they feel that site leader (principal or designee) has failed to remedy the situation.

For anonymous reporting, the school utilizes the "Stop-It" application.

(J) Procedures to Prepare for Active Shooters

In February 2021, school administrators took part in a 2-day ALICE training to become certified trainers in violent critical incidents. Planning for implementation will be accomplished by 6/30/2021.

Procedures for Preventing Acts of Bullying and Cyber-bullying

The Charter School has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

The Charter School advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

The Charter School informs LVS employees, students, and parents/guardians of the Charter School's policies regarding the use of technology in and out of the classroom. The Charter School encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

The Charter School employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. The Charter School advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at the Charter School and encourages students to practice compassion and respect each other.

The Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other pupils based on protected characteristics.

The Charter School's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

The Charter School informs the Charter School employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

The Charter School annually makes available the online training module developed by the California Department of Education and/or the modules developed by Safe Schools Training pursuant Education Code section 32283.5(a) to its certificated employees and all other the Charter School employees who have regular interaction with pupils.

The Charter School informs certificated employees about the common signs that a student is a target of bullying including

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

The Charter School also informs certificated employees about the groups of students determined by the Charter School and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

The Charter School encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for the Charter School's students.

Grievance Procedures

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

LONG VALLEY CHARTER SCHOOL PAGE 7 OF 9 TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING # 6015
Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator: Sherri Morgan Executive Director/Superintendent, P.O. Box 7 Doyle, CA 96109 (530) 827-2395, smorgan@longvalleycs.org.

Opioid Prevention and Life-Saving Response Procedures

Purpose: To establish guidelines and regulations governing the utilization of naloxone nasal spray administered by Long Valley Charter employees. The objective is to treat opioid overdoses and get those overdosed transported to an emergency department to reduce the number of fatal overdoses. Reference board policy 5012 (rev: 12/1/2022) Opioid Antagonist Policy.

Response Procedures for Dangerous, Violent, or Unlawful Activities

Overview: Our school district has established a Critical Incident Plan for dangerous, violent, or unlawful activities occurring at school, during school-sponsored activities, or on school buses, as required by Senate Bill 671.

A risk to the life and safety of students and staff may exist when there is a serious display of disordered thought or behavior, including disorderly conduct from staff, students, or visitors. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head or cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place. This Section is intended to address any violent, dangerous, or unlawful activities on school grounds and at school-sponsored events

Procedure:

Follow the procedures ascribed to in the Critical Incident Plan: RUN – HIDE – FIGHT

- a) Report the incident:
 - i) If possible, call 911
 - b) Run: Evacuate if possible
 - c) HIDE: Shelter if necessary "In Cases Such as the Danger is More Imminent if you Evacuate"
 - d) Fight-Take action, if you must
 - e) Respond Appropriately When Law Enforcement Arrives

Safety Plan Review, Evaluation and Amendment Procedures

The LVS school safety plan shall be reviewed annually by staff and the site safety committee (Advisory Council). Suggestions for edit will be considered and cause the plan to be amended. Once approved, the updated plan will be submitted to the Board of Directors for final approval.

Site Safety Committee at a minimum must include:

1. The principal or the principal's designee.
2. One teacher.
3. One parent whose child attends the school.
4. One classified employee.

Emergency Contact Numbers

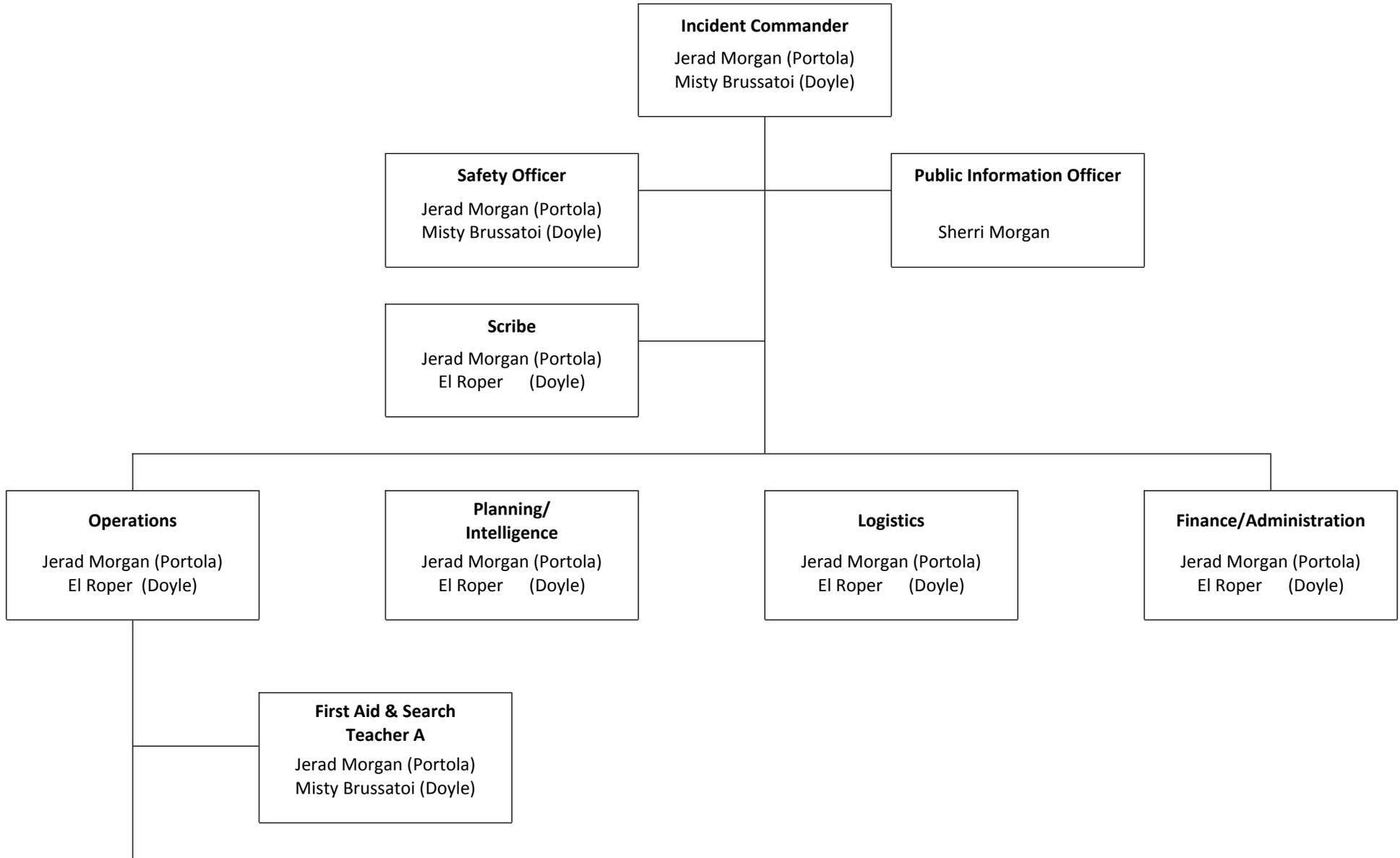
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Emergency	911	
Public Utilities	Liberty Utilities Electric	1-800-552-6258	Portola
City Services	Water, Sewer	530 832-4216	Portola
Law Enforcement/Fire/Paramedic	Sheriff	530 832-4242	Portola
Public Utilities	Gas; Amerigas	530 832-7700	Portola
Law Enforcement/Fire/Paramedic	Emergency	911	Local number Fire 827-2681 Doyle
Public Utilities	PSREC	530 832-4261	Electric
Law Enforcement/Fire/Paramedic	Sheriff	530 257-6121	Doyle
Public Utilities	Gas	530 257-4161	Doyle

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Meeting with Deputy Mai (SRO in Lassen County)	2-4-2021	
Meeting with CHP in Portola	2-11-2020	
Meeting with Site Administrators	2-09-2024	
Meeting with Advisory Council	2-09-2024	Teleconference via Zoom and in person at each location; announced with Parent Square.
Presentation to Governing Board	2-21-2024	Teleconference via Zoom and in person at Doyle location; posted to www.longvalleycs.org .

Long Valley School Incident Command System



**Student Release &
Accountability
TeacherB**

Jerad Morgan (Portola)
El Roper (Doyle)

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Incident commander (Principal or designee):

1. Call 9-1-1 to report the crash.
2. Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If necessary, follow evacuation procedures.
3. Establish a Command Post. Begin a comprehensive assessment of the situation and direct resources until emergency response personnel arrive.
4. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Teachers:

1. Determine if your class is in immediate danger.
2. If the class is in danger evacuate your class to a safe location. If it is safe, stay in your room.
3. If you evacuate, take roll and document absent and/or missing students on class attendance sheet.
4. Move your class to the designated Assembly Area, as directed.
5. Wait for further instructions.

Animal Disturbance

- Open your outside room door and direct anyone nearby to come into the room.
- Lock your outside door.
- If you have a door to the multi-purpose room, open it and direct anyone nearby to come into the room.
- Lock your inside door.
- Close any window shades, blinds, or drapes.
- Direct everyone in the room to move away from doors and windows and sit on the floor.
- Wait until a school administrator, employee, or emergency personnel open your door and advise it is safe or gives you other directions.

Armed Assault on Campus

*Report any suspicious person(s) you see on campus to the office immediately. Call 911.

OFFICE ANNOUNCES "There is a dangerous person on campus, lockdown, shelter in place" by intercom or phone.

- Open your outside room door and direct anyone nearby to come into the room.
- Lock your outside door.
- If you have a door to the multi-purpose room, open it and direct anyone nearby to come into the room.
- Lock your inside door.
- Close any window shades, blinds, or drapes.
- Direct everyone in the room to move away from doors and windows and sit on the floor.
- Wait until a school administrator, employee, or emergency personnel open your door and advise it is safe or gives you other directions.

Biological or Chemical Release

Anyone noticing a biological or chemical release should notify the office or site administrator immediately.

All Personnel:

1. Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed. Unless otherwise instructed, shelter in place. Keep your radio on and listen for instructions.
2. Keep students calm.
3. Close all classroom doors and windows.
4. Ensure that the heating-ventilation and cooling system is shut down.

Site Administrator:

Communicate with the Police and Fire Department to determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take. If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available

resources. Until ordered to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:

- a. Direct that all students and staff remain indoors until it is safe.
- b. Direct that all heating-ventilation and cooling units are shut down.
- c. Direct that all windows are shut.

Bomb Threat/ Threat Of violence

Bomb threats must be taken seriously!

If you receive a bomb threat over the telephone, be calm, courteous, listen and do not interrupt. Attempt to gather as much information as possible.

Report the matter immediately to the police at 911, and then contact the office and explain the situation.

Do not evacuate unless instructed to do so by the police, LVS Administration, or other emergency personnel.

If instructed to evacuate, follow the evacuation procedures in this plan.

Bus Disaster

In the event of a bus accident or disaster, the bus driver shall follow the bus evacuation procedure, the California Vehicle Code, and the California Dept. of Education code. The bus driver will call 911 if possible. If possible, the bus driver will be the incident commander until help arrives. As soon as it is safe to do so, the bus driver will notify the Doyle site principal, who will begin the process of notifying families of the disaster.

Disorderly Conduct

In the event of an adult engaged in disorderly conduct at the school site or environs, including verbal abuse, physical abuse, or other activities disruptive to the learning environment, the principal will assume the responsibility of incident command. If the principal feels it is safe to approach the individual, the individual may be asked to please leave the premises. If the individual does not comply, or if the principal feels it is unsafe to approach the individual, Lassen or Plumas County Sheriff Department must be notified. Explain the situation to the dispatcher. If threat of violence or possible harm to students and staff is apparent or deemed possible, the school should enter into lockdown, following the shelter-in-place protocol.

Earthquake

During an earthquake, follow these steps.

1. Stay in the building. Do not evacuate.
2. Take shelter under tables or desks and in doorways (Drop, cover and hold on).
3. Keep away from overhead fixtures, windows, filing cabinets, and book cases.
4. Assist any person with disabilities in the area and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

Explosion or Risk Of Explosion

In the event of an explosion in the building, remember the following steps.

1. Immediately take cover under tables or desks which give protection against flying glass and debris (Drop, cover and hold on).
2. After the effects of the explosion have subsided, call 911 and then contact the office and explain the situation.
3. In the event of a fire, activate the building alarm system.
4. Follow evacuation procedures for the building in the immediate area of the explosion.

Fire in Surrounding Area

In the event of a fire in area surrounding the school, notify the fire department. The principal or designee is the incident commander, and should make a reasonable determination about whether to evacuate students or shelter-in-place. If sheltering in place, keep students inside and shut down ventilation systems to avoid smoke inhalation. Evacuate if instructed to do so by the incident commander or first responders using the procedure for Fire on School Grounds.

Fire on School Grounds

FIRE ALARM SOUNDS (Will sound through intercom or building alarm system)

Teachers: Line students up at the exit door. Students are to leave all belonging in the room. Take Fire Drill Folder, Attendance Sheet, Emergency backpack, and radio and proceed along the evacuation route to the Assembly area. The teacher shall be the last person to leave the room, turning off lights and leaving door unlocked. Once at the Assembly area, the teacher shall take attendance and hold up the Green card if all students are accounted for, or the orange card in the case that there are unaccounted for students.

Principal and designated staff: Principal, with assistance from designated staff (i.e. school secretaries other administrative employees) will verify that all students are accounted for. In the case where there are unaccounted for students, wait for help unless the students can be found safely. Do not enter a burning building.

If the fire is minor in nature, return students to safe facilities upon the instruction from the fire department that the facilities are safe. For major fires, the principal will instruct administrative support staff to begin the process of notifying parents or guardians to come get their children as soon as the incident command personnel deem it is safe to do so.

Flooding

In the event of notification of a flood, evacuate students to higher ground if instructed to do so. If moving to higher ground is not possible, students and staff should seek shelter on upper floors of buildings or roof-top areas. Keep students calm and wait for help. Keep radios on and close by to listen for instructions.

Loss or Failure Of Utilities

In the event of an electrical failure impacting the ability of students to learn due to loss of water and sanitation facilities, heating, air conditioning, or lighting, students shall be released to parents or guardians after a failure exceeding two hours. The principal or designee will contact the utility company during the outage to determine if there is projected duration for the outage, and will conduct a brief assessment to determine if imminent safety issues exist, such as a downed power line.

In the event of the rupture of a vessel or pipe containing natural gas, kerosene, or other flammable gas or liquid occurs as a result of a utilities issue, the school shall be evacuated immediately using the fire evacuation procedure, except that light switches and other electrical circuits shall not be switched on or off.

In the event of a lack of water service due to non-electrical issues, proper drinking water mitigation techniques will be employed and testing conducted to verify that the school has safe drinking water available.

Motor Vehicle Crash

In the event of a motor vehicle crash on the school premises, the principal is the incident commander. Have someone call 911 to report the crash. Assess the scene to ensure there is no imminent danger which might result in a need to evacuate all or part of the school buildings. If so, the principal shall call upon administrative staff to implement evacuation procedures. If no imminent danger is noted, and there are no apparent injuries, wait for first responders to arrive at the scene. If there are injuries, employees trained in CPR/First Aid may use their training to assist and support the victims until the arrival of first responders.

Pandemic

Pandemic policies and procedures are thoroughly delineated in the Injury & Illness Prevention Plan (1012-Rev. 1-14-21) and Health and Safety-COVID Policy (5010-Rev. 1-26-21).

Psychological Trauma

In the event of a traumatic event occurring at or outside of the school setting, during or beyond school hours, the school will provide opportunities for students to receive counseling as part of its agreement with Lassen County Office of Education. If the traumatic event is a suicide, staff will follow the suicide prevention board policy. If a traumatic event happens at school, teachers and staff will work to first ensure that students are safe. The principal will work with admin staff to notify families, and will, in conjunction with the executive director, make a determination about whether to cancel school for the remainder of the school day.

Suspected Contamination of Food or Water

If an incidence of suspected food or water contamination occurs, first ensure that the food or water is quarantined to a place where it cannot be further consumed. Do not throw the food away, as it may be needed by first responders, physicians, or public health workers to determine the nature of any illness that has occurred. If the suspected food was produced by the school as part of the lunch and breakfast program, follow the procedures in place to notify the appropriate public health entity. If the suspected food was brought by a student or parent/guardian, so note this in the incident report.

If students have become sick, notify family of the potential source of the contamination, and be available to help with the public health investigation.

If the drinking water becomes contaminated, immediately notify the water operator, begin the process of mitigating the contamination using appropriate and approved safe drinking water practices and contractors as outlined by the California Water Board.

Water Contamination notification will proceed as follow:

1. The school will begin its procedures for sending home students upon the first sign of water being unfit to consume.
2. Signage at points of consumption will be posted: "Unsafe to drink."
3. Families and staff will be notified via the school's existing all-call system.
4. The school's website will be updated with an alert.
5. Local radio station KSUE will be notified to broadcast an announcement.
6. Notification of persons speaking a language other than English will be done through the all-call system or via personal phone calls from bilingual individuals speaking the target language.

Tactical Responses to Criminal Incidents

Guns are not permitted on school campuses and school-sponsored events.

Unlawful Demonstration or Walkout

In the event of an unlawful demonstration or walkout, the principal is the incident commander. If an dangerous or violent situation appears imminent, contact local law enforcement and await further instructions. Place the school in lockdown to protect students as appropriate. Notify parents when safe to do so.

If no dangerous or violent situation does not appear imminent, instruct the remaining students to stay at school. Do not attempt to force a crowd of angry individuals to return to school. Notify parents of the situation and take roll to help determine later which students left the school grounds. Students leaving the school grounds outside of open campus hours, or younger than ninth grade, may be subject to the school's discipline policy.

Comprehensive School Safety Plan

2023-2024 School Year

School: Thompson Peak Charter School
CDS Code: 18-64196-0135756
District: Thompson Peak Charter School
Address: 995 Paiute Lane
Susanville, CA 96130
Date of Adoption: 4/11/2019
Date of Update: 2/16/2024
Date of Review:
- with Staff November 2021
- with Law Enforcement 2/4/2021
- with Fire Authority

Approved by:

Name	Title	Signature	Date
Sherri Morgan	Executive Director/ Superintendent		
Stephanie Preston	Site Administrator		

Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	7
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	11
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	11
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	12
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	12
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	14
(K) Hate Crime Reporting Procedures and Policies.....	15
(J) Procedures to Prepare for Active Shooters.....	15
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	16
Opioid Prevention and Life-Saving Response Procedures.....	17
Response Procedures for Dangerous, Violent, or Unlawful Activities.....	17
Safety Plan Review, Evaluation and Amendment Procedures.....	18
Safety Plan Appendices.....	19
Emergency Contact Numbers.....	20
Safety Plan Review, Evaluation and Amendment Procedures.....	21
Thompson Peak Charter School Incident Command System.....	22
Incident Command Team Responsibilities.....	23
Emergency Response Guidelines.....	24
Step One: Identify the Type of Emergency.....	24
Step Two: Identify the Level of Emergency.....	24
Step Three: Determine the Immediate Response Action.....	24
Step Four: Communicate the Appropriate Response Action.....	24

Types of Emergencies & Specific Procedures.....25

- Aircraft Crash25
- Animal Disturbance.....25
- Armed Assault on Campus25
- Biological or Chemical Release.....25
- Bomb Threat/ Threat Of violence26
- Bus Disaster.....26
- Disorderly Conduct26
- Earthquake26
- Explosion or Risk Of Explosion26
- Fire in Surrounding Area27
- Fire on School Grounds27
- Flooding27
- Loss or Failure Of Utilities27
- Motor Vehicle Crash27
- Pandemic27
- Psychological Trauma.....28
- Suspected Contamination of Food or Water28
- Tactical Responses to Criminal Incidents28
- Unlawful Demonstration or Walkout.....28

Emergency Evacuation Map.....29

Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at www.longvalleycs.org, Long Valley Charter School, 436-965 Susan Dr., Doyle CA 96109 and 257 Sierra St, Portola CA 96122.

Safety Plan Vision

Thompson Peak Charter School is a safe and secure campus, and staff members provide a nurturing environment where students and staff feel welcome and protected from harm. TPCS acknowledges its core responsibility to protect all children. Staff members are committed to creating an environment free from verbal or physical abuse, threatening behavior, sexual harassment, racial tension or other unsafe conditions that may result in distractions from learning. TPCS works collaboratively with stakeholders to create a Comprehensive School Safety Plan that supports the needs of staff, students, and the broader school community.

Components of the Comprehensive School Safety Plan (EC 32281)

Thompson Peak Charter School Safety Committee

The school safety committee is made up of classified and certificated staff. Members review safety procedures and policies, and identify, and sometimes provide, appropriate trainings for students and staff.

Assessment of School Safety

Monthly safety drills (fire, earthquake, or lock-down) and procedures are regularly reviewed. Monthly FIT reports of facility safety ensure the physical safety of the campus. Students in 5th through 12th grade have the opportunity to take the California Healthy Kids survey to provide data about school climate and student perception of school safety.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Thompson Peak Charter School adopted and implemented a comprehensive set of health, safety, and risk management policies. It is our intent to operate a safe, risk free school to protect students and staff alike. The policies were developed in consultation with the Charter School's insurance carriers and address the following issues:

- -A requirement that all enrolling students who receive classroom-based instruction provide records documenting immunizations to the extent required for enrollment in non-charter public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075, and a requirement that all rising 7th grade students are immunized with a pertussis (whooping cough) vaccine booster.
- -A requirement that each employee and contractor of the Charter School submit to a criminal background check and furnish a criminal record summary as required by Education Code Sections 44237 and 45125.1. The Charter School shall not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law, pursuant to Education Code Sections 44830.1 and 45122.1.
- -A requirement that all employees will be mandated child abuse reporters in compliance with all applicable reporting laws, and that the Charter School will provide mandated reporter training to all employees annually in accordance with Education Code Section 44691.
- -A policy requiring tuberculosis risk assessments and examinations (if necessary) for employees prior to commencing employment and working with students, and for employees at least once each four years thereafter.
- -Policies and procedures for responding to emergencies and natural disasters.
- -Policies and procedures for contacting parents or guardians in case of an emergency.
- -Policies relating to the prevention of exposure to blood borne pathogens and communicable diseases.
- -A policy regarding the administration of medication in school in compliance with Education Code Section 49423, and epinephrine auto-injectors in compliance with Education Code Section 49414.
- -A policy requiring that instructional staff receive training in first aid and CPR or its equivalent.
- -A policy establishing that Long Valley Charter School operates as a drug, alcohol, and tobacco free environment.
- -A policy for the prevention of discrimination and sexual harassment, as well as any harassment based upon protected characteristics.
- -A policy for facility safety, including seismic safety.
- -The site based program will participate in the annual vision, hearing, and scoliosis screening provided by the Lassen County Office of Education in compliance with Education Code Section 49450, et seq., as applicable to the grade levels served by the Charter School.
- -A policy on student suicide prevention in accordance with Education Code Section 215.
- -Diabetes: The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7

In addition, Thompson Peak Charter School maintains a positive behavior support system to reinforce prosocial behavior and , uses progressive discipline and restorative justice concepts to ensure equity and reduce or eliminate instances of bullying, harassment, and other undesirable behavioral outcomes.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

Thompson Peak Charter School follows the provisions of California Penal Code section 11166, and requires any employee who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

TPCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Thompson Peak Charter School employees are instructed to report suspected child abuse to Lassen County Child Protective Services and/or to Law Enforcement (Lassen County Sheriff).

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Procedures follow in each subsequent section of this plan.

Adaptations for Students with Disabilities

- In the event of an evacuation, students with disabilities will be ushered to appropriate exits to meet their needs
- In the event of a lockdown, students with disabilities will be accommodated with accessible equipment, including but not limited to restrooms
- Accessible accommodations will be made by staff for students with disabilities

Public Agency Use of School Buildings for Emergency Shelters

TPCS communicates and collaborates with public agencies to provide facilities in the event of local disasters.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Thompson Peak Charter School maintains suspension, expulsion, and mandatory expulsion policies that comply with Education Code Section 47605 (b)(5)(J). The complete policy can be found in the TPCS Charter, as well as board policy 6003, approved 5-16-17 by the Long Valley Charter School Board of Directors. This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Director's office. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A list of enumerated offenses which may result in suspension or expulsion follows.

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force of violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force of violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

4. Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence. If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Teachers are informed of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code Section 48900 except possession or use of tobacco products (Sections 48900.2, 48900.3, 48900.4, 48900.7) This information is based on district records maintained in the ordinary course of business or records received from a law enforcement agency. At the beginning of each year, the school administrator provides to each teacher a list of students suspended or expelled for review. The teacher documents the notification by signature.

(E) Sexual Harassment Policies (EC 212.6 [b])

Thompson Peak Charter School(TPCS) is committed to providing a work environment free of invidious discrimination. In keeping with this commitment, TPCS prohibits sexual harassment of TPCS employees and applicants for employment in the working environment. This policy applies to all of the TPCS employees. It prohibits harassment of any form, including verbal, physical, and visual harassment of a sexual nature.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is either explicitly or implicitly made a term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student of employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. Any act of retaliation against an individual who reports a violation of TPCS' sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Employees who permit or engage in such harassment will be subject to discipline up to and including termination of employment. Each supervisor has the responsibility of maintaining an education and work environment free of sexual harassment. This responsibility includes discussing TPCS's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting degrading, or exploitive treatment or any form of sexual harassment. Any employee who believes he or she has been harassed by a co-worker or manager of TPCS should promptly report the facts of the incident or incidents and the names of the individuals involved on the complaint form attached to this policy, an file a complaint with his or her supervisor, the Director, or the Board of Directors. Such claims will be investigated and all information forwarded to the Board of Directors for appropriate action. TPCS prohibits retaliatory behavior against any participant in the complaint process. Each complaint shall be investigated in a way that respects the privacy of all parties.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Students are expected to dress in a manner that will not disrupt the learning environment. Students are to come to school clean and dressed modestly.

Hair should be worn in a manner that does not obstruct the student's vision or distract others.

The following are considered inappropriate clothing and will lead to the student's referral to the office to contact their parents to bring suitable clothing.

- Shoes with hard/firm soles must be worn at all times. Skate shoes, slippers, and cleats are not permitted. Shoes must have a heel strap, which secures the shoe to the foot.
- Logos on clothing or backpack type items may not advertise or promote smoking, alcohol, drugs, gang related slogans, or display vulgar or sexually suggestive comments.
- Aerosol cans of hair spray or hair color are not permitted at school. Coloring products may not be water-soluble or transfer to clothing or school materials.
- Any immodest clothing including but not limited to: tube tops, sheer shirts, backless, halter, low cut, or swimsuit tops. Midriffs may not show when arms are at their side. Shirts with large armholes (muscle shirts) and tank tops with less than 1-inch strap are not allowed.
- Undergarments may not show.
- Shorts and skirts must be no more than 4 inches above the knee or shorter than the end of the extended fingertips and must be hemmed. No spandex shorts or pajamas.
- Pants that do not fit without sagging or falling off hips
- Clothing with holes that make undergarments or midriff visible
- Students may not wear hats in the classrooms, cafeteria, library or office
- Make-up, cosmetics, or jewelry must be appropriate to the age level of the student and shall not cause a distraction to the learning or teaching process.

Although students are not required to wear uniforms for P.E., they are expected to wear appropriate footwear and clothing for daily P.E. class.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Thompson Peak Charter School site does not provide bussing, and the majority of students arrive via personal vehicle accompanied by family members. While on site, the campus is closed for students below ninth grade, and they must be signed out by an authorized adult. The campus is open for high school students, who may leave and return for a lunch break in circumstances where they will remain on campus for a period of time that extends across such a break. Students are expected follow school rules going to and from school, or on a lunch break in the community just as if they were on campus.

A student is responsible for his/her actions going to and from school just as if he/she were on campus. Students are expected to obey all traffic rules, respecting the property and rights of others on their route, and obeying all school rules.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Component 1

Element:

Physical Environment of School Sites

Opportunity for Improvement:

Ensure pavement at ingress and egress sites is maintained. Continue to maintain a clean, safe environment at all sites. Establish procedures for the timely reporting of unsafe conditions in the physical environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To achieve a "good" rating or higher on Monthly Facility Inspection Tool (FIT) reports.	Monthly FIT tests performed by site administrators	Checklist document	Site administrators	FIT checklist reports.
Passing external facilities audits	Continue triennial Loss Control and Safety Audits	CharterSafe Joint Powers Authority	Site administrators and Executive Director	Loss Control and Safety Audit report

Component:

Component 2

Element:

Behavioral and Mental Health

Opportunity for Improvement:

Ensure availability of mental health services at all sites, and provide staff training on identification of at-risk pupils.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide short-term counseling as needed to general education students	Identify, evaluate, and retain professionals, including tele-health professionals, to provide services.	LCAP; partnerships with local mental health facilities and providers	Site administrators and Executive Director	California Healthy Kids Survey (CHKS) results; enrollment of students in counseling services; program evaluation district surveys.
Provide short-term counseling as needed to students with disabilities	Continue to provide services under the auspices of Educationally-related Mental Health Services (ERMHS) in conjunction with Lassen County SELPA	ERMHS funding	Site administrators and Executive Director	Program outcomes
Provide pro-social training for staff and students	Identify, evaluate, and retain professionals, including tele-health professionals, to provide services.	LCAP; partnerships with local mental and public health facilities	Site administrators and Executive Director	Effect on referrals for counseling; CHKS results

Component:

Component 3

Element:

School Climate

Opportunity for Improvement:

Provide uniform whole-school positive behavior support.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide social-emotional curriculum instruction to students	Identify, evaluate, purchase and administer social-emotional curriculum across grade spans.	LCAP	Site administrators and Executive Director	CHKS results
Provide professional development to Staff on the implementation of whole-school positive behavior systems	Work with stakeholders to identify programs; identify appropriate trainings	LCAP	Site administrators and Executive Director	Staff participation
Increase consistency of disciplinary action across sites	Develop district wide discipline matrix	LCAP	Site administrators and Executive Director	Change in discipline referral rate, suspension rate, and drop-out rate.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Thompson Peak Charter School Student Conduct Code**

The following behavior expectations are expected to be followed by students on campus and during school activities at all times. All students, parents, and teachers have been given the Student/Teacher/Parent Expectations to sign at the beginning of the year. There are three School Expectations/Rules that are guides for behavior are as follows:

Be Responsible!

Students will be expected to respond appropriately to issues and problems that arise – not react to them! Students are expected to conduct themselves responsibly, and depend less on outside controls to manage their behavior.

Be Safe!

Abide by all laws, rules, procedures, and instructions.

Be Respectful!

Students will respect others through their actions, attitudes, and speech.

Conduct Code Procedures

Thompson Peak Charter School is centered on positive reinforcements to correct inappropriate behavior exhibited during school hours. Although teachers may have their own way of creating/posting class rules, all classes will use the following guidelines.

- (1) Students are instructed on the expected social behavior
- (2) A verbal warning is given to correct the student’s behavior.
- (3) A second warning and a consequence are given. An example of a consequence is the relocation within the room to work or loss of privileges.
- (4) Final warning and an additional consequence is given. This could be a note sent home, a call home made by the teacher; an action plan, and/or removal from blended learning activities.

After classroom level interventions have failed to change the student’s disruptive behavior, the Administration Office will become involved as follows:

1st Visit to Office: After counseling, the child will be required to write about how their behavior has broken one or more of the Three School Rules. They will then be required, in writing to make a plan that will allow them to avoid any repeat of this disruptive behavior. Students unable to complete a formal writing task may dictate and then copy their statements or draw illustrations at the discretion of the Administration Office.

2nd Visit to Office: The same procedures reported above will happen, plus the parent/guardian will be notified and the child, parent, and Administrator will plan together strategies to change the misbehavior. Parent and child will be reminded that as a school of choice, it is clearly outside our policies and interests to allow any child to be an ongoing disruptive agent at Thompson Peak Charter School. A Student Study Team will be created, and a behavior plan will be developed.

3rd Visit to the Office: The child will be required to write about how their behavior has broken one or more of the Three School Rules. The parent will be notified and the child may be suspended. A final contract, signed by the site administrator, parent, and student will indicate that any further misbehavior will result in suspension, and possible referral for expulsion.

Please note that if an offense is severe, the child will be sent directly to the Administrator's Office and placed at Step 3. Such behaviors could be, but are not limited to, violence towards self or others.

(K) Hate Crime Reporting Procedures and Policies

Thompson Peak Charter School will not tolerate hate-motivated behavior. Students who believe themselves to be victims of hate-motivated behavior must immediately contact site leadership (principal or designee). Students found to have demonstrated hate-motivated behaviors shall be subject to disciplinary procedures in accordance with board policy. Students that are victims of hate-motivated behavior may file a complaint in accordance with district complaint procedures if they feel that site leader (principal or designee) has failed to remedy the situation.

(J) Procedures to Prepare for Active Shooters

In February 2021, school administrators took part in a 2-day ALICE training to become certified trainers in violent critical incidents. Planning for implementation will be accomplished by 6/30/2021.

Procedures for Preventing Acts of Bullying and Cyber-bullying

The Charter School has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

The Charter School advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

The Charter School informs LVCS employees, students, and parents/guardians of the Charter School's policies regarding the use of technology in and out of the classroom. The Charter School encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

The Charter School employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. The Charter School advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at the Charter School and encourages students to practice compassion and respect each other.

The Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other pupils based on protected characteristics.

The Charter School's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

The Charter School informs the Charter School employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

The Charter School annually makes available the online training module developed by the California Department of Education and/or the modules developed by Safe Schools Training pursuant Education Code section 32283.5(a) to its certificated employees and all other the Charter School employees who have regular interaction with pupils.

The Charter School informs certificated employees about the common signs that a student is a target of bullying including

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

The Charter School also informs certificated employees about the groups of students determined by the Charter School and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

The Charter School encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for the Charter School's students.

Grievance Procedures

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

LONG VALLEY CHARTER SCHOOL PAGE 7 OF 9 TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING # 6015

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the

Coordinator: Sherri Morgan Executive Director/Superintendent

P.O. Box 7 Doyle, CA 96109 (530) 827-2395

smorgan@longvalleycs.org

Opioid Prevention and Life-Saving Response Procedures

Purpose: To establish guidelines and regulations governing the utilization of naloxone nasal spray administered by Long Valley Charter employees. The objective is to treat opioid overdoses and get those overdosed transported to an emergency department to reduce the number of fatal overdoses. Reference board policy 5012 (rev: 12/1/2022) Opioid Antagonist Policy.

Response Procedures for Dangerous, Violent, or Unlawful Activities

Response Procedures for Dangerous, Violent, or Unlawful Activities

Overview: Our school district has established a Critical Incident Plan for dangerous, violent, or unlawful activities occurring at school, during school-sponsored activities, or on school buses, as required by Senate Bill 671.

A risk to the life and safety of students and staff may exist when there is a serious display of disordered thought or behavior, including disorderly conduct from staff, students, or visitors. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head or cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place. This Section is intended to address any violent, dangerous, or unlawful activities on school grounds and at school-sponsored events

Procedure:

Follow the procedures ascribed to in the Critical Incident Plan: RUN – HIDE – FIGHT

a) Report the incident:

i) If possible, call 911

b) Run: Evacuate if possible

c) HIDE: Shelter if necessary "In Cases Such as the Danger is More Imminent if you Evacuate"

d) Fight-Take action, if you must

e) Respond Appropriately When Law Enforcement Arrives

Safety Plan Review, Evaluation and Amendment Procedures

The TPCS school safety plan shall be reviewed annually by staff and the site safety committee. Potential revisions will be noted, and by the end of the school year the plan will be submitted to the Advisory committee for evaluation and approval. Once approved, the updated plan will be submitted to the Board of Directors for final approval.

Site Safety Committee at a minimum must include:

1. The principal or the principal's designee.
2. One teacher who is a representative of the recognized certificated employee organization.
3. One parent whose child attends the school.
4. One classified employee who is a representative of the recognized classified employee organization.

Emergency Contact Numbers

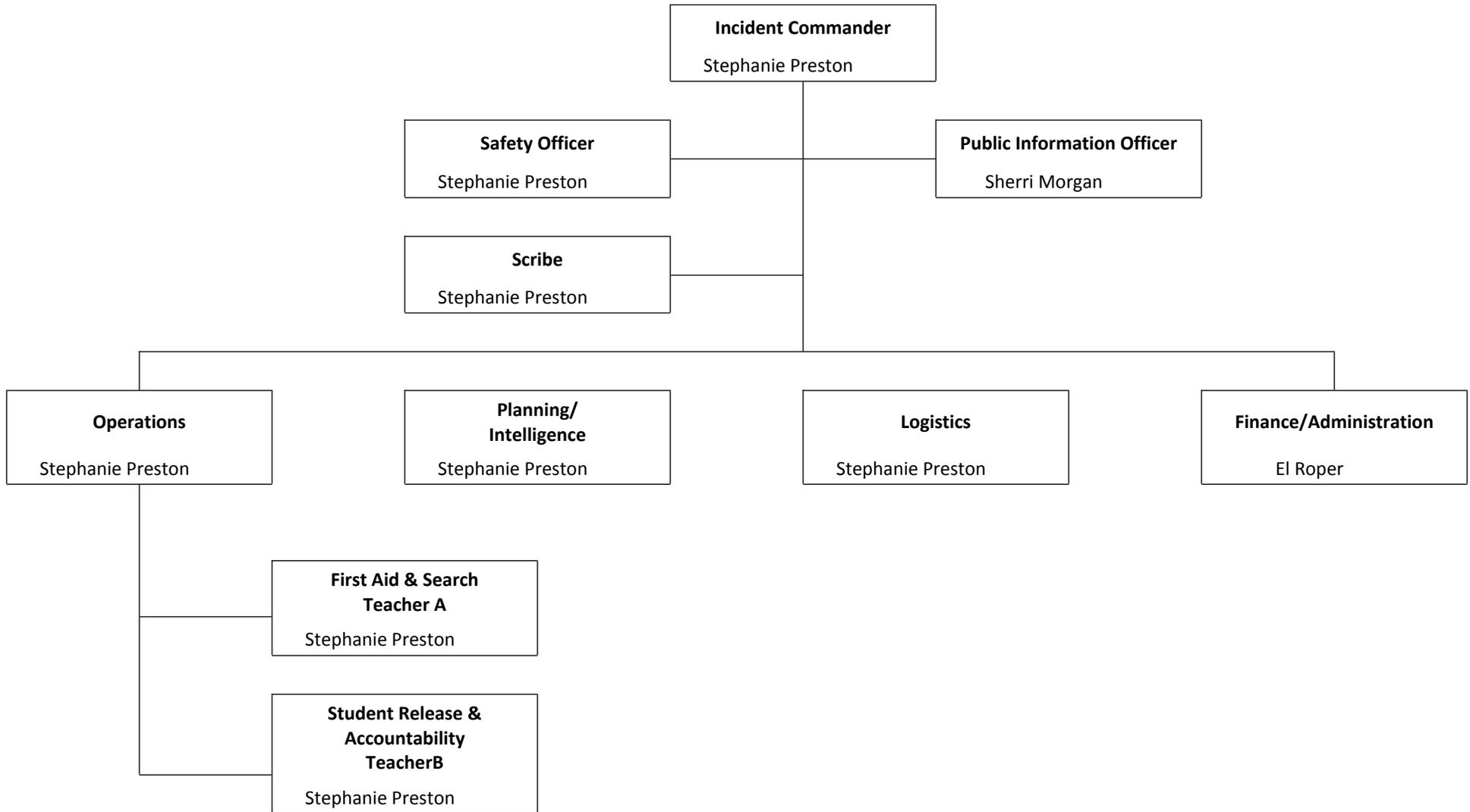
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Emergency	911	
Public Utilities	Lassen Municipal Utility District: Electric	530 257-4174	
City Services	City of Susanville Water, Sewer	530 257-1000	
Law Enforcement/Fire/Paramedic	Susanville Police Department	530 832-4242	
Public Utilities	Gas; City of Susanville	530 257-1000	
Law Enforcement/Fire/Paramedic	Susanville Fire Department	530 257-5152	
Law Enforcement/Fire/Paramedic	Lassen County Sheriff Department	530 257-6121	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Discussion with Susanville Police Department	2/4/2021	Discussion for implementation
Review by Advisory Council/ Site Committee	2/15/2024	Meeting by Zoom and in-person at learning center; announced through Parent Square.
Updates approved by Governing Board	2/21/2024	Agenda posted on www.longvalleycs.org

Thompson Peak Charter School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Incident commander (Principal or designee):

1. Call 9-1-1 to report the crash.
2. Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If necessary, follow evacuation procedures.
3. Establish a Command Post. Begin a comprehensive assessment of the situation and direct resources until emergency response personnel arrive.
4. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Teachers:

1. Determine if your class is in immediate danger.
2. If the class is in danger evacuate your class to a safe location. If it is safe, stay in your room.
3. If you evacuate, take roll and document absent and/or missing students on class attendance sheet.
4. Move your class to the designated Assembly Area, as directed.
5. Wait for further instructions.

Animal Disturbance

- Open your outside room door and direct anyone nearby to come into the room.
- Lock your outside door.
- If you have a door to the multi-purpose room, open it and direct anyone nearby to come into the room.
- Lock your inside door.
- Close any window shades, blinds, or drapes.
- Direct everyone in the room to move away from doors and windows and sit on the floor.
- Wait until a school administrator, employee, or emergency personnel open your door and advise it is safe or gives you other directions.

Armed Assault on Campus

Report any suspicious person(s) you see on campus to the office immediately.

OFFICE ANNOUNCES "There is a dangerous person on campus, lockdown, shelter in place" by intercom or phone.

- Open your outside room door and direct anyone nearby to come into the room.
- Lock your outside door.
- If you have a door to the multi-purpose room, open it and direct anyone nearby to come into the room.
- Lock your inside door.
- Close any window shades, blinds, or drapes.
- Direct everyone in the room to move away from doors and windows and sit on the floor.
- Wait until a school administrator, employee, or emergency personnel open your door and advise it is safe or gives you other directions.

Biological or Chemical Release

Anyone noticing a biological or chemical release should notify the office or principal immediately.

All Personnel:

1. Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed. Unless otherwise instructed, shelter in place. Keep your radio on and listen for instructions.
2. Keep students calm.

3. Close all classroom doors and windows.
4. Ensure that the heating-ventilation and cooling system is shut down.

Site Administrator:

Communicate with the Police and Fire Department to determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take. If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available

resources. Until ordered to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:

- a. Direct that all students and staff remain indoors until it is safe.
- b. Direct that all heating-ventilation and cooling units are shut down.
- c. Direct that all windows are shut.

Bomb Threat/ Threat Of violence

Bomb threats must be taken seriously!

If you receive a bomb threat over the telephone, be calm, courteous, listen and do not interrupt. Attempt to gather as much information as possible.

Report the matter immediately to the police at 911, and then contact the office and explain the situation.

Do not evacuate unless instructed to do so by the police, LVCS Administration, or other emergency personnel.

If instructed to evacuate, follow the evacuation procedures in this plan.

Bus Disaster

N/A--No bus transportation provided.

Disorderly Conduct

In the event of an adult engaged in disorderly conduct at the school site or environs, including verbal abuse, physical abuse, or other activities disruptive to the learning environment, the principal will assume the responsibility of incident command. If the principal feels it is safe to approach the individual, the individual may be asked to please leave the premises. If the individual does not comply, or if the principal feels it is unsafe to approach the individual, Lassen or Plumas County Sheriff Department must be notified. Explain the situation to the dispatcher. If threat of violence or possible harm to students and staff is apparent or deemed possible, the school should enter into lockdown, following the shelter-in-place protocol.

Earthquake

During an earthquake, follow these steps.

1. Stay in the building. Do not evacuate.
2. Take shelter under tables or desks and in doorways (Drop, cover and hold on).
3. Keep away from overhead fixtures, windows, filing cabinets, and book cases.
4. Assist any person with disabilities in the area and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

Explosion or Risk Of Explosion

In the event of an explosion in the building, remember the following steps.

1. Immediately take cover under tables or desks which give protection against flying glass and debris (Drop, cover and hold on).
2. After the effects of the explosion have subsided, call 911 and then contact the office and explain the situation.
3. In the event of a fire, activate the building alarm system.

4. Follow evacuation procedures for the building in the immediate area of the explosion.

Fire in Surrounding Area

In the event of a fire in area surrounding the school, notify the fire department. The principal or designee is the incident commander, and should make a reasonable determination about whether to evacuate students or shelter-in-place. If sheltering in place, keep students inside and shut down ventilation systems to avoid smoke inhalation. Evacuate if instructed to do so by the incident commander or first responders using the procedure for Fire on School Grounds.

Fire on School Grounds

FIRE ALARM SOUNDS (Will sound through intercom or building alarm system)

Teachers: Line students up at the exit door. Students are to leave all belonging in the room. Take Fire Drill Folder, Attendance Sheet, Emergency backpack, and radio and proceed along the evacuation rout to the Assembly area. The teacher shall be the last person to leave the room, turning off lights and leaving door unlocked. Once at the Assembly area, the teacher shall take attendance and hold up the Green card if all students are accounted for, or the orange card in the case that there are unaccounted for students.

Principal and designated staff: Principal, with assistance from designated staff (i.e. school secretaries other administrative employees) will verify that all students are accounted for. In the case where there are unaccounted for students, wait for help unless the students can be found safely. Do not enter a burning building.

If the fire is minor in nature, return students to safe facilities upon the instruction from the fire department that the facilities are safe. For major fires, the principal will instruct administrative support staff to begin the process of notifying parents or guardians to come get their children as soon as the incident command personnel deem it is safe to do so.

Flooding

In the event of notification of a flood, evacuate students to higher ground if instructed to do so. If moving to higher ground is not possible, students and staff should seek shelter on upper floors of buildings or roof-top areas. Keep students calm and wait for help. Keep radios on and close by to listen for instructions.

Loss or Failure Of Utilities

In the event of an electrical failure impacting the ability of students to learn due to loss of water and sanitation facilities, heating, air conditioning, or lighting, students shall be released to parents or guardians after a failure exceeding two hours. The principal or designee will contact the utility company during the outage to determine if there is projected duration for the outage, and will conduct a brief assessment to determine if imminent safety issues exist, such as a downed power line.

In the event of the rupture of a vessel or pipe containing natural gas, kerosene, or other flammable gas or liquid occurs as a result of a utilities issue, the school shall be evacuated immediately using the fire evacuation procedure, except that light switches and other electrical circuits shall not be switched on or off.

In the event of a lack of water service due to non-electrical issues, proper drinking water mitigation techniques will be employed and testing conducted to verify that the school has safe drinking water available.

Motor Vehicle Crash

In the event of a motor vehicle crash on the school premises, the principal is the incident commander. Have someone call 911 to report the crash. Assess the scene to ensure there is no imminent danger which might result in a need to evacuate all or part of the school buildings. If so, the principal shall call upon administrative staff to implement evacuation procedures. If no imminent danger is noted, and there are no apparent injuries, wait for first responders to arrive at the scene. If there are injuries, employees trained in CPR/First Aid may use their training to assist and support the victims until the arrival of first responders.

Pandemic

Pandemic policies and procedures are thoroughly delineated in the Injury & Illness Prevention Plan (1012-Rev. 1-14-21) and Health and Safety-COVID Policy (5010-Rev. 1-26-21).

Psychological Trauma

In the event of a traumatic event occurring at or outside of the school setting, during or beyond school hours, the school will provide opportunities for students to receive counseling as part of its agreement with Lassen County Office of Education. If the traumatic event is a suicide, staff will follow the suicide prevention board policy. If a traumatic event happens at school, teachers and staff will work to first ensure that students are safe. The principal will work with admin staff to notify families, and will, in conjunction with the executive director, make a determination about whether to cancel school for the remainder of the school day.

Suspected Contamination of Food or Water

If an incidence of suspected food or water contamination occurs, first ensure that the food or water is quarantined to a place where it cannot be further consumed. Do not throw the food away, as it may be needed by first responders, physicians, or public health workers to determine the nature of any illness that has occurred. If the suspected food was produced by the school as part of the lunch and breakfast program, follow the procedures in place to notify the appropriate public health entity. If the suspected food was brought by a student or parent/guardian, so note this in the incident report.

If students have become sick, notify family of the potential source of the contamination, and be available to help with the public health investigation.

If the drinking water becomes contaminated, immediately contact city water services.

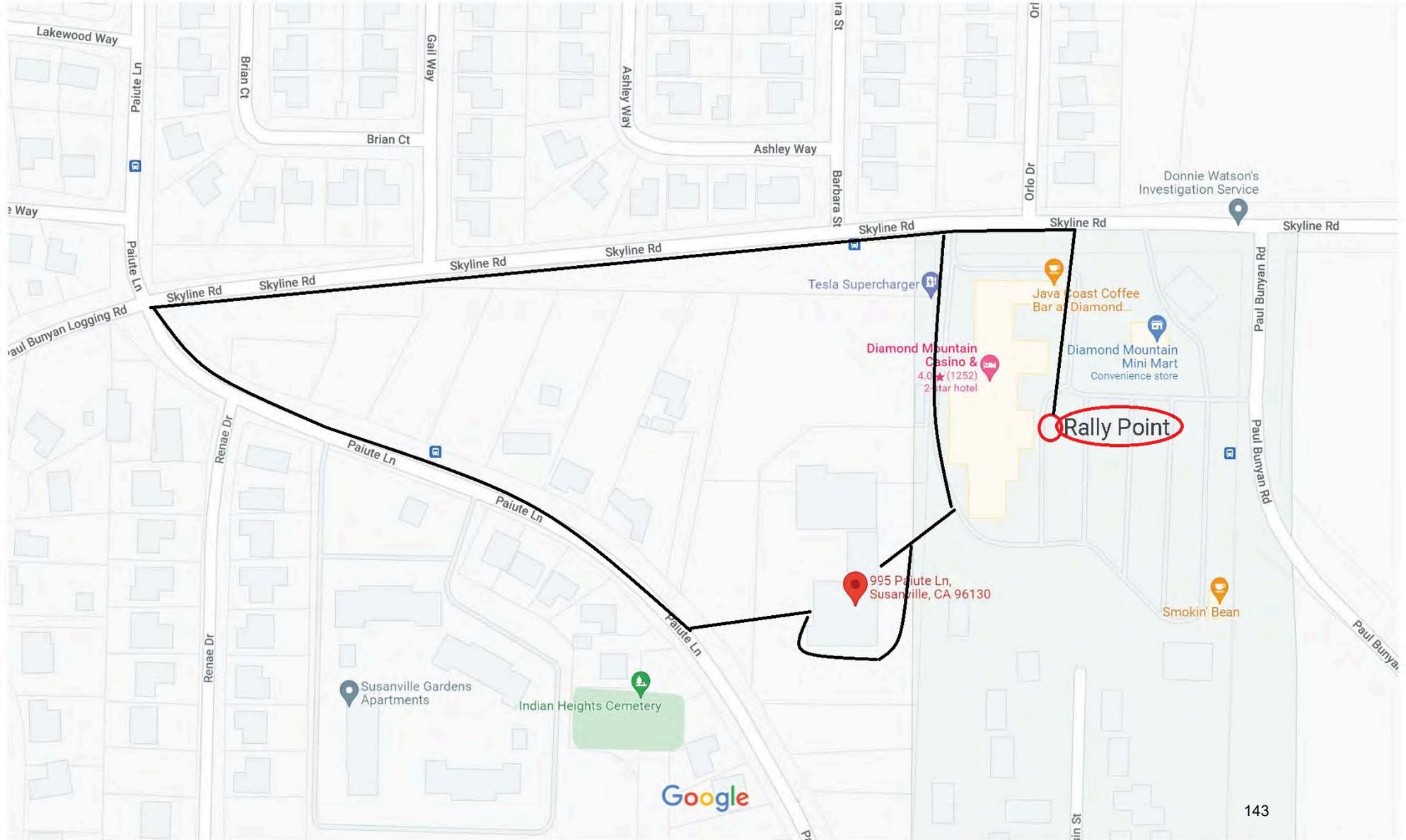
Tactical Responses to Criminal Incidents

Guns are not permitted on school campuses and school-sponsored events.

Unlawful Demonstration or Walkout

In the event of an unlawful demonstration or walkout, the principal is the incident commander. If an dangerous or violent situation appears imminent, contact local law enforcement and await further instructions. Place the school in lockdown to protect students as appropriate. Notify parents when safe to do so.

If no dangerous or violent situation does not appear imminent, instruct the remaining students to stay at school. Do not attempt to force a crowd of angry individuals to return to school. Notify parents of the situation and take roll to help determine later which students left the school grounds. Students leaving the school grounds outside of open campus hours, or younger than ninth grade, may be subject to the school's discipline policy.



Rally Point

Diamond Mountain
Casino &
4.0 (1252)
2-star hotel

995 Paiute Ln,
Susanville, CA 96130

Donnie Watson's
Investigation Service

Java Coast Coffee
Bar at Diamond...

Diamond Mountain
Mini Mart
Convenience store

Smokin' Bean

Susanville Gardens
Apartments

Indian Heights Cemetery

