



# Lake View Charter School

## Regular Scheduled Board Meeting

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### Date and Time

Wednesday April 27, 2022 at 4:30 PM PDT

### Location

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/4075258260>

Meeting ID: 407 525 8260

Passcode: 546272

One tap mobile

+ 14086380968,,4075258260# US (San Jose)

+ 16699006833,,4075258260# US (San Jose)

Dial by your location

+ 1 408 638 0968 US (San Jose)

+ 1 669 900 6833 US (San Jose)

+ 1 253 215 8782 US (Tacoma)

+ 1 346 248 7799 US (Houston)

+ 1 301 715 8592 US (Washington DC)

+ 1 312 626 6799 US (Chicago)

+ 1 646 876 9923 US (New York)

Meeting ID: 407 525 8260

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“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A. Record Attendance/Establish Quorum</b>		Lindsay Mower	
<b>B. Approval to Continue Meeting Virtually</b>		Lindsay Mower	

	Purpose	Presenter	Time
<b>C. Call the Meeting to Order</b>		Lindsay Mower	
<b>D. Approval of Consent Agenda</b>		Lindsay Mower	
1. Approval of the Agenda			
2. Approval of Minutes from March 30, 2022 Special Board Meeting			
3. Expense Reimbursement Policy			
4. Animals at School Policy			
5. Salary Schedule Placement and Advancement Policy			
6. Master Contracts 2022-2023			
7. Vendor Agreements 2022-2023			
<b>E. Public Comments on Non-Agenda Items</b>			3 m
<b>F. Presentation of Executive Director's Report</b>		Julie Haycock-Cavender	
<b>II. Finances</b>			<b>4:33 PM</b>
<b>A. Approval of March Financials</b>		James Surmeian	
<b>III. Operations</b>			
<b>A. Approval of Resolution Regarding Staff Uniforms and Equipment</b>		Julie Haycock-Cavender	
<b>IV. Governance</b>			
<b>A. Approval of Reaffirmation of Governing Board Positions</b>		Julie Haycock-Cavender	
<b>B. Approval of Third Amended Bylaws</b>		Julie Haycock-Cavender	
<b>C. Approval of Board Calendar 2022-2023</b>		Julie Haycock-Cavender	
<b>D. Approval of Meeting Date Changes for May and June 2022</b>		Julie Haycock-Cavender	
<b>V. Closing Items</b>			
<b>A. Board Requests for Future Agenda Items</b>			
<b>B. Announcement of Next Regular Scheduled Board Meeting</b>		Lindsay Mower	
The Next Regular Scheduled Board Meeting is May 18, 2022 at 4:30 PM.			
<b>C. Adjourn Meeting</b>		Lindsay Mower	

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**Public Comment Rules for Non-Agenda Items:** Members of the public may address the Board on non-agenda items through the teleconference platform, Zoom, during the time allocation for public comment on nonagenda items. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board during this time or simply communicate orally your desire to address the Board when the Board asks for public comments on non-agenda items. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time. By law, the Board is allowed to take action only on items on the agenda. However, the Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

**Public Comment Rules for Agenda Items:** Members of the public may address the Board on agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board on that agenda item or simply communicate orally your desire to address the Board when the Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

**Note:** The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you.

(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

# Cover Sheet

## Approval to Continue Meeting Virtually

**Section:** I. Opening Items  
**Item:** B. Approval to Continue Meeting Virtually  
**Purpose:**  
**Submitted by:**

### BACKGROUND:

following findings by majority vote every 30 days, in order to continue using the bill's exemption to the Brown Act teleconferencing rules:

(A) The legislative body has reconsidered the circumstances of the emergency; and

(B) Either of the following circumstances exists:

1. the state of emergency continues to directly impact the ability of board members to meet safely in person, or
2. State or local officials continue to impose or recommend social distancing measures.

Charter school boards are required to vote every 30 days to make the required findings regarding the continuing emergency and vote to continue using the law's exemptions.

### RECOMMENDATION:

The School Board has met the finding that a state of emergency continues to directly impact the ability of the members to meet safely in person. Motion to continue the School Board meetings virtually pursuant to AB 361.



# Cover Sheet

## Approval of Consent Agenda

**Section:** I. Opening Items  
**Item:** D. Approval of Consent Agenda

**Purpose:**

**Submitted by:**

**Related Material:**

2022\_03\_30\_board\_meeting\_minutes LV.pdf

LVCS\_Expense\_Reimbursement\_Policy\_DRAFT.docx.pdf

Animals at School Policy\_-\_Lake View.pdf

LVCS Salary Schedule Placement and Advancement Policy.pdf

LVCS State-SELPA-2022-2023-Final-Master-Contract-TOC.pdf

2022-2023 Vendor Agreement Proposed Changes for 22-23 redline Procopio.pdf

### BACKGROUND:

- Expense Reimbursement Policy- new policy with travel, hotel, meals, gratuity, phone, utilities and reporting. Existing items listed are now combined into one new policy.
- Animals at School Policy- updated to clarify language
- Salary Schedule Placement and Advancement Policy- new policy clarifying salary schedule placement for new employees and clarifying employees professional development salary advancement
- Board Calendar 22-23 - proposed monthly calendar

This Vendor Agreement ("Agreement") is made between [ **Charter School** ] ("School"), a California nonprofit public corporation that operates a public charter school and \_\_\_\_\_ ("Vendor").

### **RECITALS**

WHEREAS, School provides public education to students within the confines and limitations of California law, and receives funding in that regard from the State;

WHEREAS, School fosters successful student achievement through a quality, personalized, and standards-based education program featuring unique and hands-on experiential learning experiences;

WHEREAS, Vendor is engaged in the businesses of providing experienced and qualified educational services as ~~set forth~~ described in **Exhibit A**; and

WHEREAS, School desires to retain Vendor for the purpose of providing the services described herein for the benefit of the School, families, and students.

NOW, THEREFORE, in consideration of the foregoing recitals, the promises and the mutual covenants contained herein, and for other good, valuable and sufficient consideration, the parties agree as follows:

### **SECTION 1. TERM and TERMINATION.**

- a. Term: This Agreement shall be effective as of **[INSERT DATE]**
- b. Termination: Vendor may terminate this Agreement for cause after providing sixty (60) days advance written notice to School. School may terminate this Agreement at any time, with or without cause in its sole discretion with same-day written notice. Upon termination, School shall pay Vendor for all necessary and approved Services rendered pursuant to this Agreement and relevant "Enrichment Certificate(s)" (defined below) up to the effective date of termination. School has no obligation to pay Vendor for any Services provided after the effective date of termination. The termination of this Agreement constitutes a termination of any active invoices and Enrichment Certificates.

### **SECTION 2. SERVICES.**

- a. Scope of Services: Vendor is hereby engaged by School to perform the student enrichment services specified in **Exhibit A**, incorporated herein by reference ("Services"), subject to the terms and conditions contained herein. Vendor assumes full responsibility for the performance of the Services provided under the terms of this Agreement. School does not guarantee any minimum amount of work by this Agreement.
- b. No Authority to Bind School: Vendor understands and agrees that Vendor lacks the authority to bind School contractually, conduct business on School's behalf, or incur any obligations on behalf of School. Specifically, Vendor agrees not to represent himself/herself or any Vendor employees, agents, or contractors as an employee of School in any capacity, including, but not limited to, when interacting with School students, parents, vendors, or employees.

- c. Responsibility for Performance: Vendor assumes full responsibility for the performance of Vendor's duties under the terms of this Agreement and warrants that Vendor and its employees, contractors, and other agents are fully qualified in Vendor's specialized skill or expertise to perform such duties. Vendor will not enter into any contract or engagement that conflicts or interferes with Vendor's duties under this Agreement.
- d. Compliance with Charter Petition and Law: Except when otherwise expressly required by applicable law, School shall not be responsible for monitoring Vendor's compliance with the law, charter petition, and Agreement. Vendor acknowledges that School must comply with Education Code § 220's prohibitions against discrimination, obligations to provide a free appropriate education to students with exceptional needs pursuant to the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act, and be non-sectarian in its programs. Vendor must be non-sectarian in any Services provided to School students. Vendor shall ensure its performance of its Services complies with these legal and charter petition requirements. If Vendor performs any Services in a manner that is contrary to law, Vendor shall bear all claims, costs, losses and damages (including, but not limited to, reasonable attorneys' fees and costs) arising therefrom.
- e. Service Limitations: Vendor shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under this Agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); excepting visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the supervising teacher.
- f. No Private School Affiliation: Vendor certifies that it is not, nor is it affiliated with, a private school that submitted an affidavit to register with the California Department of Education and is listed on the state's Private School Directory ("Private School"). Vendor affirms the Services shall not be provided at a Private School. Vendor affirms that it will not confer any compensation received for performing Services under this Agreement to a Private School.
- g. Prohibited Conflicts: Vendor is prohibited from providing Services under this Agreement to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of the Vendor (or its employees). School shall not be responsible for paying Vendor for the prohibited services described herein.

### SECTION 3. PAYMENT.

- a. Enrichment Certificate: School requests Services from Vendor through School's issuance of an Enrichment Certificate. School is not responsible to pay for any costs of Services without issuance of an Enrichment Certificate. The Enrichment Certificate will detail requested Services, dates of Services, fees for Services, and other relevant information. Vendors must first receive an Enrichment Certificate before providing Services to students. School does not pay for Services in advance. If an Enrichment Certificate expires, Vendor must cease providing Services until it receives another Enrichment Certificate.
- b. Vendor Invoice: School shall pay Vendor for Services performed through invoices. Vendor will remit one (1) itemized invoice after completing the Services pursuant to an Enrichment Certificate. Vendors should submit invoices to **[INSERT CONTACT INFORMATION]**. School will endeavor to pay undisputed invoice amounts within thirty (30) days of receipt.

- c. Termination of Enrichment Certificate: School may terminate an Enrichment Certificate at any time, with or without cause in its sole discretion with same-day written notice. School shall pay Vendor the undisputed amounts for Services already performed under the Enrichment Certificate.
- d. Incurred Costs: Any damages or costs incurred by School, including replacement costs, as a result of Vendor's failure to competently perform under this Agreement may be deducted by School from any amounts owed to Vendor.
- e. Use of School's Name: Vendor shall not use the name, insignia, mark, or any facsimile of the School for any purpose, including but not limited to advertising, client lists, or references, without the advance written authorization of the School.
- e-f. Under no circumstance may Vendor attempt to charge or accept payment for services from a student, student's parent or guardian, or family member, or anyone except for the School pursuant to this Agreement. Similarly, under no circumstance may Vendor contact student or student's parent or guardian concerning invoicing, payment or non-payment under this Agreement. Violation of this provision is a material breach of the Agreement.

#### **SECTION 4. GENERAL CONDITIONS FOR VENDOR PERFORMANCE.**

- a. Vendor Qualifications: Vendor represents it has the qualifications, skills and, if applicable, the certification and licenses necessary to perform the Services in a competent, and professional manner, without the advice or direction of School. Upon School's request, Vendor shall provide copies of certification or licensure. Subject to the terms of this Agreement, Vendor shall render all Services hereunder in accordance with this Agreement and **Exhibit A**, Vendor's independent and professional judgment and in compliance with all applicable laws and with the generally accepted practices and principles of Vendor's trade. Vendor is customarily engaged in the independently established trade, occupation, or business of the same nature as the Services performed.
- b. Relationship: The School is not an employer of Vendor or its employees, contractors, or agents and shall not supervise individuals as such in carrying out the Services to be performed by Vendor under the terms of this Agreement. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School.
- c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets him/her/itself as such, is in possession of a valid business license/insurance when required, and is providing or capable of providing similar services as set forth in **Exhibit A** to others.
- d. No Training or Instruction: Although School may at times provide information concerning its business and students to Vendor, School will not provide any training or instruction to Vendor concerning the manner and means of providing the Services that are subject to this Agreement because Vendor warrants that Vendor is highly skilled in its industry.

**SECTION 5. TAXES.** Because Vendor is not an employee of School, all compensation called for under this Agreement shall be paid without deductions or withholdings, and will be accompanied by an IRS Form 1099, as applicable, at year end. Vendor is responsible for the reporting and payment of any state

and/or federal income tax or other withholdings on the compensation provided under this Agreement or any related assessments. In addition, Vendor shall fill out and execute a Form W-9. In the event that the Internal Revenue Service or the State of California should determine that Vendor or its employee(s) is/are an employee of School subject to withholding and social security contributions, Vendor acknowledges consistent with this Agreement that all payments due to Vendor under this Agreement are gross payments, and the Vendor is solely responsible for all income taxes, social security payments, or other applicable deductions thereon.

**SECTION 6. BENEFITS.** Vendor and its employees, contractors, and agents are not entitled to the rights or benefits that may be afforded to School employees including, but not limited to, disability, workers' compensation, unemployment benefits, sick leave, vacation leave, medical insurance and retirement benefits. Vendor is solely responsible for providing at Vendor's own expense, disability, unemployment, workers' compensation and other insurance for Vendor and any of its employees, contractors, and agents.

**SECTION 7. MATERIALS.** Vendor will furnish at its own expense all materials, equipment and supplies used to provide the Services. In some instances, student may need to rent valuable supplies, such as musical instruments, in order to obtain the Services. Although the School may pay the cost of such rentals, in such instances Vendor may collect parent or guardian credit card information for a potential parent charge if a rented musical instrument is lost or damaged. Vendor shall obtain written consent from School prior to doing so.

**SECTION 8. BACKGROUND CHECK AND SAFETY REQUIREMENTS.**

- a. Background Check: Vendor shall ensure its employees, agents, and contractors who interact with students, outside of the immediate supervision and control of the student's parent or guardian or a School employee, complete a criminal background check through the Department of Justice ("DOJ") in accordance with Education Code section 45125.1. In the School's sole discretion, it may require a background check for Vendor employees who do not interact with students, outside of the immediate supervision and control of the student's parent or guardian or a School employee. Sole proprietor Vendors shall be considered an employee of the School so that the School prepares and submits the fingerprints to the DOJ. Vendor shall immediately provide to the School any subsequent arrest and conviction information it receives. ~~Vendor~~ Vendor shall certify in writing to the School that neither the employer nor any of its employees who are required to have a background check and who may interact with pupils have been convicted of a felony as defined in Education Code 45122.1. No Vendor employee is permitted to interact with pupils until the background check has been completed. The cost of the background check, whether performed by the Vendor or the School, is the Vendor's responsibility.
- b. First Aid & CPR Certification: Upon School's request, Vendor shall ensure its employees, agents, or contractors obtain First-Aid and CPR Certification. Vendors shall implement safety policies and procedures related to emergency response and accident reporting reasonable for the Services.
- c. Supervision: Vendor is responsible for supervising and ensuring students have a safe environment from the time they are dropped off to receive Services and until the responsible party picks them up. Students may not be left unattended during Vendor's provision of Services. Students shall not interact in one-on-one settings with Vendor (or its employees) without the School's express written permission. Vendor may not transport students without the School's express written permission.

- d. Student Discipline: Vendor acknowledges that School is responsible for managing and overseeing the education program, which incorporates the Vendor's enrichment services. Vendor must immediately notify School when students act inappropriately and may require discipline. School is responsible for issuing discipline to students. If Vendor wishes to remove a participant from their Services, the Vendor shall notify School and the parties will discuss appropriate measures.
- e. Reporting Bullying and Harassment Incidents to School: To the fullest extent allowed by law, Vendor shall immediately notify School if it becomes aware of any incident of bullying, discrimination, harassment, or sexual harassment at Vendor's place of business, during Vendor's provision of Services, or otherwise involving School students, Vendor, or Vendor's employees, contractors, or agents in any way. If Vendor learns a student may pose a health or safety threat to himself/herself or to other individuals, Vendor must immediately notify the School.
- f. Training: Vendor shall ensure its employees, contractors, or agents who interact with School students participate in sexual harassment prevention training before providing Services under this Agreement. Upon School's request, Vendor shall provide proof of compliance with this training requirement.
- g. COVID-19: Vendor shall acknowledge and certify they will abide by all local, state, and federal safety protocols and guidelines concerning COVID-19 and its prevention, [including with regard to vaccination requirements and testing protocols](#). Additionally, Vendor shall implement and visibly post the ~~5 Strategies That Reduce The Spread of COVID-19~~ [most recent CDC and/or CDPH guidance, or other required COVID-19 related workplace materials](#) at the facility or location where services will be provided. Vendor will ensure that employees practice good hygiene and respiratory etiquette and will provide adequate supplies (includes soap, water, hand sanitizer, paper towels, disinfectant wipes and sprays and masks, etc.) when possible.

## SECTION 9. INDEMNIFICATION AND INSURANCE.

- a. Indemnification: To the maximum extent allowable by law, Vendor will indemnify, defend, and hold harmless School, its officers, directors, employees, agents and volunteers from and against all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs that such entities or persons may incur that arise out of or relate to this Agreement or the alleged negligence, recklessness or willful misconduct of Vendor, including of Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible. Vendor's indemnity, defense and hold harmless obligations shall survive the termination of this Agreement. To the maximum extent allowable by law, Vendor also agrees to hold harmless, indemnify, and defend School from any and all liability, damages, or losses (including reasonable attorneys' fees, costs, penalties, and fines) School suffers as a result of: (a) Vendor's failure to meet its obligations under Sections 4-6, ~~7~~, or ~~8~~; (b) a third party's designation of Vendor or Vendor's employees, agents, or contractors as an employee of School regardless of any actual or alleged negligence by School.
- b. General Liability Insurance Limits: Vendor agrees to maintain general liability insurance coverage, including both bodily injury and property damage, with at least the following coverage limits:

- i. \$1,000,000 per occurrence
  - ii. \$2,000,000 general aggregate
  - iii. \$500,000 personal & advertising injury
- c. **Additional Insurance Requirements:** Vendor's insurance shall constitute primary coverage for any loss or liability arising from or relating to this Agreement and any insurance held by School shall constitute secondary, excess coverage. School may require additional insurance coverage depending on the Services and shall communicate these insurance requirements to the Vendor in conjunction with the provision of an Enrichment Certificate. Vendor's insurance policies required under this Agreement shall name School as additionally insured.

## **SECTION 10. CONFIDENTIALITY.**

- a. **Confidential Information:** Vendor acknowledges that during the course of performing Services, Vendor may become privy to confidential, privileged and/or proprietary information important to the School. Vendor further acknowledges its obligations under the Family Educational Rights and Privacy Act ("FERPA") and California Uniform Trade Secrets Act. Vendor shall ensure that all of its employees, agents and contractors agree to the requirements of this section prior to receiving any Confidential Information (defined below). Vendor shall not use or disclose during or after the term of this Agreement, without the prior written consent of School, any information relating to School's employees, directors, agents, students or families, or any information regarding the affairs or operations of School, including School's confidential/proprietary information and trade secrets ("Confidential Information"). Confidential Information, whether prepared by or for the School, includes, without limitation, all of the following: education records, student rosters, medical records, personnel records, information technology systems, financial and accounting information, business or marketing plans or strategies, methods of doing business, curriculum, lists, email addresses and other information concerning actual and potential students or vendors and/or any other information Vendor reasonably should know is treated as confidential by the School. The only allowed disclosures of Confidential Information are: (i) with prior written consent of School; (ii) after the information is generally available to the public other than by reason of a breach by Vendor of this agreement to maintain confidentiality; (iii) after the information has been acquired by Vendor through independent means and without a breach of Vendor's duties to School under this Agreement or otherwise; or (iv) pursuant to the order of a court or other tribunal with jurisdiction if Vendor has given School adequate notice so that School may contest any such process. Personally identifiable student information may only be used as necessary to meet Vendor's obligations under this Agreement. Vendor shall not use any Confidential Information (e.g., student or parent contact information) to market any products or services to School parents or students without School's express written permission. Vendor must take all necessary and appropriate steps to protect and safeguard all of School's Confidential Information and proprietary information from unauthorized disclosure.
- b. **Disclosure of Records:** School will provide Vendor with those records requested by Vendor that are reasonably necessary to allow Vendor to perform the Services. Vendor shall use any such records only for the purpose provided and not for the benefit of any other person or entity. Upon termination of this Agreement or School's request, Vendor will immediately surrender to School or destroy all Confidential Information and other materials provided to Vendor by School, including all physical copies, drafts, digital or computer versions.



b.c. Under no circumstance may Vendor contact or otherwise communicate with School's charter-authorizing agency with regard to payment disputes or any other matter related to Services or this Agreement.

**SECTION 11. ENTIRE AGREEMENT.** This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

**SECTION 12. DISPUTE RESOLUTION.**

- a. Informal Dispute Resolution: If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties shall first meet and confer informally in an attempt to resolve the issue.
- b. Mediation: If reasonable efforts at informal resolution are unsuccessful, the parties shall participate in a mediation with a mutually-agreed upon mediator. Any costs and fees, other than attorneys' fees, associated the mediation shall be shared equally by the parties.
- c. Arbitration: If School has paid more than \$25,000 to Vendor for Services since the start of the previous fiscal year, and efforts to resolve the dispute at mediation are unsuccessful, the parties agree that such dispute will be submitted to private and confidential arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. ("JAMS") at the nearest JAMS location, or other service agreed upon by both parties, and that such arbitration will be the exclusive final dispute resolution method under this Agreement. The JAMS Streamlined Arbitration Rules & Procedures in effect at the time the claim or dispute is arbitrated will govern the procedure for the arbitration proceedings between the parties. The arbitrator shall not have the power to modify any of the provisions of this Agreement. The decision of the arbitrator shall be final, conclusive and binding upon the parties hereto, and shall be enforceable in any court of competent jurisdiction. The party initiating the arbitration shall advance the arbitrator's initial fee. Otherwise and thereafter, each party shall bear their own costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved, subject to the right to terminate this Agreement. Nothing in this Agreement is intended to prevent either party from obtaining injunctive or equitable relief in court to prevent irreparable harm pending the conclusion of any such arbitration.

**SECTION 13. MODIFYING THE AGREEMENT.** No supplement, modification, or amendment of this Agreement shall be binding unless in writing and executed by both parties.

**SECTION 14. NO WAIVER.** No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

**SECTION 15. NO ASSIGNMENT.** No party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other



party. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

**SECTION 16. SEVERABILITY.** If any provision of this Agreement is invalid or contravenes applicable law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

**SECTION 17. GOVERNING LAW.** This Agreement shall be governed by and interpreted under the laws of the State of California.

**SECTION 18. AUTHORITY TO CONTRACT.** Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

**SECTION 19. NOTICES.** All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

(a) When delivered personally to the recipient's address as stated on this Agreement;<sup>SEP</sup>(b) three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement;<sup>SEP</sup>(c) via email address as stated on this Agreement.

Notice is effective upon receipt provided that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

**If to Vendor:**

**If to School:**

*(Please fill in with your information)*

Business: \_\_\_\_\_

[INSERT CONTACT]

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

Vendor Administrator

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

[INSERT ADDRESS]

Address: \_\_\_\_\_

[INSERT EMAIL ADDRESS]

Email: \_\_\_\_\_

[INSERT PHONE NUMBER]

Phone: \_\_\_\_\_

**SECTION 20. COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed or

emailed .pdf or other electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date above.

[ **\_\_\_\_\_ Charter School**]

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

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

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

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

**VENDOR**

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

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

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

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

**EXHIBIT A**

**Detailed List of Vendor Services and Prices**

\*Anything not listed will not be approved

**Services Offered:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Grade Level and Price:**

\$ \_\_\_\_\_ Per \_\_\_\_\_

TK – K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_ Per \_\_\_\_\_

TK - K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

\$ _____ Per _____	
TK - K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

**Cancellation & Refund Policy**

Services that are not rendered are subject to a full refund. Refunds must be credited back to the school.

Name of Owner/Director: \_\_\_\_\_

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

**Vendor Agreement Addendum For Limited Contact Online/Online Out of State Vendors**

This Vendor Agreement Addendum For Limited Contact/Online/Out of State Vendors ("Agreement") is made between [ **\_\_\_\_\_ Charter School** ] ("School"), a California nonprofit public corporation that operates a public charter school and \_\_\_\_\_ ("Vendor").

**SECTION 1. BACKGROUND CHECK**

- a. **Background Check:** Vendor shall ensure its employees, agents, and contractors who interact with students, outside the immediate supervision and control of the student's parent or guardian or a School employee determined by the school, complete a criminal background check through the Department of Justice ("DOJ") in accordance with Education Code section 45125.1. In the School's sole discretion, it may require a background check for Vendor employees who do not interact with students, outside of the immediate supervision and control of the student's parent or guardian or School employee. Sole proprietor Vendors shall be considered an employee of the school ~~so solely~~ for the purpose that of the School ~~prepares-preparing~~ and ~~submits-submitting~~ the ~~fingerprints~~ Livescan to the DOJ. Vendor shall immediately provide to the School any subsequent arrest and conviction information it receives. Vendor shall certify in writing to the School that neither the employer nor any of its employees who are required to have a background check and who may interact with pupils have been convicted of a violent or serious felony as defined in Education Code section 45122.1. No Vendor employee is permitted to interact with pupils until the background

check has been completed. ~~If Vendor does not as determined by~~ If the Vendor is located outside of the State of California, the School may, in its sole and absolute discretion, ~~School may~~ accept an equivalent background check for the jurisdiction where the Vendor is located, ~~if the Vendor is located outside of the State of California, in accordance~~ consistent with Education Code section 45125.1. ~~Vendor asserts it does not provide any of the enumerated services described in California Education Code section 45125.1(a), nor any "school site services" as discussed in California Education Code section 45125.1 requirements.~~ Thus, out-of-state Vendor's criminal background checks will consist of identity verification combined with comprehensive background checks based on national id-ID number. ~~Further, Vendor's background checks contain records that can be lawfully reported under FCRA and state and local laws.~~ The cost of the background check, whether performed by the Vendor or the school, will be the Vendor's responsibility.

**SECTION 2. ENTIRE AGREEMENT** This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

**IN WITNESS WHEREOF,** the parties have executed this Agreement as of the Effective Date above.

[            Charter School]

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

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

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

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

**VENDOR**

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

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

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

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

DRAFT



## Lake View Charter School

### Minutes

#### Special Board Meeting

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##### **Date and Time**

Wednesday March 30, 2022 at 4:30 PM

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##### **Join Zoom Meeting**

<https://sequoiagrove-org.zoom.us/j/4075258260>

Meeting ID: 407 525 8260

Passcode: 546272

One tap mobile

+14086380968,,4075258260# US (San Jose)

+16699006833,,4075258260# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 407 525 8260

Find your local number: <https://sequoiagrove-org.zoom.us/u/kcv9bkellW>

“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

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##### **Directors Present**

Glad Donahue (remote), Jessica Coombs (remote), Serra Wells (remote)

##### **Directors Absent**

Billie Adkins, Lindsay Mower

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##### **Guests Present**

Darcy Belleza (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Kathleen Daugherty (remote), Katie Royer (remote), Kristie Nicosia (remote)

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## **I. Opening Items**

### **A. Establish Quorum/Record Attendance**

### **B. Approval to Continue Meeting Virtually per Report of Findings**

Jessica Coombs made a motion to continue to meet virtually.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **C. Call the Meeting to Order**

Glad Donahue called a meeting of the board of directors of Lake View Charter School to order on Wednesday Mar 30, 2022 at 4:37 PM.  
Serra Wells made a motion to start the Meeting.  
Jessica Coombs seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. Approval of Consent Agenda**

Jessica Coombs made a motion to approve the Consent Agenda.  
Serra Wells seconded the motion.  
The Consent Agenda includes:

- Tonight's Agenda
- Minutes from March 16, 2022 Regular Meeting
- Kindergarten and Transitional Kindergarten Policy (update)

The board **VOTED** unanimously to approve the motion.  
Jessica Coombs made a motion to approve the minutes from Regular Scheduled Board Meeting on 03-16-22.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **E. Public Comments on Non-Agenda Items**

No public comments.

## **II. Operations**

### **A. Approval of Executive Director Job Description**

Serra Wells made a motion to approve the Executive Director Job Description.  
Jessica Coombs seconded the motion.  
Julie Haycock-Cavender presented the Executive Director Job Description.  
The board **VOTED** unanimously to approve the motion.

### **B. Approval of Associate Executive Director Job Description**

Jessica Coombs made a motion to approve the Associate Executive Director Job Description.  
Serra Wells seconded the motion.

Julie Haycock-Cavender presented the Associate Executive Director Job Description.

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

**C. Approval of Executive Director and Associate Executive Director Interview Timelines and Process**

The Governing Board accepted the Associate Executive Director Interview Timelines and Process.

**D. Approval of Organizational Charts**

Serra Wells made a motion to approve Organizational Charts.

Jessica Coombs seconded the motion.

Julie Haycock-Cavender presented the Organizational Charts.

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

**III. Finances**

**A. Approval of Salary Schedule**

Jessica Coombs made a motion to approve the Salary Schedule.

Serra Wells seconded the motion.

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

**IV. Closing Items**

**A. Board Member Requests to Add Items to Future Board Meetings Agendas**

No requests from the Governing Board.

**B. Announcement of Next Regular Scheduled Board Meeting**

Glad Donahue announced the Next Regular Scheduled Board Meeting is April 27, 2022 at 4:30 PM.

**C. Adjourn Meeting**

Serra Wells made a motion to adjourn the Meeting.

Jessica Coombs seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:21 PM.

Respectfully Submitted,  
Glad Donahue

---

Prepared by:  
Katie Royer

Noted by:

---

Board Secretary

**Public Comment Rules for Non-Agenda Items:**

Members of the public may address the Board on non-agenda items through the teleconference platform, Zoom, during the time allocation for public comment on non-agenda items. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board during this time or simply communicate orally your desire to address the Board when the Board asks for public comments on non-agenda items. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time. By law, the Board is allowed to take action only on items on the agenda. However, the Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

**Public Comment Rules for Agenda Items:**

Members of the public may address the Board on agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board on that agenda item or simply communicate orally your desire to address the Board when the Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item.

Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you.

(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).





## Animals at School Policy

The Lake View Charter or “Charter” School Governing Board recognizes that animals can contribute to Lake View Charter School’s instructional program by being effective teaching aids to students and by assisting individuals with disabilities to access school programs and activities. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

The Executive Director or designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the school assumes no liability for the safety of animals allowed at school sponsored events.

Charter School staff must allow a service animal to accompany the handler at all times and everywhere at school sponsored events, except where service animals are specifically prohibited due to health, environmental, or safety hazards. Charter School staff should direct staff, students, and other persons to refrain from petting, feeding, or deliberately startling a service animal.

### Definitions

- A “*service animal*” is any dog (or miniature horse) that is individually trained to perform tasks to the benefit of an individual with a disability. The work or tasks performed [LAC1] by a service animal must be directly related to the individual's disability.
- A “*emotional support animal*” is an animal that provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability and has been identified as an emotional support animal by a licensed mental health professional in writing.
- A “*therapy animal*” is an animal trained in animal-assisted intervention in which the animal meeting specific criteria is an integral part of the treatment process.
- A “*companion animal*” is a domesticated animal whose physical, emotional, behavioral and social needs can be readily met as a companion in the home, or in close daily relationships with humans, including pets

The purpose of the Lake View Charter School Governing Board approving this Animals at School Policy is to accomplish the following:

1. Establish Use of Animals for Instructional Purposes
2. Establish Use of Service Animals by Individuals with Disabilities

- 4. Service Animal Inquiries when at Charter School Sponsored Events
- 5. Requirement of Service Animals and their Handlers
- 6. Disruptions and Removal
- 7. Notice
- 8. Misrepresentation
- \*Service Animal Agreement and Authorization

## **1. Use of Animals for Instructional Purposes**

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written permission from the Executive Director or designee. The Executive Director or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the Executive Director or designee shall take appropriate measures to protect the student from exposure to the animal.

All animals brought to school must be in good physical condition and must be appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

All animals brought to school shall be adequately fed, effectively controlled, humanely treated, and properly housed in cages or containers suitable for the species. The teacher shall ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner.

The teacher shall ensure that students receive instructions regarding the proper handling of and personal hygiene around animals.

Except for service animals, as defined below, all animals are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

## **2. Use of Service Animals by Individuals with Disabilities**

For an individual with a disability, service animal means any dog that is individually trained to do work or perform tasks related to the individual's disability and for his/her benefit. For example, for an individual who is blind or has low vision, a service animal could mean a dog that helps him/her with vision, navigation, and other tasks; for an individual who is deaf or hard of hearing, a service animal could mean a dog that alerts him/her to the presence of people or sounds; and for an individual with psychiatric or neurological disabilities, a service animal could mean a dog that assists him/her by preventing or interrupting impulsive or destructive behaviors. (28 CFR 35.104)

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

## 504 Plans or Special Education

Any request for a service animal by a student with a 504 plan or a qualifying disability under IDEA will be discussed in the student's 504 or IEP meeting and the respective team will determine the following:

- a. Whether the student requires the service animal in order to access a Free Appropriate Public Education ("FAPE"); and
- b. Whether the proposed service animal meets the requirements of this Policy

The Executive Director or designee may permit the use of a miniature horse as a service animal when the horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability, provided that: (28 CFR 35.136)

- a. The district's facility can accommodate the type, size, and weight of the horse and whether the facility can accommodate these features.
- b. The individual has sufficient control of the horse.
- c. The horse is housebroken and;
- d. The horse's presence in the specific facility does not compromise legitimate safety requirements of the facility.

The Executive Director or designee may ask any individual with a disability to remove his/her service animal from school premises or transportation if the animal is out of control and the individual does not take effective action to control it or the animal is not housebroken. When an individual's service animal is excluded, he/she shall be given an opportunity to participate in the service, program, or activity without having the service animal present.(Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

## 4. Service Animal Inquiries when at Charter School Sponsored Events

Lake View may make two (2) inquiries to determine whether an animal qualifies as a service animal:

1. Whether the animal is required because of a disability?
2. What work or task the animal has been trained to perform?

Charter School may not ask for:

1. A badge/identification (such as a harness, vest, patch, or tag) for the animal
2. Proof that the animal has been certified/trained
3. Proof that the person has a disability
4. Require a demonstration of the work/tasks

## 5. Requirement of Service Animals and their Handlers

- Identification: The service dog should wear a harness, cape, identification tag or other gear that readily identifies its working status.
- Leash: The service dog must be on a leash at all times, unless the use of a leash would interfere with the service animal's safe, effective performance of work or tasks. If the animals cannot be on a leash for legitimate reasons related to the individual's disability and the necessary tasks to be performed, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- Control: The handler, including the student if the student is the handler, must be in full control of the service dog at all times.
- Care of Service Dog: The care and supervision of a service dog is solely the responsibility of its handler, including a student handler
- License and Tags: All service dogs should be licensed by the appropriate local agency and wear such license and an owner identification tag, but Charter School will not require documentation.
- Clean Up Rule: The handler must always carry equipment sufficient to clean up the dog's waste, immediately remove the waste, and be responsible for the proper disposal of the dog's waste.
- Vaccinations: The service dog must have a current rabies vaccination.
- Public Appearance Standards: The service animal must be (1) clean, well-groomed with no offensive odor, (2) does not urinate or defecate in inappropriate locations, and (3) treated for and kept free of fleas and ticks.
- Behavior standards: The service animal must not (1) disrupt the normal course of school business; solicit attention, visit or annoy, solicit or steal food or other items from any member of the staff or student population; or vocalize unnecessarily (e.g., barking, growling or whining) or (2) show aggression towards people or other animals (e.g., showing teeth, barking, growling, jumping on individuals).
- General training standards: The service animal must: (1) work calmly and quietly on harness, leash, or other tether, (2) performs tasks in the school setting and lay quietly beside the student handler without blocking aisles, doorways, etc., and (3) be trained to urinate and defecate on command.

## 6. Disruptions and Removal

Charter School staff should immediately report any disruptive behavior of a service dog to the Executive Director or designee. No attempt should be made by the Charter School staff member to separate a student from their service animal. Charter School staff may ask an individual with a disability to remove a service animal from the premises if—

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken.

“Out of control” behaviors include, but are not limited to, excessive, unwarranted barking, unprovoked aggressive behavior, failure to follow the handler's commands, or wandering away

from the handler without a specific purpose.

If any service dog behaves aggressively or causes injury or direct threat of safety or health to staff or students, the dog must be immediately removed from the Charter School sponsored event until the situation is resolved. Whether a service animal poses a direct threat to health or safety of staff or students will be made on an individualized basis.

Charter School may also deny a service animal on the basis that the presence of the animal fundamentally alters the learning or work environment.

If Charter School properly excludes a service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

## **7. Notice**

A service dog will not be prohibited due to fear or allergies of other students. If the presence of a service animal causes fear or allergies in other students required to be in the presence of the service animal throughout the school day, the Charter School will make reasonable accommodations for both the affected student and the student with disabilities requiring the service animal to relocate one or both students to another location within the room or a different room, if possible. If your child requires a reasonable accommodation due to fear or allergies, please notify the Executive Director or designee.

## **8.. Misrepresentation**

Any person who knowingly and fraudulently represents himself or herself, through verbal or written notice, to be the owner or trainer of a service animal shall be guilty of a misdemeanor punishable by imprisonment up to six months or fine up to \$1000.00



## Lake View Charter School

4672 County Rd. N Orland, CA 95963

Phone (916) 597-5877

### LAKE VIEW SERVICE ANIMAL AGREEMENT AND AUTHORIZATION

This Agreement and Authorization regarding Request for a Service Animal to Accompany a Student on School Premises (“Agreement”) is necessary for Lake View Charter School (“Lake View” or the “Charter School”) to process a request for the use of a service animals at school sponsored events. The presence of a service animal at Charter School presents unique health and safety concerns. To minimize any risks that a service animal may pose to students, staff, and the educational environment, Charter School requests the following information and authorizations to allow Charter School to provide a healthy and safe environment for its entire school community.

Student Name (please print)

Date of Birth

Grade



Parent/Guardian name (please print)

Contact phone number

Please initial below each statement:

**We understand and agree to comply with the requirements of California Civil Code section 54.2.**

“[An individual with a disability] shall be liable for any damage done to the premises or facilities by his or her dog. These persons shall ensure the dog is on a leash and tagged as a guide dog, signal dog, or service dog by an identification tag issued by the county clerk, animal control department, or other agency . . .” (Civ. Code § 54.2(b))

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

**We understand and agree to comply with the requirements of the Americans with Disabilities Act Implementing Regulations (28 CFR § 35.136).**

(b) **Exceptions.** A public entity may ask an individual with a disability to remove a service animal from the premises if—

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or

(2) The animal is not housebroken.

(d) **Animal under handler's control.** A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

(e) **Care or supervision.** A public entity is not responsible for the care or supervision of a service animal.” (28 C.F.R.§ 35.136)

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

· Pursuant to 34 CFR § 99.30, we hereby provide authorization for Charter School to release the following personally identifiable student information necessary to inform the school community of Charter School of the presence of a service dog at Charter School:

- o Student's Name
- o Student's Grade Level
- o Student's Classes/Teachers(s)

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

**We have read, understand, and agree to comply with the Charter School's Animals at School Policy.**

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

**We agree to indemnify and hold harmless Charter School for any and all actions, suits, claims, demands, defense costs and/or attorney's fees, or liabilities arising out of or related to the presence of the service dog at Charter School.**

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

**We agree to hold Charter School, its employees, agents, and assigns harmless for any injury to, including death of, the service dog.**

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

Parent/Guardian Signature : \_\_\_\_\_

Date

Student's Signature \_\_\_\_\_

Date

Please complete this form and return it to the Executive Director or designee.





## **Salary Schedule Placement and Advancement Policy**

The purpose of the Lake View Charter School Governing Board approving this Salary Schedule Placement and Advancement Policy is to accomplish the following:

1. Outline the Process for Employee Placement on the Salary Schedule
2. Outline Pathways to Professional Development For Salary Advancement

### **1. Employee Placement on the Salary Schedule**

Salary placement for newly hired employees is contingent upon all documentation (i.e. transcripts, verification of experience, credential accreditation, etc) being received and verified. There are no retroactive salary placements. It is the employees' responsibility to furnish the Human Resources Department with verification of these items upon hire.

Initial salary schedule placement is determined by the number of post-baccalaureate units and the number of years of previous teaching experience.

In order for units to be considered for initial placement on the salary schedule, post-baccalaureate units must meet the following criteria:

- Earned after Bachelor's degree completion date
- Upper-division and/or graduate-level courses
- Relevant to the field of education

Previous teaching work experience may be accepted on a year-for-year basis for up to five years of credit if it meets the following criteria:

- Must have worked with the same employer for at least one year
- Worked in a full-time capacity
- Worked at least 75% of the school year

Note: Substitute teaching experience is not accepted

### **2. Professional Development For Salary Advancement**

Employees who wish to advance their salary beyond their initial placement may receive credit for upper-division and/or graduate level college/university courses up to 6 semester units or two classes per school year. These courses must be pre-approved first by the employee's direct supervisor, and then by a school Director prior to registering for courses. Courses that are commonly accepted are courses that:

- Are related to education
- Are related to the courses the teacher is currently teaching

- Enhance the teacher's teaching abilities

Note: Employees must receive passing grades on their transcripts (C- or higher, or Pass) for those units to qualify toward a salary increase.

Once pre-approved courses have been completed, employees will need to send all post-baccalaureate transcripts, including the newly completed course transcripts, to the Human Resources Department for the information to be added to their employee file. Transcripts must be submitted by June 1st of the current school year for salary schedule consideration for the following school year. No more than 6 units or two classes will be approved per school year for salary advancement purposes.\*

\*Special consideration may be given to employees who are seeking an advanced degree (such as a Masters or Doctorate) or are working toward completion of additional credentials or certifications. As with other coursework, these require pre-approval from the employee's direct supervisor and a school Director.



*Nonpublic, Nonsectarian  
School/Agency Services*

*Lake View Charter School  
MASTER CONTRACT*

**2022-2023**

# Master Contract

GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL AND AGENCY SERVICES

LEA

Contract Year 2022-2023

Nonpublic School

Nonpublic Agency

Type of Contract:

Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

Interim Contract: an extension of the previous fiscal year's approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date:

***When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract***

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**2022-2023****CONTRACT NUMBER:** \_\_\_\_\_**LOCAL EDUCATION AGENCY:** \_\_\_\_\_**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:** \_\_\_\_\_

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT**

**AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS****1. MASTER CONTRACT**

This Master Contract (or "Contract") is entered into on July 1, 2022, between \_\_\_\_\_, hereinafter referred to as the local educational agency ("LEA"), a member of the \_\_\_\_\_ SELPA and \_\_\_\_\_ (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Services Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for ISA development, including invoicing.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

**2. CERTIFICATION AND LICENSES**

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 *et seq.* and within the professional scope of practice of each provider's license, certification and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this



Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract. Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

### **3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS**

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

### **4. TERM OF MASTER CONTRACT**

The term of this Master Contract shall be from July 1, 2022 to June 30, 2023 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2023. In the event the contract

negotiations are not agreed to by June 30<sup>th</sup>, the most recently executed Master Contract will remain in effect for 90 days. (Title 5 California Code of Regulations section 3062(d)) No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

## **5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION**

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA.

## **6. INDIVIDUAL SERVICES AGREEMENT ("ISA")**

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the “stay-put” requirement of state and federal law unless the parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

## **7. DEFINITIONS**

The following definitions shall apply for purposes of this contract:

- a. The term “CONTRACTOR” means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents and employees.
- b. The term “authorized LEA representative” means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.
- c. The term “credential” means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).
- d. The term “qualified” means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate

degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

- e. The term “license” means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).
- f. “Parent” means:
  - i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,
  - ii. a guardian generally authorized to act as the child’s parent or authorized to make educational decisions for the child,
  - iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child’s welfare,
  - iv. a surrogate parent,
  - v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child’s behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

- g. The term “days” means calendar days unless otherwise specified.
- h. The phrase “billable day” means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase “billable day of attendance” means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term “Master Contract” also means “Contract” and is referred to as such in this document.

## ADMINISTRATION OF CONTRACT

### 8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

## **9. MAINTENANCE OF RECORDS**

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications by-laws; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

## **10. SEVERABILITY CLAUSE**

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

**11. SUCCESSORS IN INTEREST**

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

**12. VENUE AND GOVERNING LAW**

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

**13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES**

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

**14. TERMINATION**

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting. To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

**15. INSURANCE**

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

**PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES**

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:



\$2,000,000 per occurrence  
 \$ 500,000 fire damage  
 \$ 5,000 medical expenses  
 \$1,000,000 personal & adv. Injury  
 \$3,000,000 general aggregate  
 \$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

- B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
- C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a \$1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the following limits:

\$1,000,000 per occurrence  
 \$2,000,000 general aggregate

- E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.
- F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

- G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
- H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

## **PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")**

When CONTRACTOR is a NPS affiliated with a **residential treatment center (NPS/RTC)**, the following insurance policies are required:

- A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:  
  
 \$3,000,000 per occurrence  
 \$6,000,000 in General Aggregate.  
  
 The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above \$100,000 without the prior written approval of the LEA.
- B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
- C. **Commercial Auto Liability** coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
- D. **Fidelity Bond or Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$250,000 per occurrence, with no self-insured retention.
- E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of \$3,000,000 per occurrence and \$6,000,000 general aggregate.
- F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of \$3,000,000 per occurrence and \$6,000,000 general aggregate.



If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

#### **16. INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master *Contract* or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers district employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

#### **17. INDEPENDENT CONTRACTOR**

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principle, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

#### **18. SUBCONTRACTING**

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA

elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 45 Clearance Requirements and Section 46 Staff Qualifications of this Master Contract.

## **19. CONFLICTS OF INTEREST**

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

When CONTRACTOR is a NPA, CONTRACTOR acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by LEA if provided by an individual who is or was an employee of LEA within the three hundred and sixty-five (365) days prior to executing this contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by LEA.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

## **20. NON-DISCRIMINATION**

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

## **EDUCATIONAL PROGRAM**

### **21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)**

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

## **22. GENERAL PROGRAM OF INSTRUCTION**

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 *et seq.*

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

**23. INSTRUCTIONAL MINUTES**

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

**24. CLASS SIZE**

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

**25. CALENDARS**

When CONTRACTOR is a NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

## **26. DATA REPORTING**

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915.



CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

## **27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT**

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

## **28. STATEWIDE ACHIEVEMENT TESTING**

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

## **29. MANDATED ATTENDANCE AT LEA MEETINGS**

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

**30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

CONTRACTOR shall comply with the requirements of Education Code section 49005, *et seq.*, 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and its implementing regulations. If the IEP team determines that a student's behavior impedes his or her learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies **require** a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following: (1) any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock; (2) an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual; (3) an intervention that denies



adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities; (4) an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; (5) restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained personnel as a limited emergency intervention; (6) locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room; (7) an intervention that precludes adequate supervision of the individual; (8) an intervention that deprives the individual of one or more of his or her senses.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

### **31. STUDENT DISCIPLINE**

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10<sup>th</sup>) day of suspension.

### **32. IEP TEAM MEETINGS**

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, if appropriate, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of his or her IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

### **33. SURROGATE PARENTS AND FOSTER YOUTH**

CONTRACTOR shall comply with LEA surrogate parent assignments. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756*. A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

### **34. DUE PROCESS PROCEEDINGS**

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make

CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

### **35. COMPLAINT PROCEDURES**

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq.*; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

### **36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS**

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business

days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

### **37. TRANSCRIPTS**

When CONTRACTOR is a NPS, CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

### **38. STUDENT CHANGE OF RESIDENCE**

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence as specified in LEA Procedures. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

### **39. WITHDRAWAL OF STUDENT FROM PROGRAM**

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and student's discharge against professional advice from a NPS/RTC.

**40. PARENT ACCESS**

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergency situation. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns reported to parents, both verbal and written, shall also be provided, in writing, to the LEA.

**41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS**

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1(b), AB 1858 (2004), AB490 (Chapter 862, Statutes of 2003), AB 1261 (2005), AB 1166 Chapter 171 (2015), AB 167 Chapter 224 (2010), AB 216 Chapter 324 (2013), AB 379 Chapter 772 (2015), AB 1012 Chapter 703 (2015), and the procedures set forth in the LEA Procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1412(a)(1)(A) and Education Code section 56000, et seq.; amended and reorganized by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), 20 U.S.C. section 1401(29); Education Code section 56031; Cal. Code Regs., Title 5, section 3001 et seq., regarding the provision of counseling services, including residential care for students to receive a FAPE as set forth in the LEA student's IEPs. CONTRACTOR shall meet all monitoring requirements as noted in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

#### **42. STATE MEAL MANDATE**

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49530, 49530.5 and 49550.

#### **43. MONITORING**

When CONTRACTOR is a NPS, the LEA (or SELPA) shall conduct at least one onsite monitoring visit during each school year to the NPS at which the LEA has a pupil attending and with which it maintains a master contract. The monitoring visit shall include, but is not limited to, a review of services provided to the pupil through the ISA between the LEA and the NPS, a review of progress the pupil is making toward the goals set forth in the pupil's individualized education program, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA (or SELPA) shall report the findings resulting from the monitoring visit to the California Department of Education within 60 calendar days of the onsite visit.

The LEA (or SELPA) shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code



section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

## **PERSONNEL**

### **44. CLEARANCE REQUIREMENTS**

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

### **45. STAFF QUALIFICATIONS**

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical

standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).

When CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional

leader, and be able to provide leadership, oversight and professional development • The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5))

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 *et seq.*).

#### **46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS**

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by



CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

#### **47. STAFF ABSENCE**

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

#### **48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME**

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public school campus, sign in/out procedures shall be followed by NPS/A providers working in a public school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than

the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

## **HEALTH AND SAFETY MANDATES**

### **49. HEALTH AND SAFETY**

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

### **50. FACILITIES AND FACILITIES MODIFICATIONS**

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

### **51. ADMINISTRATION OF MEDICATION**

CONTRACTOR shall comply with the requirements of California Education Code section 49423 when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type,

administration method, amount or schedule must be authorized by both a licensed physician and parent.

## **52. INCIDENT/ACCIDENT REPORTING**

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

## **53. CHILD ABUSE REPORTING**

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

## **54. SEXUAL HARASSMENT**

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

## **55. REPORTING OF MISSING CHILDREN**

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

# **FINANCIAL**

## **56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES**

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA

Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31<sup>st</sup> after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR

have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

## **57. RIGHT TO WITHHOLD PAYMENT**

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety (90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes

payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

## **58. PAYMENT FROM OUTSIDE AGENCIES**

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

## **59. PAYMENT FOR ABSENCES**

### **NONPUBLIC SCHOOL STAFF ABSENCE**

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

### **NONPUBLIC SCHOOL STUDENT ABSENCE**

If CONTRACTOR is a nonpublic school, no later than the tenth (10<sup>th</sup>) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days



that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

#### NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

#### NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5<sup>th</sup>) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

### **60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY**

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

- a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.
- b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.
- c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for

make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

## **61. INSPECTION AND AUDIT**

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

## **62. RATE SCHEDULE**



The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as noted in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

### **63. DEBARMENT CERTIFICATION**

By signing this agreement, the CONTRACTOR certifies that:

- (a) The CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the   1<sup>st</sup>   day of July, 2022 and terminates at 5:00 P.M. on June 30, 2023, unless sooner terminated as provided herein.

**CONTRACTOR****LEA**


---

**Nonpublic School/Agency**


---

**LEA Name**

By: 

---

 **Signature** **Date**

By: 

---

 **Signature** **Date**

---

**Name and Title of Authorized Representative**


---

**Name and Title of Authorized Representative**
**Notices to CONTRACTOR shall be addressed to:**
**Notices to LEA shall be addressed to:**

<b>Name and Title</b>	<b>Name and Title</b>
<b>Nonpublic School/Agency/Related Service Provider</b>	<b>LEA</b>
<b>Address</b>	<b>Address</b>
<b>City</b> <b>State</b> <b>Zip</b>	<b>City</b> <b>State</b> <b>Zip</b>
<b>Phone</b> <b>Fax</b>	<b>Phone</b> <b>Fax</b>
<b>Email</b>	<b>Email</b>

**Additional LEA Notification  
(Required if completed)**

---

**Name and Title**

---

**Address**

---

**City** **State** **Zip**

---

**Phone** **Fax**

---

**Email**

---

**EXHIBIT A: 2022-2023 RATES****4.1 RATE SCHEDULE FOR CONTRACT YEAR**The CONTRACTOR: The CONTRACTOR CDS NUMBER: PER ED CODE 56366 – TEACHER-TO-PUPIL RATIO: Maximum Contract Amount: 

Education service(s) offered by the CONTRACTOR and the charges for such service(s) during the term of this contract shall be as follows:

1) Daily Basic Education Rate: 2) Inclusive Education Program

(Includes Educational Counseling (not ed related mental health) services, Speech & Language services, Behavior Intervention Planning, and Occupational Therapy as specified on the student's IEP.) DAILY RATE:

3) Related Services

<u>SERVICE</u>	<u>RATE</u>	<u>PERIOD</u>
<u>Intensive Individual Services (340)</u>	<input type="text"/>	<input type="text"/>
<u>Language and Speech (415)</u>	<input type="text"/>	<input type="text"/>
<u>Adapted Physical Education (425)</u>	<input type="text"/>	<input type="text"/>
<u>Health and Nursing: Specialized Physical Health Care (435)</u>	<input type="text"/>	<input type="text"/>
<u>Health and Nursing: Other Services (436)</u>	<input type="text"/>	<input type="text"/>
<u>Assistive Technology Services (445)</u>	<input type="text"/>	<input type="text"/>
<u>Occupational Therapy (450)</u>	<input type="text"/>	<input type="text"/>
<u>Physical Therapy (460)</u>	<input type="text"/>	<input type="text"/>
<u>Individual Counseling (510)</u>	<input type="text"/>	<input type="text"/>
<u>Counseling and Guidance (515)</u>	<input type="text"/>	<input type="text"/>
<u>Parent Counseling (520)</u>	<input type="text"/>	<input type="text"/>
<u>Social Work Services (525)</u>	<input type="text"/>	<input type="text"/>

<u>Psychological Services (530)</u>		
<u>Behavior Intervention Services (535)</u>		
<u>Specialized Services for Low Incidence Disabilities (610)</u>		
<u>Specialized Deaf and Hard of Hearing (710)</u>		
<u>Interpreter Services (715)</u>		
<u>Audiological Services (720)</u>		
<u>Specialized Vision Services (725)</u>		
<u>Orientation and Mobility (730)</u>		
<u>Specialized Orthopedic Services (740)</u>		
<u>Reader Services (745)</u>		
<u>Transcription Services (755)</u>		
<u>Recreation Services, Including Therapeutic (760)</u>		
<u>College Awareness (820)</u>		
<u>Work Experience Education (850)</u>		
<u>Job Coaching (855)</u>		
<u>Mentoring (860)</u>		
<u>Travel Training (870)</u>		
<u>Other Transition Services (890)</u>		
<u>Other (900)</u>		
<u>Other (900)</u>		

**EXHIBIT B: 2022-2023 ISA****INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL SERVICES**

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2022 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2023, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency \_\_\_\_\_ Nonpublic School \_\_\_\_\_

LEA Case Manager: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Pupil Name \_\_\_\_\_ Sex: ☐ M ☐ F Grade: \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

DOB \_\_\_\_\_ Residential Setting: ☐ Home ☐ Foster ☐ LCI # \_\_\_\_\_ ☐ OTHER \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
(If different from student)

**AGREEMENT TERMS:**

1. *Nonpublic School:* The average number of minutes in the instructional day will be: \_\_\_\_\_ during the regular school year  
\_\_\_\_\_ during the extended school year
2. *Nonpublic School:* The number of school days in the calendar of the school year are: \_\_\_\_\_ during the regular school year  
\_\_\_\_\_ during the extended school year
3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: \_\_\_\_\_

**Estimated Number of Days** \_\_\_\_\_ **x Daily Rate** \_\_\_\_\_ **= PROJECTED BASIC EDUCATION COSTS** \_\_\_\_\_

**B. RELATED SERVICES:**

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)							
Counseling and guidance (515).							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Other (900)J							
Other (900)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COSTS \$ \_\_\_\_\_

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ \_\_\_\_\_**

4. Other Provisions/Attachments:

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5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON \_\_\_\_\_

6. Progress Reporting Requirements: \_\_\_\_\_ Quarterly \_\_\_\_\_ Monthly \_\_\_\_\_ Other (Specify) \_\_\_\_\_

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA/SELPA-

\_\_\_\_\_  
(Name of Nonpublic School/Agency) (Name of LEA/SELPA)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date)

\_\_\_\_\_  
(Name and Title) (Name of Superintendent or Authorized Designee)



Lake View Charter School

# Expense Reimbursement Policy

2022-2023





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## EXPENSE REIMBURSEMENT POLICY

The School's policy is to reimburse its employees for reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties. School employees will receive a stipend to cover expenses as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date.

### TRAVEL: Mileage

#### CATEGORY 1:

##### HOMESCHOOL TEACHERS, INSTRUCTIONAL TEAM ADVISORS, ADMIN ASSISTANT

Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:

- Full-time employees: \$500 stipend each semester to cover costs related to the use of personal vehicles
- Part-time employees: \$250 each semester to cover costs related to the use of personal vehicles
  - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

#### CATEGORY 2:

##### SPECIAL EDUCATION AND STUDENT SUPPORT

##### NURSE

##### VIRTUAL/OUT OF SERVICE AREA EMPLOYEES

- Not eligible for travel stipend
- With prior approval, the employee may complete the mileage reimbursement process when attending local meetings and events once they are in area of school service

#### CATEGORY 3:

##### FAMILY LIAISONS

- Full-time employee: \$500 stipend each semester to cover costs related to the use of personal vehicles

##### PART-TIME FAMILY LIAISONS

- \$250 each semester to cover costs related to the use of personal vehicles
  - The School will pay the part-time employee the hourly rate for time incurred to and from scheduled events and activities

### TRAVEL STIPEND

The stipend is intended to reimburse those employees for vehicle-related expenses, driving related expenses, including, but not limited to wear and tear, fuel and personal auto insurance for travel required in direct consequence of the discharge of their job duties. The School will not be responsible for traffic or parking violations or car repair/maintenance.

If an employee believes the stipend amount is insufficient to cover their employment related travel expenses, the employee must provide the School with receipts and documentation showing that the employee has incurred expenses above their stipend amount within 30 days of incurring the mileage. Employees are responsible for maintaining an accounting of their mileage including locations traveled, reason(s) traveled and documentation of miles on a web-based map such as Google Maps. Employees who believe they will exceed the standard stipend should submit for pre- approval from the Executive Director or designee. The School may periodically request follow-up documentation to verify that the employee is incurring the expense.

The School will pay the per semester stipend in a prorated manner to be paid over 10 months or begin the monthly rate in relation to employment start date. If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

### **MILEAGE REIMBURSEMENT**

If the School requires any other employee not receiving a travel stipend to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees that are assigned to a worksite, the employee will receive a reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite.

Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within 30 days of incurring the mileage.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to their Executive Director or designee for review and approval then submit to the Accounting Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

## HOTELS, MEALS, AND GRATUITY

The Executive Director or designee must pre-approve all out-of-town travel which requires overnight stays.

### Hotels

Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the approved event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee. In the event travel cannot occur within the employees daily working hours, the employee may seek approval from the Executive Director or designee to request a hotel stay. For travel that requires overnight stays, the Charter will pay for the employee's hotel stay. The hotel stay must be approved through the Charter's Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be \$100 - \$150 per night.

- Staff may stay at the rate of up to two-times the federal per diem rate with the Executive Director or designee's pre-approval
- Lodging in excess of double the per diem rate (excluding room tax and mandatory additional charges) must have the Executive Director or designee's advance approval
- If any employee exceeds the lodging allowance without prior approval, the Charter will only reimburse up to double the federal per diem rate

### Meals

An employee can seek meal reimbursement based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day conference
  - a. Meal reimbursement is not for single day conferences or meetings
  - b. Meal reimbursement starts on the second day of the conference and is paid daily through the last day of the trip
2. Meal reimbursement cannot be claimed when the conference or airline provided a meal\*

### Meal Allowance

Meal reimbursements shall not exceed the allowed maximum rate listed in the reimbursement meal rates table listed herein. Meals for which there are no itemized receipts will not be reimbursed; there are no exceptions.

Items needed for Upload: Itemized receipts for meal reimbursements are required.

**Alcoholic beverages are not an allowable expense.**

Reimbursement Meal Rates Table:

<b>Maximum Meal Criteria</b> for claiming meal expenses is as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of meal total.	
Breakfast*	\$12
Lunch*	\$16
Dinner*	\$22

**\*Note:** Full meals included in the airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date (this occurs, for example, when lunch is included in registration but employees choose to dine elsewhere). Continental breakfasts of rolls, coffee, and juice provided by hotels or conferences are not considered full meals. If the employee has special dietary needs due to medical conditions or food allergies, and meal accommodations are not provided by the hotel or conference, reimbursement may be submitted with an explanation.

### Gratuities

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Receive pre-approval from your Executive Director or designee
2. Please utilize the Reimbursement Request Form
3. Complete the employee information section
4. Mileage reimbursement
  - a. Date, student or activity, mileage
    - i. Only fill out mileage for which you are requesting reimbursement
  - b. Attach your mileage log
  - c. Attach Google or other web-based map(s) with the shortest distance
5. Expense reimbursement
  - a. Date, purchase type, description, cost
  - b. Attach your itemized receipts
  - c. Attach your pre-approval email
6. Confirm your submission
7. Sign your reimbursement
8. The Executive Director or designee will review your submission
  - a. Once approved your reimbursement will move to Accounts Payable to be processed for payment.

- b. You will be reimbursed in the form of a check or direct deposit whichever method you have signed up for. If you receive paper checks your check will be mailed to you by Charter Impact

## **MONTHLY STIPEND FOR PHONE AND UTILITIES EXPENSES**

Employees who are required to use their personal cell phones and utilities to perform work on behalf of the School will be provided a stipend in the amount of \$250 for full-time employees and \$125 for part-time employees for the use of personal cell phones and utilities and an additional amount for taxes associated therewith. School employees will receive a stipend as categorized to be paid over 10 months or begin the monthly rate in relation to employment start date.

All employees will be provided with a school hot spot to be used for internet access to perform their job duties.

The School has established this monthly stipend based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expenses incurred in using their personal cell phones and utilities to perform work on behalf of the School. If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone or utilities expenses on behalf of the School, the employee must immediately report this expense issue to the Executive Director or designee for review and approval then submit to the Accounting Department.

Employees will be required to submit documentation to support any request for additional reimbursement in excess of the monthly stipend. Employees that are eligible for this monthly stipend are required to submit a Request for Monthly Stipend form affirming that the employee uses their personal cell phone and utilities to perform work on behalf of the School and that the employee will immediately notify the School if the employee no longer incurs an expense related to the personal use of their cell phone and/or utilities in the discharge of their duties. The School reserves the right to request supporting documentation from employees at any time to support the employees request for the monthly stipend. Failure to provide such documentation as requested may delay or cease further payments of the monthly stipend to the employee.

**\*\*Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as workload, part-time or full-time status of the employee and other relevant factors**

## **OTHER EXPENSES**

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment to perform their duties on behalf of the School including laptops. The School does not require employees to

purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the Executive Director or designee.

### **Office Supplies**

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/ mailing charges for School-related correspondence will have a \$250 stipend for full-time employees and \$125 for part-time employees. School employees will receive a stipend as categorized below to be paid over 10 months or begin the monthly rate in relation to employment start date.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to the Executive Director or designee. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

## **REPORTING**

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform the Executive Director or designee. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary school business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary school business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all school business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.

# Cover Sheet

## Presentation of Executive Director's Report

<b>Section:</b>	I. Opening Items
<b>Item:</b>	F. Presentation of Executive Director's Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	LVCS April ED Report.pdf



# Executive Director Report

April 2022

# Agenda

Enrollment

Current

22-23 Process

Associate Executive Director

Ordering Timeline

Junior High Virtual Academy

Upcoming Graduations

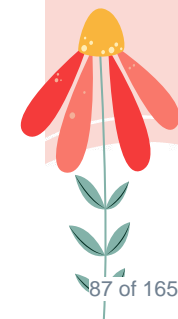
# ENROLLMENT



## Enrollment Update from Principal Lake View Charter School

Current Enrollment County by County/Gradelevel as of 04/18/22

Grade	Butte	Colusa	Glenn	Lake	Mendocino	Tehama	Totals
TK	16	0	0	2	3	1	22
KN	36	1	1	4	11	11	64
1	37	0	1	4	23	8	73
2	33	1	3	4	19	11	71
3	42	1	3	2	13	7	68
4	33	1	2	0	16	12	64
5	39	1	1	1	12	4	58
6	33	1	0	2	7	3	46
7	27	0	3	3	7	4	44
8	23	1	0	4	10	5	43
9	17	0	0	3	3	2	25
10	16	0	0	5	4	3	28
11	8	2	0	1	2	2	15
12	5	0	0	0	1	1	7
Curent Total	365	9	14	35	131	74	628

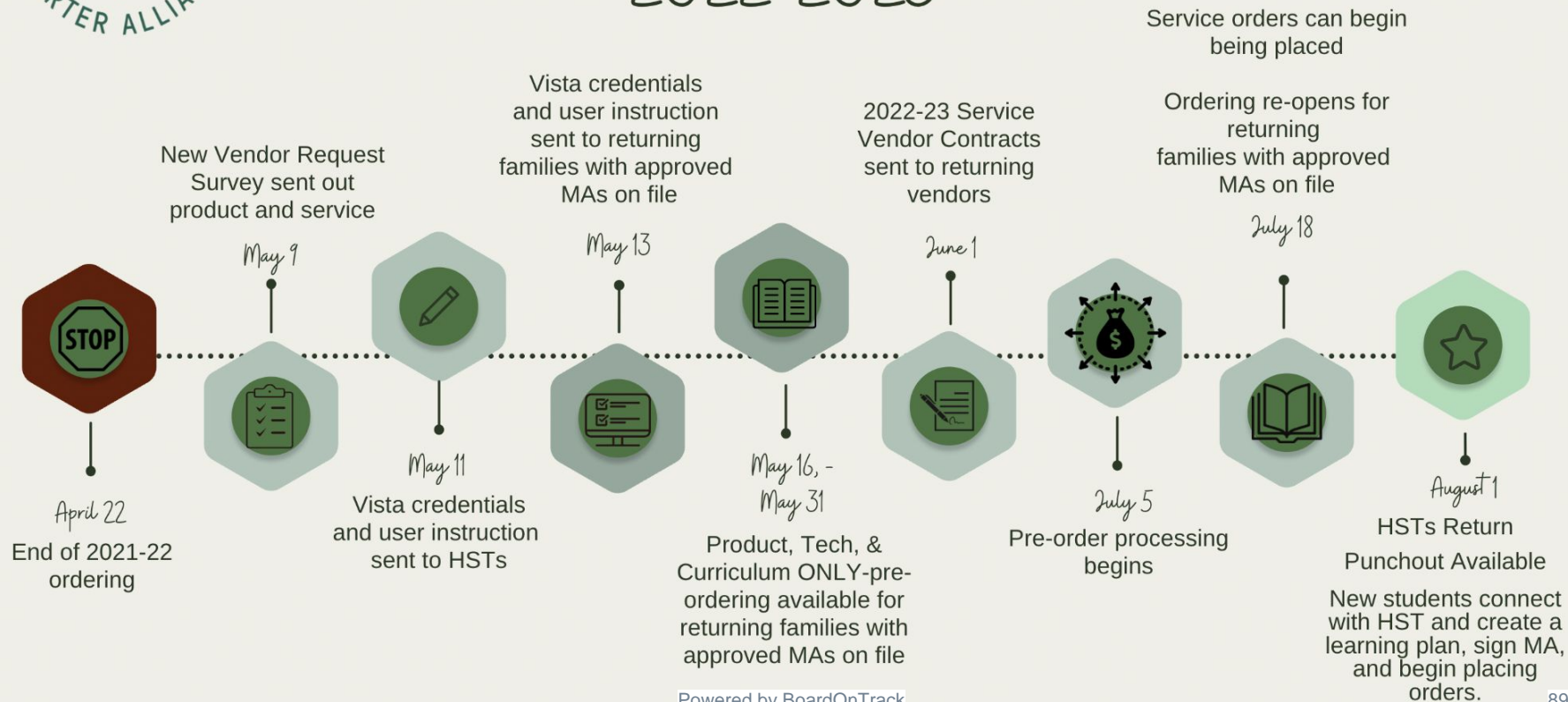




# Announcement of Associate Executive Director



# Ordering Timeline 2022-2023



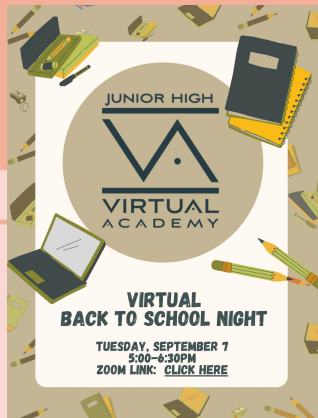


# Junior High Virtual Academy 2021-2022 Program Update

*Preparing students **and** parents for success in High School and Beyond*

Trisha Brandow  
TK8 Virtual Programs Coordinator

# We've had an amazing year!



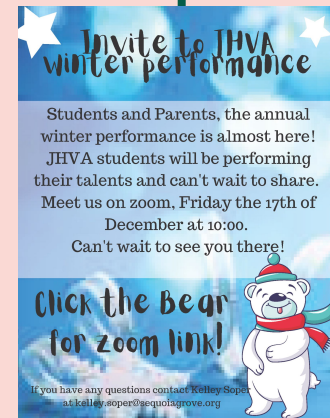
**August**  
Virtual  
Back to School  
Night

**NEW!**  
Whole Group  
Learning Labs  
EVERY  
Thursday



**October**  
Mid-Semester  
Park Day

**December**  
2nd Annual  
Virtual Winter  
Performance





# Spring Semester in JHVA

**VIRTUAL TEACHING**  
PROFESSIONAL DEVELOPMENT



**Thursday, January 6**  
9:00-11:15  
Morning Session  
11:15-12:00  
Lunch Break  
12:00-3:30  
Afternoon Session

- Virtual Classroom Management
- Trauma Informed Instruction
- Tech Tools for Virtual Teaching

RSVP  
trisha.brandow@sequoiagrove.org

**January**  
Teacher  
Professional  
Development

**January**  
Ice Skating  
Spring  
Semester  
Kick-Off

JHVA ICE SKATING  
MEET UP

**ICE SKATING  
@ DOWNTOWN  
SACRAMENTO ICE RINK**

Monday, January 10  
9:30am-11:00am  
(Skating from 10:00am-11:00am)

\*Students must be accompanied by an adult chaperone.  
(Chaperones do not need to pay if they are not skating)

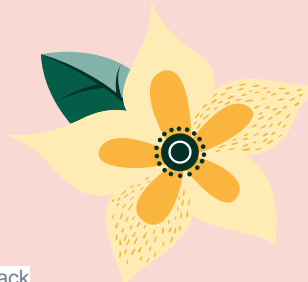
Siblings Welcome  
\$15 per skater  
Plan to pay for parking

Register by January 10

**TWOS DAY**  
CELEBRATION!  
**Tuesday, 2-22-22!**  
Join in the fun on this special date by wearing tutus, ties (or bow ties), or tube socks to class. Level up the fun by creating a Zoom background featuring you as a two year-old!

**TWO YEAR-OLDS,**  
**Tutus, Ties,**  
**& Tube socks**

**February**  
2-22-22  
Two's Day!



**March**  
Mid-Semester  
Park Day

**JHVA  
PARK DAY**

All JHVA Students  
and Families are Invited:  
Thursday, March 17th  
10am - 12pm  
Orangevale Community Park  
7301 Filbert Ave. Orangevale, CA 95662  
\*Meet at the covered picnic tables\*

**FOR QUESTIONS:**  
Kelley Soper - (530) 362-8101 - kelleysoper@sequoiagrove.org





# Junior High Virtual Academy Student Spotlight!

## Abigail Murietta

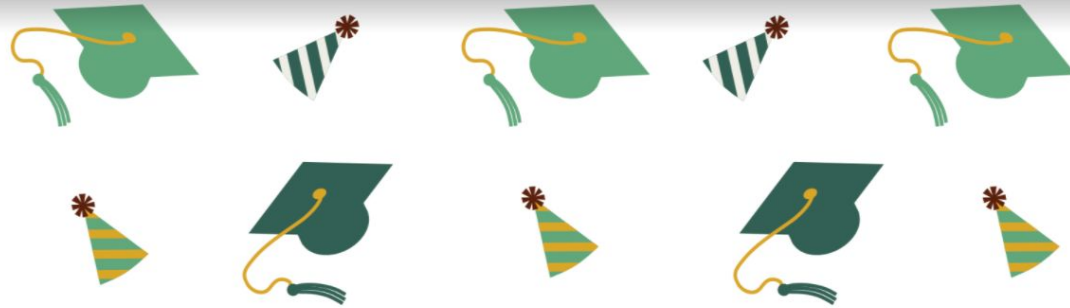
Abigail is a 7th grader enrolled in Lake View Charter School. This is her third year homeschooling within our network of schools. Her HST is Dianna Gartner. Dianna says, "Abigail is an amazing student. She is kind, responsible, and takes accountability for her learning. She has maintained an A in her JHVA English class all year long and is always proud to share the work she's done with me. Abigail is also a very talented artist in a variety of mediums, including digital art."



# 8TH GRADE VIRTUAL PROMOTION



May 24th at 4:00pm



IT'S TIME TO CELEBRATE!

# HIGH SCHOOL GRADUATION 2022

MAY 31, 2022 | 4 PM  
MEMORIAL AUDITORIUM  
1515 J ST, SACRAMENTO, CA 95814



# Thank You

For your continued support of our schools!



# Cover Sheet

## Approval of March Financials

<b>Section:</b>	II. Finances
<b>Item:</b>	A. Approval of March Financials
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	LVCS March 2022 Financials.pdf



# Lake View Charter School

Monthly Financial Presentation

March 2022

# LAKE VIEW – Fiscal Highlights

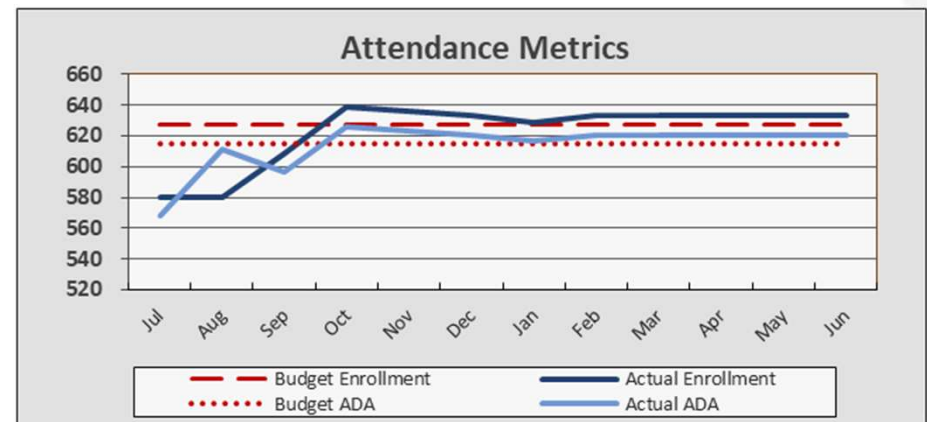
- FY 22-23 Budgeting Process Ongoing – Enrollment forecast 710 (12.7%)
- Factoring temporarily ends in June 2022 and then temporarily restarts in Feb 2023
- Year-end surplus projected at \$363K
- Senate Bill-740 Requirements:
  - 40/80 Expense Ratio ✓
  - 25:1 Pupil-Teacher ratio ✓

Cert.	Instr.
49.9%	84.3%
676,613	291,933

Pupil:Teacher Ratio
20.34 :1

# Attendance and Data Metrics

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	n/a	623	628
ADA	n/a	610	615
Attendance Rate	n/a	98.0%	98.0%
Unduplicated %	51.5%	53.4%	51.5%
Revenue per ADA		\$11,215	\$11,577
Expenses per ADA		\$10,620	\$11,407





# LAKE VIEW - Revenue

## ■ Revenue Variances Closing

### Revenue

State Aid-Rev Limit  
Federal Revenue  
Other State Revenue  
Other Local Revenue

### Total Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
\$ 3,031,533	\$ 2,986,475	\$ 45,058
174,082	349,153	(175,070)
416,194	498,698	(82,504)
-	-	-
<b>\$ 3,621,809</b>	<b>\$ 3,834,325</b>	<b>\$ (212,516)</b>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 5,945,558	\$ 5,943,501	\$ 2,057
303,105	386,424	(83,319)
596,599	789,718	(193,118)
-	-	-
<b>\$ 6,845,262</b>	<b>\$ 7,119,643</b>	<b>\$ (274,381)</b>

# LAKE VIEW - Expenses

- Expenses lower through proper management of existing resources
- Reallocation of Student Spend Reflected in these numbers

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 2,011,849	\$ 2,052,432	\$ 40,583	\$ 2,695,798	\$ 2,746,067	\$ 50,269
Classified Salaries	53,319	81,687	28,368	80,048	108,916	28,868
Benefits	686,195	712,706	26,511	893,034	949,062	56,028
Books and Supplies	839,692	1,061,359	221,667	1,175,126	1,500,803	325,677
Subagreement Services	667,367	546,330	(121,038)	980,227	744,598	(235,629)
Operations	83,916	104,175	20,259	110,287	138,900	28,613
Facilities	-	525	525	-	700	700
Professional Services	320,468	458,916	138,448	473,577	648,411	174,834
Depreciation	-	-	-	-	-	-
Interest	59,492	154,093	94,601	74,092	178,008	103,916
<b>Total Expenses</b>	<b>\$ 4,722,299</b>	<b>\$ 5,172,223</b>	<b>\$ 449,924</b>	<b>\$ 6,482,189</b>	<b>\$ 7,015,465</b>	<b>\$ 533,276</b>

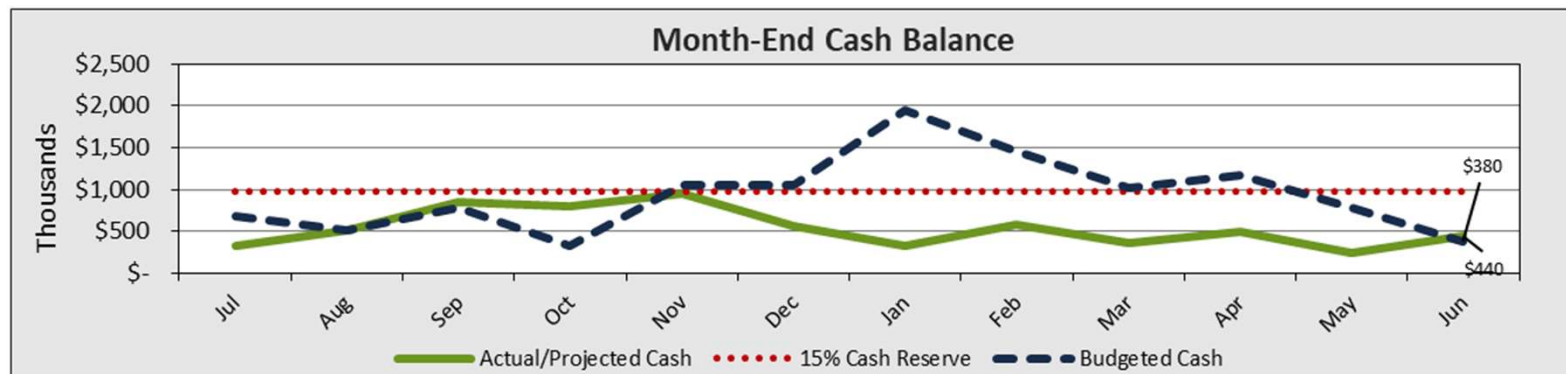
# LAKE VIEW - Fund Balance

Improved Surplus due to managing existing resources

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	<b>\$ (1,100,490)</b>	<b>\$ (1,337,898)</b>	<b>\$ 237,408</b>	<b>\$ 363,073</b>	<b>\$ 104,178</b>	<b>\$ 258,896</b>
<b>Beginning Fund Balance</b>	<u>(67,585)</u>	<u>(67,585)</u>		<u>(67,585)</u>	<u>(67,585)</u>	
<b>Ending Fund Balance</b>	<b><u>\$ (1,168,075)</u></b>	<b><u>\$ (1,405,483)</u></b>		<b><u>\$ 295,488</u></b>	<b><u>\$ 36,593</u></b>	
<i>As a % of Annual Expenses</i>	<i>-18.0%</i>	<i>-20.0%</i>		<i>4.6%</i>	<i>0.5%</i>	

# LAKE VIEW - Cash

- No projected concern in cash.
- Factoring to end in June 2022 and restart in February 2023
- Year-end cash projected at \$440k.



# LAKE VIEW – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Apr-01	<b>Audit Firm Selection</b> - In accordance with Education Code (EC) Section 41020, the governing board of each school shall provide for an audit of the books and accounts of the school. In the event the governing board of a school has not provided for an audit, by selecting an audit firm, by April 1, the County Office of Education, having jurisdiction over the school, shall provide for the audit.	Client with Charter Impact support	Yes	No	<a href="http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html">http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html</a>
FINANCE	Apr-01	<b>File a Form 700 - Statement of Economic Interests (SEI)</b> : The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	Client	Yes	Yes	<a href="https://www.fppc.ca.gov/Form700.html">https://www.fppc.ca.gov/Form700.html</a>
FINANCE	Apr-08	<b>Consolidated Application corrections for FY2020-21 Title I Reduction</b> - FY 2020-21 Title I, Part A allocations have been reduced by approximately 4.5%. The finalized reduced allocations have been loaded into CARS as of Wednesday, March 16, 2022 and are now reflected in forms from both the 2020-21 and the 2021-22 CARS Winter Release(s). The deadline to recertify all forms is April 8, 2022.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevtr.asp">https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevtr.asp</a>
FINANCE	Apr-15	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period January 1, 2022- March 31, 2022.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/cr/reporting.asp">https://www.cde.ca.gov/cr/reporting.asp</a>
FINANCE	Apr-18	<b>Special Education Dispute Prevention, Learning Recovery Funding and ADA/Enrollment Reports due to SELPA</b> - Expenditure reports are due to El Dorado Charter SELPA.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Apr-22	<b>Federal Expenditure Report #2 (Special Education)</b> - Interim financial reporting for actuals through March 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Apr-30	<b>ASES - 3rd Quarter Expenditure Report</b> - The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	<a href="https://www.cde.ca.gov/ls/ba/as/pgmdescription.asp">https://www.cde.ca.gov/ls/ba/as/pgmdescription.asp</a>
FINANCE	Apr-30	<b>Federal Cash Management - Period 4</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
DATA	May-09	<b>CALPADS End-of-Year 1, 2, 3 and 4</b> - The data submission window opens on May 9, 2022 and closes on July 29, 2022. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/">https://www.cde.ca.gov/ds/sp/cl/</a>
FINANCE	May-13	<b>SB 740 Charter School Facility Grant Program applications (Continuing Schools)</b> - The 2022-23 Online Application will be made available April 2022. Late applications will NOT be accepted. The SB740 Program is intended to provide grants to charter schools to assist with facilities' rent and lease costs associated with the school. Each year applicants must submit a new Application and the Authority will determine eligibility on an annual basis. Charter schools must also meet the FRPM Eligibility requirements each year.	Charter Impact	No	Yes	<a href="http://www.treasurer.ca.gov/csfa/csfgp/index.asp">http://www.treasurer.ca.gov/csfa/csfgp/index.asp</a>
FINANCE	May-16	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual Information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Client/Audit firm	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	May-27	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/ch/csinfosvy.asp">https://www.cde.ca.gov/ch/csinfosvy.asp</a>
FINANCE	Due Date TBD	<b>CSFA Charter School Revolving Loan Application</b> - The CA School Finance Authority's Charter School Revolving Loan Fund provides low-interest loans of up to \$250,000 to new charter schools in their first charter term to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter.	Client with Charter Impact support	Yes	Yes	<a href="http://www.treasurer.ca.gov/csfa/csrlf/index.asp">http://www.treasurer.ca.gov/csfa/csrlf/index.asp</a>
FINANCE	Due Date TBD	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2020 - September 30, 2021.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/cr/anreportheip.asp">https://www.cde.ca.gov/cr/anreportheip.asp</a>

# LAKE VIEW - Appendix

- Monthly Cash Flow / Forecast 21-22
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Compliance Report

**Lake View Charter School****Monthly Cash Flow/Forecast FY21-22**

Revised 4/13/2022

ADA = 610.33

**Revenues****State Aid - Revenue Limit**

8011	LCFF State Aid	-	197,854	197,854	356,136	356,136	356,136	356,136	356,136	695,319	695,664	695,664	695,664	694,285
8012	Education Protection Account	-	-	-	21,713	-	-	21,712	-	-	48,125	-	-	30,517
8019	State Aid - Prior Year	-	-	-	-	699	-	-	-	345	-	-	-	-
8096	In Lieu of Property Taxes	-	9,135	18,269	12,180	12,180	12,180	12,180	12,180	27,053	13,527	13,527	13,527	13,527
		-	206,989	216,123	390,029	369,015	368,316	390,028	368,316	722,717	757,315	709,191	709,191	738,329

**Federal Revenue**

8181	Special Education - Entitlement	-	-	-	-	-	-	-	60,857	-	(0)	(0)	(0)	1
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	-	-	-	71,043
8291	Title II, Part A - Teacher Quality	-	-	-	-	3,708	-	4,847	-	-	-	-	-	3,442
8296	Other Federal Revenue	-	-	-	48,442	-	32,718	-	-	-	54,537	-	-	-
8299	Prior Year Federal Revenue	-	4,432	46,868	(47,842)	8,998	294	2,347	2,080	1,254	-	-	-	-
		-	4,432	46,868	600	12,706	33,013	7,194	68,016	1,254	(0)	54,537	(0)	74,486

**Other State Revenue**

8311	State Special Education	-	14,625	14,625	26,326	26,326	26,326	26,326	26,326	53,306	28,857	28,857	28,857	4,419
8550	Mandated Cost	-	-	-	-	-	8,409	-	-	-	-	-	-	-
8560	State Lottery	-	-	-	-	-	-	32,045	-	-	20,801	-	-	68,614
8598	Prior Year Revenue	-	7,785	60,107	(70,574)	-	-	4,027	-	-	-	-	-	-
8599	Other State Revenue	-	-	-	72,322	49,984	(3,504)	3,115	5,586	32,706	-	-	-	-
		-	22,410	74,732	28,074	76,310	31,231	65,513	31,912	86,012	49,658	28,857	28,857	73,033
		-	-	-	-	-	-	-	-	-	-	-	-	-

**Total Revenue**

		-	233,831	337,723	418,703	458,031	432,559	462,735	468,244	809,983	806,973	792,584	738,047	885,848
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**Expenses****Certificated Salaries**

1100	Teachers' Salaries	144,841	167,574	154,513	159,545	162,084	157,625	164,824	164,377	173,708	175,116	175,116	175,116	-
1175	Teachers' Extra Duty/Stipends	3,555	8,901	16,744	16,737	16,454	15,464	16,187	15,943	19,702	11,035	11,035	11,035	-
1200	Pupil Support Salaries	14,030	14,206	14,383	14,383	14,383	14,683	14,633	14,483	7,068	7,015	7,015	7,015	-
1300	Administrators' Salaries	26,797	27,223	27,649	27,649	27,649	27,649	27,649	27,649	27,649	27,649	27,649	27,649	-
1900	Other Certificated Salaries	6,750	-	13,500	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,168	7,168	-
		195,973	217,905	226,789	225,481	227,737	222,589	230,460	229,620	235,295	227,983	227,983	227,983	-

**Classified Salaries**

2100	Instructional Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
2200	Support Salaries	-	-	227	86	871	712	368	933	571	1,912	1,912	1,912	-
2300	Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical and Office Staff Salaries	4,065	4,065	4,065	4,065	3,896	4,233	3,896	4,065	3,896	4,065	4,065	4,065	-
2900	Other Classified Salaries	861	1,229	1,166	1,613	1,309	752	1,106	2,813	2,458	2,933	2,933	2,933	-
		4,926	5,294	5,457	5,763	6,077	5,697	5,371	7,811	6,925	8,910	8,910	8,910	-

**Benefits**

3101	STRS	32,318	36,021	37,430	37,301	37,683	36,813	38,141	38,001	38,437	37,868	37,868	37,868	-
3301	OASDI	305	328	338	357	411	353	333	484	429	738	738	738	-
3311	Medicare	2,811	3,134	3,266	3,251	3,288	3,211	3,324	3,347	3,415	3,490	3,490	3,490	-
3401	Health and Welfare	23,786	38,509	57,335	38,490	15,983	27,937	31,700	15,513	40,245	21,250	21,250	21,250	-
3501	State Unemployment	2,446	1,080	304	252	228	4,059	5,428	852	(117)	1,243	1,243	1,243	-
3601	Workers' Compensation	2,061	(7,315)	2,061	3,180	2,061	960	2,061	2,061	2,061	3,370	3,370	3,370	-
3901	Other Benefits	687	984	984	984	981	987	981	984	869	987	987	987	-
		64,415	72,741	101,719	83,815	60,635	74,321	81,968	61,242	85,339	68,946	68,946	68,946	-

**Books and Supplies**

4100	Textbooks and Core Materials	-	8,451	1,319	1,079	-	-	-	2,593	-	6,381	6,381	6,381	-
4200	Books and Reference Materials	-	5,861	-	-	-	-	-	-	-	1,908	1,908	1,908	-
4302	School Supplies	21,888	51,507	96,515	90,543	70,234	70,432	49,889	66,404	121,685	141,475	71,066	12,215	-
4305	Software	6,793	21,570	31,990	7,001	16,593	6,968	6,787	7,030	5,310	7,231	7,231	7,231	-
4310	Office Expense	-	29	13	32	-	1,542	-	110	-	233	233	233	-
4400	Noncapitalized Equipment	43,984	8,300	106	1,319	1,872	4,099	945	3,915	4,982	39,917	20,051	3,446	-
		72,664	95,719	129,944	99,974	88,699	83,041	57,621	80,052	131,977	197,146	106,872	31,416	-

Annual Forecast	Original Budget Total	Favorable / (Unfav.)
ADA = 615.00		
5,652,984	5,617,433	35,551
122,066	123,000	(934)
1,044	-	1,044
169,464	203,068	(33,604)
5,945,558	5,943,501	2,057
60,857	74,415	(13,558)
71,043	71,043	-
11,997	11,997	-
135,697	228,969	(93,272)
18,431	-	18,431
303,105	386,424	(83,319)
305,176	378,225	(73,049)
8,409	7,910	499
121,460	122,385	(925)
1,345	-	1,345
160,209	281,198	(120,989)
596,599	789,718	(193,118)
-	-	-
6,845,262	7,119,643	(274,381)
1,974,439	2,086,717	112,278
162,792	110,350	(52,442)
143,295	168,000	24,705
330,513	300,000	(30,513)
84,759	81,000	(3,759)
2,695,798	2,746,067	50,269
-	-	-
-	-	-
9,504	-	(9,504)
-	-	-
48,438	43,730	(4,708)
22,106	65,186	43,080
80,048	108,916	28,868
445,749	437,174	(8,576)
5,554	6,753	1,199
39,519	41,397	1,879
353,249	255,000	(98,249)
18,260	26,019	7,759
19,301	39,970	20,668
11,402	142,749	131,347
893,034	949,062	56,028
32,587	76,577	43,990
11,586	22,900	11,314
863,852	1,122,152	258,300
131,736	86,940	(44,796)
2,427	2,700	273
132,937	189,534	56,597
1,175,126	1,500,803	325,677

**Lake View Charter School****Monthly Cash Flow/Forecast FY21-22**

Revised 4/13/2022

ADA = 610.33

**Subagreement Services**

5102	Special Education
5106	Other Educational Consultants
5107	Instructional Services

**Operations and Housekeeping**

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5900	Communications
5901	Postage and Shipping

**Facilities, Repairs and Other Leases**

5610	Repairs and Maintenance
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**Professional/Consulting Services**

5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5815	Public Relations/Recruitment

**Depreciation**

6900	Depreciation Expense
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**Interest**

7438	Interest Expense
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**Total Expenses****Monthly Surplus (Deficit)**

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Subagreement Services</b>																
5102 Special Education	3,870	16,806	10,211	21,503	32,140	38,467	17,603	15,082	42,649	26,292	26,292	26,292	-	277,204	229,700	(47,504)
5106 Other Educational Consultants	4,589	6,296	7,357	22,921	44,998	10,300	16,699	9,559	44,659	84,129	42,260	7,264	-	301,032	247,441	(53,592)
5107 Instructional Services	22,243	22,243	22,243	22,243	22,243	22,243	101,470	33,365	33,365	33,444	33,444	33,444	-	401,990	267,458	(134,533)
	30,702	45,345	39,812	66,667	99,381	71,011	135,771	58,006	120,673	143,865	101,996	66,999	-	980,227	744,598	(235,629)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	304	43	-	-	136	-	-	525	-	-	-	-	1,008	-	(1,008)
5300 Dues & Memberships	-	6,768	255	-	810	107	730	-	-	-	-	-	-	8,670	9,400	730
5400 Insurance	5,661	7,025	7,025	9,895	7,024	4,119	7,007	7,006	7,006	7,007	7,007	7,007	-	82,789	106,300	23,511
5900 Communications	500	668	780	500	433	-	840	840	4,735	1,500	1,500	1,500	-	13,796	19,600	5,804
5901 Postage and Shipping	121	233	898	9	-	-	193	3	1,716	283	283	283	-	4,024	3,600	(424)
	6,282	14,998	9,001	10,404	8,267	4,362	8,770	7,849	13,982	8,790	8,790	8,790	-	110,287	138,900	28,613
<b>Facilities, Repairs and Other Leases</b>																
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
<b>Professional/Consulting Services</b>																
5802 Audit & Taxes	-	-	-	4,176	-	-	-	-	-	-	-	-	-	4,176	12,000	7,824
5803 Legal	-	934	880	996	788	522	1,676	2,152	104	5,592	5,592	5,592	-	24,826	59,500	34,674
5804 Professional Development	-	50	1,047	54	-	1,917	-	703	-	1,833	1,833	1,833	-	9,271	21,997	12,726
5805 General Consulting	-	600	1,800	1,500	825	-	2,400	-	1,350	833	833	833	-	10,975	10,000	(975)
5806 Special Activities/Field Trips	263	1,317	2,689	2,517	-	863	8,891	1,236	5,717	2,577	1,294	222	-	27,587	19,793	(7,794)
5807 Bank Charges	607	468	619	743	794	738	694	684	802	925	925	925	-	8,925	11,300	2,375
5809 Other taxes and fees	35	30	126	-	241	-	-	224	3,168	408	408	408	-	5,049	2,900	(2,149)
5810 Payroll Service Fee	405	884	647	615	672	628	910	515	742	-	-	-	-	6,017	-	(6,017)
5811 Management Fee	32,608	32,708	32,693	32,608	32,252	32,232	(45,639)	23,379	21,352	21,131	21,131	21,131	-	257,585	392,051	134,466
5812 District Oversight Fee	-	4,140	4,322	7,801	7,366	7,366	7,801	7,366	14,447	15,146	14,184	14,184	14,787	118,911	118,870	(41)
5815 Public Relations/Recruitment	255	-	-	-	-	-	-	-	-	-	-	-	-	255	-	(255)
	34,173	41,131	44,824	51,010	42,939	44,267	(23,267)	37,711	47,682	48,445	46,200	45,128	13,335	473,577	648,411	174,834
<b>Depreciation</b>																
6900 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Interest</b>																
7438 Interest Expense	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	7,300	-	7,300	-	74,092	178,008	103,916
	4,859	10,511	12,009	12,058	12,822	-	-	7,233	-	7,300	-	7,300	-	74,092	178,008	103,916
<b>Total Expenses</b>	<b>413,994</b>	<b>503,644</b>	<b>569,554</b>	<b>555,172</b>	<b>546,558</b>	<b>505,287</b>	<b>496,693</b>	<b>489,523</b>	<b>641,873</b>	<b>711,385</b>	<b>569,697</b>	<b>465,472</b>	<b>13,335</b>	<b>6,482,189</b>	<b>7,015,465</b>	<b>533,276</b>
<b>Monthly Surplus (Deficit)</b>	<b>(413,994)</b>	<b>(269,812)</b>	<b>(231,832)</b>	<b>(136,469)</b>	<b>(88,527)</b>	<b>(72,728)</b>	<b>(33,958)</b>	<b>(21,279)</b>	<b>168,110</b>	<b>95,588</b>	<b>222,887</b>	<b>272,575</b>	<b>872,513</b>	<b>363,073</b>	<b>104,178</b>	<b>258,896</b>



**Lake View Charter School****Monthly Cash Flow/Forecast FY21-22**

Revised 4/13/2022

ADA = 610.33

**Cash Flow Adjustments**

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization

Public Funding Receivables

Grants and Contributions Rec.

Due To/From Related Parties

Prepaid Expenses

Other Assets

Accounts Payable

Accrued Expenses

Other Liabilities

Deferred Revenue

Cash flows from investing activities

Purchases of Prop. And Equip.

Notes Receivable

Cash flows from financing activities

Proceeds from Factoring

Payments on Factoring

Proceeds(Payments) on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
														5.6%		
Monthly Surplus (Deficit)	(413,994)	(269,812)	(231,832)	(136,469)	(88,527)	(72,728)	(33,958)	(21,279)	168,110	95,588	222,887	272,575	872,513	363,073		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public Funding Receivables	83,271	1,016,190	301,373	3,805	49,117	(78,852)	44,827	(71,585)	19,254	-	-	-	(885,848)	481,552		
Grants and Contributions Rec.	7,985	6,796	-	-	-	-	-	18,460	(519)	9,040	50,580	(68,853)	-	23,488		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	35,953	11,068	397	(51,087)	11,495	(13,455)	7,211	6,898	(3,298)	-	-	-	-	5,182		
Other Assets	-	-	-	75,000	-	-	-	-	-	-	-	-	-	75,000		
Accounts Payable	15,232	(4,535)	80,296	(3,270)	(88,219)	37,237	(36,951)	33,264	17,663	-	-	-	13,335	64,054		
Accrued Expenses	78,812	(51,531)	(2,082)	19,907	(1,366)	(16,299)	7,549	9,704	33,362	-	-	-	-	78,055		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	(257,514)	28,770	(106,975)	(5,030)	(11,992)	28,755	49,711	10,423	69,699	-	-	-	-	(194,153)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	590,300	544,600	544,600	521,700	543,200			536,800		584,417		584,417	-	4,450,034		
Payments on Factoring	(8,700)	(1,109,844)	(245,600)	(469,082)	(272,300)	(272,300)	(272,300)	(272,300)	(521,700)	(543,200)	(536,800)	(584,417)	-	(5,108,543)		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	131,345	171,702	340,178	(44,526)	141,408	(387,642)	(233,911)	250,385	(217,429)	145,845	(263,333)	203,722				
Cash, Beginning of Month	202,203	333,548	505,249	845,428	800,901	942,309	554,667	320,756	571,141	353,711	499,556	236,224				
Cash, End of Month	333,548	505,249	845,428	800,901	942,309	554,667	320,756	571,141	353,711	499,556	236,224	439,946				

Cert.	Instr.
49.9%	84.3%
676,613	291,933

Pupil:Teacher Ratio
20.34

## Lake View Charter School

## Accounts Payable Aging

March 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Provenance	5021	5/13/2021	6/14/2021	\$ -	\$ -	\$ -	\$ -	\$ 30,224.69	\$ 30,224.69
Law Offices of Young Minney & Corr LLP	75855	3/14/2022	3/14/2022	-	103.87	-	-	-	103.87
T-Mobile	TMOB031422-5445	3/14/2022	3/14/2022	-	840.00	-	-	-	840.00
Lindsay Mower	MOWE031722	3/17/2022	3/17/2022	-	150.00	-	-	-	150.00
Serra Wells	WELL031722	3/17/2022	3/17/2022	-	150.00	-	-	-	150.00
Glad Donahue	DONA031722	3/17/2022	3/17/2022	-	150.00	-	-	-	150.00
Sequoia Grove Charter Alliance	6570	3/23/2022	3/23/2022	-	1,485.82	-	-	-	1,485.82
Sequoia Grove Charter Alliance	6579	3/24/2022	3/24/2022	-	257.88	-	-	-	257.88
History Unboxed LLC	wc-13438HU	3/3/2022	4/2/2022	120.88	-	-	-	-	120.88
History Unboxed LLC	wc-13441HU	3/3/2022	4/2/2022	120.88	-	-	-	-	120.88
History Unboxed LLC	wc-13481HU	3/3/2022	4/2/2022	98.91	-	-	-	-	98.91
History Unboxed LLC	wc-13562HU	3/3/2022	4/2/2022	613.20	-	-	-	-	613.20
History Unboxed LLC	wc-13567HU	3/3/2022	4/2/2022	613.20	-	-	-	-	613.20
History Unboxed LLC	wc-13660HU	3/3/2022	4/2/2022	285.73	-	-	-	-	285.73
Learn and Create, Inc.	21103	3/4/2022	4/3/2022	175.73	-	-	-	-	175.73
Learn and Create, Inc.	21104	3/4/2022	4/3/2022	175.59	-	-	-	-	175.59
Learn and Create, Inc.	21110	3/4/2022	4/3/2022	196.93	-	-	-	-	196.93
Learn and Create, Inc.	21111	3/4/2022	4/3/2022	169.73	-	-	-	-	169.73
Rainbow Resource Center	3693866	3/4/2022	4/3/2022	25.24	-	-	-	-	25.24
Rainbow Resource Center	4719147	3/4/2022	4/3/2022	25.20	-	-	-	-	25.20
Rainbow Resource Center	4719152	3/4/2022	4/3/2022	36.73	-	-	-	-	36.73
Rainbow Resource Center	4719156	3/4/2022	4/3/2022	144.98	-	-	-	-	144.98
Global Teletherapy	6272	3/5/2022	4/4/2022	14,339.00	-	-	-	-	14,339.00
Rainbow Resource Center	4719532	3/7/2022	4/6/2022	40.69	-	-	-	-	40.69
Rainbow Resource Center	4719796	3/7/2022	4/6/2022	155.89	-	-	-	-	155.89
Jeanette Wise	15	3/7/2022	4/6/2022	1,175.00	-	-	-	-	1,175.00
Learning Without Tears	INV138708	3/7/2022	4/6/2022	28.39	-	-	-	-	28.39
Learning Without Tears	INV138744	3/7/2022	4/6/2022	28.39	-	-	-	-	28.39
Lakeshore	683960030722	3/7/2022	4/6/2022	68.71	-	-	-	-	68.71
PresenceLearning, Inc.	INV49669	3/7/2022	4/6/2022	2,504.00	-	-	-	-	2,504.00
Moving Beyond the Page	255171	3/7/2022	4/6/2022	742.66	-	-	-	-	742.66
Moving Beyond the Page	255173	3/7/2022	4/6/2022	501.10	-	-	-	-	501.10
Tori Gillam	22-0474	3/8/2022	4/6/2022	100.00	-	-	-	-	100.00
Apollo Academy of Music	1086	3/7/2022	4/6/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1087	3/7/2022	4/6/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1088	3/7/2022	4/6/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1090	3/7/2022	4/6/2022	160.00	-	-	-	-	160.00
Apollo Academy of Music	1091	3/7/2022	4/6/2022	160.00	-	-	-	-	160.00
Bitsbox	4543	3/8/2022	4/7/2022	86.85	-	-	-	-	86.85
Bright Thinker	SINV4369	3/8/2022	4/7/2022	573.73	-	-	-	-	573.73
EMH Sports USA, Inc.	502-246828-2	3/8/2022	4/7/2022	212.50	-	-	-	-	212.50
Evan-Moor	INV340040	3/8/2022	4/7/2022	91.64	-	-	-	-	91.64
Evan-Moor	INV340041	3/8/2022	4/7/2022	54.40	-	-	-	-	54.40
Evan-Moor	INV340042	3/8/2022	4/7/2022	34.03	-	-	-	-	34.03
Tori Gillam	22-0476	3/8/2022	4/7/2022	147.00	-	-	-	-	147.00
Tori Gillam	22-0479	3/8/2022	4/7/2022	140.00	-	-	-	-	140.00
Tori Gillam	22-0480	3/8/2022	4/7/2022	140.00	-	-	-	-	140.00

## Lake View Charter School

## Accounts Payable Aging

March 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Tori Gillam	22-0481	3/8/2022	4/7/2022	160.00	-	-	-	-	160.00
Tori Gillam	22-0455	3/8/2022	4/7/2022	145.00	-	-	-	-	145.00
Tori Gillam	22-0457	3/8/2022	4/7/2022	145.00	-	-	-	-	145.00
Tori Gillam	22-0458	3/8/2022	4/7/2022	180.00	-	-	-	-	180.00
Tori Gillam	22-0459	3/8/2022	4/7/2022	140.00	-	-	-	-	140.00
Tori Gillam	22-0462	3/8/2022	4/7/2022	160.00	-	-	-	-	160.00
Tori Gillam	22-0463	3/8/2022	4/7/2022	175.00	-	-	-	-	175.00
Tori Gillam	22-0464	3/8/2022	4/7/2022	175.00	-	-	-	-	175.00
Tori Gillam	22-0465	3/8/2022	4/7/2022	175.00	-	-	-	-	175.00
Tori Gillam	22-0466	3/8/2022	4/7/2022	140.00	-	-	-	-	140.00
Tori Gillam	22-0469	3/8/2022	4/7/2022	147.00	-	-	-	-	147.00
Tori Gillam	22-0471	3/8/2022	4/7/2022	100.00	-	-	-	-	100.00
Tori Gillam	22-0472	3/8/2022	4/7/2022	147.00	-	-	-	-	147.00
North State Ballet LLC.	13	3/8/2022	4/7/2022	1,647.00	-	-	-	-	1,647.00
Math-U-See Inc.	0758736-IN	3/8/2022	4/7/2022	125.00	-	-	-	-	125.00
Math-U-See Inc.	0758883-IN	3/8/2022	4/7/2022	125.00	-	-	-	-	125.00
Math-U-See Inc.	0758884-IN	3/8/2022	4/7/2022	119.00	-	-	-	-	119.00
Peace Hill Press, Inc. dba Well Trained Mind P	55026	3/8/2022	4/7/2022	66.15	-	-	-	-	66.15
Rainbow Resource Center	4720975	3/8/2022	4/7/2022	108.02	-	-	-	-	108.02
Rainbow Resource Center	4720980	3/8/2022	4/7/2022	40.64	-	-	-	-	40.64
Rainbow Resource Center	4720989	3/8/2022	4/7/2022	92.24	-	-	-	-	92.24
Rainbow Resource Center	4720994	3/8/2022	4/7/2022	28.74	-	-	-	-	28.74
Rainbow Resource Center	4720996	3/8/2022	4/7/2022	99.02	-	-	-	-	99.02
Rainbow Resource Center	4720998	3/8/2022	4/7/2022	102.87	-	-	-	-	102.87
All About Learning Press, Inc.	910503	3/8/2022	4/7/2022	181.50	-	-	-	-	181.50
All About Learning Press, Inc.	910535	3/9/2022	4/8/2022	213.01	-	-	-	-	213.01
Academics in a Box Incorporated	16054	3/9/2022	4/8/2022	167.70	-	-	-	-	167.70
Academics in a Box Incorporated	16055	3/9/2022	4/8/2022	167.70	-	-	-	-	167.70
Rainbow Resource Center	4721231	3/9/2022	4/8/2022	85.91	-	-	-	-	85.91
Rainbow Resource Center	4721238	3/9/2022	4/8/2022	67.15	-	-	-	-	67.15
Rainbow Resource Center	4721241	3/9/2022	4/8/2022	128.49	-	-	-	-	128.49
Rainbow Resource Center	4721709	3/9/2022	4/8/2022	65.71	-	-	-	-	65.71
Rainbow Resource Center	4721718	3/9/2022	4/8/2022	125.17	-	-	-	-	125.17
Singapore Math, Inc.	5219201	3/9/2022	4/8/2022	83.79	-	-	-	-	83.79
Teacher Synergy, LLC	187842988	3/18/2022	4/8/2022	16.75	-	-	-	-	16.75
Teaching Textbooks	42437	3/9/2022	4/8/2022	43.08	-	-	-	-	43.08
Tori Gillam	22-0486	3/9/2022	4/8/2022	140.00	-	-	-	-	140.00
Tori Gillam	22-0478	3/1/2022	4/8/2022	100.00	-	-	-	-	100.00
Homeschool Spanish Academy	2021-2022(02)	3/9/2022	4/8/2022	1,245.00	-	-	-	-	1,245.00
Tori Gillam	22-0490	3/10/2022	4/9/2022	280.00	-	-	-	-	280.00
Rainbow Resource Center	4722220	3/10/2022	4/9/2022	53.59	-	-	-	-	53.59
Rainbow Resource Center	4722230	3/10/2022	4/9/2022	183.50	-	-	-	-	183.50
Rainbow Resource Center	4722237	3/10/2022	4/9/2022	171.58	-	-	-	-	171.58
Rainbow Resource Center	4722240	3/10/2022	4/9/2022	35.87	-	-	-	-	35.87
Rainbow Resource Center	4722241	3/10/2022	4/9/2022	26.85	-	-	-	-	26.85
Rainbow Resource Center	4722486	3/10/2022	4/9/2022	116.14	-	-	-	-	116.14
Bright Thinker	SINV4382	3/10/2022	4/9/2022	124.49	-	-	-	-	124.49
Tori Gillam	22-0491	3/11/2022	4/10/2022	160.00	-	-	-	-	160.00

## Lake View Charter School

## Accounts Payable Aging

March 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Tori Gillam	22-0492	3/11/2022	4/10/2022	140.00	-	-	-	-	140.00
Timberdoodle.com	381428	3/11/2022	4/10/2022	349.62	-	-	-	-	349.62
Singapore Math, Inc.	S219627	3/11/2022	4/10/2022	42.46	-	-	-	-	42.46
Institute for Excellence in Writing	879988	3/11/2022	4/11/2022	240.44	-	-	-	-	240.44
Institute for Excellence in Writing	879991	3/11/2022	4/11/2022	240.44	-	-	-	-	240.44
MoxieBox Art	8541	3/13/2022	4/12/2022	202.42	-	-	-	-	202.42
Thomas R. Ganoung	031422	3/14/2022	4/13/2022	150.00	-	-	-	-	150.00
Rainbow Resource Center	4723460	3/14/2022	4/13/2022	193.41	-	-	-	-	193.41
Rainbow Resource Center	4723473	3/14/2022	4/13/2022	34.26	-	-	-	-	34.26
Amazon Capital Services	1PXJ-RVPM-7741	2/27/2022	4/13/2022	73.78	-	-	-	-	73.78
Amazon Capital Services	1PXJ-RVPM-7YVP	2/27/2022	4/13/2022	9.14	-	-	-	-	9.14
Amazon Capital Services	1PXJ-RVPM-GDMH	2/27/2022	4/13/2022	77.26	-	-	-	-	77.26
Amazon Capital Services	1PXJ-RVPM-HM7X	2/27/2022	4/13/2022	143.85	-	-	-	-	143.85
Amazon Capital Services	1Q3D-QQ4N-7HRP	2/27/2022	4/13/2022	8.85	-	-	-	-	8.85
Amazon Capital Services	1Q3D-QQ4N-7J41	2/27/2022	4/13/2022	135.98	-	-	-	-	135.98
Amazon Capital Services	1QHW-CH9G-7F19	2/27/2022	4/13/2022	84.99	-	-	-	-	84.99
Amazon Capital Services	1QHW-CH9G-GH1Q	2/27/2022	4/13/2022	23.90	-	-	-	-	23.90
Amazon Capital Services	1TGW-THRR-CMNW	2/27/2022	4/13/2022	200.50	-	-	-	-	200.50
Amazon Capital Services	1TGW-THRR-CMQQ	2/27/2022	4/13/2022	11.25	-	-	-	-	11.25
Amazon Capital Services	1TGW-THRR-NQDP	2/27/2022	4/13/2022	25.57	-	-	-	-	25.57
Amazon Capital Services	1X49-QHWL-C9W1	2/27/2022	4/13/2022	17.23	-	-	-	-	17.23
Amazon Capital Services	1X49-QHWL-L3RT	2/27/2022	4/13/2022	120.03	-	-	-	-	120.03
Amazon Capital Services	1X49-QHWL-MJYW	2/27/2022	4/13/2022	8.31	-	-	-	-	8.31
Amazon Capital Services	1X49-QHWL-PXL4	2/27/2022	4/13/2022	79.75	-	-	-	-	79.75
Amazon Capital Services	1L1P-7P1V-LTRK	2/27/2022	4/13/2022	131.02	-	-	-	-	131.02
Amazon Capital Services	1L3K-NHTN-6H1C	2/27/2022	4/13/2022	90.95	-	-	-	-	90.95
Amazon Capital Services	1L3K-NHTN-FFDF	2/27/2022	4/13/2022	87.43	-	-	-	-	87.43
Amazon Capital Services	1L3K-NHTN-FFFC	2/27/2022	4/13/2022	297.17	-	-	-	-	297.17
Amazon Capital Services	1L3K-NHTN-JKLG	2/27/2022	4/13/2022	292.68	-	-	-	-	292.68
Amazon Capital Services	1L3K-NHTN-NK7T	2/27/2022	4/13/2022	149.44	-	-	-	-	149.44
Amazon Capital Services	1JTQ-PQD6-4V4C	2/28/2022	4/14/2022	21.49	-	-	-	-	21.49
Amazon Capital Services	196M-7JDH-HH7M	2/28/2022	4/14/2022	78.22	-	-	-	-	78.22
Amazon Capital Services	1F9G-CKTM-4HNT	2/28/2022	4/14/2022	192.28	-	-	-	-	192.28
Amazon Capital Services	1FVR-747D-6K3F	2/28/2022	4/14/2022	92.52	-	-	-	-	92.52
Amazon Capital Services	1TXQ-4FFG-FTJQ	2/28/2022	4/14/2022	164.76	-	-	-	-	164.76
Amazon Capital Services	1VMD-VQYD-CVXT	2/28/2022	4/14/2022	42.87	-	-	-	-	42.87
Amazon Capital Services	1VMD-VQYD-FRJP	2/28/2022	4/14/2022	542.56	-	-	-	-	542.56
Amazon Capital Services	1Q7R-CGXT-FJQ4	2/28/2022	4/14/2022	96.97	-	-	-	-	96.97
Feather River Charter School	6139	3/15/2022	4/14/2022	385.94	-	-	-	-	385.94
Feather River Charter School	6143	3/15/2022	4/14/2022	382.94	-	-	-	-	382.94
Amazon Capital Services	1XLJ-61FC-G7LD	2/28/2022	4/14/2022	25.24	-	-	-	-	25.24
Amazon Capital Services	1XLJ-61FC-GGFL	2/28/2022	4/14/2022	104.68	-	-	-	-	104.68
BioBox Labs LLC	1719	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1764	3/15/2022	4/14/2022	254.51	-	-	-	-	254.51
BioBox Labs LLC	1784	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1785	3/15/2022	4/14/2022	489.18	-	-	-	-	489.18
BioBox Labs LLC	1789	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1819	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36

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BioBox Labs LLC	1822	3/15/2022	4/14/2022	356.88	-	-	-	-	356.88
BioBox Labs LLC	1829	3/15/2022	4/14/2022	356.88	-	-	-	-	356.88
BioBox Labs LLC	1830	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1849	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1850	3/15/2022	4/14/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	1871	3/15/2022	4/14/2022	356.88	-	-	-	-	356.88
Rainbow Resource Center	4724524	3/15/2022	4/14/2022	65.32	-	-	-	-	65.32
Rainbow Resource Center	4724565	3/15/2022	4/14/2022	75.04	-	-	-	-	75.04
Amazon Capital Services	1L3K-NHTN-TPR4	2/28/2022	4/14/2022	117.75	-	-	-	-	117.75
Learn and Create, Inc.	21148	3/15/2022	4/14/2022	150.51	-	-	-	-	150.51
Silicon Valley High School Inc	50-5400	3/15/2022	4/14/2022	95.00	-	-	-	-	95.00
Silicon Valley High School Inc	50-5401	3/15/2022	4/14/2022	285.00	-	-	-	-	285.00
The Critical Thinking Co.	184544A	3/15/2022	4/14/2022	94.44	-	-	-	-	94.44
The Critical Thinking Co.	184545A	3/15/2022	4/14/2022	43.48	-	-	-	-	43.48
Think Outside, LLC	125074	3/15/2022	4/14/2022	262.85	-	-	-	-	262.85
Think Outside, LLC	125132	3/15/2022	4/14/2022	155.00	-	-	-	-	155.00
Think Outside, LLC	125133	3/15/2022	4/14/2022	155.00	-	-	-	-	155.00
Think Outside, LLC	125138	3/15/2022	4/14/2022	155.00	-	-	-	-	155.00
KiwiCo, Inc	FEB-22-LAKE-2	2/28/2022	4/14/2022	632.46	-	-	-	-	632.46
Monarch River Academy	HQT0222LVW	3/15/2022	4/14/2022	455.12	-	-	-	-	455.12
Yosemite Valley Charter School	HQT0222LVW	3/15/2022	4/14/2022	603.25	-	-	-	-	603.25
Amazon Capital Services	19DN-V9VR-FK9N	2/28/2022	4/14/2022	9.64	-	-	-	-	9.64
Amazon Capital Services	19DN-V9VR-H7PV	2/28/2022	4/14/2022	38.00	-	-	-	-	38.00
Amazon Capital Services	19DN-V9VR-HQPD	2/28/2022	4/14/2022	150.59	-	-	-	-	150.59
Amazon Capital Services	1C4C-GGLG-CV3D	2/28/2022	4/14/2022	104.69	-	-	-	-	104.69
Amazon Capital Services	1C4C-GGLG-FC7J	2/28/2022	4/14/2022	60.30	-	-	-	-	60.30
Amazon Capital Services	1C4C-GGLG-FCKR	2/28/2022	4/14/2022	107.24	-	-	-	-	107.24
Amazon Capital Services	1C4C-GGLG-FVFL	2/28/2022	4/14/2022	158.01	-	-	-	-	158.01
Amazon Capital Services	1C4C-GGLG-J7R4	2/28/2022	4/14/2022	87.57	-	-	-	-	87.57
Honest History Co	9893	3/15/2022	4/14/2022	208.63	-	-	-	-	208.63
Hoffman Professionals LLC	2022-3	3/16/2022	4/15/2022	912.00	-	-	-	-	912.00
Amazon Capital Services	176Y-QDP6-9QQT	3/1/2022	4/15/2022	113.72	-	-	-	-	113.72
Amazon Capital Services	176Y-QDP6-GP3W	3/1/2022	4/15/2022	186.91	-	-	-	-	186.91
Amazon Capital Services	176Y-QDP6-H9DR	3/1/2022	4/15/2022	106.33	-	-	-	-	106.33
Little Passports	118364516	3/16/2022	4/15/2022	194.24	-	-	-	-	194.24
Little Passports	118364623	3/16/2022	4/15/2022	166.99	-	-	-	-	166.99
Little Passports	118364625	3/16/2022	4/15/2022	231.02	-	-	-	-	231.02
Lakeshore	700436031422	3/16/2022	4/15/2022	622.20	-	-	-	-	622.20
Lakeshore	701154031422	3/16/2022	4/15/2022	328.82	-	-	-	-	328.82
Feather River Charter School	6148	3/17/2022	4/15/2022	59.81	-	-	-	-	59.81
Clarksville Charter School	6113	3/16/2022	4/15/2022	733.22	-	-	-	-	733.22
Clarksville Charter School	6115	3/16/2022	4/15/2022	708.50	-	-	-	-	708.50
Amazon Capital Services	1YCT-G9MM-FPKN	3/1/2022	4/15/2022	80.01	-	-	-	-	80.01
Amazon Capital Services	1FVR-747D-W9HF	3/1/2022	4/15/2022	233.30	-	-	-	-	233.30
Amazon Capital Services	1FN3-H74W-44X7	3/1/2022	4/15/2022	199.17	-	-	-	-	199.17
Amazon Capital Services	1C1C-HJ9F-G14L	3/1/2022	4/15/2022	406.00	-	-	-	-	406.00
Amazon Capital Services	1HTK-CLDV-LTQN	3/1/2022	4/15/2022	53.99	-	-	-	-	53.99
Amazon Capital Services	1MLL-WHT3-HDJV	3/1/2022	4/15/2022	189.01	-	-	-	-	189.01

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Amazon Capital Services	1NKG-HRHT-V4PM	3/2/2022	4/16/2022	162.29	-	-	-	-	162.29
Amazon Capital Services	1PTM-HR3H-1VJD	3/2/2022	4/16/2022	200.23	-	-	-	-	200.23
Amazon Capital Services	1GWQ-P1VL-64CP	3/2/2022	4/16/2022	343.09	-	-	-	-	343.09
Amazon Capital Services	1GWQ-P1VL-979K	3/2/2022	4/16/2022	16.23	-	-	-	-	16.23
Amazon Capital Services	1DR4-G6KF-61Q6	3/2/2022	4/16/2022	215.33	-	-	-	-	215.33
Amazon Capital Services	1DR4-G6KF-D7WD	3/2/2022	4/16/2022	20.16	-	-	-	-	20.16
Amazon Capital Services	1T3R-YCQK-W6YF	3/2/2022	4/16/2022	106.17	-	-	-	-	106.17
Jessica Coombs	COOM031722	3/17/2022	4/16/2022	150.00	-	-	-	-	150.00
Rainbow Resource Center	4725278	3/17/2022	4/16/2022	43.60	-	-	-	-	43.60
Rainbow Resource Center	4725579	3/17/2022	4/16/2022	110.94	-	-	-	-	110.94
Rainbow Resource Center	4725833	3/17/2022	4/16/2022	116.90	-	-	-	-	116.90
Rainbow Resource Center	4725835	3/17/2022	4/16/2022	25.46	-	-	-	-	25.46
Rainbow Resource Center	4725895	3/17/2022	4/16/2022	54.48	-	-	-	-	54.48
Amazon Capital Services	16VL-TRJR-49RP	3/2/2022	4/16/2022	219.47	-	-	-	-	219.47
Amazon Capital Services	1M7P-4VLF-MHN3	3/1/2022	4/16/2022	189.12	-	-	-	-	189.12
Amazon Capital Services	1M3X-FD99-NJGF	3/3/2022	4/17/2022	21.43	-	-	-	-	21.43
Amazon Capital Services	1M3X-FD99-PPHY	3/3/2022	4/17/2022	32.94	-	-	-	-	32.94
Amazon Capital Services	11G6-9PD3-497Q	3/3/2022	4/17/2022	117.37	-	-	-	-	117.37
Amazon Capital Services	1LVQ-NHGG-3GG1	3/3/2022	4/17/2022	267.50	-	-	-	-	267.50
Amazon Capital Services	1LVQ-NHGG-4KDY	3/3/2022	4/17/2022	76.19	-	-	-	-	76.19
Amazon Capital Services	1LVQ-NHGG-6NXJ	3/3/2022	4/17/2022	99.00	-	-	-	-	99.00
Amazon Capital Services	16VL-TRJR-FYFD	3/3/2022	4/17/2022	66.57	-	-	-	-	66.57
Amazon Capital Services	16VL-TRJR-HV4R	3/3/2022	4/17/2022	90.06	-	-	-	-	90.06
Amazon Capital Services	16VL-TRJR-QRQX	3/3/2022	4/17/2022	13.82	-	-	-	-	13.82
Amazon Capital Services	17Q4-T9YL-RXHP	3/3/2022	4/17/2022	27.05	-	-	-	-	27.05
Rainbow Resource Center	4725900	3/18/2022	4/17/2022	103.85	-	-	-	-	103.85
Rainbow Resource Center	4725907	3/18/2022	4/17/2022	151.97	-	-	-	-	151.97
Rainbow Resource Center	4725908	3/18/2022	4/17/2022	120.71	-	-	-	-	120.71
Rainbow Resource Center	4725909	3/18/2022	4/17/2022	37.48	-	-	-	-	37.48
Rainbow Resource Center	4726253	3/18/2022	4/17/2022	201.03	-	-	-	-	201.03
Amazon Capital Services	1LMK-HL6Y-GY3G	3/3/2022	4/17/2022	202.24	-	-	-	-	202.24
Amazon Capital Services	1LMN-HWY1-LCMG	3/3/2022	4/17/2022	92.20	-	-	-	-	92.20
Amazon Capital Services	1LMN-HWY1-VR1K	3/3/2022	4/17/2022	28.83	-	-	-	-	28.83
Amazon Capital Services	1LMN-HWY1-X94Q	3/3/2022	4/17/2022	71.08	-	-	-	-	71.08
Peace Hill Press, Inc. dba Well Trained Mind P	55071	3/18/2022	4/17/2022	9.50	-	-	-	-	9.50
Shane Cammell	220253	3/18/2022	4/17/2022	140.00	-	-	-	-	140.00
Shane Cammell	220254	3/18/2022	4/17/2022	140.00	-	-	-	-	140.00
Shane Cammell	220353	3/18/2022	4/17/2022	140.00	-	-	-	-	140.00
Amazon Capital Services	1QWW-Y6JX-1G9X	3/3/2022	4/17/2022	21.73	-	-	-	-	21.73
Amazon Capital Services	1PYQ-HMWJ-FJPK	3/2/2022	4/17/2022	134.02	-	-	-	-	134.02
Amazon Capital Services	1PYQ-HMWJ-GHF7	3/3/2022	4/17/2022	136.85	-	-	-	-	136.85
Amazon Capital Services	1PYQ-HMWJ-JTGL	3/3/2022	4/17/2022	80.11	-	-	-	-	80.11
Amazon Capital Services	1PYQ-HMWJ-MLNY	3/3/2022	4/17/2022	44.87	-	-	-	-	44.87
Amazon Capital Services	1PYQ-HMWJ-QNTD	3/3/2022	4/17/2022	48.44	-	-	-	-	48.44
Amazon Capital Services	1WTQ-DKGC-164H	3/3/2022	4/17/2022	41.95	-	-	-	-	41.95
Amazon Capital Services	1YVT-QMPY-3DF6	3/3/2022	4/17/2022	35.66	-	-	-	-	35.66
Art of Problem Solving	224947	3/18/2022	4/17/2022	115.84	-	-	-	-	115.84
E-Therapy, LLC	25012	3/18/2022	4/17/2022	896.00	-	-	-	-	896.00

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Amazon Capital Services	1X7P-MF7P-39VL	3/3/2022	4/17/2022	76.11	-	-	-	-	76.11
Amazon Capital Services	1XTN-X7WM-1G6T	3/3/2022	4/17/2022	54.30	-	-	-	-	54.30
Amazon Capital Services	1DR4-G6KF-VNXN	3/3/2022	4/17/2022	47.62	-	-	-	-	47.62
Amazon Capital Services	1C3H-1LW4-H39L	3/3/2022	4/17/2022	10.77	-	-	-	-	10.77
Amazon Capital Services	1F47-6D9L-1RHC	3/3/2022	4/17/2022	285.64	-	-	-	-	285.64
Amazon Capital Services	1GWQ-P1VL-RRRP	3/3/2022	4/17/2022	24.87	-	-	-	-	24.87
Amazon Capital Services	1GH9-F497-FWNH	3/2/2022	4/17/2022	10.23	-	-	-	-	10.23
Amazon Capital Services	1GH9-F497-JL7J	3/3/2022	4/17/2022	111.94	-	-	-	-	111.94
Amazon Capital Services	1P7L-QCPW-4D3Y	3/3/2022	4/17/2022	256.37	-	-	-	-	256.37
Amazon Capital Services	1GNY-CK7M-GP9N	3/4/2022	4/18/2022	7.50	-	-	-	-	7.50
Amazon Capital Services	1GNY-CK7M-NW7Y	3/4/2022	4/18/2022	52.10	-	-	-	-	52.10
Amazon Capital Services	1XTN-X7WM-GKWG	3/4/2022	4/18/2022	42.84	-	-	-	-	42.84
Amazon Capital Services	1YVT-QMPY-JQNC	3/4/2022	4/18/2022	92.37	-	-	-	-	92.37
Amazon Capital Services	1YVT-QMPY-NC4J	3/4/2022	4/18/2022	160.86	-	-	-	-	160.86
Amazon Capital Services	1WTQ-DKGC-9VVR	3/4/2022	4/18/2022	8.12	-	-	-	-	8.12
Amazon Capital Services	1QWG-GTWM-91T7	3/3/2022	4/18/2022	147.52	-	-	-	-	147.52
Amazon Capital Services	1QWG-GTWM-KFRD	3/4/2022	4/18/2022	66.10	-	-	-	-	66.10
Amazon Capital Services	1LVQ-NHGG-9JDR	3/4/2022	4/18/2022	102.67	-	-	-	-	102.67
Amazon Capital Services	1LVQ-NHGG-HCJ9	3/4/2022	4/18/2022	138.20	-	-	-	-	138.20
Amazon Capital Services	1LVQ-NHGG-YR77	3/5/2022	4/19/2022	92.66	-	-	-	-	92.66
Amazon Capital Services	1141-J6Y9-7KW1	3/5/2022	4/19/2022	86.50	-	-	-	-	86.50
Amazon Capital Services	1141-J6Y9-9W3C	3/5/2022	4/19/2022	24.61	-	-	-	-	24.61
Amazon Capital Services	17JQ-VNWF-6VHV	3/5/2022	4/19/2022	145.46	-	-	-	-	145.46
Amazon Capital Services	17JQ-VNWF-9FRJ	3/5/2022	4/19/2022	188.67	-	-	-	-	188.67
Amazon Capital Services	14HK-WN7G-7DQG	3/5/2022	4/19/2022	40.74	-	-	-	-	40.74
Amazon Capital Services	1XTN-X7WM-Y1LF	3/5/2022	4/19/2022	59.96	-	-	-	-	59.96
Amazon Capital Services	1KN6-CRTH-1QX9	3/5/2022	4/19/2022	128.15	-	-	-	-	128.15
Amazon Capital Services	1KQG-CPHN-3CHW	3/5/2022	4/19/2022	32.17	-	-	-	-	32.17
Amazon Capital Services	1KQG-CPHN-JKXR	3/6/2022	4/20/2022	149.31	-	-	-	-	149.31
Amazon Capital Services	1KQG-CPHN-MWKX	3/6/2022	4/20/2022	141.30	-	-	-	-	141.30
Amazon Capital Services	1PVT-RG1C-JJXH	3/6/2022	4/20/2022	69.80	-	-	-	-	69.80
Amazon Capital Services	1PVT-RG1C-WHYK	3/6/2022	4/20/2022	15.00	-	-	-	-	15.00
Amazon Capital Services	1PVT-RG1C-XYLQ	3/6/2022	4/20/2022	185.30	-	-	-	-	185.30
Amazon Capital Services	1ND3-96RK-GPF4	3/6/2022	4/20/2022	62.50	-	-	-	-	62.50
Amazon Capital Services	1ND3-96RK-N3LQ	3/6/2022	4/20/2022	121.21	-	-	-	-	121.21
Amazon Capital Services	1ND3-96RK-NNDP	3/6/2022	4/20/2022	49.42	-	-	-	-	49.42
Amazon Capital Services	1CV4-7XF6-N93F	3/6/2022	4/20/2022	370.26	-	-	-	-	370.26
Amazon Capital Services	1CV4-7XF6-N9TT	3/6/2022	4/20/2022	252.56	-	-	-	-	252.56
Amazon Capital Services	1CX9-NH6C-HXJT	3/6/2022	4/20/2022	92.15	-	-	-	-	92.15
Amazon Capital Services	1CX9-NH6C-QCJV	3/6/2022	4/20/2022	8.18	-	-	-	-	8.18
Amazon Capital Services	1YKQ-6TD1-HD4G	3/6/2022	4/20/2022	12.92	-	-	-	-	12.92
Amazon Capital Services	1PYR-NRLY-H4D1	3/6/2022	4/20/2022	97.40	-	-	-	-	97.40
Amazon Capital Services	1PYR-NRLY-PDJX	3/6/2022	4/20/2022	119.99	-	-	-	-	119.99
Amazon Capital Services	1PYR-NRLY-PDMN	3/6/2022	4/20/2022	30.16	-	-	-	-	30.16
Amazon Capital Services	14HK-WN7G-VD4D	3/6/2022	4/20/2022	52.86	-	-	-	-	52.86
Amazon Capital Services	14KR-Y6DL-F1CR	3/6/2022	4/20/2022	85.45	-	-	-	-	85.45
Amazon Capital Services	14KR-Y6DL-HH3M	3/6/2022	4/20/2022	34.46	-	-	-	-	34.46
Amazon Capital Services	14KR-Y6DL-JYDJ	3/6/2022	4/20/2022	35.89	-	-	-	-	35.89



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Amazon Capital Services	17JQ-VNWF-DWCT	3/6/2022	4/20/2022	75.70	-	-	-	-	75.70
Amazon Capital Services	1141-J6Y9-DTJF	3/5/2022	4/20/2022	39.67	-	-	-	-	39.67
Amazon Capital Services	1141-J6Y9-KX3M	3/6/2022	4/20/2022	18.50	-	-	-	-	18.50
Amazon Capital Services	1141-J6Y9-N9L1	3/6/2022	4/20/2022	195.43	-	-	-	-	195.43
Mendocino Starz Gymnastics and Cheer	Dick Feb2022	3/21/2022	4/20/2022	355.00	-	-	-	-	355.00
Total Education Solutions	4529765	3/21/2022	4/20/2022	1,712.44	-	-	-	-	1,712.44
Thrive Homeschool Program	376	3/22/2022	4/21/2022	2,432.00	-	-	-	-	2,432.00
Tori Gillam	22-0494	3/22/2022	4/21/2022	140.00	-	-	-	-	140.00
Terrain Park Climbing Center	6944	3/22/2022	4/21/2022	49.99	-	-	-	-	49.99
Singapore Math, Inc.	S220269	3/22/2022	4/21/2022	101.23	-	-	-	-	101.23
Singapore Math, Inc.	S220318	3/22/2022	4/21/2022	173.38	-	-	-	-	173.38
Lakeshore	708504031722	3/22/2022	4/21/2022	248.87	-	-	-	-	248.87
Learning Without Tears	INV139346	3/22/2022	4/21/2022	20.08	-	-	-	-	20.08
All About Learning Press, Inc.	910638	3/22/2022	4/21/2022	183.10	-	-	-	-	183.10
All About Learning Press, Inc.	910643	3/22/2022	4/21/2022	54.29	-	-	-	-	54.29
All About Learning Press, Inc.	910645	3/22/2022	4/21/2022	182.50	-	-	-	-	182.50
Amazon Capital Services	17HG-GR77-W37J	3/7/2022	4/21/2022	164.43	-	-	-	-	164.43
Amazon Capital Services	191M-PL9K-L6RM	3/7/2022	4/21/2022	87.54	-	-	-	-	87.54
Amazon Capital Services	176V-9YM9-LQ16	3/7/2022	4/21/2022	102.10	-	-	-	-	102.10
Amazon Capital Services	176V-9YM9-VH6M	3/7/2022	4/21/2022	20.36	-	-	-	-	20.36
Amazon Capital Services	1V4L-LY1Y-VHXX	3/7/2022	4/21/2022	7.45	-	-	-	-	7.45
Amazon Capital Services	1WMY-6G9G-TF1M	3/7/2022	4/21/2022	216.17	-	-	-	-	216.17
Amazon Capital Services	1WMY-6G9G-TTWF	3/7/2022	4/21/2022	3.86	-	-	-	-	3.86
Clarksville Charter School	6124	3/22/2022	4/21/2022	2,909.37	-	-	-	-	2,909.37
Eat2Explore	101230	3/22/2022	4/21/2022	89.25	-	-	-	-	89.25
BioBox Labs LLC	2004	3/22/2022	4/21/2022	320.66	-	-	-	-	320.66
Amazon Capital Services	1C3K-43R4-V7FT	3/7/2022	4/21/2022	81.12	-	-	-	-	81.12
Amazon Capital Services	1CNP-DDMM-7NHF	3/7/2022	4/21/2022	111.80	-	-	-	-	111.80
Amazon Capital Services	1CNP-DDMM-R767	3/7/2022	4/21/2022	10.61	-	-	-	-	10.61
Amazon Capital Services	1CNP-DDMM-WLLP	3/7/2022	4/21/2022	56.71	-	-	-	-	56.71
Amazon Capital Services	1HD3-Y7F3-3P66	3/7/2022	4/21/2022	64.24	-	-	-	-	64.24
Amazon Capital Services	1HD3-Y7F3-QWJW	3/7/2022	4/21/2022	112.99	-	-	-	-	112.99
Amazon Capital Services	1HD3-Y7F3-VKM MQ	3/7/2022	4/21/2022	18.25	-	-	-	-	18.25
H4B Team, LLC	3037	3/22/2022	4/21/2022	147.99	-	-	-	-	147.99
Hooked on Phonics	HOP1423	3/23/2022	4/22/2022	327.10	-	-	-	-	327.10
Amazon Capital Services	1H6T-WK4J-PDRH	3/8/2022	4/22/2022	85.48	-	-	-	-	85.48
Amazon Capital Services	1DY9-RMXR-KQVF	3/8/2022	4/22/2022	105.01	-	-	-	-	105.01
Amazon Capital Services	1F1W-K1JH-FQ9N	3/8/2022	4/22/2022	91.11	-	-	-	-	91.11
Amazon Capital Services	1F1W-K1JH-L7WF	3/8/2022	4/22/2022	111.38	-	-	-	-	111.38
BioBox Labs LLC	2009	3/23/2022	4/22/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	2014	3/23/2022	4/22/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	2015	3/23/2022	4/22/2022	188.36	-	-	-	-	188.36
BioBox Labs LLC	2016	3/23/2022	4/22/2022	254.51	-	-	-	-	254.51
Amazon Capital Services	1XRC-WNWX-KHF1	3/8/2022	4/22/2022	216.29	-	-	-	-	216.29
Amazon Capital Services	1V6T-QPTQ-KY6H	3/8/2022	4/22/2022	83.67	-	-	-	-	83.67
Amazon Capital Services	1V6T-QPTQ-NCDL	3/8/2022	4/22/2022	109.02	-	-	-	-	109.02
Amazon Capital Services	1VV7-DC7V-LVGM	3/8/2022	4/22/2022	50.97	-	-	-	-	50.97
Amazon Capital Services	1VV7-DC7V-LWXH	3/8/2022	4/22/2022	74.28	-	-	-	-	74.28



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Amazon Capital Services	1TPY-FYTM-LLQX	3/8/2022	4/22/2022	78.01	-	-	-	-	78.01
Amazon Capital Services	1TPY-FYTM-M3D9	3/8/2022	4/22/2022	143.04	-	-	-	-	143.04
Amazon Capital Services	1HPG-XH7G-YCFY	3/8/2022	4/22/2022	102.90	-	-	-	-	102.90
Amazon Capital Services	1QM3-PWXV-LTRN	3/8/2022	4/22/2022	220.86	-	-	-	-	220.86
Amazon Capital Services	176V-9YM9-YX7R	3/8/2022	4/22/2022	26.80	-	-	-	-	26.80
Amazon Capital Services	147H-TKWJ-1WLT	3/8/2022	4/22/2022	68.25	-	-	-	-	68.25
Amazon Capital Services	147H-TKWJ-F7PM	3/8/2022	4/22/2022	239.61	-	-	-	-	239.61
Amazon Capital Services	147H-TKWJ-L71K	3/8/2022	4/22/2022	38.59	-	-	-	-	38.59
Amazon Capital Services	147H-TKWJ-LHL6	3/8/2022	4/22/2022	122.44	-	-	-	-	122.44
Amazon Capital Services	147H-TKWJ-M6MC	3/8/2022	4/22/2022	147.04	-	-	-	-	147.04
Amazon Capital Services	147H-TKWJ-NTGY	3/8/2022	4/22/2022	120.00	-	-	-	-	120.00
Amazon Capital Services	1LPH-QG1N-N7XW	3/8/2022	4/22/2022	130.55	-	-	-	-	130.55
Amazon Capital Services	11QF-RTHR-L9W7	3/8/2022	4/22/2022	85.73	-	-	-	-	85.73
Lakeshore	729164032222	3/23/2022	4/22/2022	26.28	-	-	-	-	26.28
Amazon Capital Services	1LPH-QG1N-FG34	3/8/2022	4/22/2022	38.54	-	-	-	-	38.54
Lakeshore	703911032222	3/23/2022	4/22/2022	184.98	-	-	-	-	184.98
Oak Meadow Inc.	129562	3/23/2022	4/22/2022	124.31	-	-	-	-	124.31
MoxieBox Art	8555	3/24/2022	4/23/2022	165.97	-	-	-	-	165.97
MoxieBox Art	8563	3/24/2022	4/23/2022	105.36	-	-	-	-	105.36
Amazon Capital Services	1LF9-VD9R-9GYP	3/9/2022	4/23/2022	90.37	-	-	-	-	90.37
Amazon Capital Services	1LF9-VD9R-FRVD	3/9/2022	4/23/2022	32.47	-	-	-	-	32.47
Amazon Capital Services	1LPH-QG1N-VW1N	3/9/2022	4/23/2022	204.48	-	-	-	-	204.48
All About Learning Press, Inc.	910676	3/24/2022	4/23/2022	326.77	-	-	-	-	326.77
All About Learning Press, Inc.	910681	3/24/2022	4/23/2022	332.14	-	-	-	-	332.14
Amazon Capital Services	147H-TKWJ-XQDN	3/9/2022	4/23/2022	244.14	-	-	-	-	244.14
Amazon Capital Services	146G-N7H7-3JFN	3/9/2022	4/23/2022	108.03	-	-	-	-	108.03
Amazon Capital Services	14XY-PMTJ-7DFR	3/9/2022	4/23/2022	61.24	-	-	-	-	61.24
Amazon Capital Services	1696-KYPT-GYDW	3/9/2022	4/23/2022	178.18	-	-	-	-	178.18
Amazon Capital Services	1696-KYPT-KMKK	3/9/2022	4/23/2022	16.15	-	-	-	-	16.15
Amazon Capital Services	193K-D49F-GMN7	3/9/2022	4/23/2022	81.67	-	-	-	-	81.67
Amazon Capital Services	1QM3-PWXV-VQYQ	3/9/2022	4/23/2022	45.12	-	-	-	-	45.12
Amazon Capital Services	1TWR-T946-WFYJ	3/9/2022	4/23/2022	107.21	-	-	-	-	107.21
Amazon Capital Services	1VV7-DC7V-QCLJ	3/8/2022	4/23/2022	145.63	-	-	-	-	145.63
Amazon Capital Services	1VV7-DC7V-WFL3	3/9/2022	4/23/2022	159.19	-	-	-	-	159.19
Amazon Capital Services	1X3T-NN4C-H3MT	3/9/2022	4/23/2022	26.87	-	-	-	-	26.87
Amazon Capital Services	1XRC-WNWX-TYHQ	3/9/2022	4/23/2022	103.89	-	-	-	-	103.89
Amazon Capital Services	1XYH-M3KY-CJDX	3/9/2022	4/23/2022	74.61	-	-	-	-	74.61
Amazon Capital Services	1X7X-TJND-HNYR	3/9/2022	4/23/2022	79.34	-	-	-	-	79.34
Amazon Capital Services	1YJF-6VJP-JKWX	3/9/2022	4/23/2022	231.61	-	-	-	-	231.61
Amazon Capital Services	1DLX-FTX3-G4P4	3/9/2022	4/23/2022	66.63	-	-	-	-	66.63
Amazon Capital Services	1DLX-FTX3-HJCK	3/9/2022	4/23/2022	197.35	-	-	-	-	197.35
Amazon Capital Services	1H6T-WK4J-T6F9	3/9/2022	4/23/2022	131.87	-	-	-	-	131.87
Amazon Capital Services	1HMX-FQ3R-GPKT	3/10/2022	4/24/2022	63.51	-	-	-	-	63.51
Amazon Capital Services	1KJ9-JXQJ-FGXQ	3/10/2022	4/24/2022	9.60	-	-	-	-	9.60
Amazon Capital Services	1NRN-XQ9P-H6Q6	3/10/2022	4/24/2022	18.50	-	-	-	-	18.50
Amazon Capital Services	1MKW-NP6P-GK73	3/10/2022	4/24/2022	18.50	-	-	-	-	18.50
Amazon Capital Services	1MFM-JH9J-1MFQ	3/10/2022	4/24/2022	365.41	-	-	-	-	365.41
Amazon Capital Services	1MFM-JH9J-9TXW	3/10/2022	4/24/2022	11.26	-	-	-	-	11.26

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1MFV-PRY4-DFCF	3/10/2022	4/24/2022	70.83	-	-	-	-	70.83
Amazon Capital Services	1MFV-PRY4-H3QH	3/10/2022	4/24/2022	56.87	-	-	-	-	56.87
Amazon Capital Services	1DLX-FTX3-M7LT	3/10/2022	4/24/2022	110.41	-	-	-	-	110.41
Evan-Moor	INV341180	3/25/2022	4/24/2022	74.61	-	-	-	-	74.61
Amazon Capital Services	1X9M-XHMR-9DDL	3/10/2022	4/24/2022	108.14	-	-	-	-	108.14
Amazon Capital Services	1XMD-PKLW-LXXT	3/10/2022	4/24/2022	141.06	-	-	-	-	141.06
Amazon Capital Services	1XYH-M3KY-LRYN	3/9/2022	4/24/2022	206.10	-	-	-	-	206.10
Amazon Capital Services	1X4V-Y17X-GJJR	3/10/2022	4/24/2022	182.25	-	-	-	-	182.25
Amazon Capital Services	1WNP-Q3GD-FVNV	3/10/2022	4/24/2022	59.41	-	-	-	-	59.41
Amazon Capital Services	1VVT-3TW4-9V6H	3/10/2022	4/24/2022	436.92	-	-	-	-	436.92
Amazon Capital Services	193K-D49F-P4HK	3/10/2022	4/24/2022	104.31	-	-	-	-	104.31
Amazon Capital Services	14R4-DQMV-9HWF	3/10/2022	4/24/2022	68.52	-	-	-	-	68.52
Amazon Capital Services	14R4-DQMV-HWTN	3/10/2022	4/24/2022	98.56	-	-	-	-	98.56
Learning with Lauren Tutoring Services	1411	3/25/2022	4/24/2022	100.00	-	-	-	-	100.00
Learning with Lauren Tutoring Services	1412	3/25/2022	4/24/2022	100.00	-	-	-	-	100.00
Rainbow Resource Center	4729466	3/25/2022	4/24/2022	80.87	-	-	-	-	80.87
Rainbow Resource Center	4729470	3/25/2022	4/24/2022	34.21	-	-	-	-	34.21
Rainbow Resource Center	4729471	3/25/2022	4/24/2022	34.21	-	-	-	-	34.21
Rainbow Resource Center	4729476	3/25/2022	4/24/2022	68.20	-	-	-	-	68.20
Rainbow Resource Center	4729481	3/25/2022	4/24/2022	24.28	-	-	-	-	24.28
Rainbow Resource Center	4729483	3/25/2022	4/24/2022	30.10	-	-	-	-	30.10
Rainbow Resource Center	4729493	3/25/2022	4/24/2022	68.64	-	-	-	-	68.64
Rainbow Resource Center	4729509	3/25/2022	4/24/2022	30.10	-	-	-	-	30.10
Rainbow Resource Center	4729567	3/25/2022	4/24/2022	133.08	-	-	-	-	133.08
Rainbow Resource Center	4729579	3/25/2022	4/24/2022	137.69	-	-	-	-	137.69
Tori Gillam	22-0496	3/25/2022	4/24/2022	160.00	-	-	-	-	160.00
Tori Gillam	22-0497	3/25/2022	4/24/2022	80.00	-	-	-	-	80.00
Institute for Excellence in Writing	881913	3/25/2022	4/24/2022	193.25	-	-	-	-	193.25
Amazon Capital Services	11G3-XH1P-1RLG	3/11/2022	4/25/2022	99.84	-	-	-	-	99.84
Amazon Capital Services	1WNP-Q3GD-XLK7	3/11/2022	4/25/2022	83.34	-	-	-	-	83.34
Amazon Capital Services	1MKW-NP6P-WJXK	3/11/2022	4/25/2022	35.58	-	-	-	-	35.58
Amazon Capital Services	1NRN-XQ9P-XL4Y	3/11/2022	4/25/2022	9.70	-	-	-	-	9.70
Amazon Capital Services	1GRG-QMFM-MTDV	3/12/2022	4/26/2022	67.84	-	-	-	-	67.84
Amazon Capital Services	1GMK-VD4J-MRCV	3/12/2022	4/26/2022	60.30	-	-	-	-	60.30
Amazon Capital Services	1GMK-VD4J-MWDN	3/12/2022	4/26/2022	151.94	-	-	-	-	151.94
Amazon Capital Services	1Y94-J4KR-C4JC	3/12/2022	4/26/2022	143.80	-	-	-	-	143.80
Amazon Capital Services	1Y94-J4KR-HL9Y	3/12/2022	4/26/2022	13.04	-	-	-	-	13.04
Amazon Capital Services	1Y94-J4KR-KCP4	3/12/2022	4/26/2022	346.90	-	-	-	-	346.90
Amazon Capital Services	1Y94-J4KR-MPW4	3/12/2022	4/26/2022	25.93	-	-	-	-	25.93
Amazon Capital Services	13TW-YDXL-G1K1	3/12/2022	4/26/2022	246.68	-	-	-	-	246.68
Amazon Capital Services	13TW-YDXL-JJG	3/12/2022	4/26/2022	34.80	-	-	-	-	34.80
Amazon Capital Services	136K-1NJV-K6PD	3/12/2022	4/26/2022	78.89	-	-	-	-	78.89
Amazon Capital Services	136K-1NJV-KVCJ	3/12/2022	4/26/2022	135.56	-	-	-	-	135.56
Amazon Capital Services	17CF-3JKX-HKMY	3/12/2022	4/26/2022	115.71	-	-	-	-	115.71
Specialized Therapy Services	LVC501-0222	3/17/2022	4/26/2022	1,442.50	-	-	-	-	1,442.50
Rainbow Resource Center	4730127	3/28/2022	4/27/2022	21.39	-	-	-	-	21.39
Amazon Capital Services	1LCK-9NMQ-6P97	3/13/2022	4/27/2022	269.25	-	-	-	-	269.25
Amazon Capital Services	17CF-3JKX-R4NM	3/13/2022	4/27/2022	84.77	-	-	-	-	84.77

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	17CF-3JKX-R7PH	3/13/2022	4/27/2022	27.04	-	-	-	-	27.04
Amazon Capital Services	17CF-3JKX-Y4HN	3/13/2022	4/27/2022	173.08	-	-	-	-	173.08
Amazon Capital Services	19HC-J6DG-19YL	3/13/2022	4/27/2022	222.61	-	-	-	-	222.61
Amazon Capital Services	136K-1NJV-PD6X	3/13/2022	4/27/2022	81.05	-	-	-	-	81.05
Amazon Capital Services	136K-1NJV-XFHT	3/13/2022	4/27/2022	34.85	-	-	-	-	34.85
Amazon Capital Services	136K-1NJV-YP36	3/13/2022	4/27/2022	136.02	-	-	-	-	136.02
Amazon Capital Services	13TW-YDXL-P6YF	3/13/2022	4/27/2022	252.22	-	-	-	-	252.22
Amazon Capital Services	13TW-YDXL-PNQF	3/13/2022	4/27/2022	24.86	-	-	-	-	24.86
Amazon Capital Services	13TW-YDXL-YD3J	3/13/2022	4/27/2022	130.46	-	-	-	-	130.46
Amazon Capital Services	13ML-DT93-4XCT	3/13/2022	4/27/2022	54.40	-	-	-	-	54.40
Amazon Capital Services	13ML-DT93-F1MK	3/13/2022	4/27/2022	130.69	-	-	-	-	130.69
Amazon Capital Services	11G3-XH1P-PGN9	3/12/2022	4/27/2022	14.82	-	-	-	-	14.82
Amazon Capital Services	11G3-XH1P-QPMX	3/13/2022	4/27/2022	50.51	-	-	-	-	50.51
Amazon Capital Services	11G3-XH1P-QPPR	3/13/2022	4/27/2022	68.18	-	-	-	-	68.18
Amazon Capital Services	11G3-XH1P-R14L	3/13/2022	4/27/2022	152.72	-	-	-	-	152.72
Activities for Learning Inc.	385270	3/28/2022	4/27/2022	28.00	-	-	-	-	28.00
Amazon Capital Services	1LR1-KGKY-3V7C	3/13/2022	4/27/2022	315.49	-	-	-	-	315.49
Amazon Capital Services	1LR1-KGKY-6KWY	3/13/2022	4/27/2022	278.48	-	-	-	-	278.48
Amazon Capital Services	1LR1-KGKY-7WWK	3/13/2022	4/27/2022	10.83	-	-	-	-	10.83
Amazon Capital Services	11G9-X3LQ-QRHC	3/13/2022	4/27/2022	64.19	-	-	-	-	64.19
Amazon Capital Services	11G9-X3LQ-RFYJ	3/13/2022	4/27/2022	76.30	-	-	-	-	76.30
Amazon Capital Services	11G9-X3LQ-Y6NX	3/13/2022	4/27/2022	85.60	-	-	-	-	85.60
Amazon Capital Services	11G9-X3LQ-YLRC	3/13/2022	4/27/2022	226.00	-	-	-	-	226.00
Farris Graphics	00004462	3/28/2022	4/27/2022	175.00	-	-	-	-	175.00
BookShark	BI0002485	3/28/2022	4/27/2022	162.40	-	-	-	-	162.40
BookShark	BI0002486	3/28/2022	4/27/2022	253.19	-	-	-	-	253.19
BookShark	BI0002497	3/28/2022	4/27/2022	254.22	-	-	-	-	254.22
BookShark	BI0002511	3/28/2022	4/27/2022	244.70	-	-	-	-	244.70
Amazon Capital Services	1TN1-VXRF-37WG	3/13/2022	4/27/2022	21.66	-	-	-	-	21.66
Amazon Capital Services	1QVX-G43P-199J	3/13/2022	4/27/2022	475.93	-	-	-	-	475.93
Amazon Capital Services	1GMK-VD4J-QLDQ	3/13/2022	4/27/2022	40.30	-	-	-	-	40.30
Amazon Capital Services	1GMK-VD4J-T91J	3/13/2022	4/27/2022	201.74	-	-	-	-	201.74
Amazon Capital Services	1GMK-VD4J-Y9J9	3/13/2022	4/27/2022	60.39	-	-	-	-	60.39
Amazon Capital Services	1GRG-QMFM-QG97	3/13/2022	4/27/2022	17.14	-	-	-	-	17.14
Amazon Capital Services	1GRG-QMFM-RDLJ	3/13/2022	4/27/2022	6.46	-	-	-	-	6.46
Amazon Capital Services	1GRG-QMFM-TL37	3/13/2022	4/27/2022	2.01	-	-	-	-	2.01
Amazon Capital Services	1GRG-QMFM-XCL7	3/13/2022	4/27/2022	128.35	-	-	-	-	128.35
Amazon Capital Services	1FLR-M1CJ-P4XD	3/13/2022	4/27/2022	119.55	-	-	-	-	119.55
Amazon Capital Services	1FLR-M1CJ-Q134	3/13/2022	4/27/2022	43.38	-	-	-	-	43.38
Amazon Capital Services	1FLR-M1CJ-QMND	3/13/2022	4/27/2022	11.90	-	-	-	-	11.90
Amazon Capital Services	1FLR-M1CJ-T19M	3/13/2022	4/27/2022	124.86	-	-	-	-	124.86
Amazon Capital Services	1D9W-6QGK-7R16	3/13/2022	4/27/2022	41.81	-	-	-	-	41.81
Amazon Capital Services	1NFW-G4M1-7P9G	3/13/2022	4/27/2022	220.51	-	-	-	-	220.51
Amazon Capital Services	1MJW-V3FY-TT3R	3/13/2022	4/27/2022	24.07	-	-	-	-	24.07
Amazon Capital Services	1MJW-V3FY-X9JC	3/13/2022	4/27/2022	69.38	-	-	-	-	69.38
Amazon Capital Services	1JTK-36YV-WMDJ	3/13/2022	4/27/2022	144.63	-	-	-	-	144.63
Amazon Capital Services	1JTK-36YV-WWG1	3/13/2022	4/27/2022	52.44	-	-	-	-	52.44
Amazon Capital Services	1HFF-D6GC-VFJX	3/13/2022	4/27/2022	35.25	-	-	-	-	35.25

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1HFF-D6GC-XW33	3/13/2022	4/27/2022	22.16	-	-	-	-	22.16
Amazon Capital Services	1DCD-61PH-L3HW	3/15/2022	4/28/2022	14.03	-	-	-	-	14.03
Amazon Capital Services	1FT9-QYJF-FL6Q	3/14/2022	4/28/2022	69.92	-	-	-	-	69.92
Amazon Capital Services	14KD-JFPH-LDRM	3/15/2022	4/28/2022	8.61	-	-	-	-	8.61
Amazon Capital Services	16MF-649T-43GV	3/15/2022	4/29/2022	493.25	-	-	-	-	493.25
Amazon Capital Services	16MF-649T-4LK3	3/15/2022	4/29/2022	213.58	-	-	-	-	213.58
Amazon Capital Services	1C7C-3VHF-JYM1	3/15/2022	4/29/2022	122.89	-	-	-	-	122.89
Amazon Capital Services	1M9P-JT7T-QYCM	3/15/2022	4/29/2022	440.50	-	-	-	-	440.50
Amazon Capital Services	11TM-6HGX-K9VK	3/15/2022	4/29/2022	107.22	-	-	-	-	107.22
Amazon Capital Services	11TM-6HGX-YNLR	3/15/2022	4/29/2022	97.97	-	-	-	-	97.97
Amazon Capital Services	1G3K-MVRM-19NG	3/15/2022	4/29/2022	112.34	-	-	-	-	112.34
Amazon Capital Services	1DCD-61PH-QMG4	3/15/2022	4/29/2022	163.19	-	-	-	-	163.19
Amazon Capital Services	1DCD-61PH-TDLV	3/15/2022	4/29/2022	15.14	-	-	-	-	15.14
Amazon Capital Services	1DCD-61PH-W14X	3/15/2022	4/29/2022	156.98	-	-	-	-	156.98
Amazon Capital Services	1DCD-61PH-HM4D	3/15/2022	4/29/2022	119.98	-	-	-	-	119.98
Amazon Capital Services	1D4Q-FQJW-7DH9	3/15/2022	4/29/2022	81.76	-	-	-	-	81.76
Amazon Capital Services	1J3W-V7XK-KL3P	3/15/2022	4/29/2022	60.39	-	-	-	-	60.39
Amazon Capital Services	1JFT-QJ64-L3JR	3/15/2022	4/29/2022	53.07	-	-	-	-	53.07
Amazon Capital Services	1JFT-QJ64-LRLV	3/15/2022	4/29/2022	37.83	-	-	-	-	37.83
Amazon Capital Services	1JW4-6YMH-LDTT	3/15/2022	4/29/2022	4.32	-	-	-	-	4.32
Amazon Capital Services	1PHF-NLXQ-F7YY	3/15/2022	4/29/2022	72.41	-	-	-	-	72.41
Amazon Capital Services	1PHF-NLXQ-YFQ1	3/15/2022	4/29/2022	144.29	-	-	-	-	144.29
Amazon Capital Services	1RYL-KKG7-9RHD	3/15/2022	4/29/2022	103.08	-	-	-	-	103.08
Amazon Capital Services	1V4J-7WYN-D3WF	3/15/2022	4/29/2022	78.33	-	-	-	-	78.33
Amazon Capital Services	1YK3-3QHH-CC41	3/16/2022	4/29/2022	(35.25)	-	-	-	-	(35.25)
Amazon Capital Services	1YK3-3QHH-FG6N	3/16/2022	4/30/2022	101.50	-	-	-	-	101.50
Amazon Capital Services	1YK3-3QHH-M4R4	3/16/2022	4/30/2022	77.93	-	-	-	-	77.93
Amazon Capital Services	1YK3-3QHH-MNJ7	3/16/2022	4/30/2022	163.93	-	-	-	-	163.93
Amazon Capital Services	1V4J-7WYN-JFGR	3/16/2022	4/30/2022	146.41	-	-	-	-	146.41
Amazon Capital Services	1V4J-7WYN-D3VH	3/16/2022	4/30/2022	122.69	-	-	-	-	122.69
Amazon Capital Services	1QM9-J49J-9RQG	3/16/2022	4/30/2022	158.27	-	-	-	-	158.27
Amazon Capital Services	1QM9-J49J-CJRK	3/16/2022	4/30/2022	265.01	-	-	-	-	265.01
Amazon Capital Services	1MTF-N349-GJJK	3/16/2022	4/30/2022	14.87	-	-	-	-	14.87
Amazon Capital Services	1KTT-PK3X-GR6J	3/17/2022	4/30/2022	183.33	-	-	-	-	183.33
Amazon Capital Services	1D4R-194J-CNYW	3/16/2022	4/30/2022	74.27	-	-	-	-	74.27
Amazon Capital Services	1D4R-194J-JY7R	3/16/2022	4/30/2022	44.30	-	-	-	-	44.30
Amazon Capital Services	1DPP-MNM1-CCTC	3/16/2022	4/30/2022	178.02	-	-	-	-	178.02
Amazon Capital Services	1DPP-MNM1-K1ND	3/16/2022	4/30/2022	37.27	-	-	-	-	37.27
Amazon Capital Services	1CL7-7GTQ-PDT6	3/16/2022	4/30/2022	(79.87)	-	-	-	-	(79.87)
Amazon Capital Services	146G-MW4R-1LWY	3/16/2022	4/30/2022	167.04	-	-	-	-	167.04
Amazon Capital Services	1LW3-DVL7-6JK7	3/16/2022	4/30/2022	303.32	-	-	-	-	303.32
Amazon Capital Services	1CFN-44DN-1LMC	3/16/2022	4/30/2022	(20.84)	-	-	-	-	(20.84)
Amazon Capital Services	193F-3W1R-1G39	3/16/2022	4/30/2022	128.15	-	-	-	-	128.15
Amazon Capital Services	17WV-DYX6-1PKY	3/16/2022	4/30/2022	99.65	-	-	-	-	99.65
Amazon Capital Services	17WV-DYX6-7CLY	3/16/2022	4/30/2022	257.41	-	-	-	-	257.41
Amazon Capital Services	16MF-649T-D7H9	3/16/2022	4/30/2022	36.67	-	-	-	-	36.67
Amazon Capital Services	16MX-39LW-3G4V	3/16/2022	4/30/2022	28.90	-	-	-	-	28.90
Amazon Capital Services	16MX-39LW-3YJK	3/16/2022	4/30/2022	30.31	-	-	-	-	30.31

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Amazon Capital Services	134V-3RC4-JHHG	3/16/2022	4/30/2022	70.83	-	-	-	-	70.83
Amazon Capital Services	149C-KTHT-1QNT	3/16/2022	4/30/2022	91.35	-	-	-	-	91.35
Amazon Capital Services	149C-KTHT-79RQ	3/17/2022	5/1/2022	17.71	-	-	-	-	17.71
Amazon Capital Services	149C-KTHT-G311	3/17/2022	5/1/2022	162.33	-	-	-	-	162.33
Amazon Capital Services	149C-KTHT-GM69	3/17/2022	5/1/2022	75.45	-	-	-	-	75.45
Amazon Capital Services	16MX-39LW-7XRP	3/17/2022	5/1/2022	62.10	-	-	-	-	62.10
Amazon Capital Services	16MX-39LW-FQNT	3/17/2022	5/1/2022	112.96	-	-	-	-	112.96
Amazon Capital Services	16MX-39LW-MM3M	3/17/2022	5/1/2022	111.59	-	-	-	-	111.59
Amazon Capital Services	17WV-DYX6-FL76	3/17/2022	5/1/2022	184.45	-	-	-	-	184.45
Amazon Capital Services	1CFN-44DN-GGX1	3/17/2022	5/1/2022	177.78	-	-	-	-	177.78
Amazon Capital Services	1CFN-44DN-NK7W	3/17/2022	5/1/2022	110.93	-	-	-	-	110.93
Amazon Capital Services	1LWN-FWH9-HMNR	3/17/2022	5/1/2022	44.73	-	-	-	-	44.73
Amazon Capital Services	1LWN-FWH9-L164	3/17/2022	5/1/2022	205.47	-	-	-	-	205.47
Amazon Capital Services	1LWN-FWH9-P1DK	3/17/2022	5/1/2022	109.17	-	-	-	-	109.17
Amazon Capital Services	1LWN-FWH9-Q9F6	3/17/2022	5/1/2022	22.59	-	-	-	-	22.59
Amazon Capital Services	13MH-DVJ7-GDMM	3/17/2022	5/1/2022	7.40	-	-	-	-	7.40
Amazon Capital Services	1G97-DQ7D-9YXW	3/17/2022	5/1/2022	21.73	-	-	-	-	21.73
Amazon Capital Services	1G97-DQ7D-GWRY	3/17/2022	5/1/2022	118.90	-	-	-	-	118.90
Amazon Capital Services	1G97-DQ7D-N94J	3/17/2022	5/1/2022	(24.86)	-	-	-	-	(24.86)
Amazon Capital Services	1G97-DQ7D-QHPW	3/17/2022	5/1/2022	138.19	-	-	-	-	138.19
Amazon Capital Services	1KTT-PK3X-FTV3	3/17/2022	5/1/2022	69.12	-	-	-	-	69.12
Amazon Capital Services	1KTT-PK3X-FX3L	3/17/2022	5/1/2022	16.32	-	-	-	-	16.32
Amazon Capital Services	1QJ1-RYTF-LW3V	3/17/2022	5/1/2022	139.11	-	-	-	-	139.11
Amazon Capital Services	1QJ1-RYTF-NHWH	3/17/2022	5/1/2022	248.48	-	-	-	-	248.48
Amazon Capital Services	1RV6-YWX9-3M9H	3/18/2022	5/2/2022	31.65	-	-	-	-	31.65
Amazon Capital Services	1RV6-YWX9-6KT6	3/18/2022	5/2/2022	43.14	-	-	-	-	43.14
Amazon Capital Services	1W6C-FDRR-KC6V	3/18/2022	5/2/2022	127.54	-	-	-	-	127.54
Amazon Capital Services	1WQY-1376-DXHW	3/18/2022	5/2/2022	44.87	-	-	-	-	44.87
Amazon Capital Services	1YDC-9QMT-6MM3	3/18/2022	5/2/2022	17.12	-	-	-	-	17.12
Amazon Capital Services	1YDC-9QMT-LFKM	3/18/2022	5/2/2022	86.89	-	-	-	-	86.89
Amazon Capital Services	1XTK-FD4L-7FJQ	3/18/2022	5/2/2022	15.72	-	-	-	-	15.72
Amazon Capital Services	1JRC-3Y6C-6MQX	3/18/2022	5/2/2022	2.47	-	-	-	-	2.47
Amazon Capital Services	1HP3-XNGW-7CKH	3/18/2022	5/2/2022	4.26	-	-	-	-	4.26
Amazon Capital Services	1G61-GXKL-7GN6	3/18/2022	5/2/2022	384.35	-	-	-	-	384.35
Amazon Capital Services	1DVJ-DNLH-1WG7	3/18/2022	5/2/2022	4.32	-	-	-	-	4.32
Amazon Capital Services	1DMJ-44YH-7NQ1	3/18/2022	5/2/2022	66.38	-	-	-	-	66.38
Amazon Capital Services	1LXM-MJLP-3XLH	3/18/2022	5/2/2022	141.75	-	-	-	-	141.75
Amazon Capital Services	1LXM-MJLP-HVMP	3/18/2022	5/2/2022	16.80	-	-	-	-	16.80
Amazon Capital Services	1LXM-MJLP-J7P4	3/18/2022	5/2/2022	111.20	-	-	-	-	111.20
Amazon Capital Services	17JN-F3LJ-7V6M	3/18/2022	5/2/2022	41.44	-	-	-	-	41.44
Amazon Capital Services	17JN-F3LJ-7VMN	3/18/2022	5/2/2022	77.61	-	-	-	-	77.61
Amazon Capital Services	17JN-F3LJ-7VW3	3/18/2022	5/2/2022	60.53	-	-	-	-	60.53
Amazon Capital Services	17JN-F3LJ-9C47	3/18/2022	5/2/2022	9.73	-	-	-	-	9.73
Amazon Capital Services	1LK1-NYTT-1FDV	3/18/2022	5/2/2022	96.84	-	-	-	-	96.84
Amazon Capital Services	1LK1-NYTT-7GX7	3/18/2022	5/2/2022	85.89	-	-	-	-	85.89
Amazon Capital Services	1LK1-NYTT-LKMX	3/18/2022	5/2/2022	45.94	-	-	-	-	45.94
Amazon Capital Services	1L9K-XF6X-RCP1	3/21/2022	5/5/2022	172.44	-	-	-	-	172.44
Amazon Capital Services	16HN-CJQC-4JQP	3/21/2022	5/5/2022	67.12	-	-	-	-	67.12

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	16HN-CJQC-K7DY	3/21/2022	5/5/2022	48.90	-	-	-	-	48.90
Amazon Capital Services	1MCH-4KG6-XNTV	3/21/2022	5/5/2022	136.18	-	-	-	-	136.18
Amazon Capital Services	133K-XLKW-Y61Y	3/21/2022	5/5/2022	146.73	-	-	-	-	146.73
Amazon Capital Services	1DF4-MP3D-36XN	3/21/2022	5/5/2022	183.21	-	-	-	-	183.21
Amazon Capital Services	1D9R-VHXX-MPJF	3/21/2022	5/5/2022	113.17	-	-	-	-	113.17
Amazon Capital Services	1D9R-VHXX-RRDC	3/21/2022	5/5/2022	88.32	-	-	-	-	88.32
Amazon Capital Services	1KTY-K61C-LM6L	3/21/2022	5/5/2022	140.70	-	-	-	-	140.70
Amazon Capital Services	1KXQ-91CG-4QR9	3/21/2022	5/5/2022	222.71	-	-	-	-	222.71
Amazon Capital Services	1MF4-7MFD-JW4V	3/21/2022	5/5/2022	165.63	-	-	-	-	165.63
Amazon Capital Services	1N37-J4KF-N7XH	3/21/2022	5/5/2022	42.89	-	-	-	-	42.89
Amazon Capital Services	1N37-J4KF-XXVC	3/21/2022	5/5/2022	298.28	-	-	-	-	298.28
Amazon Capital Services	1XX6-9FK3-LKHT	3/21/2022	5/5/2022	33.47	-	-	-	-	33.47
Amazon Capital Services	1XX6-9FK3-QQ7R	3/21/2022	5/5/2022	244.07	-	-	-	-	244.07
Amazon Capital Services	1X66-MCXT-DFQ9	3/21/2022	5/5/2022	112.86	-	-	-	-	112.86
Amazon Capital Services	1W6X-CYDV-VT7C	3/21/2022	5/5/2022	46.06	-	-	-	-	46.06
Amazon Capital Services	1T6G-4MXD-4DWH	3/21/2022	5/5/2022	130.16	-	-	-	-	130.16
Amazon Capital Services	1PRW-DWHR-PM3V	3/21/2022	5/5/2022	235.50	-	-	-	-	235.50
Amazon Capital Services	1QDW-CYMY-4NP3	3/21/2022	5/5/2022	183.63	-	-	-	-	183.63
Amazon Capital Services	1QDW-CYMY-RYLM	3/22/2022	5/6/2022	141.26	-	-	-	-	141.26
Amazon Capital Services	1QCR-DLFT-KPR9	3/22/2022	5/6/2022	10.60	-	-	-	-	10.60
Amazon Capital Services	1T6G-4MXD-PM9D	3/22/2022	5/6/2022	288.00	-	-	-	-	288.00
Amazon Capital Services	1W6C-FDRR-V7YL	3/22/2022	5/6/2022	13.89	-	-	-	-	13.89
Amazon Capital Services	1XX6-9FK3-HNRC	3/22/2022	5/6/2022	37.96	-	-	-	-	37.96
Amazon Capital Services	1N7F-MNJY-TD31	3/22/2022	5/6/2022	35.71	-	-	-	-	35.71
Amazon Capital Services	1PJJ-HT6G-M9N1	3/22/2022	5/6/2022	164.66	-	-	-	-	164.66
Amazon Capital Services	1PRW-DWHR-HV9T	3/22/2022	5/6/2022	100.72	-	-	-	-	100.72
Amazon Capital Services	1MG7-GJWD-4DG1	3/22/2022	5/6/2022	51.95	-	-	-	-	51.95
Amazon Capital Services	1N37-J4KF-7GLX	3/22/2022	5/6/2022	130.99	-	-	-	-	130.99
Amazon Capital Services	1N37-J4KF-D1RN	3/22/2022	5/6/2022	102.24	-	-	-	-	102.24
Amazon Capital Services	1KXQ-91CG-YHM3	3/22/2022	5/6/2022	155.80	-	-	-	-	155.80
Amazon Capital Services	1KJJ-R7PL-FQWF	3/22/2022	5/6/2022	127.28	-	-	-	-	127.28
Amazon Capital Services	1KJJ-R7PL-G94G	3/22/2022	5/6/2022	33.19	-	-	-	-	33.19
Amazon Capital Services	1KJJ-R7PL-KPQF	3/22/2022	5/6/2022	180.44	-	-	-	-	180.44
Amazon Capital Services	1HP3-XNGW-LYLV	3/22/2022	5/6/2022	29.52	-	-	-	-	29.52
Amazon Capital Services	1D9R-VHXX-FH6T	3/22/2022	5/6/2022	40.76	-	-	-	-	40.76
Amazon Capital Services	1D9R-VHXX-JLMJ	3/22/2022	5/6/2022	160.80	-	-	-	-	160.80
Amazon Capital Services	1DF4-MP3D-P9J9	3/22/2022	5/6/2022	115.35	-	-	-	-	115.35
Amazon Capital Services	1GGH-H7YP-P1MC	3/22/2022	5/6/2022	30.18	-	-	-	-	30.18
Amazon Capital Services	133K-XLKW-3KGQ	3/22/2022	5/6/2022	57.24	-	-	-	-	57.24
Amazon Capital Services	133K-XLKW-7NX9	3/22/2022	5/6/2022	134.29	-	-	-	-	134.29
Amazon Capital Services	133K-XLKW-G46Y	3/22/2022	5/6/2022	86.97	-	-	-	-	86.97
Amazon Capital Services	1MCH-4KG6-KYVC	3/22/2022	5/6/2022	85.61	-	-	-	-	85.61
Amazon Capital Services	1LXM-MJLP-MW1J	3/22/2022	5/6/2022	88.88	-	-	-	-	88.88
Amazon Capital Services	1LXM-MJLP-Q94Q	3/22/2022	5/6/2022	248.35	-	-	-	-	248.35
Amazon Capital Services	11GJ-6X9W-GCWL	3/22/2022	5/6/2022	118.91	-	-	-	-	118.91
Amazon Capital Services	11N9-KWT9-3GDQ	3/22/2022	5/6/2022	305.55	-	-	-	-	305.55
Amazon Capital Services	11N9-KWT9-JTFG	3/22/2022	5/6/2022	(107.24)	-	-	-	-	(107.24)
Amazon Capital Services	11CJ-7QVP-KHCP	3/22/2022	5/6/2022	341.20	-	-	-	-	341.20

## Lake View Charter School

## Accounts Payable Aging

March 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1L9K-XF6X-937G	3/22/2022	5/6/2022	27.78	-	-	-	-	27.78
Amazon Capital Services	1L9K-XF6X-K4QM	3/22/2022	5/6/2022	324.78	-	-	-	-	324.78
Amazon Capital Services	1LK1-NYTT-N7DQ	3/22/2022	5/6/2022	136.69	-	-	-	-	136.69
Amazon Capital Services	1GWG-VYN4-TXMP	3/23/2022	5/7/2022	185.86	-	-	-	-	185.86
Amazon Capital Services	1FC4-GD4W-QJ7R	3/23/2022	5/7/2022	129.25	-	-	-	-	129.25
Amazon Capital Services	1QRR-TK4D-3L1T	3/23/2022	5/7/2022	167.52	-	-	-	-	167.52
Amazon Capital Services	1QCR-DLFT-XW3N	3/23/2022	5/7/2022	12.86	-	-	-	-	12.86
Amazon Capital Services	1M3D-JCTN-3KVF	3/24/2022	5/8/2022	365.23	-	-	-	-	365.23
Amazon Capital Services	16GF-QCXF-1VX7	3/24/2022	5/8/2022	20.73	-	-	-	-	20.73
Amazon Capital Services	14VQ-P1VT-F4CG	3/24/2022	5/8/2022	316.56	-	-	-	-	316.56
Amazon Capital Services	1QG4-QVWL-1RCM	3/25/2022	5/9/2022	69.46	-	-	-	-	69.46
Amazon Capital Services	1997-LXCH-14Y9	3/25/2022	5/9/2022	38.61	-	-	-	-	38.61
Amazon Capital Services	1GKW-LQ4W-G3WC	3/25/2022	5/9/2022	139.64	-	-	-	-	139.64
Amazon Capital Services	1WCQ-RFRN-Y6T7	3/28/2022	5/12/2022	300.29	-	-	-	-	300.29
Math-U-See Inc.	0725887-IN	3/22/2022	5/21/2022	41.00	-	-	-	-	41.00
Math-U-See Inc.	0743668-IN	3/22/2022	5/21/2022	199.00	-	-	-	-	199.00
Math-U-See Inc.	0760574-IN	3/22/2022	5/21/2022	119.00	-	-	-	-	119.00
LEGO Education	1190500435	3/25/2022	5/24/2022	136.04	-	-	-	-	136.04
Total Outstanding Payables in March				<u>\$ 110,526.30</u>	<u>\$ 3,137.57</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,224.69</u>	<u>\$ 143,888.56</u>



## Lake View Charter School

### Statement of Cash Flows

For the period ended March 31, 2022

	Month Ended 03/31/22	YTD Ended 03/31/22
<b>Cash Flows from Operating Activities</b>		
Changes in Net Assets	\$ 168,110	\$ (1,100,490)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	19,254	1,367,400
Grants, Contributions & Pledges Receivable	(522,219)	(130,205)
Prepaid Expenses	(3,298)	5,182
Other Assets	-	75,000
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	17,663	50,719
Accrued Expenses	33,362	78,055
Deferred Revenue	69,699	(194,153)
<b>Total Cash Flows from Operating Activities</b>	<b>(217,429)</b>	<b>151,509</b>
Change in Cash & Cash Equivalents	(217,429)	151,509
Cash & Cash Equivalents, Beginning of Period	571,141	202,203
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 353,711</b>	<b>\$ 353,711</b>



**Lake View Charter School****Statement of Financial Position**

March 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 108,765	\$ 202,203	\$ (93,437)	
Restricted Cash	244,946	-	244,946	
Total Cash & Cash Equivalents	353,711	202,203	151,509	75%
Accounts Receivable	519	33,240	(32,721)	-98%
Public Funding Receivable	153,218	1,520,618	(1,367,400)	-90%
Factored Receivable	(1,080,000)	(1,242,926)	162,926	-13%
Prepaid Expenses	100,585	105,768	(5,182)	-5%
<b>Total Current Assets</b>	<b>(471,967)</b>	<b>618,903</b>	<b>(1,090,869)</b>	<b>-176%</b>
<b>Long-Term Assets</b>				
Deposits	-	75,000	(75,000)	-100%
<b>Total Long Term Assets</b>	<b>-</b>	<b>75,000</b>	<b>(75,000)</b>	<b>-100%</b>
<b>Total Assets</b>	<b>\$ (471,967)</b>	<b>\$ 693,903</b>	<b>\$ (1,165,869)</b>	<b>-168%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 143,889	\$ 93,170	\$ 50,719	54%
Accrued Liabilities	307,274	229,218	78,055	34%
Deferred Revenue	244,946	439,099	(194,153)	-44%
<b>Total Current Liabilities</b>	<b>696,108</b>	<b>761,487</b>	<b>(65,379)</b>	<b>-9%</b>
<b>Total Liabilities</b>	<b>696,108</b>	<b>761,487</b>	<b>(65,379)</b>	<b>-9%</b>
<b>Net Assets</b>	<b>(1,168,075)</b>	<b>(67,585)</b>	<b>(1,100,490)</b>	<b>1628%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ (471,967)</b>	<b>\$ 693,903</b>	<b>\$ (1,165,869)</b>	<b>-168%</b>

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
11636	TalkBox.Mom	3/8/2022	VOID
12059	Amazon Capital Services	3/3/2022	\$ 175.05
12060	Academics in a Box Incorporated	3/3/2022	173.70
12061	All About Learning Press, Inc.	3/3/2022	238.07
12062	Amy Walters	3/3/2022	640.00
12063	Apollo Academy of Music	3/3/2022	960.00
12064	Barbara J Rice	3/3/2022	420.00
12065	BioBox Labs LLC	3/3/2022	442.87
12066	Bitsbox	3/3/2022	128.85
12067	BookShark	3/3/2022	1,056.14
12068	BYU Independent Study	3/3/2022	520.00
12069	CharterSafe	3/3/2022	9,067.00
12070	Chico Area Recreation and Parks District	3/3/2022	170.00
12071	Department of Justice	3/3/2022	147.00
12072	E-Therapy, LLC	3/3/2022	1,527.75
12073	Earthbound Skills	3/3/2022	1,550.00
12074	Eat2Explore	3/3/2022	89.25
12075	EMH Sports USA, Inc.	3/3/2022	85.00
12076	Evan-Moor	3/3/2022	649.87
12077	Growing Healthy Children Therapy Services, Inc.	3/3/2022	1,390.00
12078	History Unboxed LLC	3/3/2022	1,433.19
12079	Home Science Tools	3/3/2022	9.31
12080	Institute for Excellence in Writing	3/3/2022	231.81
12081	Jeanette Wise	3/3/2022	1,300.00
12082	Learn and Create, Inc.	3/3/2022	146.03
12083	Learning with Lauren Tutoring Services	3/3/2022	50.00
12084	Learning Without Tears	3/3/2022	154.32
12085	Math-U-See Inc.	3/3/2022	173.00
12086	Middletown Art Center	3/3/2022	400.00
12087	Moving Beyond the Page	3/3/2022	55.74
12088	Outside the Box Creation	3/3/2022	140.82
12089	PresenceLearning, Inc.	3/3/2022	6,860.50
12090	Procopio, Cory, Hargreaves & Savitch LLP	3/3/2022	1,126.50
12091	Rainbow Resource Center	3/3/2022	1,445.35
12092	Reading For Life	3/3/2022	4,605.00
12093	Revolution Dance Company	3/3/2022	64.26
12094	School Specialty LLC	3/3/2022	338.98
12095	SPACE	3/3/2022	2,524.00
12096	Specialized Therapy Services	3/3/2022	1,343.75
12097	Susan J. van Wyk	3/3/2022	340.00
12098	T-Mobile	3/3/2022	840.00
12099	Teacher Synergy, LLC	3/3/2022	415.50
12100	Terrain Park Climbing Center	3/3/2022	180.00
12101	Thomas R. Ganoung	3/3/2022	150.00
12102	Thrive Homeschool Program	3/3/2022	15,217.50
12103	Tori Gillam	3/3/2022	1,121.00
12104	TalkBox.Mom	3/9/2022	354.50
12105	A Brighter Child, Inc	3/9/2022	165.13
12106	Activities for Learning Inc.	3/9/2022	135.50
12107	All About Learning Press, Inc.	3/9/2022	574.58
12108	Billie Adkins	3/9/2022	150.00
12109	BioBox Labs LLC	3/9/2022	376.72
12110	Bitsbox	3/9/2022	86.85
12111	BookShark	3/9/2022	1,527.75
12112	Bright Thinker	3/9/2022	497.96

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
12113	CM School Supply #2	3/9/2022	49.75
12114	E-Therapy, LLC	3/9/2022	995.50
12115	Eat2Explore	3/9/2022	132.25
12116	Educational Development Corporation	3/9/2022	141.28
12117	Glad Donahue	3/9/2022	150.00
12118	Honest History Co	3/9/2022	43.23
12119	Institute for Excellence in Writing	3/9/2022	337.80
12120	Jessica Coombs	3/9/2022	150.00
12121	KiwiCo, Inc	3/9/2022	895.63
12122	Lakeshore	3/9/2022	122.23
12123	Learning with Lauren Tutoring Services	3/9/2022	900.00
12124	Learning Without Tears	3/9/2022	41.52
12125	Lindsay Mower	3/9/2022	150.00
12126	Little Passports	3/9/2022	312.75
12127	McColgan & Associates Inc	3/9/2022	3,284.00
12128	MEL Science U.S., LLC	3/9/2022	753.83
12129	Moving Beyond the Page	3/9/2022	750.56
12130	Ocean First Education	3/9/2022	99.75
12131	Peace Hill Press, Inc. dba Well Trained Mind Press	3/9/2022	36.95
12132	Rainbow Resource Center	3/9/2022	966.41
12133	Singapore Math, Inc.	3/9/2022	699.61
12134	Standalone MMA	3/9/2022	379.50
12135	Teacher Synergy, LLC	3/9/2022	108.29
12136	Teaching Textbooks	3/9/2022	141.61
12137	Think Outside, LLC	3/9/2022	2,121.85
12138	Tori Gillam	3/9/2022	1,300.00
12139	PenServ Plan Services, Inc.	3/15/2022	1,852.90
12140	Amazon Capital Services	3/17/2022	12.20
12141	Chico Creek Dance Inc	3/17/2022	806.00
12142	Academics in a Box Incorporated	3/17/2022	39.95
12143	Activities for Learning Inc.	3/17/2022	347.05
12144	All About Learning Press, Inc.	3/17/2022	209.92
12145	Andy Wellspring	3/17/2022	156.19
12146	Bitsbox	3/17/2022	167.70
12147	BookShark	3/17/2022	21.08
12148	Boont Tribe Community School	3/17/2022	3,542.00
12149	Bright Thinker	3/17/2022	124.49
12150	Chico Area Recreation and Parks District	3/17/2022	169.00
12151	Document Tracking Services	3/17/2022	395.00
12152	E-Therapy, LLC	3/17/2022	771.50
12153	Eat2Explore	3/17/2022	425.20
12154	Full Circle Speech Therapy	3/17/2022	1,280.00
12155	Global Teletherapy	3/17/2022	14,241.50
12156	Kinetics Academy of Dance	3/17/2022	420.00
12157	Learn and Create, Inc.	3/17/2022	1,910.41
12158	Learning with Lauren Tutoring Services	3/17/2022	225.00
12159	LEGO Education	3/17/2022	240.23
12160	Live Education!	3/17/2022	532.80
12161	Mendocino Starz Gymnastics and Cheer	3/17/2022	5,355.00
12162	Rainbow Resource Center	3/17/2022	178.45
12163	Rebeka Heath	3/17/2022	25.86
12164	Serra Wells	3/17/2022	150.00
12165	Studies Weekly	3/17/2022	64.24
12166	Teacher Synergy, LLC	3/17/2022	54.49
12167	Teaching Textbooks	3/17/2022	55.45
12168	Thomas R. Ganoung	3/17/2022	150.00

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
12169	Tiffany Ridenour, Art	3/17/2022	160.00
12170	Time4Learning	3/17/2022	119.70
12171	Bright Thinker	3/23/2022	930.96
12172	Amazon Capital Services	3/24/2022	66.45
12173	All About Learning Press, Inc.	3/24/2022	198.20
12174	Amy Walters	3/24/2022	280.00
12175	Art of Problem Solving	3/24/2022	183.38
12176	Barbara J Rice	3/24/2022	420.00
12177	BookShark	3/24/2022	437.54
12178	Brave Writer LLC	3/24/2022	239.00
12179	Crafty School Crates	3/24/2022	1,246.53
12180	Earthbound Skills	3/24/2022	948.01
12181	Educational Development Corporation	3/24/2022	404.95
12182	Growing Healthy Children Therapy Services, Inc.	3/24/2022	970.00
12183	History Unboxed LLC	3/24/2022	636.60
12184	Hoffman Professionals LLC	3/24/2022	480.00
12185	KiwiCo, Inc	3/24/2022	657.59
12186	Learn and Create, Inc.	3/24/2022	478.19
12187	Learn Piano Live	3/24/2022	179.85
12188	Learning Without Tears	3/24/2022	28.39
12189	Math-U-See Inc.	3/24/2022	199.00
12190	Mendocino Starz Gymnastics and Cheer	3/24/2022	1,515.00
12191	North State Ballet LLC.	3/24/2022	1,782.00
12192	Rainbow Resource Center	3/24/2022	84.61
12193	Reading For Life	3/24/2022	3,080.00
12194	Singapore Math, Inc.	3/24/2022	116.64
12195	Standalone MMA	3/24/2022	379.50
12196	Susan J. van Wyk	3/24/2022	340.00
12197	Teacher Synergy, LLC	3/24/2022	31.67
12198	Teaching Textbooks	3/24/2022	209.06
12199	Terrain Park Climbing Center	3/24/2022	120.00
12200	Thrive Homeschool Program	3/24/2022	13,077.36
12201	Timberdoodle.com	3/24/2022	112.05
12202	Tori Gillam	3/24/2022	140.00
12203	Vacaville Ice Sports	3/24/2022	30.00
12204	PenServ Plan Services, Inc.	3/29/2022	2,839.32
ACH	The Advantage Group	3/15/2022	132.92
ACH	The Advantage Group	3/29/2022	132.92
ACH	Amazon Capital Services	3/3/2022	48.67
ACH	Amazon Capital Services	3/3/2022	21.44
ACH	Amazon Capital Services	3/3/2022	490.31
ACH	Amazon Capital Services	3/3/2022	422.31
ACH	Amazon Capital Services	3/3/2022	267.10
ACH	Amazon Capital Services	3/3/2022	28.54
ACH	Amazon Capital Services	3/3/2022	110.22
ACH	Amazon Capital Services	3/3/2022	216.07
ACH	Amazon Capital Services	3/3/2022	66.23
ACH	Amazon Capital Services	3/3/2022	98.67
ACH	Amazon Capital Services	3/3/2022	137.05
ACH	Amazon Capital Services	3/3/2022	332.32
ACH	Amazon Capital Services	3/3/2022	9.70
ACH	Amazon Capital Services	3/3/2022	111.61
ACH	Amazon Capital Services	3/3/2022	40.69
ACH	Amazon Capital Services	3/3/2022	53.96
ACH	Amazon Capital Services	3/3/2022	5.75
ACH	Amazon Capital Services	3/3/2022	257.44

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/3/2022	160.84
ACH	Amazon Capital Services	3/3/2022	25.71
ACH	Amazon Capital Services	3/3/2022	7.50
ACH	Amazon Capital Services	3/3/2022	20.09
ACH	Amazon Capital Services	3/3/2022	13.70
ACH	Amazon Capital Services	3/3/2022	29.40
ACH	Amazon Capital Services	3/3/2022	41.80
ACH	Amazon Capital Services	3/3/2022	26.22
ACH	Amazon Capital Services	3/3/2022	74.43
ACH	Amazon Capital Services	3/3/2022	49.15
ACH	Amazon Capital Services	3/3/2022	6.87
ACH	Amazon Capital Services	3/3/2022	107.90
ACH	Amazon Capital Services	3/3/2022	6.26
ACH	Amazon Capital Services	3/3/2022	20.54
ACH	Amazon Capital Services	3/3/2022	250.56
ACH	Amazon Capital Services	3/3/2022	40.48
ACH	Amazon Capital Services	3/3/2022	199.35
ACH	Amazon Capital Services	3/3/2022	39.68
ACH	Amazon Capital Services	3/3/2022	43.02
ACH	Amazon Capital Services	3/3/2022	16.06
ACH	Amazon Capital Services	3/3/2022	193.38
ACH	Amazon Capital Services	3/3/2022	25.53
ACH	Amazon Capital Services	3/3/2022	220.35
ACH	Amazon Capital Services	3/3/2022	36.61
ACH	Amazon Capital Services	3/3/2022	58.92
ACH	Amazon Capital Services	3/3/2022	32.46
ACH	Amazon Capital Services	3/3/2022	46.25
ACH	Amazon Capital Services	3/3/2022	139.41
ACH	Amazon Capital Services	3/3/2022	110.74
ACH	Amazon Capital Services	3/3/2022	127.22
ACH	Amazon Capital Services	3/3/2022	38.46
ACH	Amazon Capital Services	3/3/2022	66.73
ACH	Amazon Capital Services	3/3/2022	61.39
ACH	Amazon Capital Services	3/3/2022	6.54
ACH	Amazon Capital Services	3/3/2022	48.54
ACH	Amazon Capital Services	3/3/2022	242.26
ACH	Amazon Capital Services	3/3/2022	94.31
ACH	Amazon Capital Services	3/3/2022	178.21
ACH	Amazon Capital Services	3/3/2022	25.96
ACH	Amazon Capital Services	3/3/2022	40.08
ACH	Amazon Capital Services	3/3/2022	20.41
ACH	Amazon Capital Services	3/3/2022	117.86
ACH	Amazon Capital Services	3/3/2022	100.22
ACH	Amazon Capital Services	3/3/2022	148.12
ACH	Amazon Capital Services	3/3/2022	19.38
ACH	Clarksville Charter School	3/3/2022	37.82
ACH	Amazon Capital Services	3/3/2022	25.62
ACH	Clarksville Charter School	3/3/2022	94.53
ACH	Feather River Charter School	3/3/2022	180.00
ACH	Feather River Charter School	3/3/2022	85.21
ACH	Feather River Charter School	3/3/2022	283.50
ACH	Feather River Charter School	3/3/2022	2.99
ACH	Sequoia Grove Charter Alliance	3/3/2022	6,363.44
ACH	Sequoia Grove Charter Alliance	3/3/2022	458.67
ACH	Sequoia Grove Charter Alliance	3/3/2022	257.88
ACH	Sequoia Grove Charter Alliance	3/3/2022	3,091.81

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/3/2022	36.76
ACH	Amazon Capital Services	3/3/2022	9.69
ACH	Amazon Capital Services	3/3/2022	411.39
ACH	Amazon Capital Services	3/3/2022	15.00
ACH	Amazon Capital Services	3/3/2022	163.18
ACH	Amazon Capital Services	3/3/2022	347.65
ACH	Amazon Capital Services	3/3/2022	11.70
ACH	Amazon Capital Services	3/3/2022	101.73
ACH	Amazon Capital Services	3/3/2022	51.87
ACH	Amazon Capital Services	3/3/2022	61.30
ACH	Amazon Capital Services	3/3/2022	21.09
ACH	Amazon Capital Services	3/3/2022	313.38
ACH	Amazon Capital Services	3/3/2022	19.29
ACH	Amazon Capital Services	3/3/2022	125.42
ACH	Amazon Capital Services	3/3/2022	133.05
ACH	Amazon Capital Services	3/3/2022	10.61
ACH	Amazon Capital Services	3/3/2022	21.73
ACH	Amazon Capital Services	3/3/2022	25.68
ACH	Amazon Capital Services	3/3/2022	152.17
ACH	Amazon Capital Services	3/3/2022	33.53
ACH	Amazon Capital Services	3/3/2022	280.95
ACH	Amazon Capital Services	3/3/2022	80.54
ACH	Amazon Capital Services	3/3/2022	245.05
ACH	Amazon Capital Services	3/3/2022	34.26
ACH	Amazon Capital Services	3/3/2022	121.17
ACH	Amazon Capital Services	3/3/2022	58.90
ACH	Amazon Capital Services	3/3/2022	95.22
ACH	Amazon Capital Services	3/3/2022	105.39
ACH	Amazon Capital Services	3/3/2022	108.99
ACH	Amazon Capital Services	3/3/2022	35.72
ACH	Amazon Capital Services	3/3/2022	33.96
ACH	Amazon Capital Services	3/3/2022	57.81
ACH	Amazon Capital Services	3/3/2022	8.95
ACH	Amazon Capital Services	3/3/2022	204.87
ACH	Amazon Capital Services	3/3/2022	202.55
ACH	Amazon Capital Services	3/3/2022	21.54
ACH	Amazon Capital Services	3/3/2022	31.16
ACH	Amazon Capital Services	3/3/2022	182.31
ACH	Amazon Capital Services	3/3/2022	122.34
ACH	Amazon Capital Services	3/3/2022	218.60
ACH	Amazon Capital Services	3/3/2022	201.71
ACH	Amazon Capital Services	3/3/2022	109.09
ACH	Amazon Capital Services	3/3/2022	18.22
ACH	Amazon Capital Services	3/3/2022	136.18
ACH	Amazon Capital Services	3/3/2022	198.96
ACH	Amazon Capital Services	3/3/2022	112.83
ACH	Amazon Capital Services	3/3/2022	86.85
ACH	Amazon Capital Services	3/3/2022	72.39
ACH	Amazon Capital Services	3/3/2022	76.06
ACH	Amazon Capital Services	3/3/2022	65.77
ACH	Amazon Capital Services	3/3/2022	49.59
ACH	Amazon Capital Services	3/3/2022	246.27
ACH	Amazon Capital Services	3/3/2022	103.72
ACH	Amazon Capital Services	3/3/2022	127.49
ACH	Amazon Capital Services	3/3/2022	53.61
ACH	Amazon Capital Services	3/3/2022	138.00

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/3/2022	50.40
ACH	Amazon Capital Services	3/3/2022	74.61
ACH	Amazon Capital Services	3/3/2022	85.49
ACH	Amazon Capital Services	3/3/2022	34.39
ACH	Amazon Capital Services	3/3/2022	159.54
ACH	Amazon Capital Services	3/3/2022	37.07
ACH	Amazon Capital Services	3/3/2022	88.97
ACH	Amazon Capital Services	3/3/2022	60.07
ACH	Amazon Capital Services	3/3/2022	23.40
ACH	Amazon Capital Services	3/3/2022	39.41
ACH	Amazon Capital Services	3/3/2022	13.93
ACH	Amazon Capital Services	3/3/2022	25.86
ACH	Amazon Capital Services	3/3/2022	112.97
ACH	Amazon Capital Services	3/3/2022	16.23
ACH	Amazon Capital Services	3/3/2022	22.09
ACH	Amazon Capital Services	3/3/2022	66.40
ACH	Amazon Capital Services	3/3/2022	70.52
ACH	Amazon Capital Services	3/3/2022	116.21
ACH	Amazon Capital Services	3/3/2022	311.44
ACH	Amazon Capital Services	3/3/2022	65.65
ACH	Amazon Capital Services	3/3/2022	82.69
ACH	Amazon Capital Services	3/3/2022	10.70
ACH	Amazon Capital Services	3/3/2022	24.82
ACH	Amazon Capital Services	3/3/2022	95.07
ACH	Amazon Capital Services	3/3/2022	109.93
ACH	Amazon Capital Services	3/3/2022	191.85
ACH	Amazon Capital Services	3/3/2022	168.65
ACH	Amazon Capital Services	3/3/2022	127.49
ACH	Amazon Capital Services	3/9/2022	57.71
ACH	Amazon Capital Services	3/9/2022	26.80
ACH	Amazon Capital Services	3/9/2022	13.50
ACH	Amazon Capital Services	3/9/2022	226.03
ACH	Amazon Capital Services	3/9/2022	36.85
ACH	Amazon Capital Services	3/9/2022	126.44
ACH	Amazon Capital Services	3/9/2022	14.48
ACH	Amazon Capital Services	3/9/2022	16.77
ACH	Amazon Capital Services	3/9/2022	117.89
ACH	Amazon Capital Services	3/9/2022	300.65
ACH	Amazon Capital Services	3/9/2022	13.77
ACH	Amazon Capital Services	3/9/2022	354.08
ACH	Amazon Capital Services	3/9/2022	85.40
ACH	Amazon Capital Services	3/9/2022	167.66
ACH	Amazon Capital Services	3/9/2022	21.44
ACH	Amazon Capital Services	3/9/2022	180.60
ACH	Amazon Capital Services	3/9/2022	126.65
ACH	Amazon Capital Services	3/9/2022	157.28
ACH	Amazon Capital Services	3/9/2022	31.16
ACH	Amazon Capital Services	3/9/2022	218.96
ACH	Amazon Capital Services	3/9/2022	16.51
ACH	Amazon Capital Services	3/9/2022	61.69
ACH	Amazon Capital Services	3/9/2022	28.96
ACH	Amazon Capital Services	3/9/2022	173.57
ACH	Amazon Capital Services	3/9/2022	78.08
ACH	Amazon Capital Services	3/9/2022	34.50
ACH	Amazon Capital Services	3/9/2022	50.13
ACH	Amazon Capital Services	3/9/2022	130.71



## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/9/2022	135.64
ACH	Amazon Capital Services	3/9/2022	73.15
ACH	Amazon Capital Services	3/9/2022	9.27
ACH	Amazon Capital Services	3/9/2022	132.58
ACH	Amazon Capital Services	3/9/2022	46.84
ACH	Amazon Capital Services	3/9/2022	20.18
ACH	Amazon Capital Services	3/9/2022	136.66
ACH	Amazon Capital Services	3/9/2022	43.21
ACH	Amazon Capital Services	3/9/2022	36.01
ACH	Amazon Capital Services	3/9/2022	60.47
ACH	Amazon Capital Services	3/9/2022	30.61
ACH	Amazon Capital Services	3/9/2022	227.90
ACH	Amazon Capital Services	3/9/2022	22.71
ACH	Amazon Capital Services	3/9/2022	26.80
ACH	Amazon Capital Services	3/9/2022	27.11
ACH	Amazon Capital Services	3/9/2022	112.28
ACH	Amazon Capital Services	3/9/2022	42.13
ACH	Amazon Capital Services	3/9/2022	133.68
ACH	Amazon Capital Services	3/9/2022	225.85
ACH	Amazon Capital Services	3/9/2022	78.73
ACH	Amazon Capital Services	3/9/2022	132.09
ACH	Amazon Capital Services	3/9/2022	31.27
ACH	Amazon Capital Services	3/9/2022	174.34
ACH	Amazon Capital Services	3/9/2022	8.41
ACH	Charter Impact, Inc.	3/9/2022	10,155.00
ACH	Amazon Capital Services	3/9/2022	11.80
ACH	Charter Impact, Inc.	3/9/2022	245.00
ACH	Sequoia Grove Charter Alliance	3/9/2022	644.24
ACH	Sequoia Grove Charter Alliance	3/9/2022	3,250.85
ACH	Sequoia Grove Charter Alliance	3/9/2022	6,078.36
ACH	Sequoia Grove Charter Alliance	3/9/2022	3,188.77
ACH	Sequoia Grove Charter Alliance	3/9/2022	1,485.82
ACH	Sequoia Grove Charter Alliance	3/9/2022	3.00
ACH	Sequoia Grove Charter Alliance	3/9/2022	769.69
ACH	Amazon Capital Services	3/9/2022	75.10
ACH	Amazon Capital Services	3/9/2022	378.84
ACH	Amazon Capital Services	3/9/2022	43.72
ACH	Amazon Capital Services	3/9/2022	264.02
ACH	Amazon Capital Services	3/9/2022	79.96
ACH	Amazon Capital Services	3/9/2022	166.96
ACH	Amazon Capital Services	3/9/2022	189.06
ACH	Amazon Capital Services	3/9/2022	41.00
ACH	Amazon Capital Services	3/9/2022	182.31
ACH	Amazon Capital Services	3/9/2022	2.99
ACH	Amazon Capital Services	3/9/2022	6.42
ACH	Amazon Capital Services	3/9/2022	33.35
ACH	Amazon Capital Services	3/9/2022	222.81
ACH	Amazon Capital Services	3/9/2022	76.55
ACH	Amazon Capital Services	3/9/2022	56.34
ACH	Amazon Capital Services	3/9/2022	92.73
ACH	Amazon Capital Services	3/9/2022	106.44
ACH	Amazon Capital Services	3/9/2022	247.53
ACH	Amazon Capital Services	3/9/2022	173.69
ACH	Amazon Capital Services	3/9/2022	18.28
ACH	Amazon Capital Services	3/9/2022	43.07
ACH	Amazon Capital Services	3/9/2022	282.86



## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/9/2022	131.67
ACH	Amazon Capital Services	3/9/2022	170.52
ACH	Amazon Capital Services	3/9/2022	131.07
ACH	Amazon Capital Services	3/9/2022	133.71
ACH	Amazon Capital Services	3/9/2022	50.68
ACH	Amazon Capital Services	3/9/2022	26.86
ACH	Amazon Capital Services	3/9/2022	81.52
ACH	Amazon Capital Services	3/9/2022	136.91
ACH	Amazon Capital Services	3/9/2022	66.92
ACH	Amazon Capital Services	3/9/2022	47.20
ACH	Amazon Capital Services	3/9/2022	175.29
ACH	Amazon Capital Services	3/9/2022	39.73
ACH	Amazon Capital Services	3/9/2022	211.69
ACH	Amazon Capital Services	3/9/2022	285.37
ACH	Amazon Capital Services	3/9/2022	47.41
ACH	Amazon Capital Services	3/9/2022	55.35
ACH	Amazon Capital Services	3/9/2022	5.89
ACH	Amazon Capital Services	3/9/2022	9.43
ACH	Amazon Capital Services	3/9/2022	24.87
ACH	Amazon Capital Services	3/9/2022	30.95
ACH	Amazon Capital Services	3/9/2022	29.74
ACH	Amazon Capital Services	3/9/2022	56.86
ACH	Amazon Capital Services	3/9/2022	235.29
ACH	Amazon Capital Services	3/9/2022	42.89
ACH	Amazon Capital Services	3/9/2022	73.45
ACH	Amazon Capital Services	3/9/2022	257.68
ACH	Amazon Capital Services	3/9/2022	91.48
ACH	Amazon Capital Services	3/9/2022	242.66
ACH	Amazon Capital Services	3/9/2022	76.21
ACH	Amazon Capital Services	3/9/2022	27.97
ACH	Amazon Capital Services	3/9/2022	79.45
ACH	Amazon Capital Services	3/9/2022	192.32
ACH	Amazon Capital Services	3/9/2022	436.69
ACH	Amazon Capital Services	3/9/2022	51.89
ACH	Amazon Capital Services	3/9/2022	133.42
ACH	Amazon Capital Services	3/9/2022	627.90
ACH	Amazon Capital Services	3/9/2022	115.36
ACH	Amazon Capital Services	3/9/2022	235.90
ACH	Amazon Capital Services	3/9/2022	219.85
ACH	Amazon Capital Services	3/9/2022	50.54
ACH	Amazon Capital Services	3/9/2022	34.50
ACH	Amazon Capital Services	3/9/2022	63.13
ACH	Amazon Capital Services	3/9/2022	128.69
ACH	Amazon Capital Services	3/9/2022	185.52
ACH	Amazon Capital Services	3/9/2022	355.82
ACH	Amazon Capital Services	3/9/2022	7.81
ACH	Amazon Capital Services	3/9/2022	67.86
ACH	Amazon Capital Services	3/9/2022	65.26
ACH	Amazon Capital Services	3/9/2022	234.97
ACH	Amazon Capital Services	3/9/2022	320.37
ACH	Amazon Capital Services	3/9/2022	52.87
ACH	Amazon Capital Services	3/9/2022	9.40
ACH	Amazon Capital Services	3/9/2022	78.72
ACH	Amazon Capital Services	3/9/2022	351.75
ACH	Amazon Capital Services	3/9/2022	10.71
ACH	Amazon Capital Services	3/9/2022	14.36

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/9/2022	52.09
ACH	Amazon Capital Services	3/9/2022	9.53
ACH	Amazon Capital Services	3/9/2022	195.43
ACH	Amazon Capital Services	3/9/2022	330.41
ACH	Amazon Capital Services	3/9/2022	233.26
ACH	Amazon Capital Services	3/9/2022	42.39
ACH	Amazon Capital Services	3/9/2022	203.05
ACH	Amazon Capital Services	3/17/2022	51.73
ACH	Amazon Capital Services	3/17/2022	15.96
ACH	Amazon Capital Services	3/17/2022	83.66
ACH	Amazon Capital Services	3/17/2022	63.61
ACH	Amazon Capital Services	3/17/2022	162.35
ACH	Amazon Capital Services	3/17/2022	23.57
ACH	Amazon Capital Services	3/17/2022	154.68
ACH	Amazon Capital Services	3/17/2022	66.87
ACH	Amazon Capital Services	3/17/2022	7.28
ACH	Amazon Capital Services	3/17/2022	111.88
ACH	Amazon Capital Services	3/17/2022	32.41
ACH	Amazon Capital Services	3/17/2022	61.90
ACH	Amazon Capital Services	3/17/2022	54.97
ACH	Amazon Capital Services	3/17/2022	61.84
ACH	Amazon Capital Services	3/17/2022	83.86
ACH	Amazon Capital Services	3/17/2022	177.97
ACH	Amazon Capital Services	3/17/2022	51.94
ACH	Amazon Capital Services	3/17/2022	23.76
ACH	Amazon Capital Services	3/17/2022	64.33
ACH	Amazon Capital Services	3/17/2022	67.24
ACH	Amazon Capital Services	3/17/2022	108.01
ACH	Amazon Capital Services	3/17/2022	116.10
ACH	Amazon Capital Services	3/17/2022	32.35
ACH	Amazon Capital Services	3/17/2022	18.20
ACH	Amazon Capital Services	3/17/2022	53.16
ACH	Amazon Capital Services	3/17/2022	83.76
ACH	Amazon Capital Services	3/17/2022	293.15
ACH	Amazon Capital Services	3/17/2022	27.86
ACH	Amazon Capital Services	3/17/2022	58.36
ACH	Amazon Capital Services	3/17/2022	71.52
ACH	Amazon Capital Services	3/17/2022	117.40
ACH	Amazon Capital Services	3/17/2022	138.32
ACH	Amazon Capital Services	3/17/2022	40.98
ACH	Charter Impact, Inc.	3/17/2022	229.22
ACH	Sequoia Grove Charter Alliance	3/17/2022	652.67
ACH	Sequoia Grove Charter Alliance	3/17/2022	663.05
ACH	Sequoia Grove Charter Alliance	3/17/2022	962.97
ACH	Sequoia Grove Charter Alliance	3/17/2022	958.25
ACH	Sequoia Grove Charter Alliance	3/17/2022	256.16
ACH	Sequoia Grove Charter Alliance	3/17/2022	130.68
ACH	Amazon Capital Services	3/24/2022	86.91
ACH	Amazon Capital Services	3/24/2022	12.98
ACH	Amazon Capital Services	3/24/2022	32.23
ACH	Amazon Capital Services	3/24/2022	7.89
ACH	Amazon Capital Services	3/24/2022	39.18
ACH	Amazon Capital Services	3/24/2022	182.34
ACH	Amazon Capital Services	3/24/2022	133.06
ACH	Amazon Capital Services	3/24/2022	21.66
ACH	Amazon Capital Services	3/24/2022	116.74

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/24/2022	56.46
ACH	Amazon Capital Services	3/24/2022	95.38
ACH	Amazon Capital Services	3/24/2022	14.06
ACH	Amazon Capital Services	3/24/2022	11.63
ACH	Amazon Capital Services	3/24/2022	10.12
ACH	Amazon Capital Services	3/24/2022	19.29
ACH	Amazon Capital Services	3/24/2022	73.30
ACH	Amazon Capital Services	3/24/2022	119.72
ACH	Amazon Capital Services	3/24/2022	59.25
ACH	Amazon Capital Services	3/24/2022	20.90
ACH	Amazon Capital Services	3/24/2022	45.22
ACH	Amazon Capital Services	3/24/2022	72.93
ACH	Amazon Capital Services	3/24/2022	356.08
ACH	Amazon Capital Services	3/24/2022	24.61
ACH	Clarksville Charter School	3/24/2022	1,011.87
ACH	Feather River Charter School	3/24/2022	2,480.40
ACH	Feather River Charter School	3/24/2022	1,095.58
ACH	Feather River Charter School	3/24/2022	1,254.25
ACH	Sequoia Grove Charter Alliance	3/24/2022	33,364.88
ACH	Sequoia Grove Charter Alliance	3/24/2022	11,121.63
ACH	Sequoia Grove Charter Alliance	3/24/2022	1,007.00
ACH	Sequoia Grove Charter Alliance	3/24/2022	783.44
ACH	Amazon Capital Services	3/31/2022	111.60
ACH	Amazon Capital Services	3/31/2022	54.24
ACH	Amazon Capital Services	3/31/2022	190.61
ACH	Amazon Capital Services	3/31/2022	7.48
ACH	Amazon Capital Services	3/31/2022	81.18
ACH	Amazon Capital Services	3/31/2022	73.19
ACH	Amazon Capital Services	3/31/2022	16.23
ACH	Amazon Capital Services	3/31/2022	1.67
ACH	Amazon Capital Services	3/31/2022	5.67
ACH	Amazon Capital Services	3/31/2022	85.05
ACH	Amazon Capital Services	3/31/2022	257.33
ACH	Amazon Capital Services	3/31/2022	159.81
ACH	Amazon Capital Services	3/31/2022	104.11
ACH	Amazon Capital Services	3/31/2022	274.54
ACH	Amazon Capital Services	3/31/2022	197.84
ACH	Amazon Capital Services	3/31/2022	117.83
ACH	Amazon Capital Services	3/31/2022	92.01
ACH	Amazon Capital Services	3/31/2022	26.73
ACH	Amazon Capital Services	3/31/2022	37.30
ACH	Amazon Capital Services	3/31/2022	33.93
ACH	Amazon Capital Services	3/31/2022	305.87
ACH	Amazon Capital Services	3/31/2022	167.25
ACH	Amazon Capital Services	3/31/2022	66.96
ACH	Amazon Capital Services	3/31/2022	171.28
ACH	Sequoia Grove Charter Alliance	3/31/2022	3,188.77
ACH	Sequoia Grove Charter Alliance	3/31/2022	4,648.11
ACH	Amazon Capital Services	3/31/2022	386.75
ACH	Amazon Capital Services	3/31/2022	52.40
ACH	Amazon Capital Services	3/31/2022	16.17
ACH	Amazon Capital Services	3/31/2022	155.43
ACH	Amazon Capital Services	3/31/2022	34.30
ACH	Amazon Capital Services	3/31/2022	175.59
ACH	Amazon Capital Services	3/31/2022	89.48
ACH	Amazon Capital Services	3/31/2022	97.13

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/31/2022	149.37
ACH	Amazon Capital Services	3/31/2022	217.52
ACH	Amazon Capital Services	3/31/2022	188.27
ACH	Amazon Capital Services	3/31/2022	141.04
ACH	Amazon Capital Services	3/31/2022	22.92
ACH	Amazon Capital Services	3/31/2022	22.51
ACH	Amazon Capital Services	3/31/2022	270.60
ACH	Amazon Capital Services	3/31/2022	21.00
ACH	Amazon Capital Services	3/31/2022	19.50
ACH	Amazon Capital Services	3/31/2022	167.19
ACH	Amazon Capital Services	3/31/2022	21.50
ACH	Amazon Capital Services	3/31/2022	88.92
ACH	Amazon Capital Services	3/31/2022	29.84
ACH	Amazon Capital Services	3/31/2022	35.36
ACH	Amazon Capital Services	3/31/2022	51.47
ACH	Amazon Capital Services	3/31/2022	15.02
ACH	Amazon Capital Services	3/31/2022	32.15
ACH	Amazon Capital Services	3/31/2022	53.60
ACH	Amazon Capital Services	3/31/2022	15.22
ACH	Amazon Capital Services	3/31/2022	67.76
ACH	Amazon Capital Services	3/31/2022	10.78
ACH	Amazon Capital Services	3/31/2022	75.96
ACH	Amazon Capital Services	3/31/2022	64.62
ACH	Amazon Capital Services	3/31/2022	172.32
ACH	Amazon Capital Services	3/31/2022	107.69
ACH	Amazon Capital Services	3/31/2022	136.82
ACH	Amazon Capital Services	3/31/2022	229.32
ACH	Amazon Capital Services	3/31/2022	50.24
ACH	Amazon Capital Services	3/31/2022	68.67
ACH	Amazon Capital Services	3/31/2022	441.43
ACH	Amazon Capital Services	3/31/2022	6.81
ACH	Amazon Capital Services	3/31/2022	16.07
ACH	Amazon Capital Services	3/31/2022	20.24
ACH	Amazon Capital Services	3/31/2022	14.06
ACH	Amazon Capital Services	3/31/2022	157.55
ACH	Amazon Capital Services	3/31/2022	368.22
ACH	Amazon Capital Services	3/31/2022	17.23
ACH	Amazon Capital Services	3/31/2022	222.22
ACH	Amazon Capital Services	3/31/2022	13.89
ACH	Amazon Capital Services	3/31/2022	123.83
ACH	Amazon Capital Services	3/31/2022	89.07
ACH	Amazon Capital Services	3/31/2022	193.25
ACH	Amazon Capital Services	3/31/2022	51.47
ACH	Amazon Capital Services	3/31/2022	30.47
ACH	Amazon Capital Services	3/31/2022	100.79
ACH	Amazon Capital Services	3/31/2022	167.15
ACH	Amazon Capital Services	3/31/2022	149.62
ACH	Amazon Capital Services	3/31/2022	37.38
ACH	Amazon Capital Services	3/31/2022	54.33
ACH	Amazon Capital Services	3/31/2022	10.12
ACH	Amazon Capital Services	3/31/2022	147.64
ACH	Amazon Capital Services	3/31/2022	63.54
ACH	Amazon Capital Services	3/31/2022	21.06
ACH	Amazon Capital Services	3/31/2022	35.16
ACH	Amazon Capital Services	3/31/2022	124.81
ACH	Amazon Capital Services	3/31/2022	199.81

## Lake View Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	3/31/2022	52.85
ACH	Amazon Capital Services	3/31/2022	144.79
ACH	Amazon Capital Services	3/31/2022	67.44
ACH	Amazon Capital Services	3/31/2022	30.46
ACH	Amazon Capital Services	3/31/2022	75.64
ACH	Amazon Capital Services	3/31/2022	163.12
ACH	Amazon Capital Services	3/31/2022	96.99
ACH	Amazon Capital Services	3/31/2022	51.15
ACH	Amazon Capital Services	3/31/2022	39.51
ACH	Amazon Capital Services	3/31/2022	32.16
ACH	Amazon Capital Services	3/31/2022	8.57
ACH	Amazon Capital Services	3/31/2022	157.35
ACH	Amazon Capital Services	3/31/2022	9.73
ACH	Amazon Capital Services	3/31/2022	263.24
ACH	Amazon Capital Services	3/31/2022	61.49
ACH	Amazon Capital Services	3/31/2022	166.98
ACH	Amazon Capital Services	3/31/2022	32.61
ACH	Amazon Capital Services	3/31/2022	184.92
ACH	Amazon Capital Services	3/31/2022	339.21
ACH	Amazon Capital Services	3/31/2022	255.54
ACH	Amazon Capital Services	3/31/2022	175.65
ACH	Amazon Capital Services	3/31/2022	77.93
ACH	Amazon Capital Services	3/31/2022	103.82
ACH	Amazon Capital Services	3/31/2022	118.45

Total Disbursements issued in March \$ 293,142.99

# Lake View Charter School - Regular Scheduled Board Meeting - Agenda - Wednesday April 27, 2022 at 4:30 PM

## Lake View Charter School

### Budget vs Actual

For the period ended March 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 695,319	\$ 703,383	\$ (8,064)	\$ 2,871,707	\$ 2,803,902	\$ 67,805	\$ 5,617,433
Education Protection Account	-	-	-	43,425	61,500	(18,075)	123,000
State Aid - Prior Year	345	-	345	1,044	-	1,044	-
In Lieu of Property Taxes	27,053	40,998	(13,945)	115,357	121,073	(5,716)	203,068
Total State Aid - Revenue Limit	722,717	744,381	(21,664)	3,031,533	2,986,475	45,058	5,943,501
Federal Revenue							
Special Education - Entitlement	-	9,318	(9,318)	60,857	37,144	23,713	74,415
Special Education - Discretionary	-	-	-	5,079	-	5,079	-
Title I, Part A - Basic Low Income	-	-	-	-	71,043	(71,043)	71,043
Title II, Part A - Teacher Quality	-	-	-	8,555	11,997	(3,442)	11,997
Other Federal Revenue	-	-	-	81,160	228,969	(147,809)	228,969
Prior Year Federal Revenue	1,254	-	1,254	18,431	-	18,431	-
Total Federal Revenue	1,254	9,318	(8,064)	174,082	349,153	(175,070)	386,424
Other State Revenue							
State Special Education	53,306	47,359	5,947	214,186	188,788	25,398	378,225
Mandated Cost	-	-	-	8,409	7,910	499	7,910
State Lottery	-	-	-	32,045	20,801	11,243	122,385
Prior Year Revenue	-	-	-	1,345	-	1,345	-
Other State Revenue	32,706	-	32,706	160,209	281,198	(120,989)	281,198
Total Other State Revenue	86,012	47,359	38,653	416,194	498,698	(82,504)	789,718
<b>Total Revenues</b>	<b>\$ 809,983</b>	<b>\$ 801,058</b>	<b>\$ 8,925</b>	<b>\$ 3,621,809</b>	<b>\$ 3,834,325</b>	<b>\$ (212,516)</b>	<b>\$ 7,119,643</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 173,708	\$ 174,427	\$ 718	\$ 1,449,091	\$ 1,563,437	\$ 114,346	\$ 2,086,717
Teachers' Extra Duty/Stipends	19,702	11,035	(8,667)	129,687	77,245	(52,442)	110,350
Pupil Support Salaries	7,068	14,000	6,932	122,250	126,000	3,750	168,000
Administrators' Salaries	27,649	25,000	(2,649)	247,565	225,000	(22,565)	300,000
Other Certificated Salaries	7,168	6,750	(418)	63,256	60,750	(2,506)	81,000
Total Certificated Salaries	235,295	231,212	(4,084)	2,011,849	2,052,432	40,583	2,746,067
Classified Salaries							
Support Salaries	571	-	(571)	3,767	-	(3,767)	-
Clerical and Office Staff Salaries	3,896	3,644	(252)	36,244	32,798	(3,447)	43,730
Other Classified Salaries	2,458	5,432	2,974	13,308	48,890	35,582	65,186
Total Classified Salaries	6,925	9,076	2,151	53,319	81,687	28,368	108,916
Benefits							
State Teachers' Retirement System, certificated positions	38,437	36,809	(1,629)	332,146	326,747	(5,399)	437,174
OASDI/Medicare/Alternative, certificated positions	429	563	133	3,341	5,065	1,724	6,753
Medicare/Alternative, certificated positions	3,415	3,484	69	29,047	30,945	1,897	41,397
Health and Welfare Benefits, certificated positions	40,245	21,250	(18,995)	289,499	191,250	(98,249)	255,000
State Unemployment Insurance, certificated positions	(117)	2,602	2,719	14,531	22,116	7,585	26,019
Workers' Compensation Insurance, certificated positions	2,061	3,364	1,303	9,191	29,878	20,686	39,970
Other Benefits, certificated positions	869	12,014	11,145	8,441	106,706	98,265	142,749
Total Benefits	85,339	80,086	(5,253)	686,195	712,706	26,511	949,062
Books & Supplies							
Textbooks and Core Materials	-	6,381	6,381	13,443	57,433	43,990	76,577
Books and Reference Materials	-	1,908	1,908	5,861	17,175	11,314	22,900
School Supplies	121,685	145,807	24,122	639,095	786,654	147,558	1,122,152
Software	5,310	7,245	1,935	110,043	65,205	(44,838)	86,940
Office Expense	-	225	225	1,727	2,025	298	2,700
Noncapitalized Equipment	4,982	24,627	19,645	69,522	132,868	63,345	189,534
Total Books & Supplies	131,977	186,194	54,217	839,692	1,061,359	221,667	1,500,803
Subagreement Services							
Special Education	42,649	19,142	(23,507)	198,329	172,275	(26,054)	229,700
Other Educational Consultants	44,659	32,151	(12,508)	167,379	173,462	6,083	247,441
Instructional Services	33,365	22,288	(11,077)	301,659	200,593	(101,066)	267,458
Total Subagreement Services	120,673	73,581	(47,092)	667,367	546,330	(121,038)	744,598
Operations & Housekeeping							
Auto and Travel	525	-	(525)	1,008	-	(1,008)	-
Dues & Memberships	-	783	783	8,670	7,050	(1,620)	9,400
Insurance	7,006	8,858	1,852	61,768	79,725	17,957	106,300
Communications	4,735	1,633	(3,102)	9,296	14,700	5,404	19,600
Postage and Shipping	1,716	300	(1,416)	3,174	2,700	(474)	3,600
Total Operations & Housekeeping	13,982	11,575	(2,407)	83,916	104,175	20,259	138,900
Facilities, Repairs & Other Leases							
Repairs and Maintenance	-	58	58	-	525	525	700
Total Facilities, Repairs & Other Leases	-	58	58	-	525	525	700
Professional/Consulting Services							
Audit & Taxes	-	-	-	4,176	12,000	7,824	12,000
Legal	104	4,958	4,854	8,051	44,625	36,574	59,500
Professional Development	-	1,833	1,833	3,771	16,498	12,726	21,997
General Consulting	1,350	833	(517)	8,475	7,500	(975)	10,000
Special Activities/Field Trips	5,717	2,572	(3,145)	23,493	13,875	(9,618)	19,793
Bank Charges	802	942	140	6,150	8,475	2,325	11,300
Other Taxes and Fees	3,168	242	(2,926)	3,824	2,175	(1,649)	2,900
Payroll Service Fee	742	-	(742)	6,017	-	(6,017)	-
Management Fee	21,352	32,671	11,319	194,194	294,038	99,845	392,051
District Oversight Fee	14,447	14,888	440	60,610	59,729	(880)	118,870
SPED Encroachment	-	-	-	1,452	-	(1,452)	-
Public Relations/Recruitment	-	-	-	255	-	(255)	-
Total Professional/Consulting Services	47,682	58,938	11,257	320,468	458,916	138,448	648,411
Interest							
Interest Expense	-	-	-	59,492	154,093	94,601	178,008
Total Interest	-	-	-	59,492	154,093	94,601	178,008
<b>Total Expenses</b>	<b>\$ 641,873</b>	<b>\$ 650,721</b>	<b>\$ 8,848</b>	<b>\$ 4,722,299</b>	<b>\$ 5,172,223</b>	<b>\$ 449,924</b>	<b>\$ 7,015,465</b>
<b>Change in Net Assets</b>	<b>168,110</b>	<b>150,337</b>	<b>17,773</b>	<b>(1,100,490)</b>	<b>(1,337,898)</b>	<b>237,408</b>	<b>104,178</b>
Net Assets, Beginning of Period	(1,336,184)			(67,585)			
<b>Net Assets, End of Period</b>	<b>\$ (1,168,075)</b>			<b>\$ (1,168,075)</b>			

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Apr-01	<b>Audit Firm Selection</b> - In accordance with Education Code (EC) Section 41020, the governing board of each school shall provide for an audit of the books and accounts of the school. In the event the governing board of a school has not provided for an audit, by selecting an audit firm, by April 1, the County Office of Education, having jurisdiction over the school, shall provide for the audit.	Client with Charter Impact support	Yes	No	<a href="http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html">http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html</a>
FINANCE	Apr-01	<b>File a Form 700 - Statement of Economic Interests (SEI):</b> The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	Client	Yes	Yes	<a href="https://www.fppc.ca.gov/Form700.html">https://www.fppc.ca.gov/Form700.html</a>
FINANCE	Apr-08	<b>Consolidated Application corrections for FY2020-21 Title I Reduction</b> - FY 2020-21 Title I, Part A allocations have been reduced by approximately 4.5%. The finalized reduced allocations have been loaded into CARS as of Wednesday, March 16, 2022 and are now reflected in forms from both the 2020-21 and the 2021-22 CARS Winter Release(s). The deadline to recertify all forms is April 8, 2022.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevitr.asp">https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevitr.asp</a>
FINANCE	Apr-15	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period January 1, 2022- March 31, 2022.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/cr/reporting.asp">https://www.cde.ca.gov/fg/cr/reporting.asp</a>
FINANCE	Apr-18	<b>Special Education Dispute Prevention, Learning Recovery Funding and ADA/Enrollment Reports due to SELPA</b> - Expenditure reports are due to El Dorado Charter SELPA.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Apr-22	<b>Federal Expenditure Report #2 (Special Education)</b> - Interim financial reporting for actuals through March 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Apr-30	<b>ASES - 3rd Quarter Expenditure Report</b> - The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	Charter Impact or After School Provider	No	No	<a href="https://www.cde.ca.gov/ls/ba/as/pgmdescription.asp">https://www.cde.ca.gov/ls/ba/as/pgmdescription.asp</a>
FINANCE	Apr-30	<b>Federal Cash Management - Period 4</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
DATA	May-09	<b>CALPADS End-of-Year 1, 2, 3 and 4</b> - The data submission window opens on May 9, 2022 and closes on July 29, 2022. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/">https://www.cde.ca.gov/ds/sp/cl/</a>
FINANCE	May-13	<b>SB 740 Charter School Facility Grant Program applications (Continuing Schools)</b> - The 2022-23 Online Application will be made available April 2022. Late applications will NOT be accepted. The SB740 Program is intended to provide grants to charter schools to assist with facilities' rent and lease costs associated with the school. Each year applicants must submit a new Application and the Authority will determine eligibility on an annual basis. Charter schools must also meet the FRPM Eligibility requirements each year.	Charter Impact	No	Yes	<a href="http://www.treasurer.ca.gov/csfa/csfgp/index.asp">http://www.treasurer.ca.gov/csfa/csfgp/index.asp</a>
FINANCE	May-16	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Client/Audit firm	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	May-27	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/ch/csinfo/svy.asp">https://www.cde.ca.gov/sp/ch/csinfo/svy.asp</a>
FINANCE	Due Date TBD	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2020 - September 30, 2021.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/cr/anreporhelp.asp">https://www.cde.ca.gov/fg/cr/anreporhelp.asp</a>

## Cover Sheet

### Approval of Resolution Regarding Staff Uniforms and Equipment

**Section:** III. Operations  
**Item:** A. Approval of Resolution Regarding Staff Uniforms and Equipment  
**Purpose:**  
**Submitted by:**  
**Related Material:** Resolution Staff Uniforms and Equipment Lake View.docx.pdf

#### BACKGROUND:

Resolution regarding Staff Uniforms and Equipment- allows the school to purchase staff uniforms to be worn at school events and provides necessary equipment during these events



**Resolution of Lake View Charter School Board of Directors**

**2022-11**

**RESOLUTION REGARDING EXPENSES RELATING TO STAFF  
UNIFORMS AND EQUIPMENT**

WHEREAS, the Lake View Charter School Board of Directors (“Board”) governs the Lake View Charter School (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations.

WHEREAS, the Charter School staff often meet families of students at parks and other locations. Often times, the staff member present at these meetings and events is not the teacher of record, so the families and staff do not know who to look for at these meetings;

WHEREAS, in order to reduce the confusion faced by unfamiliar families and staff at meetings and events, and in order to provide a professional and uniform appearance for the Charter School’s staff, the Charter School believes that it serves a public purpose to provide uniforms and equipment for Charter School staff;

NOW, THEREFORE BE IT RESOLVED, that the Lake View Charter School Board of Directors: Authorizes the Executive Director, or designee, to work with a merchandise vendor to design and develop staff uniforms and equipment for use at formal Lake View Charter School events. Lake View Charter School shall purchase said uniforms and equipment, retain ownership of said uniforms and equipment and maintain them in accordance with the requirements of the California Labor Code. Uniform and equipment expenditures shall align with the Lake View Charter School Board adopted budget.

### SECRETARY'S CERTIFICATE

I, Billie Adkins, Secretary of the Board of Directors of Lake View Charter School a California nonprofit public benefit corporation, County of Glenn, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Lake View Charter School, which was duly and regularly held on April 27, 2022 at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

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Secretary of the Board of Directors of

Lake View Charter School

# Cover Sheet

## Approval of Reaffirmation of Governing Board Positions

**Section:** IV. Governance  
**Item:** A. Approval of Reaffirmation of Governing Board Positions  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Member Election Slides LVCS 22-23.pdf

### BACKGROUND:

#### Current Board Terms:

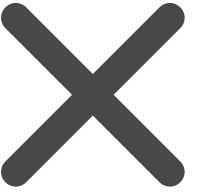
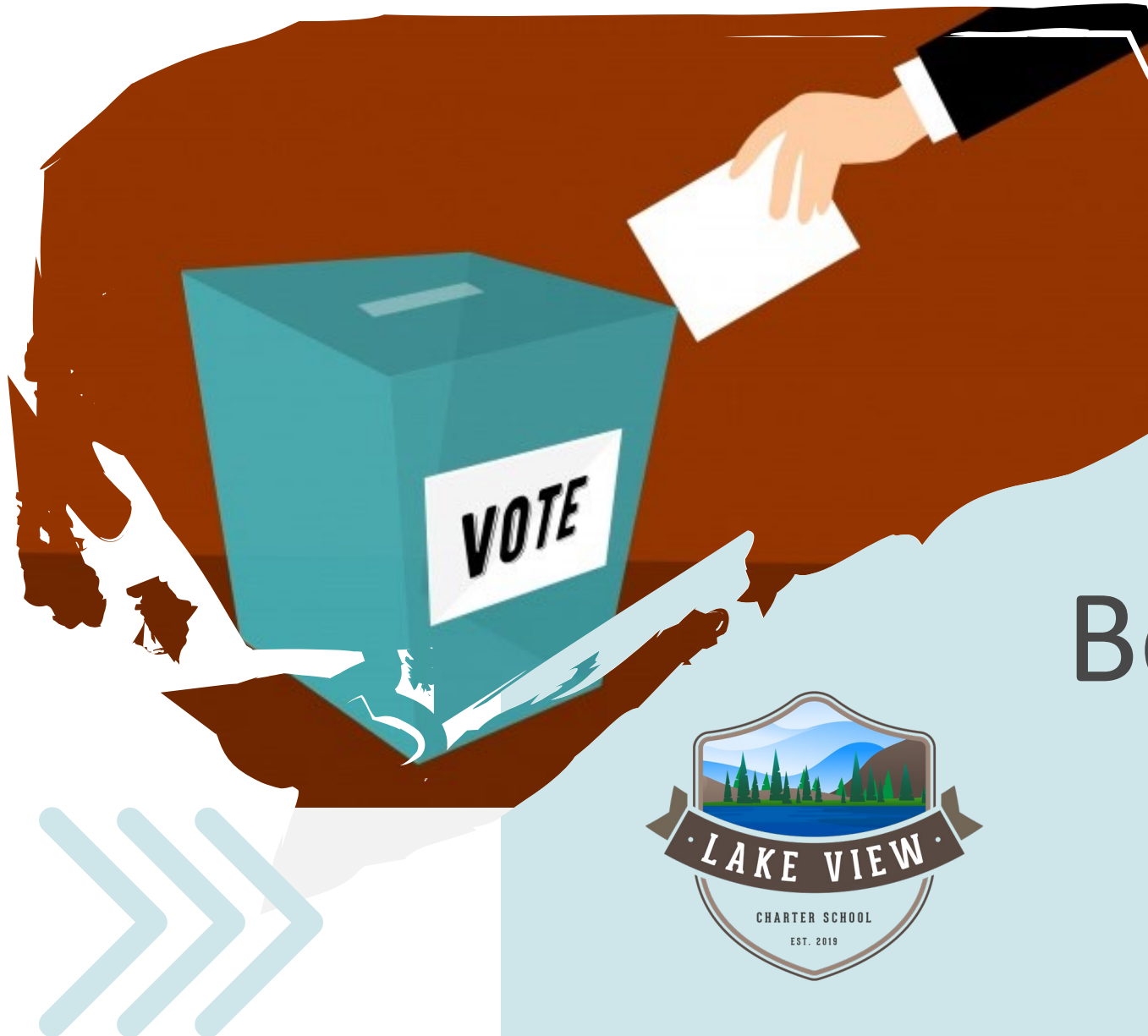
Board Member 1 July 1, 2020 - June 30, 2022 Lindsay Mower

Board Member 2 July 1, 2020 - June 30, 2022 Billie Adkins

Board Member 3 July 1, 2020 - June 30, 2022 Glad Donahue

Board Member 4 July 1, 2020 - June 30, 2022 Jessica Coombs

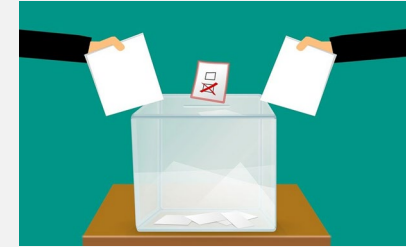
Board Member 5 July 1, 2020 - June 30, 2022 Serra Wells



# Board Member Elections

It's that time of year again!





# Election Process:

- Several board member terms are expiring on June 30, 2022
- Members should be elected in May 10
- Current board members should send letter of interest to Darcy Belleza by May 10
- All other who are interested should apply at [Lake View Board Interest Survey 22-23](#) by May 10
- Elections will take place during June Regular Scheduled Board Meeting



# Cover Sheet

## Approval of Third Amended Bylaws

**Section:** IV. Governance  
**Item:** B. Approval of Third Amended Bylaws  
**Purpose:**  
**Submitted by:** Julie Haycock-Cavender  
**Related Material:** DRAFT Third\_Amended\_Bylaws\_\_Lake View.pdf

### BACKGROUND:

Amendment of the bylaws to add one year staggering option to ensure that all board member terms do not expire on the same year.

### RECOMMENDATION:

Board Approval

**THIRD AMENDED BYLAWS**  
**OF**  
**LAKE VIEW CHARTER SCHOOL**

**a California Nonprofit Public Benefit Corporation**

**Article I**  
**OFFICES**

Section 1. PRINCIPAL OFFICE. The board of directors shall fix the location of the principal executive office of the corporation at any place within or outside the State of California. If the principal executive office is located outside the State of California, and the corporation has one or more offices in the State of California, the board of directors shall likewise fix and designate a principal office in the State of California.

Section 2. OTHER OFFICES. The corporation may also establish offices at such other places, both within and outside the State of California, as the board of directors may from time to time determine or the activities of the corporation may require.

**Article II**  
**OBJECTIVES AND PURPOSES**

The specific objectives and purposes of this corporation shall be to operate one or more California public charter schools.

**Article III**  
**NONPARTISAN ACTIVITIES**

The corporation has been formed under the California Nonprofit Public Benefit Corporation Law (the "Law") for the public, nonprofit, nonpartisan, and charitable purposes described in its articles of incorporation. Notwithstanding any other provision in these bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("IRC"), or (b) by a corporation contributions to which are deductible under IRC Section 170(c)(2).

**Article IV**  
**DEDICATION OF ASSETS**

The properties and assets of this corporation are irrevocably dedicated to the charitable purposes described in Article III above and in the articles of incorporation of this corporation. No

part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall insure to the benefit of its directors or officers, or to any individual. On liquidation or dissolution of this corporation, all remaining assets of this corporation, after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed and paid over to an organization dedicated to charitable purposes that is exempt from federal income tax under IRC Section 501(c)(3) and that is exempt from California income tax under Section 23701d of the California Revenue and Taxation Code.

## **Article V**

### **NO MEMBERS**

Section 1. NO MEMBERS. The corporation shall have no members within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law.

Section 2. AUTHORITY VESTED IN BOARD. Any action that otherwise requires approval by a majority of all members, or approval by the members, requires only approval of the board. All rights that would otherwise vest under the Nonprofit Public Benefit Corporation Law in the members shall vest in the board.

Section 3. ASSOCIATES. The corporation may use the term “members” to refer to persons associated with it, but such persons shall not be corporate members within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law.

## **Article VI**

### **DIRECTORS**

Section 1. POWERS. Subject to the provisions of the Law and any limitations in the articles of incorporation and these bylaws, the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised by or under the direction of the board of directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the board of directors shall have the following powers in addition to the other powers enumerated in these bylaws:

(a) To select and remove all of the other officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the articles of incorporation, and with these bylaws; fix their compensation; and require from them security for faithful service.

(b) To conduct, manage, and control the affairs and activities of the corporation and to make such rules and regulations that are consistent with law, the articles of incorporation, and these bylaws, as they deem to be appropriate and in the best interests of the corporation.

(c) To adopt, make, and use a corporate seal; and to alter the form of such seal.



(d) To borrow money and to incur indebtedness on behalf of the corporation, and to cause to be executed and delivered for the purposes of the corporation, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities.

(e) To change the principal executive office or the principal office in the State of California from one location to another; to cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country and conduct its activities within or outside the State of California; and to designate any place within or outside the State of California for the holding of any board of directors meeting or meetings.

(f) To make donations for the public welfare or for community funds, hospital, charitable, educational, scientific, civic, religious, or similar purposes.

(g) To act as a trustee under any trust incidental to the principal objects of the corporation, and to receive, to hold, to administer, to exchange, and to expend funds and property subject to such trust.

(h) To receive endowments, devises, bequests, gifts, and donations of all kinds of property for its own use, or in trust, in order to carry out or to assist in carrying out, the objects and purposes of the corporation and to do all things and acts necessary or proper to carry out each and all of the purposes and provisions of such endowments, devises, bequests, gifts, and donations with full power to mortgage, sell, lease, or otherwise to deal with or dispose of the same in accordance with the terms thereof.

(i) To sell any property, real, personal, or mixed, owned by the corporation at any time, and from time to time upon such terms as the board of directors may deem advisable, at public or private sale, for cash or upon credit.

(j) To retain sums received by the corporation uninvested, if, in the discretion of the board of trustees, such sums cannot be invested advantageously.

(k) To retain all or any part of any securities or property acquired by the corporation in whatever manner, and to invest and reinvest any funds held by the corporation, according to the judgment of the board of directors without being restricted to the class of investments that the board of directors is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under IRC Section 501 or Section 23701 of the California Revenue and Taxation Code.

(l) To invest funds received by the corporation in stocks, bonds, mortgages, loans, whether secured or unsecured, or other investments as the board of directors shall deem advisable.

Section 2. NUMBER AND QUALIFICATION. The authorized number of directors shall be no less than three (3) and no more than five (5), unless changed by amendments to these bylaws, with the actual number to be determined from time to time by a resolution or motion of the board. Directors shall be elected by a vote of a majority of directors then in office. The board of directors shall consist of at least three (3) directors unless changed by an amendment to these bylaws.

Section 3. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. In accordance with the California Corporations Code, no more than 49 percent of the persons serving on the board of directors may be interested persons (as defined in this Section 3). An “interested person” is (a) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation, if any, paid to a director as director; or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. Spouses of staff are ineligible to serve as a member of the board of directors to avoid any conflicts of interest under Government Code section 1090. The board of directors and designated staff members are required to follow the recusal processes identified in the Government Code sections 1091 and 1091.5, and the Political Reform Act (Government Code sections 87100, et seq.).

Section 4. TERM OF OFFICE; EVENTS CAUSING VACANCIES ON BOARD. Each director shall hold office for two (2) year terms unless the board of directors approves a one (1) year term for purposes of staggering. To provide for staggering, the directors shall be divided into separate classes with each class serving an overlapping term such that not all board of directors are up for election at any given time. A director may serve multiple terms of service. A vacancy or vacancies on the board of directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the board of directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under the Law, Chapter 2, Article 3; and (c) the increase of the authorized number of directors.

Section 5. DIRECTOR SELECTION. New directors shall be selected in the sole discretion of the majority of the board at the time of selection. The board will endeavor to advertise any director vacancies on its website and to the school community. Current board members may also recommend potential new directors to the board. The board will accept applications to fill available vacancies. The board is not obligated to select any applicant if, in the board's sole discretion, it does not believe the applicant possesses the requisite skills, availability, demeanor, etc., suitable for the director position even if that means the position will remain vacant. At least one member of the board of directors will be a community member or a parent of Lake View Charter School (“School”) student.

Section 6. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the chairman of the board, if any, or to the president, or the secretary, or to the board of directors. The resignation shall be effective when the notice is given

unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the board may designate a successor to take office as of the date when the resignation becomes effective. Except upon notice to the Attorney General of California, no director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs.

Section 7. REMOVAL OF DIRECTORS. Any director may be removed at any time by a majority vote of directors then in office, with or without cause.

Section 8. VACANCIES. Vacancies on the board shall be filled by the vote of a majority of directors then in office. Each director so elected shall hold office until expiration of the term of the replaced director, if mid-term, and for the term if voted in at the beginning of a new term.

Section 9. PLACE OF MEETINGS AND MEETINGS BY TELEPHONE. Any meeting of the board of directors may be held at any place within the county in which the greatest number of pupils who are enrolled in the School reside that has been designated from time to time by resolution of the board or in the notice of the meeting. In the absence of such designation, meetings shall be held at the principal executive office of the corporation. Any meeting, annual, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another and a majority of the members are within the county in which the greatest number of pupils who are enrolled in the School reside. All such directors shall be deemed to be present in person at such telephonic meeting. Prior written notice of any and all such meetings of the board of directors shall be provided to the directors at least seventy-two (72) hours prior to the time of the holding of the meeting.

Section 10. ANNUAL AND REGULAR MEETINGS. The annual meeting of the board of directors shall be held each year on the date and time as may be fixed by the board of directors. At such annual meeting, officers shall be elected and any other proper business may be transacted. Other regular meetings of the board of directors shall be held at such time as shall from time to time be fixed by the board of directors.

All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act California Government Code sections 54950, et seq., as said chapter may be modified by subsequent legislation. This Act requires that at least 72 hours before a regular meeting, and 24 hours before a special meeting, the Board of Directors or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 11. SPECIAL MEETINGS. Special meetings of the board of directors for any purpose or purposes may be called at any time by the chairman of the board or a board majority.

Notice of the time and place of special meetings shall be delivered to each director personally or by telephone or sent by first-class mail, postage prepaid, or telegram, charges

prepaid, or electronic transmission, addressed to each director at his or her address as it is shown on the records of the corporation. In case the notice is mailed, it shall be deposited in the United States mail at least four days prior to the time of the holding of the meeting. In case such notice is delivered personally or by telephone or telegraph, it shall be delivered personally or by telephone or to the telegraph company at least twenty-four (24) hours prior to the time of the holding of the meeting. Any oral notice given personally or by telephone may be communicated either to the director or to the person at the office of the director who the person giving the notice has reason to believe will promptly communicate it to the director.

Section 12. QUORUM. A majority of the actual number of directors shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 14 below. Every act or decision done or made by the board of directors requires a vote of the majority of the board of directors present at a meeting with a quorum, subject to the provisions of Section 5212 of the Code (appointment of committees), Section 5233 of the Code (approval of contracts or transactions in which a director has a direct or indirect material financial interest), Section 5234 of the Code (approval of certain transactions between corporations having common directorships), Section 5235 (compensation of directors or officers), and Section 5238(e) of the Code (indemnification of directors).

Section 13. WAIVER OF NOTICE; CONSENT. Notice of a meeting required by the Corporations Code need not be given to any director who, either before or after the meeting, signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of meeting shall also be deemed given to any director who attends the meeting without protesting, before or at the commencement of the meeting, the lack of notice to that director. Notice of all meetings shall be given in accordance with the requirements of the Ralph M. Brown Act, California Corporations Code sections 54950, et seq.

Section 14. ADJOURNMENT. A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the time and place of holding an adjourned meeting shall be given in the same manner as provided for special meetings, unless notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the adjourned meeting was held within 24 hours after the time of the adjournment.

Section 15. FEES AND COMPENSATION. Directors and members of committees shall receive no compensation for their services; provided however, that directors and members of committees may receive reimbursement of out-of-pocket expenses, as determined by resolution of the board of directors. Nothing contained herein shall be construed to preclude any director from serving the corporation in any other capacity as an officer, agent, employee, or otherwise, and receiving compensation for such services if compensation is awarded by the board of directors.

## **Article VII COMMITTEES**

Section 1. COMMITTEES OF DIRECTORS. The board of directors may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Appointments to such committees shall be by a majority vote of the directors then in office. The board may designate one or more directors as alternate members of any committee, who may replace any absent member at any meeting of the committee. Any such committee, to the extent provided in the resolution of the board, shall be advisory only.

Section 2. MEETINGS AND ACTION. Meetings and action of committees of the board shall be governed by, and held and taken in accordance with, the provisions of Article VI of these bylaws, Sections 9 (place of meetings and meetings by telephone), 10 (annual and regular meetings), 11 (special meetings), 12 (quorum), 13 (waiver of notice), and 14 (adjournment), with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except for the following: (a) the time of regular and annual meetings of committees may be determined by resolution of the board of directors as well as the committee; (b) special meetings of committees may also be called by resolution of the board of directors; and (c) notice of special meetings of committees shall also be given to all alternate members, who shall have the right to attend all meetings of the committee. Minutes of each meeting of any committee shall be kept and filed with the corporate records. The board of directors may adopt rules for the government of any committee not inconsistent with the provisions of these bylaws. If required by law, committee meetings shall be held in accordance with the Ralph M. Brown Act, California Government Code sections 54950, et seq.

## **Article VIII OFFICERS**

Section 1. OFFICERS. The officers of the corporation shall be a president, a secretary, and a chief financial officer. The corporation may also have, at the discretion of the board of directors, a chairman of the board, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed in accordance with the provisions of Section 3 of this Article VIII. Any number of offices may be held by the same person, except that neither the secretary nor the chief financial officer may serve concurrently as the president or the chairman of the board.

Section 2. ELECTION. The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article VIII, shall be chosen by the board of directors, and each shall serve at the pleasure of the board, subject to the rights, if any, of an officer under any contract of employment.

Section 3. OTHER OFFICERS. The board of directors may appoint, and may empower the president to appoint, such other officers as the activities of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the board of directors may from time to time determine.

Section 4. REMOVAL AND RESIGNATION. Subject to the rights, if any, of any officer under any contract of employment, any officer may be removed, either with or without cause, by the board of directors or, except in case of an officer chosen by the board of directors, by any officer upon whom such power of removal may be conferred by the board of directors.

Any officer may resign at any time by giving written notice to the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any such resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Section 5. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office.

Section 6. CHAIRMAN OF THE BOARD. The chairman of the board, if such an officer be elected, shall, if present, preside at meetings of the board of directors and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the board of directors or prescribed by the bylaws. If there is no president, the chairman of the board will in addition be the chief executive officer of the corporation and shall have the powers and duties prescribed in Section 7 of this Article VIII.

Section 7. PRESIDENT. Subject to such supervisory powers, if any, as may be given by the board of directors to the chairman of the board, if there be such an officer, the president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, have general supervision, direction, and control of the activities and the officers of the corporation. He or she shall preside, in the absence of the chairman of the board, or if there be none, at all meetings of the board of directors. He or she shall have the general powers and duties of management usually vested in the office of president of the corporation and shall have such other powers and duties as may be prescribed by the board of directors or the bylaws.

Section 8. VICE PRESIDENTS. In the absence or disability of the president, the vice presidents, if any, in order of their rank as fixed by the board of directors or, if not ranked, a vice president designated by the board of directors, shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The vice presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the board of directors or the bylaws and the president or the chairman of the board.

Section 9. SECRETARY. The secretary shall keep, or cause to be kept, at the principal executive office or such other place as the board of directors may direct, a book of minutes of all meetings and actions of directors, and committees of directors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at directors and committee meetings, and the proceedings thereof.

The secretary shall give, or cause to be given, notice of all meetings of the board of directors required by the bylaws or by law to be given, and he or she shall keep the seal of the corporation, if one be adopted, in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or by the bylaws.

Section 10. CHIEF FINANCIAL OFFICER. The chief financial officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall at all reasonable times be open to inspection by any director.

The chief financial officer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation with such depositaries as may be designated by the board of directors. He or she shall distribute, or cause to be disbursed, the funds of the corporation as may be ordered by the board of directors, shall render to the president and directors, whenever they request it, an account of all financial transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or the bylaws.

If required by the board of directors, the chief financial officer shall give the corporation a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of his or her office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in his or her possession or under his or her control on the death, resignation, retirement, or removal from office of the chief financial officer.

## **Article IX**

### **INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES**

Section 1. DEFINITIONS. For the purposes of this Article IX, the definition of the terms “agent”, “proceeding”, and “expenses” shall be governed by Section 5238 of the Code.

Section 2. INDEMNIFICATION IN ACTIONS BY THIRD PARTIES. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section 5233 of the Code, or an action brought by the Attorney General of California or a person granted relator status by the Attorney General of



California for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. INDEMNIFICATION IN ACTIONS BY OR IN THE RIGHT OF THE CORPORATION. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the corporation, or brought under Section 5233 of the Code, or brought by the Attorney General of California or a person granted relator status by the Attorney General of California for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3 for any of the following:

(a) Any claim, issue, or matter as to which such person shall have been adjudged to be liable to the corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such action was brought shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General of California.

Section 4. INDEMNIFICATION AGAINST EXPENSES. To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in Sections 2 or 3 of this Article IX or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.



Section 5. REQUIRED DETERMINATIONS. Except as provided in Section 4 of this Article IX, any indemnification under this Article shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 2 or 3 of this Article IX by:

(a) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(b) The court in which such proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

Section 6. ADVANCE OF EXPENSES. Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article IX.

Section 7. OTHER INDEMNIFICATION. No provision made by the corporation to indemnify its directors or officers for the defense of any proceeding, whether contained in the articles of incorporation, bylaws, a resolution of directors, an agreement, or otherwise, shall be valid unless consistent with this Article IX. Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 8. FORMS OF INDEMNIFICATION NOT PERMITTED. No indemnification or advance shall be made under this Article IX, except as provided in Section 4 or Section 5(b), in any circumstance if it appears that:

(a) It would be inconsistent with a provision of the articles of incorporation, bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) It would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. INSURANCE. The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article IX; provided, however, that the corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the Code.

## **Article X RECORDS AND REPORTS**

Section 1. MAINTENANCE OF CORPORATE RECORDS. The corporation shall keep (a) adequate and correct books and records of account kept either in written form or in any other form capable of being converted into written form and (b) minutes, in written form, of the proceedings of the board of directors and committees of the board. All such records shall be kept at the corporation's principal executive office, or if its principal executive office is outside the State of California, at its principal office in this state.

Section 2. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of California, at its principal office in this state, the original or a copy of its articles of incorporation and bylaws, as amended to date, that shall be open to inspection by the directors at all reasonable times during office hours. If the principal executive office of the corporation is outside the State of California and the corporation has no principal office in this state, the Secretary shall, upon the written request of any director, furnish to such director a copy of the articles of incorporation or bylaws, as amended to date.

Section 3. INSPECTION. Every director shall have the absolute right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the corporation. Such inspection by a director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts.

Section 4. ANNUAL REPORTS. The board of directors shall cause an annual report to be sent to the directors within 120 days of the corporation's fiscal year end. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes;
- (d) The expenses or disbursements of the corporation for both general and restricted purposes; and
- (e) Any information required by Section 5 of this Article X.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

**Section 5. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.** As part of the annual report to all directors, the corporation shall annually prepare and mail or deliver to each director within 120 days after the corporation's fiscal year end, a statement (described below) of any transaction or indemnification (i) in which the corporation was a party and (ii) in which an "interested person" had a direct or indirect material financial interest, if any such transaction occurred. For this purpose, an "interested person" is any director or officer of the corporation.

The statement shall include the following information:

(a) A brief description of any transaction during the previous fiscal year that involved more than \$50,000, or was one of a number of transactions in which the same interested person had a direct or indirect material financial interest involving, in the aggregate, more than \$50,000;

(b) The names of interested persons involved in such transactions described in the preceding paragraph (a), their relationship to the corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest; provided, however, that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated; and

(c) A brief description of the amount and circumstances of any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of the corporation under Article IX of these bylaws, unless that indemnification already has been approved by the directors under Section 5238(e)(2) of the Code.

## **Article XI GENERAL MATTERS**

**Section 1. CHECKS, DRAFTS, EVIDENCES OF INDEBTEDNESS.** All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness, issued in the name of or payable to the corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the board of directors.

**Section 2. CORPORATE CONTRACTS AND INSTRUMENTS; HOW EXECUTED.** Except as otherwise provided in these bylaws, the board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances; and, unless so authorized or ratified by the board of directors or within the agency power of an officer, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or for any amount.

Section 3. REPRESENTATION OF SHARES OF OTHER CORPORATIONS. The chairman of the board, the president, or any vice president, or any other person authorized by resolution of the board of directors or by any of the foregoing designated officers, is authorized to vote on behalf of the corporation any and all shares of any other corporation or corporations, foreign or domestic, standing in the name of the corporation. The authority granted to said officers to vote or represent on behalf of the corporation any and all shares held by the corporation in any other corporation or corporations may be exercised by any such officer in person or by any person authorized to do so by a proxy duly executed by said officer.

Section 4. CONSTRUCTION AND DEFINITIONS. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Law shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the singular number includes the plural, the plural number includes the singular, the masculine gender includes the feminine and neuter, and the term "person" includes both a corporation and a natural person. All references in these bylaws to the Law, the Law, or to the Code shall be deemed to be those in effect from time to time.

## **Article XII**

### **AMENDMENTS**

The board may adopt, amend, or repeal bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these bylaws will require a majority vote of the directors then in office; provided, however, that if the articles of incorporation of the corporation set forth the number of authorized directors of the corporation, the authorized number of directors may be changed only by an amendment of the articles of incorporation.

### **CERTIFICATE OF SECRETARY**

The undersigned, being the duly elected and acting President of Lake View Charter School, a California nonprofit public benefit corporation, does hereby certify that the foregoing Third Amended Bylaws constitute the bylaws of this corporation as duly adopted at the meeting of the Board of Directors of Lake View Charter School on April 27, 2022

IN WITNESS WHEREOF, the undersigned has executed this Certificate this \_\_\_\_ day of \_\_\_\_, 2022.

\_\_\_\_\_  
Lindsay Mower, President

# Cover Sheet

## Approval of Board Calendar 2022-2023

<b>Section:</b>	IV. Governance
<b>Item:</b>	C. Approval of Board Calendar 2022-2023
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	LVCS DRAFT Board Calendar 2022-2023.docx.pdf

**DRAFT****Board Calendar 2022-2023**

Month	Lake View Calendar
July	No Meeting
August	No Meeting
September	<ul style="list-style-type: none"> <li>Unaudited Actuals due 9/15</li> <li>Dashboard Indicators due 11/1</li> </ul>
October	Board Training
November	No meeting
December	<ul style="list-style-type: none"> <li>1<sup>st</sup> Interim Report based on October financials: needs to be before 12/15</li> <li>Approval of 21-22 Audit</li> </ul>
January	<ul style="list-style-type: none"> <li>SARC due 2/1</li> <li>Nov/December financials</li> <li>Safety Plan due 3/1</li> <li>Discuss form 700s</li> </ul>
February	No Meeting
March 7	<ul style="list-style-type: none"> <li>Auditor Selection due 3/31</li> <li>2nd Interim Report/January financials due 3/15</li> <li>School Calendars</li> <li>Enrollment Projection</li> <li>Open Enrollment Dates</li> <li>Student Funding</li> <li>Contracts</li> </ul>
April	No Meeting
May	<ul style="list-style-type: none"> <li>Feb/March/April Financials—will be long meeting due to financials</li> <li>Board Calendar</li> <li>Parent Student Handbook</li> <li>Employee Handbook</li> <li>990 due 5/15</li> <li>Public Hearing for Budget and LCAP at first Regular Scheduled Meeting</li> </ul>
June	Additional Regular Scheduled Meeting for: <ul style="list-style-type: none"> <li>LCFF BOP</li> <li>Supplement to the Annual Update to the 2021-22 LCAP</li> <li>Plan Summary</li> <li>Adopted Budget</li> <li>Local Indicators</li> </ul>

## Cover Sheet

### Approval of Meeting Date Changes for May and June 2022

<b>Section:</b>	IV. Governance
<b>Item:</b>	D. Approval of Meeting Date Changes for May and June 2022
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	LVCS Board Meeting Date Changes slide.pdf



# BOARD MEETING DATE CHANGES:

*New Dates:* May 26 & June 2

*Canceled:* May 18 & June 8