

**Regular Meeting**  
Children's Community Charter School Governing Board  
**Monday, September 12, 2016 @ 6:00pm**  
Room 8

6830 Pentz Road  
Paradise, California 95969  
Telephone: (530) 877-2227  
Fax: (530) 872-1396  
Website: <http://paradisecccs.org>

**MINUTES**

- I. OPEN SESSION – 6:10pm
- II. ROLL CALL
  - A. Present: Steve Hitchko, Max Barteau, Kacee Meldrum, Michelle Wysocki, Shannon Kerr, Emily Mullins, Karen Crist, Monica Nolan
  - B. Guest: Amy Arendt
  - C. Absent: David McCready
- III. CONSENT AGENDA
  - A. Approval of and/or additions/deletions to current agenda
  - B. Approval of Minutes from:
    - i) July 13, 2016 – Removed because previously approved.
    - ii) August 9, 2016
    - iii) August 19, 2016 – SPECIAL – removed (not in Board folder)
  - C. Approve Warrants for July and August, 2016
  - D. Approve the allocation of up to \$1500 from the fundraising account to share the cost of four new thermoplastic coated steel picnic tables with the general fund
  - E. Approve the purchase of up to two additional surveillance cameras to cover the parent parking lot/exterior green gate area not to exceed \$600
  - F. Motion to approve Consent agenda as amended: Emily Mullins; Second: Shannon Kerr.
    - i) Roll Call Vote: Unanimous ayes.
- IV. PRINCIPAL'S REPORT – See attached.
- V. CHIEF BUSINESS OFFICER'S REPORT – See attached.
  - A. Four families have been generously donating to the school through the PG&E; want to publicly thank these four families.
    - i) Gloyd, O'Mary, Parslow, and Meldrum families.
- VI. PUBLIC COMMENT – None.
- VII. DISCUSSION/ACTION ITEMS – OLD BUSINESS
  - A. DISCUSSION/POSSIBLE ACTION ITEM: Approval of Facilities Master Plan Proposal
    - i) Motion to approve original Rainforth Grau proposal: Emily Mullins; Second: Michelle Wysocki.
      - (1) Voice vote: Unanimous ayes.
  - B. DISCUSSION: Recruit/appoint/seat board members for open position of student programs coordinator and community member.
    - i) Max reported that he has two possible candidates to serve as community members. No action taken.

VIII. DISCUSSION/ACTION ITEMS – NEW BUSINESS

If you have any questions regarding this agenda, or if you need a special accommodation under the Americans with Disabilities Act in order to participate, please contact Karen Crist at least forty-eight (48) hours in advance of the meeting.

Emily Mullins, Site Administrator • Steve Hitchko, Teacher's Representative • David McCready, PUSD Representative

Karen Crist, Board Chair/Public Relations Coordinator • Max Barteau, Secretary  
Shannon Kerr, Fundraising Coordinator • Kacee Meldrum, Parent Volunteer Coordinator  
Monica Nolan & Michelle Wysocki, Community Members

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- A. ACTION ITEM: Selection of 2016-17 Governing Board Chair.
  - i) Motion: Emily Mullins nominated Karen Crist; Second: Monica Nolan.
    - (1) Voice vote: Unanimous ayes, with Karen Crist abstaining.
- B. ACTION ITEM: Approve Unaudited Actuals FY 2015-16
  - i) Motion to approve unaudited actuals: Karen Crist; Second; Emily Mullins.
    - (1) Voice vote: Unanimous approval.

Brief recess for dinner; meeting reconvened at 7:14pm.

- C. DISCUSSION: California School Finance Authority Grant Award from the State Charter Schools Facilities Incentive Grant Program:
  - i) ACTION ITEM: Approval of resolution accepting the terms and conditions of the Grant
    - (1) Motion to approve the resolution accepting the terms and conditions of the grant: Emily Mullins; Second; Karen Crist.
      - (a) Voice vote: Unanimous approval.
  - ii) ACTION ITEM: Approval of the Request for Disbursement of Grant Proceeds
    - (1) Motion to approve the request for Disbursement of Grant Proceeds: Karen Crist; Second; Emily Mullins.
      - (a) Voice vote: Unanimous approval.
  - iii) ACTION ITEM: Approval to sign Grant Agreement.
    - (1) Motion to approve signing the Grant Agreement: Karen Crist; Second: Shannon Kerr
      - (a) Voice vote: Unanimous approval.
- D. DISCUSSION/POSSIBLE ACTION: Set 2016-2017 Board meeting schedule
  - i) The second Mondays in October, February, and April are holidays.
  - ii) The Board discussed and agreed by consensus without voting on the following meeting schedule for 2016-17:
    - (1) October 3<sup>rd</sup>
    - (2) November 14
    - (3) December 12<sup>th</sup>
    - (4) January 30<sup>th</sup>
    - (5) March 13<sup>th</sup>
    - (6) April 3<sup>rd</sup>
    - (7) May 8<sup>th</sup>
    - (8) June 12<sup>th</sup>
- E. DISCUSSION/POSSIBLE ACTION: Approve side agreement with CCCSTA to provide a one-time increase in the H&W cap to mitigate insurance premium increases for staff.
  - (1) Emily Mullins and Steve Hitchko recused themselves and left the meeting.

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- ii) Karen noted that we received notice of a 12% increase in health premiums shortly after negotiations concluded.
- iii) Discussion followed regarding whether this proposal should be for one year or two years (to see the Board through to the next negotiation with CCCSTA), whether this is in fact a re-opening of negotiations that ought to have been brought to the Board to give direction to its negotiating team, and whether these funds, if approved, should come from one-time money or from the general fund.
- iv) Motion to approve execution of a side agreement to provide a one-time increase in the health and welfare cap from one-time money: Karen Crist; Second: Shannon Kerr.
  - (1) Roll call vote: Monica Nolan – AYE; Max Barteau – NO; Kacee Meldrum – AYE; Michelle Wysocki – AYE; Shannon Kerr – AYE; Karen Crist – AYE.
    - (a) Steve Hitchko and Emily Mullins did not participate in the vote due to a financial conflict of interest.
    - (b) Motion Carried 5-1.
- F. DISCUSSION/POSSIBLE ACTION: Possible adjustment to February 2017 break.
  - i) The week of the approved holiday is the “wrong” week as it doesn’t align with the federal holiday or with other school districts’ holidays. Discussion about possible absences on February 20<sup>th</sup> if nothing is done and about other possible dates that could replace February 20<sup>th</sup> on the calendar. It was noted that there is no room in the schedule for any instructional days to be lost.
  - ii) Motion to adjust the calendar to be in session on October 10<sup>th</sup> and not be in school February 20<sup>th</sup>: Max Barteau; Second: Kacee Meldrum.
    - (1) Voice vote: Unanimous approval.
- G. ACTION ITEM: Approve Technology lending policy.
  - i) Tabled to a future meeting.
- H. DISCUSSION/POSSIBLE ACTION: Approval of Technology Acceptable Use Policy
  - i) Tabled to a future meeting.
- I. ACTION ITEM: Approve the purchase of six Kindle Fire tablets to be loaned to students through the middle school Kindle loan program administered by Mrs. Sobon from 2016-2017 One time Funds.
  - i) Motion to approve the purchase of six Kindle Fire tablets plus accessories with one time funds not to exceed \$500: Karen Crist; Second: Kacee Meldrum.
    - (1) Voice vote: Unanimous approval.
- J. DISCUSSION: Conflict of Interest Policy Review
  - i) Emily reviewed the Conflict of Interest Policy and circulated the Annual Conflict of Interest Statement for signature. All Board members signed the statement. No action required or taken.
- K. DISCUSSION: SELPA Update.

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- i) Emily provided the update on behalf of Ms. Gaines, who is sick, but submitted a written report.

IX. FUTURE BOARD ITEMS

- A. Approve Technology lending policy
- B. Approval of Technology Acceptable Use Policy
- C. Review and sign Form 700
- D. Annual Corporate Meeting
- E. Adoption of Classified salary schedule
- F. Plan for hiring new CBO.


X. GOOD OF THE SCHOOL

- A. Karen reported that in the month she has been in the office, she would like to commend Emily, Linda, and Melissa for their time management and for acknowledging students despite how busy each of them might be.

XI. ADJOURNMENT – 9:03pm

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Emily Mullins, Site Administrator • Steve Hitchko, Teacher's Representative • David McCready, PUSD Representative

Karen Crist, Board Chair/Public Relations Coordinator • Max Barteau, Secretary  
Shannon Kerr, Fundraising Coordinator • Kacee Meldrum, Parent Volunteer Coordinator  
Monica Nolan & Michelle Wysocki, Community Members

Children's Community Charter School  
Governing Board Regular Meeting Minutes  
Tuesday, August 9, 2016

A. **CALL TO ORDER** – This Regular Meeting of the CCCS Governing Board was called to order by Karen Crist at 6:07 p.m. in Room 8.

B. **ROLL CALL:** Emily Mullins - Principal, Karen Crist – Public Relations Coordinator and Board Chair, Steve Hitchko – Teacher Representative, Monica Nolan-Community Representative, Michelle Wysocki-Community Representative, Shannon Kerr- Fundraising Coordinator. A quorum was achieved. Board members Max Barteau and David McCready were absent. Guests in attendance: Linda Hovey - CCCS CBO, Patrick Ross, Tanya Ross-Harp, Bryce Ross, Kacee Meldrum, and Amy Arendt.

C. **APPROVAL OF CONSENT AGENDA:** Karen Crist requested that we move Item H to Item A and Item D to Item B. Emily Mullins requested that we table Item C.

**MOTION TO APPROVE CONSENT AGENDA AS AMENDED:** Emily Mullins

**SECOND:** Shannon Kerr

**ROLL CALL VOTE:** Emily Mullins - AYE, Steve Hitchko - AYE, Monica Nolan– AYE, Michelle Wysocki – AYE, Shannon Kerr - AYE and Karen Crist - AYE.

**AYES UNANIMOUS.**

**MOTION CARRIED.**

D. **PRINCIPAL'S REPORT** – There is a lot of positive energy on campus as staff are returning from their summer vacation. We were unable to obtain the temporary construction building due to the arduous process and timing constraints of the permitting. We did complete construction in the main office, which allowed us to more effectively utilize the space that we have in there. Linda Hovey and Karen Crist now occupy the new office in the back and the work room has been relocated closer to Melissa Dewell's work space.

E. **CBO REPORT** – Linda Hovey, CBO, reported that the Business Office has been busy over the summer. We have had a few new hires and she has been diligently working on getting the necessary paperwork

completed for all of them. She reported that the Business Office has moved and welcomes visitors to see her in the new location. The temporary building has been put on hold due to permitting issues.

F. **IT REPORT** – None

G. **PUBLIC COMMENTS** – None.

H. **ACTION ITEMS**

**A. DISCUSSION/ACTION: RECRUIT/APPOINT/SEAT BOARD MEMBERS FOR OPEN POSITIONS OF PARENT VOLUNTEER COORDINATOR AND STUDENT PROGRAMS COORDINATOR** – The board is now down two members. It is imperative that we work to fill these open positions with qualified individuals. The Parent Volunteer Coordinator position is extremely important in the beginning of the year and parent sign-ups are being held this week. Kacee Meldrum submitted a letter of interest for the position of Parent Volunteer Coordinator.

**MOTION TO NOMINATE AND SEAT KACEE MELDRUM TO THE OPEN POSITION OF PARENT VOLUNTEER COORDINATOR:** Karen Crist

**SECOND:** Monica Nolan

**AYES UNANIMOUS.**

**MOTION CARRIED.**

**B. DISCUSSION/POSSIBLE ACTION: APPROVE PARENT REQUEST FOR STUDENT #2206050 TO ADVANCE TO 6TH GRADE** – Student #2206050 spoke to the board and advocated on his own behalf. He expressed that he felt he would disengage if kept in 5th grade. Emily Mullins spoke to Jamie Gordon, his prior year teacher. Mrs. Gordon feels that he would be successful in 6th grade. General discussion ensued regarding the pros and cons of grade level advancement.

**MOTION TO APPROVE THE ADVANCEMENT OF STUDENT #2206050 TO 6TH GRADE:** Karen Crist

**SECOND:** Shannon Kerr

**ROLL CALL VOTE:** Emily Mullins - AYE, Steve Hitchko - AYE, Monica Nolan – AYE, Michelle Wysocki – AYE, Shannon Kerr - AYE, Kacee Meldrum - AYE and Karen Crist - AYE.

**AYES UNANIMOUS.**

**MOTION CARRIED.**

**C. APPROVE RESIGNATION OF MEGAN NEELY:** Lead Intervention Teacher Megan Neely has accepted a position as a Vice Principal in another district.

**MOTION TO APPROVE THE RESGINATION OF MEGAN NEELY:** Karen Crist

**SECOND:** Emily Mullins

**AYES UNANIMOUS.2016-2017 ST2016-2017 STUDENT AND FAMILY HANDBOOK:UDENT AND FAMILY HANDBOOK:**

**MOTION CARRIED.**

**D. APPROVE HIRE OF KACEE MELDRUM FOR THE POSITION OF LUNCHTIME YARD DUTY:** Interviews were conducted by a panel and Kacee Meldrum was selected as the most qualified candidate.

**MOTION TO APPROVE THE HIRE OF KACEE MELDRUM FOR THE POSITION ON LUNCHTIME YARD DUTY:** Shannon Kerr

**SECOND:** Monica Nolan

**ABSTAIN:** Kacee Meldrum

**AYES UNANIMOUS.**

**MOTION CARRIED.**

**E. APPROVE 2016-2017 STUDENT AND FAMILY HANDBOOK:** Emily Mullins presented the proposed changes to the handbook.

**MOTION TO APPROVE THE 2016-2017 STUDENT AND FAMILY**

**HANDBOOK:** Shannon Kerr

**SECOND:** Karen Crist

**AYES UNANIMOUS.**

**MOTION CARRIED.**

**F. ACCEPT RESIGNATION OF BOARD MEMBER NIKI HAUN–** Niki Haun has a new job and will be unable to fulfill her duties as a board member.

**MOTION TO ACCEPT THE RESIGNATION OF BOARD MEMBER NIKI**

**HAUN:** Emily Mullins

**SECOND:** Karen Crist

**AYES UNANIMOUS.**

**MOTION CARRIED.**

Board Member Michelle Wysocki excused herself at 5:49 p.m.

**G. APPROVE UNIFORM COMPLAINT POLICY & PROCEDURES:** Our policy has been reviewed by our attorney and updated per new laws.

**MOTION TO APPROVE UNIFORM COMPLAINT POLICY &**

**PROCEDURES:** Karen Crist

**SECOND:** Shannon Kerr

**AYES UNANIMOUS.**

**MOTION CARRIED.**

**H. DISCUSSION: ARCHITECTURAL MASTER PLAN ADOPTION:** The board discussed the new proposal from Rainforth Grau Architects. It was reduced from \$36,000 to \$22,000. The second architectural firm did not reply to an email request for a modified proposal. This proposal will be brought back to the board in September for possible action. No action taken

**FUTURE BOARD ITEMS:**

1. Architect proposal
2. Board Chair election
3. Conflict of Interest Policy review
4. Discussion about SELPA process
5. Schedule 2016-2017 board meetings
6. Recruit/seat open position

**ADJOURNMENT AT 6:36 PM.**



**CCCS FUNDRAISING**  
**Warrants Paid- Tri Counties Fundraising Account**  
**August 2016**

<b>Date</b>	<b>Type</b>	<b>Num</b>	<b>Name</b>	<b>Class</b>	<b>Memo/Description</b>	<b>Amount</b>
08/11/2016	Check	FR Debit	SaveMart		Ice Cream for orientations	45.77
08/18/2016	Check	FR debit	Amazon.com	Golf Fundraiser	Tongue depressors/craft sticks for science	195.92
08/19/2016	Check	FR Debit	Amazon.com	Golf Fundraiser	Glue Sticks for Science	101.24
08/19/2016	Check	1591	Mountain Mike's Pizza	Shady Creek	Pizza Friday 8/19/16	110.00
08/26/2016	Check	10224	Lorrennis Leeds	General Fundraising	Reimbursement of supplies	113.20
08/26/2016	Bill	208116584398	School Specialty	Golf Fundraiser	Instructional supplies- Kindergarten (STEAM funds)	182.51
08/26/2016	Check	1592	Mountain Mike's Pizza	Shady Creek	Pizza Friday 8/26/16	132.00
08/30/2016	Bill	208117015492	School Specialty	5th Grade Fundraising	Disc O Sit (6ea) for 5th grade	147.36
						<b>\$ 1,028.00</b>
08/20/2016	Check	debit	Intuit	General Fundraising	QuickBooks charge	39.95
08/29/2016	Check	10226	Debs Kislingbury Boiule	3rd Grade Fundraising	Tie Dye for 2nd & 3rd grades	240.00
08/29/2016	Check	10226	Debs Kislingbury Boiule	2nd Grade Fundraising	Tie Dye for 2nd & 3rd grades	240.00
						<b>\$ 519.95</b>
08/30/2016	Bill	Reimb-Laxon	Sheri Eichar	Kinder- Fundraising	Reimbursement of Laxson tickets 2016-17 school year	154.00
						<b>\$ 154.00</b>
						<b>\$ 1,701.95</b>

## **CCCS Governing Board Reports September 12, 2016 Regular Meeting**

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### **Board Chair and Public Relations Coordinator - Karen Crist**

#### **Secretary - Max Barteau**

The website is updated with all 2015-16 agendas and minutes. Keeping the agendas on the website seems a bit pointless, but the minutes do provide an historical perspective for anyone wishing to look back.

With the help of Mr. Mike and a few parents, we completed one full “treatment” of the field. That is to say, we de-cloved it, aerated, amended the soil with gypsum and lime, and top dressed it with soil (many thanks to Robert Perkins for completing that when I was out of the country). The field still needs to be de-cloved regularly and will still need at least another half inch of soil, but at least some remedial work was begun and more can and should be done each year.

In terms of Board development, the search for two Board members was aided by the addition of Kacee Meldrum. I have inquired about the addition of another community member and have at least two individuals who are seriously interested, one of whom is currently dealing with her very ailing mother. There is still much to do on this point in order to create and maintain a robust organization filled with committed volunteer leadership.

### **Fundraising Coordinator - Shannon Kerr**

### **Parent Coordinator - Kacee Meldrum**

### **Student Programs Coordinator - VACANT**

### **Teachers’ Representative - Steve Hitchko**

### **Community Member - Monica Nolan**

### **Community Member - Michelle Wysocki**

### **PUSD Representative - David McCready**

### **Office Manager - Melissa Dewell**

### **Maintenance - Mike Belcher**

Last year we had a few items the board was going to revisit:

1. Changing to a new security company. Eagle Security, our present company, is under new ownership and many things have changed, including their customer service. With this also is the need to have a new wire ran to the Science lab for the motion detector in that building. We were told by Eagle that it will be costly to have this ran.
2. We had talked about going to a keyless entry system for our campus, including the gate. It is a costly undertaking, but I think it would be well worth it. We had a teacher who had her school keys stolen from her car. It had a gate key, office key, and her classroom key. If that system were in place and it was her key card all we would have had to do is change her code and issue a new key card. So at the time we are getting an estimate to have the gate done which will solve a lot of issues we have had over the years with our gate. With having the gate done, it will come with the software that if we decide to go with this system campus-wide the software needed will already be in place and we can add more doors as we can afford them.

So in closing number one needs to be decided very soon and number two after the gate we will need to decide if we want this system campus-wide.

Thanks to the Board for all you do!! --- Mr. Mike

### **Technology - Mike Witten**

**Children's Community Charter School**  
**Warrants Paid-Leadership (Student Council) Account**  
July 2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>	<u>Balance</u>
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This report contains no data.

**Children's Community Charter School**  
**Warrants Paid-Leadership (Student Council) Account**  
August 2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>	<u>Balance</u>
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This report contains no data.

**Children's Community Charter School  
Warrants Paid-NCNB Operations Account  
August 2016**

<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
08/01/2016	Check	ACH	Northern California National Bank	Fees to renew Line of Credit	-278.14	-278.14
08/03/2016	Bill Payment (Check)	12002	Comcast	Internet	-241.05	-519.19
08/03/2016	Bill Payment (Check)	12003	HR Builders	Partial cost-new office	-95.49	-614.68
08/03/2016	Bill Payment (Check)	12004	S & J Heating and Cooling	HVAC service	-550.00	-1,164.68
08/03/2016	Bill Payment (Check)	12005	Sarah Clunie	Reimbursement	-28.03	-1,192.71
08/03/2016	Bill Payment (Check)	12006	Bullseye Plumbing	Plumbing repairs	-915.00	-2,107.71
08/03/2016	Bill Payment (Check)	12007	Solar Scrubber-Billy Lawson	Electrical repairs	-138.00	-2,245.71
08/03/2016	Bill Payment (Check)	12008	Odyssey Teams, Inc.	Staff team building- 1/2 of cost	-700.00	-2,945.71
08/03/2016	Bill Payment (Check)	12009	Standard Insurance	voluntary certificated insurance	-185.02	-3,130.73
08/03/2016	Bill Payment (Check)	12010	Markel Insurance	Student Accident Insurance	-1,248.00	-4,378.73
08/03/2016	Bill Payment (Check)	12011	Molly Stinson	Reimbursement	-191.41	-4,570.14
08/05/2016	Bill Payment (Check)	12012	Lori Gaines	Reimbursement	-129.00	-4,699.14
08/05/2016	Bill Payment (Check)	12013	HR Builders	Partial cost-new office	-1,050.00	-5,749.14
08/10/2016	Bill Payment (Check)	12014	Eagle Security	Alarm monitoring	-165.00	-5,914.14
08/10/2016	Bill Payment (Check)	12015	Paradise Ridge Chamber of Commerce	Membership	-145.00	-6,059.14
08/10/2016	Bill Payment (Check)	12016	Mike Witten	Consulting	-70.00	-6,129.14
08/10/2016	Bill Payment (Check)	12018	Susan Lefkowitz	Consulting	-105.00	-6,234.14
08/10/2016	Bill Payment (Check)	12017	Solar City	Solar Panels	-837.02	-7,071.16
08/10/2016	Bill Payment (Check)	12019	Brittany Lederer	Reimbursement	-183.48	-7,254.64
08/10/2016	Bill Payment (Check)	12020	North State Parent	Advertising	-165.00	-7,419.64
08/10/2016	Bill Payment (Check)	12021	Northern Recycling	Trash service	-150.28	-7,569.92
08/10/2016	Bill Payment (Check)	12022	Butte County Office of Education	Professional Development	-50.00	-7,619.92
08/10/2016	Bill Payment (Check)	12023	Department of Justice	Background check	-32.00	-7,651.92
08/10/2016	Bill Payment (Check)	12024	Robert Perkins	Reimbursement	-43.12	-7,695.04
08/10/2016	Bill Payment (Check)	12025	Clark Pest Control	Pest Control	-430.00	-8,125.04
08/10/2016	Bill Payment (Check)	12026	US Bank	Copier leases	-644.24	-8,769.28
08/10/2016	Bill Payment (Check)	12027	Mt. Shasta Spring Water	Water	-32.35	-8,801.63
08/10/2016	Bill Payment (Check)	12028	AT&T 877-2227	Phone	-68.45	-8,870.08
08/10/2016	Bill Payment (Check)	12029	AT&T 877-5334	phone	-20.04	-8,890.12
08/10/2016	Bill Payment (Check)	12031	Paradise Irrigation District	Water service	-616.03	-9,506.15
08/10/2016	Bill Payment (Check)	12030	The Telephone Man	Phone line install/repair	-324.40	-9,830.55

08/10/2016	Bill Payment (Check)	12032	Steven J. Rudy	Consulting	-600.00	-10,430.55
08/11/2016	Bill Payment (Check)	12033	Odyssey Teams, Inc.	Staff team building- 1/2 of cost	-700.00	-11,130.55
08/11/2016	Bill Payment (Check)	12034	Aeries Software	Student Information System	-5,300.00	-16,430.55
08/11/2016	Bill Payment (Check)	12035	Brenda Sobon	Reimbursement	-1,126.44	-17,556.99
08/16/2016	Bill Payment (Check)	12039	Sarah Clunie	Reimbursement	-43.81	-17,600.80
08/16/2016	Bill Payment (Check)	12037	Andrea Finney	Reimbursement	-196.93	-17,797.73
08/16/2016	Bill Payment (Check)	12038	Linda Hovey	Consulting	-6,463.00	-24,260.73
08/16/2016	Bill Payment (Check)	12041	Emily Mullins	Reimbursement	-32.98	-24,293.71
08/16/2016	Bill Payment (Check)	12047	California's Valued Trust	Health Benefits	-13,868.41	-38,162.12
08/16/2016	Bill Payment (Check)	12046	ProSight Insurance	Work Comp	-2,964.00	-41,126.12
08/16/2016	Bill Payment (Check)	12040	Lori Gaines	Reimbursement	-191.60	-41,317.72
08/16/2016	Bill Payment (Check)	12042	HR Builders	Partial cost-new office	-450.00	-41,767.72
08/16/2016	Bill Payment (Check)	12043	S & J Heating and Cooling	HVAC repair	-318.95	-42,086.67
08/16/2016	Bill Payment (Check)	12044	Markel Insurance Company-Commercial Packag	Liability Insurance	-5,993.00	-48,079.67
08/16/2016	Bill Payment (Check)	12045	Markel Insurance Company-Commercial Umbrel	Liability Insurance	-3,774.00	-51,853.67
08/16/2016	Bill Payment (Check)	12049	Office Depot	Office supplies	-61.32	-51,914.99
08/16/2016	Bill Payment (Check)	12048	USI	New laminator cart	-235.10	-52,150.09
08/12/2016	Check	12036	Melissa Dewell	Supply room renovation	-1,164.73	-53,314.82
08/26/2016	Bill Payment (Check)	12050	Fuller's Paradise Florist	Flowers first day	-207.36	-53,522.18
08/26/2016	Bill Payment (Check)	12051	Molly Stinson	Reimbursement	-21.50	-53,543.68
08/26/2016	Bill Payment (Check)	12052	Sarah Davis	Reimbursement	-170.46	-53,714.14
08/26/2016	Bill Payment (Check)	12054	Sysco	Snack Shack	-635.25	-54,349.39
08/26/2016	Bill Payment (Check)	12053	Sheri Eichar	Reimbursement	-375.20	-54,724.59
08/26/2016	Bill Payment (Check)	12058	Robert Perkins	Reimbursement	-110.25	-54,834.84
08/26/2016	Bill Payment (Check)	12057	Pacific Gas & Electric	Utilities	-539.87	-55,374.71
08/26/2016	Bill Payment (Check)	12056	Comcast	Internet	-241.05	-55,615.76
08/26/2016	Bill Payment (Check)	12055	Kacee Meldrum	Reimbursement	-27.75	-55,643.51
08/26/2016	Bill Payment (Check)	12059	TCI	Social Studies curriculum	-1,230.00	-56,873.51
08/26/2016	Bill Payment (Check)	12060	NWEA	Assessments	-2,233.00	-59,106.51
08/26/2016	Bill Payment (Check)	12061	JC Nelson	Janitorial supplies	-558.06	-59,664.57
08/26/2016	Bill Payment (Check)	12062	Office Depot	Office supplies	-483.86	-60,148.43
08/26/2016	Bill Payment (Check)	12063	Standard Insurance	voluntary certificated insurance	-185.02	-60,333.45
08/30/2016	Bill Payment (Check)	12064	HR Builders	Partial cost-new office	-1,600.00	-61,933.45
08/30/2016	Bill Payment (Check)	12065	Paradise Unified School District	Overpayment of In-Lieu revenue	-15,361.00	-77,294.45
08/30/2016	Bill Payment (Check)	12066	Thomas Ace Hardware	Maintenance supplies	-243.15	-77,537.60

**Children's Community  
Warrants Paid-NCNB Op  
July 2016**

<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	<b>Name</b>
07/05/2016	Bill Payment (Check)	11977	California's Valued Trust
07/06/2016	Check	11978	Linda Hovey
07/08/2016	Bill Payment (Check)	11979	Mike Witten
07/13/2016	Check	11980	Robert Perkins
07/11/2016	Check	11981	Sheri Eichar
07/11/2016	Check	11982	Sarah Clunie
07/11/2016	Check	11983	Brittany Lederer
07/18/2016	Bill Payment (Check)	11984	Zones, Inc
07/18/2016	Bill Payment (Check)	11985	North State Parent
07/18/2016	Bill Payment (Check)	11986	Northern Recycling
07/18/2016	Bill Payment (Check)	11992	Modern Carpet Cleaning
07/18/2016	Bill Payment (Check)	11987	Thomas Ace Hardware
07/18/2016	Bill Payment (Check)	11993	Young, Minney & Corr
07/18/2016	Bill Payment (Check)	11991	Steven J. Rudy
07/18/2016	Bill Payment (Check)	11990	Eagle Security
07/18/2016	Bill Payment (Check)	11989	Linda Hovey
07/18/2016	Bill Payment (Check)	11988	US Bank
07/18/2016	Bill Payment (Check)	11994	Office Depot
07/18/2016	Bill Payment (Check)	11996	Town of Paradise
07/18/2016	Bill Payment (Check)	11995	Paradise Irrigation District
07/18/2016	Bill Payment (Check)	12001	Pacific Gas & Electric
07/18/2016	Bill Payment (Check)	12000	Paradise Garden Center
07/26/2016	Bill Payment (Check)	11997	Employment Development Department
07/26/2016	Bill Payment (Check)	11998	Employment Development Department

# Charter School Operations Account

<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
Health benefits	-14,636.05	-14,636.05
stipend for 2016-2017 as per contract	-500.00	-15,136.05
Consulting	-280.00	-15,416.05
Reimbursement for tractor for field work	-207.11	-15,623.16
Conference Per Diem - Keyboarding Without Tears	-25.00	-15,648.16
Conference Per Diem - Keyboarding Without Tears	-25.00	-15,673.16
Conference Per Diem - Keyboarding Without Tears	-25.00	-15,698.16
IT supplies	-234.72	-15,932.88
Advertising	-165.00	-16,097.88
Trash service	-150.28	-16,248.16
Carpet cleaning	-1,067.22	-17,315.38
Maintenance supplies	-486.93	-17,802.31
Legal fees	-322.05	-18,124.36
Consulting	-600.00	-18,724.36
Alarm monitoring	-75.00	-18,799.36
Consulting	-6,463.00	-25,262.36
Copier leases	-644.24	-25,906.60
office supplies	-87.46	-25,994.06
Operating permit renewal	-33.08	-26,027.14
Water service	-40.00	-26,067.14
Utilities	-426.77	-26,493.91
Supplies for field work	-2,655.16	-29,149.07
UI 4th quarter FY2015-16	-105.54	-29,254.61
SDI 4th quarter FY2015-16	-307.56	-29,562.17



**Children's Community Charter School**  
**Warrants Paid- Tri Counties Operations Account**  
**August 2016**

<b>Date</b>	<b>Type</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
08/10/2016	Check	TriCo debit	Holiday Market	New Employee Orientation	-66.80	-66.80
08/15/2016	Check	Auto Withdrawal	Squarespace	website hosting fee	-20.00	-86.80
08/15/2016	Check	TriCo debit	Costco	Office/nurse supplies- clorox wipes, band aids Snack Shack supplies	-589.13	-675.93
08/17/2016	Check	TriCo debit	Dollar Tree	Health Room supplies- ice packs	-33.22	-709.15
08/18/2016	Check	TriCo debit	School Kids Healthcare	health rooms supplies- ice packs	-87.08	-796.23
08/18/2016	Check	TriCo debit	This I Believe	ELA Writing curriculum	-19.95	-816.18
08/18/2016	Check	TriCo debit	Playscripts	20 copies of middle school play (HalloWonderLand)	-221.17	-1,037.35
08/19/2016	Check	TriCo debit	Amazon.com	noise reducing headphones for Resource 6ea	-89.94	-1,127.29
08/19/2016	Check	TriCo debit	Amazon.com	Toner for Dell 310's	-59.80	-1,187.09
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook	-26.99	-1,214.08
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook	-23.89	-1,237.97
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook (2 ea)	-52.76	-1,290.73
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook (2 ea)	-44.41	-1,335.14
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook	-24.34	-1,359.48
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook	-25.90	-1,385.38
08/22/2016	Check	TriCo debit	Amazon.com	Science textbook	-23.99	-1,409.37
08/29/2016	Check	TCB-debit	Intuit	QB-PAYROLL Online fee	-39.95	-1,449.32

**Children's Community Charter School**  
**Warrants Paid- Tri Counties Operations Account**  
**July 2016**

<b>Date</b>	<b>Type</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
07/09/2016	Check	TriCo debit	Staples	Refurb laptop for new teacher	-322.49	-322.49
07/09/2016	Check	TriCo debit	Best Buy	60" HD TV for 7th grade classroom, HDMI cable	-868.47	-1,190.96
07/09/2016	Check	TriCo debit	Staples	Composition books for 2nd grade	-89.07	-1,280.03
07/11/2016	Check	TriCo debit	Gopher	Replacement Bison Pads for playground posts	-1,147.50	-2,427.53
07/12/2016	Check	TriCo debit	Discount School Supply	Bookshelves for 2nd grade	-863.95	-3,291.48
07/13/2016	Check	TriCo debit	Marcy Cook Math	Math number tiles	-13.80	-3,305.28
07/18/2016	Check	Auto Withdrawal	Squarespace	website hosting fee	-20.00	-3,325.28
07/21/2016	Check	TriCo debit	WalMart	Staff room makeover supplies	-47.55	-3,372.83
07/22/2016	Check	TriCo debit	Amazon.com	Staff room makeover supplies	-27.93	-3,400.76
07/22/2016	Check	TriCo debit	Amazon.com	Staff room makeover supplies	-25.63	-3,426.39
07/25/2016	Check	TCB-debit	Intuit	QB-PAYROLL Online fee	-39.95	-3,466.34
07/26/2016	Check	TriCo debit	Dick Blick	Art supplies- whole school	-521.78	-3,988.12
07/27/2016	Check	TriCo debit	Nasco Modesto	Art Supplies- Whole School	-757.22	-4,745.34
07/27/2016	Check	TriCo debit	Really Good Stuff	2nd grade class supplies	-134.04	-4,879.38
07/27/2016	Check	TriCo debit	Gopher	PE supplies	-920.80	-5,800.18
07/28/2016	Check	TriCo debit	Costco	Binders for Intervention, stamps	-178.34	-5,978.52
07/31/2016	Check	TriCo debit	Facebook	advertising	-26.04	-6,004.56
07/31/2016	Check	TriCo debit	Amazon.com	2 HDMI cables for 7th grade	-8.69	-6,013.25



## September Board Report

The 2016-2017 school year is off to a great start! We held our orientations prior to the start of school year and all were well attended. We had 18 families attend our New Family Orientation.. We also held a Maintenance Day prior to the start of the school year, which was well attended. Once again, we held our All Parent Meeting in conjunction with Back to School Night and this proved to be a positive move. Our All Parent Meeting was a great success, with 56% of our families represented (86 families). This is up from 66 families last year.

### **SBAC Data**

#### **Science**

5th-79%

8th-93%

**ELA** 40% (up 6%)

**Math** 26% (up 5%)

### **Go Math**

There was a huge fiasco with Go Math, as we discovered that they sent the wrong curriculum. Unfortunately, this was not discovered until the week before school started. As of today, we are still waiting for the correct curriculum to arrive in some grade levels. The Customer Service has been sub-par, to say the least. In light of this as well as research I have been doing on alternate math curriculum, I would like to change from a 6-year to a 1-year purchase so we are not locked in.

### **Intervention Program Update**

Sara Higgins, our new intervention teacher, has hit the ground running. She, Lori, and I have been involved in data crunching and forming groups based on student need. Intervention groups started after Labor Day. These groups are intense, fluid, and data-based. We will revisit data every 6 weeks and move students around as needed.

### **Staff Goal Setting Conferences**

Goal Setting conferences are underway. The teachers are using the Kim Marshall rubric to self-reflect and inform their professional goals.

**2014/2015 to 2015/2016 SBAC Comparisons**

**Overall ELA**

	<b>14/15</b>	<b>15/16</b>
<b>Standard Exceeded</b>	10%	11%
<b>Standard Met</b>	24%	29%
<b>Total Prof.</b>	<b>34%</b>	<b>40%</b>
<b>Standard Nearly Met</b>	33%	26%
<b>Standard Not Met</b>	33%	33%

**Overall Math**

	<b>14/15</b>	<b>15/16</b>
<b>Standard Exceeded</b>	5%	8%
<b>Standard Met</b>	16%	18%
<b>Total Prof.</b>	<b>21%</b>	<b>26%</b>
<b>Standard Nearly Met</b>	38%	32%
<b>Standard Not Met</b>	40%	42%

**3rd Grade**

ELA +12%

Math +5%

**4th Grade**

ELA -7%

Math +0%

**5th Grade**

ELA -1%

Math +7%

**6th Grade**

ELA +33%

Math +19%

**7th Grade**

ELA +5%

Math -9%

**8th Grade**

ELA +1%

Math -5%

**3rd Grade ELA (23)**

	<b>14/15</b>	<b>15/16</b>
<b>Standard Exceeded</b>	21%	14%
<b>Standard Met</b>	13%	32%
<b>Total Prof.</b>	<b>34%</b>	<b>46%</b>
<b>Standard Nearly Met</b>	29%	32%
<b>Standard Not Met</b>	38%	<b>23%</b>

**3rd Grade Math (23)**

	<b>14/15</b>	<b>15/16</b>
<b>Standard Exceeded</b>	8%	4%
<b>Standard Met</b>	21%	35%
<b>Total Prof.</b>	<b>29%</b>	<b>34%</b>
<b>Standard Nearly Met</b>	29%	43%
<b>Standard Not Met</b>	42%	<b>22%</b>

**Missing:**

**Madison Vannucci**

#### 4th Grade ELA

	14/15	15/16
Standard Exceeded	11%	17%
Standard Met	26%	13%
Total Prof.	37%	30%
Standard Nearly Met	26%	23%
Standard Not Met	37%	47%

#### 4th Grade Math

	14/15	15/16
Standard Exceeded	4%	10%
Standard Met	26%	20%
Total Prof.	30%	30%
Standard Nearly Met	56%	27%
Standard Not Met	15%	43%

**5th Grade ELA (29)**

	<b>14/15</b>	<b>15/16</b>	<b>14/15 4th Grade</b>
<b>Standard Exceeded</b>	14%	14%	11%
<b>Standard Met</b>	29%	28%	26%
<b>Total Prof.</b>	<b>43%</b>	<b>42%</b>	<b>37%</b>
<b>Standard Nearly Met</b>	29%	17%	26%
<b>Standard Not Met</b>	29%	41%	37%

**5th Grade Math (29)**

	<b>14/15</b>	<b>15/16</b>	<b>14/15 4th Grade</b>
<b>Standard Exceeded</b>	14%	14%	4%
<b>Standard Met</b>	14%	21%	26%
<b>Total Prof.</b>	<b>28%</b>	<b>35%</b>	<b>30%</b>
<b>Standard Nearly Met</b>	38%	31%	56%
<b>Standard Not Met</b>	34%	34%	15%

**Missing: Zack Vaughn**



### 6th Grade ELA

	14/15	15/16
Standard Exceeded	0%	10%
Standard Met	11%	33%
Total Prof.	11%	43%
Standard Nearly Met	63%	30%
Standard Not Met	26%	27%

### 6th Grade Math

	14/15	15/16
Standard Exceeded	4%	10%
Standard Met	4%	17%
Total Prof.	8%	27%
Standard Nearly Met	36%	23%
Standard Not Met	56%	50%

### 7th Grade ELA

	14/15	15/16	14/15 6th Grade
Standard Exceeded	19%	4%	0%
Standard Met	19%	39%	11%
Total Prof.	<b>38%</b>	<b>43%</b>	<b>11%</b>
Standard Nearly Met	13%	36%	63%
Standard Not Met	50%	21%	26%

### 7th Grade Math

	14/15	15/16	14/15 6th Grade
Standard Exceeded	0%	4%	4%
Standard Met	20%	7%	4%
Total Prof.	<b>20%</b>	<b>11%</b>	<b>8%</b>
Standard Nearly Met	33%	54%	36%
Standard Not Met	47%	36%	56%

### 8th Grade ELA

	14/15	15/16	14/15 7th Grade
Standard Exceeded	0%	7%	19%
Standard Met	42%	36%	19%
Total Prof.	42%	43%	38%
Standard Nearly Met	31%	21%	13%
Standard Not Met	27%	36%	50%

### 8th Grade Math (14)

	14/15	15/16	14/15 7th Grade
Standard Exceeded	0%	0%	0%
Standard Met	12%	7%	20%
Total Prof.	12%	7%	20%
Standard Nearly	35%	21%	33%

<b>Met</b>			
<b>Standard Not Met</b>	54%	71%	47%

**Missing:**  
**Isabella Villela**

## 2015-2016 SBAC Comparisons

### Overall ELA

	CCCS	Achieve	PCMS	Pond.	Paradise Elem.	Paradise Inte.	Cedar	Pines
<b>Standard Exceeded</b>	11%	16%	19%	12%	15%	11%	6%	6%
<b>Standard Met</b>	29%	43%	36%	21%	23%	29%	15%	23%
<b>Total Prof.</b>	<b>40%</b> <b>3/8</b>	<b>59%</b>	<b>55%</b>	<b>33%</b>	<b>38%</b>	<b>40%</b>	<b>21%</b>	<b>29%</b>
<b>Standard Nearly Met</b>	26%	25%	27%	25%	29%	32%	31%	28%
<b>Standard Not Met</b>	33%	16%	18%	41%	34%	28%	48%	43%

### Overall Math

	CCCS	Achieve	PCMS	Pond.	Paradise Elem.	Paradise Inte.	Cedar	Pines
<b>Standard Exceeded</b>	8%	18%	27%	6%	5%	5%	3%	4%
<b>Standard Met</b>	18%	34%	27%	19%	17%	18%	14%	13%
<b>Total Prof.</b>	<b>26%</b> <b>3/8</b>	<b>52%</b>	<b>54%</b>	<b>25%</b>	<b>22%</b>	<b>23%</b>	<b>17%</b>	<b>17%</b>
<b>Standard Nearly Met</b>	32%	33%	28%	40%	41%	33%	30%	38%
<b>Standard</b>	42%	15%	18%	35%	38%	44%	52%	45%

Not Met								
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### 3rd Grade ELA

	CCCS	Achieve	Ponderosa	Paradise Elem.	Cedarwood	Pines
Standard Exceeded	14%	22%	9%	19%	13%	19%
Standard Met	32%	52%	19%	20%	23%	19%
Total Prof.	<b>46%</b> 2/6	<b>74%</b>	<b>28%</b>	<b>39%</b>	<b>36%</b>	<b>38%</b>
Standard Nearly Met	32%	17%	34%	36%	32%	38%
Standard Not Met	23%	9%	38%	25%	32%	25%

### 3rd Grade Math

	CCCS	Achieve	Ponderosa	Paradise Elem.	Cedarwood	Pines
Standard Exceeded	4%	9%	3%	4%	9%	13%
Standard Met	35%	65%	11%	22%	30%	38%
Total Prof.	<b>34%</b> 4/6	<b>74%</b>	<b>14%</b>	<b>26%</b>	<b>39%</b>	<b>51%</b>
Standard Nearly	43%	26%	47%	39%	38%	34%

<b>Met</b>						
<b>Standard Not Met</b>	22%	0%	39%	34%	23%	16%

#### 4th Grade ELA

	<b>CCCS</b>	<b>Achieve</b>	<b>Ponderosa</b>	<b>Paradise Elem.</b>	<b>Cedarwood</b>	<b>Pines</b>
<b>Standard Exceeded</b>	17%	27%	17%	14%	3%	4%
<b>Standard Met</b>	13%	35%	20%	21%	10%	11%
<b>Total Prof.</b>	<b>30% 4/6</b>	<b>62%</b>	<b>37%</b>	<b>35%</b>	<b>13%</b>	<b>15%</b>
<b>Standard Nearly Met</b>	23%	15%	21%	28%	26%	16%
<b>Standard Not Met</b>	47%	23%	41%	36%	62%	69%

#### 4th Grade Math

	<b>CCCS</b>	<b>Achieve</b>	<b>Ponderosa</b>	<b>Paradise Elem.</b>	<b>Cedarwood</b>	<b>Pines</b>
<b>Standard Exceeded</b>	10%	15%	7%	5%	0%	2%
<b>Standard Met</b>	20%	42%	30%	15%	5%	4%

<b>Total Prof.</b>	<b>30%</b> <b>3/6</b>	<b>57%</b>	<b>37%</b>	<b>20%</b>	<b>5%</b>	<b>6%</b>
<b>Standard Nearly Met</b>	27%	31%	41%	49%	35%	40%
<b>Standard Not Met</b>	43%	12%	21%	32%	60%	53%

### 5th Grade ELA

	<b>CCCS</b>	<b>Achieve</b>	<b>Ponderosa</b>	<b>Paradise Elem.</b>	<b>Cedarwood</b>	<b>Pines</b>
<b>Standard Exceeded</b>	11%	19%	11%	11%	3%	11%
<b>Standard Met</b>	26%	22%	25%	27%	11%	24%
<b>Total Prof.</b>	<b>37%</b> <b>3/6</b>	<b>41%</b>	<b>36%</b>	<b>38%</b>	<b>14%</b>	<b>35%</b>
<b>Standard Nearly Met</b>	26%	41%	21%	22%	34%	16%
<b>Standard Not Met</b>	37%	19%	44%	40%	53%	49%

### 5th Grade Math

	<b>CCCS</b>	<b>Achieve</b>	<b>Ponderosa</b>	<b>Paradise Elem.</b>	<b>Cedarwood</b>	<b>Pines</b>
<b>Standard</b>	14%	26%	7%	5%	0%	5%



<b>Exceeded</b>						
<b>Standard Met</b>	21%	19%	18%	13%	5%	11%
<b>Total Prof.</b>	<b>35%</b> 2/6	<b>45%</b>	<b>26%</b>	<b>18%</b>	<b>5%</b>	<b>16%</b>
<b>Standard Nearly Met</b>	31%	30%	32%	32%	16%	32%
<b>Standard Not Met</b>	34%	26%	44%	51%	79%	51%

**6th Grade ELA**

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	10%	20%	21%	10%	4%
<b>Standard Met</b>	33%	27%	31%	30%	11%
<b>Total Prof.</b>	<b>43%</b> 3/5	<b>47%</b>	<b>52%</b>	<b>40%</b>	<b>15%</b>
<b>Standard Nearly Met</b>	30%	37%	31%	28	32%
<b>Standard Not Met</b>	27%	17%	17%	31%	53%

**6th Grade Math**

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	10%	13%	29%	5%	2%
<b>Standard Met</b>	17%	13%	23%	16%	0%
<b>Total Prof.</b>	<b>27%</b> <b>2/5</b>	<b>26%</b>	<b>52%</b>	<b>21%</b>	<b>2%</b>
<b>Standard Nearly Met</b>	23%	50%	25%	37%	32%
<b>Standard Not Met</b>	50%	23%	23%	41%	66%

**7th Grade ELA**

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	4%	8%	21%	11%	3%
<b>Standard Met</b>	39%	67%	38%	22%	21%
<b>Total Prof.</b>	<b>43%</b> <b>3/5</b>	<b>75%</b>	<b>59%</b>	<b>33%</b>	<b>24%</b>
<b>Standard Nearly Met</b>	36%	8%	19%	43%	33%
<b>Standard Not Met</b>	21%	17%	21%	23%	43%

### 7th Grade Math

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	4%	17%	27%	6%	3%
<b>Standard Met</b>	7%	42%	31%	15%	11%
<b>Total Prof.</b>	<b>11% 5/5</b>	<b>59%</b>	<b>58%</b>	<b>21%</b>	<b>14%</b>
<b>Standard Nearly Met</b>	54%	33%	31%	28%	39%
<b>Standard Not Met</b>	36%	8%	12%	51%	46%

### 8th Grade ELA

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	7%	3%	15%	10%	5%
<b>Standard Met</b>	36%	59%	38%	34%	42%
<b>Total Prof.</b>	<b>43% 6/6</b>	<b>62%</b>	<b>53%</b>	<b>44%</b>	<b>47%</b>
<b>Standard Nearly Met</b>	21%	28%	31%	29%	31%
<b>Standard Not Met</b>	36%	10%	15%	27%	23%

**8th Grade Math**

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Standard Exceeded</b>	0%	24%	25%	4%	5%
<b>Standard Met</b>	7%	31%	27%	21%	22%
<b>Total Prof.</b>	<b>7% 5/5</b>	<b>55%</b>	<b>52%</b>	<b>25%</b>	<b>27%</b>
<b>Standard Nearly Met</b>	21%	28%	29%	35%	43%
<b>Standard Not Met</b>	71%	17%	19%	40%	31%

**2015-2016 Science Comparisons**

**5th Grade**

	<b>CCCS</b>	<b>Achieve</b>	<b>Ponderosa</b>	<b>Paradise Elemen.</b>	<b>Cedarwood</b>	<b>Pines</b>
<b>Advanced</b>	24%					
<b>Proficient</b>	55%					
<b>Total P &amp; A</b>	<b>79%</b>					
<b>Basic</b>	14%					
<b>Below Basic</b>	3%					
<b>Far Below Basic</b>	3%					

**8th Grade**

	<b>CCCS</b>	<b>Achieve</b>	<b>PCMS</b>	<b>Paradise Inter.</b>	<b>Pines</b>
<b>Advanced</b>	79%				
<b>Proficient</b>	14%				
<b>Total P &amp; A</b>	<b>93%</b>				
<b>Basic</b>	0%				
<b>Below Basic</b>	0%				
<b>Far Below Basic</b>	1%				



August 2, 2016

Children's Community Charter School  
6830 Pentz Road  
Paradise, California 95969

Attention: Karen Crist, Board Chair

Subject: **Facilities Master Planning Proposal  
Children's Community Charter School**

Dear Karen:

In order to better tailor services to the needs for the Children's Community Charter School I offer this revised proposal. The goal is to provide a clear picture of current need while planning for your vision of the future. I believe as a team we can achieve this with a more streamlined approach.

Developing a facilities needs plan as a basis for the master plan is the essence of this approach.

**Observations and Comments:** Our proposal is based on our understanding of the project needs and the following assumptions:

- The school is located in Paradise, California. It has been a dedicated charter school since 1996.
- The school is situated on approximately 4.5 acres.
- Student enrollment is approximately 240 in grades K-8.
- Recent improvements to the site include the addition of a DSA approved portable science classroom.
- The school is generally in good repair, however systems, equipment and finishes, both inside and outside, are in need of replacement, repair and/or upgrades. Additionally, changes to educational methodologies, technology, ADA and other issues need to be incorporated into the facility to prepare it for the next 25 years.
- Funding for future improvements is anticipated through private donations. However as part of the planning state funding options will be considered.

**Facilities Master Plan Considerations:**

1. Organize the campus into three distinct zones or areas
  - a. Pre-Kindergarten and Kindergarten through second grade
    - i. Kindergarten play yard and restrooms to be separated from the other portions of the campus
  - b. Third through fifth grade
  - c. Sixth through eighth grades
2. Two new special education classrooms
  - a. Support for five new staff members
  - b. Meeting spaces
3. Future Multipurpose building and outdoor dining
4. Future outdoor learning environment for science
5. Capacity and options for onsite waste water needs
6. Capacity and options for onsite storm water needs

**Team Organization and Input:** Who participates in the planning process is very important as the recommendations will have major impact on the future of the school. We therefore propose you identify a planning group representing different aspects of the school, including Board member(s), administration, teachers, support, and parent(s). Others considered important to your school community could also be included.

The responsibility of this group will be to provide vision, input and feedback on ideas, options and design alternatives developed through the process. They need to actively participate while representing other stakeholders in the school.

**Process:** We propose the process as follows:

1. Needs Assessment by A/E team:
  - a. Review existing documents available
  - b. Site visitation with civil, mechanical and electrical engineers to assess utility infrastructure.
  - c. Perform site and building condition assessment
  - d. Create base site plan illustrating conditions
  - e. Establish DSA (including basic ADA) compliance
  - f. Identify major issues from visitation
2. Planning Charrette Process :
  - a. 10 to 20 people planning meeting to create vision, goals and objectives
  - b. Review needs assessment
  - c. Develop schematic master plan
3. Plan finalization:
  - a. Presentation of plan development
  - b. Discussion and comment from planning group
  - c. Review of initial cost estimate
  - d. Agreement on final plan development with phasing
4. Board Presentation
  - a. Presentation to Board of final recommendations

**Deliverables:** At the end of the process, we will provide a site master plan illustrating the final plan and phasing.

**Cost Estimate:** Our estimating will be based on SF costs for building types and site improvements. A detailed cost estimate will not be part of this work.

**Schedule:** We will work with you to develop a schedule based on your needs and availability. It is important to ensure stakeholders will be able to attend all meetings to ensure continuity.

**Consultants:** We will utilize the following consultants:

- NorthStar Engineering for civil engineering including review of site conditions, waste water, storm drainage, utilities and general ADA compliance
- Charles A. Martin & Associates for electrical engineering including review of power capacity, low voltage systems and equipment

**ADA Conditions:** While we will provide general review of ADA issues, we are not an accessibility expert and cannot prepare a detailed ADA compliance study. If the District wishes to have this completed, we will help identify a specialist for that work.

**Exclusions:**

- Complete ADA study
- Geotechnical Investigation
- Topographic survey
- Structural engineering review
- Landscape review
- Hazardous materials investigation

**District to Provide:**

- Archive drawings of original school construction
- Hazardous Materials Report
- Participants for meetings including site staff, maintenance, food service, etc.
- Other available information on conditions, assessments or comments from staff

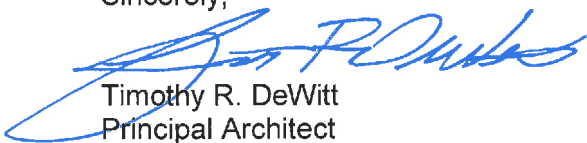
**Fee Proposal:** For the services described above, we propose an hourly not-to-exceed fee of \$22,000 including consultants and reimbursable expenses. Hourly rate schedule included below.

**Contract Form:** We will submit our short-form agreement for review.

Please let us know if you have any questions or comments. We would be happy to review and discuss the services proposed as needed to ensure they match your expectations.

Thank you for this opportunity to provide our proposal. We look forward to hearing from you.

Sincerely,



Timothy R. DeWitt  
Principal Architect



FEE SCHEDULE "W"

Architectural:

Principal Architect	\$	190.00/hour
Associate Architect	\$	175.00/hour
Senior Architect	\$	165.00/hour
Architect	\$	160.00/hour
Project Manager	\$	150.00/hour
Designer	\$	130.00/hour
Job Captain	\$	130.00/hour
Interior Designer	\$	130.00/hour
Intern Graduate	\$	95.00/hour
Clerical	\$	85.00/hour

Consultants: Consultant Billing x 115%

Other: Vehicle use (mileage): No Charge

Zone or Long Distance phone calls: No Charge

Mailing: No charge EXCEPT for "special express handling" when requested or necessary, which is billed at cost.

Printing: No charges for "in-house" or consultants check prints. Agency prints, Owner/Owner's Representative prints, Bid Documents, Submittals/Shop Drawings, Record Drawings and request prints are billed at printing invoice x 115%.

**Children's Community Charter School**  
**Unaudited Actual 2015-16 (9/9/16)**

	<b>Unrestricted 2015-16</b>	<b>Restricted 2015-16</b>	<b>Total 2015-16</b>
<b>INCOME</b>			
<b>8000 General Purpose Revenue Sources</b>			
8011 LCFF Block Grant	776,487.00		776,487.00
8012 EPA (Prop 30) Revenue	290,579.00		290,579.00
8019 Prior Year State Apportionment Adjust	(3,510.00)		(3,510.00)
8096 Charter Transfer of In Lieu Property Tax	534,289.00		534,289.00
<b>Total 8000 General Purpose Revenue Sources</b>	<b>\$ 1,597,845.00</b>	<b>\$ -</b>	<b>\$ 1,597,845.00</b>
<b>8590 Other State Revenue</b>			
8550 Mandate Block Grant	3,079.00		3,079.00
8560 Lottery Unrestricted	32,925.98		32,925.98
8561 Lottery Restricted [RC]		11,416.74	11,416.74
8593 Clean Energy Act (Prop 39) [RC]		102,376.00	102,376.00
8594 Testing & Assessments	510.90		510.90
8595 One-Time Discretionary	114,677.00		114,677.00
8596 Educator Effectiveness [RC]		17,305.00	17,305.00
<b>Total 8590 Other State Revenue</b>	<b>\$ 151,192.88</b>	<b>\$ 131,097.74</b>	<b>\$ 282,290.62</b>
<b>8600 Local Revenue</b>			
8660 Interest	189.69		189.69
8691 Fundraising General	51,273.08		51,273.08
8692 Leadership Income	3,773.00		3,773.00
8693 Donations	558.11		558.11
8699 Other Local Revenue	51,128.69		51,128.69
<b>Total 8600 Local Revenue</b>	<b>\$ 106,922.57</b>	<b>\$ -</b>	<b>\$ 106,922.57</b>
<b>TOTAL INCOME</b>	<b>\$ 1,855,960.45</b>	<b>\$ 131,097.74</b>	<b>\$ 1,987,058.19</b>
<b>EXPENSES</b>			
<b>1000 Certificated Salaries</b>			
1101 Teacher - Regular	559,791.94		559,791.94
1102 Teacher - Substitute	33,193.44		33,193.44
1301 Administration	80,046.98		80,046.98
<b>Total 1000 Certificated Salaries</b>	<b>\$ 673,032.36</b>	<b>\$ -</b>	<b>\$ 673,032.36</b>
<b>2000 Classified Salaries</b>			
2101 Instructional Aides - Regular	26,298.37		26,298.37
2201 Classified Support - Regular	72,439.49		72,439.49
2301 Administration	68,380.50		68,380.50
2401 Clerical - Regular	38,939.28		38,939.28
2403 Clerical - Extra Duty	983.12		983.12
<b>Total 2000 Classified Salaries</b>	<b>\$ 207,040.76</b>	<b>\$ -</b>	<b>\$ 207,040.76</b>
<b>3000 Employee Benefits</b>			
3101 STRS - Certificated	61,511.83		61,511.83
3202 PERS - Classified	18,125.30	-	18,125.30
3301 Soc Sec - Certificated	1,203.41		1,203.41
3302 Soc Sec - Classified	12,775.58	-	12,775.58

3311 Medicare - Certificated	9,725.30		9,725.30
3312 Medicare - Classified	2,987.86	-	2,987.86
3401 Health Benefits - Cetificated	154,723.86		154,723.86
3402 Health Benefits - Classified	23,967.00		23,967.00
3501 Unemployment Insurance - Certificated	120.04		120.04
3502 Unemployment Insurance - Classified	38.74	-	38.74
3601 Worker's Compensation - Certificated	8,174.00		8,174.00
3602 Worker's Compensation - Classified	14,222.00	-	14,222.00
<b>Total 3000 Employee Benefits</b>	<b>\$ 307,574.92</b>	<b>\$ -</b>	<b>\$ 307,574.92</b>
<b>4000 Books &amp; Supplies</b>			
4101 Approved Textbooks	4,788.25	3,162.59	7,950.84
4202 Other Books	1,756.35		1,756.35
4301 General Supplies	28,822.28		28,822.28
4302 Maintenance & Janitorial Supplies	8,899.08		8,899.08
4305 Instructional Supplies	4,629.35	8,772.64	13,401.99
4310 Supplies & Materials - Fundraising	26,634.00		26,634.00
4311 Leadership Account Supplies	1,379.50		1,379.50
4401 Noncapitalized Equipment	19,922.30		19,922.30
4700 Food	26,671.40		26,671.40
<b>Total 4000 Books &amp; Supplies</b>	<b>\$ 123,502.51</b>	<b>\$ 11,935.23</b>	<b>\$ 135,437.74</b>
<b>5000 Services &amp; Operating Expenses</b>			
5200 Mileage & Conference	5,558.90	17,305.00	22,863.90
5300 Dues, Fees & Memberships	3,713.08		3,713.08
5400 Insurance	22,014.00		22,014.00
5500 Utilities	22,953.69		22,953.69
5601 Rent or Lease	9,551.35		9,551.35
5602 Repair & Maintenance	9,602.32		9,602.32
5603 Noncapitalized Improvements	22,501.37		22,501.37
5801 Other Operating Expense	23,875.58		23,875.58
5802 Audit Expenses	8,885.00		8,885.00
5803 Legal Fees	2,996.29		2,996.29
5806 Consultants Fees	23,733.46		23,733.46
5807 1% Oversight Fee to PUSD	10,558.00		10,558.00
5810 Fundraising Misc Expense	10,814.64		10,814.64
5811 Leadership Expense	1,323.29		1,323.29
5901 Telephone	1,128.20		1,128.20
5902 Internet Services	2,893.89		2,893.89
5903 Postage	980.48		980.48
5904 Website	345.04		345.04
<b>Total 5000 Services &amp; Operating Expenses</b>	<b>\$ 183,428.58</b>	<b>\$ 17,305.00</b>	<b>\$ 200,733.58</b>
<b>6000 Capital Outlay</b>			
6900 Depreciation	45,549.73		45,549.73
<b>Total 6000 Capital Outlay</b>	<b>\$ 45,549.73</b>	<b>\$ -</b>	<b>\$ 45,549.73</b>
<b>7000 Other Outgo</b>			
7141 Tuition - To School District (Spec. Ed)	101,529.00		101,529.00
<b>Total 7000 Other Outgo</b>	<b>\$ 101,529.00</b>	<b>\$ -</b>	<b>\$ 101,529.00</b>

<b>TOTAL EXPENSES</b>	<b>\$ 1,641,657.86</b>	<b>\$ 29,240.23</b>	<b>\$ 1,670,898.09</b>
<b>EXCESS / (DEFICIENCY)</b>	<b>\$ 214,302.59</b>	<b>\$ 101,857.51</b>	<b>\$ 316,160.10</b>
<b>Beginning Operatonal Balance</b>	114,548.43	138,051.36	252,599.79
<b>Audit &amp; Restatement Adjustments</b>	21,744.31	(36,834.87)	(15,090.56)
<b>ADJUSTED BEGINNING OPERATIONAL BALANCE</b>	<b>\$ 136,292.74</b>	<b>\$ 101,216.49</b>	<b>\$ 237,509.23</b>
<b>Change in Net Investment in Capital Assets</b>	32,330.10		32,330.10
<b>Assigned to One-Time Discretionary Equity</b>	(81,387.31)		(81,387.31)
<b>Contribution to Reserve for Economic Uncertainties</b>	(130,000.00)		(130,000.00)
<b>Contribution to Reserve for Facilities</b>	(71,225.00)		(71,225.00)
<b>ENDING OPERATIONAL BALANCE EQUITY</b>	<b>\$ 100,313.12</b>	<b>\$ 203,074.00</b>	<b>\$ 303,387.12</b>
<b>Net Investment in Capital Assets</b>	1,172,409.20		1,172,409.20
<b>One-Time Discretionary Equity</b>	81,387.31		81,387.31
<b>Reserve for Economic Uncertainties</b>	200,000.00		200,000.00
<b>Reserve for Facilities</b>	71,225.00		71,225.00
<b>NONOPERATIONAL EQUITY</b>	<b>\$ 1,525,021.51</b>	<b>\$ -</b>	<b>\$ 1,525,021.51</b>
<b>TOTAL EQUITY</b>	<b>\$ 1,625,334.63</b>	<b>\$ 203,074.00</b>	<b>\$ 1,828,408.63</b>

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

Children's Community Charter School  
CDS CODE: 046-15316-113765  
6830 Pentz Rd.  
Paradise, CA 95969

THIS GRANT AGREEMENT (AGREEMENT) IS MADE THIS twenty-second day of August 2016 between Children's Community Charter School, referred to as Subgrantee, and the California School Finance Authority (Authority).

**RECITALS**

- A. The Subgrantee has applied to the Authority for a State Charter School Facilities Incentive Grant (Grant) (CFDA #84.282D) and the Subgrantee's Application, which is attached hereto as Exhibit A, has been determined by the Authority to meet eligibility requirements, and the Subgrantee was awarded a Grant through a competitive process.
- B. The Authority proposes to grant \$174,339 annually, for a total three-year award of \$523,017, to the Subgrantee from the State Charter School Facilities Incentive Grant Fund (Fund) for the Project as defined below on the terms and conditions herein contained.
- C. The Subgrantee proposes to apply all funds received as a Grant award toward the New Construction costs of a charter school facility for Children's Community Charter School, located at 6830 Pentz Rd., Paradise, CA 95969 (Project).
- D. The term of this Agreement shall be thirty-six (36) months from September 1, 2016 through August 31, 2019, unless at the Authority's discretion, the time period is amended in writing.
- E. This Grant Program and continuing apportionments to the Subgrantees are contingent upon the receipt of funds in each budget period as scheduled by the United States Department of Education.
- F. The purpose of this Agreement is to set forth the terms and conditions upon which the Authority will provide the Grant to the Subgrantee to undertake the Project.

NOW, THEREFORE, the Authority and the Subgrantee agree as follows:

**ARTICLE I – DEFINITIONS**

Section 1.1 – COMMITMENT LETTER means the Authority's notification to the Subgrantee that contains the terms and conditions of funding, attached hereto as Exhibit D (incorporated herein by reference).

Section 1.2 – DOCUMENT RESOLUTION means Authority resolution number 06-07 "Approving the Forms of Grant Agreement," dated January 24, 2006.

Section 1.3 – ELIGIBLE COSTS means those designated Project costs consistent with the Grant and the Grant Documents, and approved by the Authority as set forth in the Authority's Commitment Letter attached hereto as Exhibit D.

Section 1.4 – EXECUTIVE DIRECTOR means the Executive Director authorized to act on behalf of the Authority.

Section 1.5 – FUNDING RESOLUTION means Authority resolution number 16-25 "Approving Awards and Authorizing the Disbursement of Funds under the Twelfth Funding Round

**CALIFORNIA SCHOOL FINANCE AUTHORITY**  
**STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)**  
**GRANT AGREEMENT NUMBER 12-40**

of the State Charter School Facilities Incentive Grants Program,” dated August 10, 2016.

Section 1.6 - GRANT or GRANT PROGRAM means the State Charter School Facilities Incentive Grant.

Section 1.7 – GRANT DOCUMENTS means this Agreement, Program Regulations, Subgrantee’s Application, Document Resolution, Funding Resolution, and the Commitment Letter, including any and all exhibits to such documents.

Section 1.8 – GRANT PERIOD means the thirty-six (36) month period commencing September 1, 2016 through August 31, 2019, unless at the Authority’s discretion, the time period is amended.

Section 1.9 – SUBGRANTEE means Children’s Community Charter School located at 6830 Pentz Rd., Paradise, CA 95969, a California charter school, Charter No. 0094.

Section 1.10 - PROJECT means the Eligible Costs of the New Construction of a charter school facility for Children’s Community Charter School, operating at 6830 Pentz Rd., Paradise, CA 95969, as specifically described in the school’s application.

Section 1.11 – REGULATIONS or PROGRAM REGULATIONS means California Code of Regulations, title 4, division 15, article 2 (commencing with section 10176) , as may be amended from time to time.

**ARTICLE II – DELEGATION OF AUTHORITY**

Section 2.1 – Pursuant to the Funding Resolution, the Executive Director is authorized to take actions for, on behalf, and in the name of the Authority, including, but not limited to:

- (a) Taking all steps necessary with respect to the Subgrantee including notifying the Subgrantee whether its Application has been approved for funding, preparing a Commitment Letter for the Subgrantee, preparing and executing the final form of Grant Agreement, and disbursing funds pursuant to the Grant Agreement and the Authority’s Regulations;
- (b) Approving changes in the Project when necessary and authorized under the Regulations (provided that the amount of the Grant award may not be increased above the amount approved by the Authority);
- (c) Drawing money from the Authority’s Fund, not to exceed the amount approved by the Authority for the Subgrantee.
- (d) Executing and delivering to the Subgrantee any and all documents necessary to complete the transfer of funds;
- (e) Undertaking any and all actions to execute and deliver any and all documents that the Executive Director deems necessary or advisable in order to effectuate the purposes of the Documents Resolution approved by the Authority; and
- (f) Decreasing or increasing (increase by no more than 20%), assuming funds are available to make such increases, subgrantee award amounts between board approval and grant agreement execution, but not later than October 1, 2016.

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

**ARTICLE III – REPRESENTATIONS AND WARRANTIES**

The Subgrantee makes the following representations and warranties to the Authority:

Section 3.1 – LEGAL STATUS AND ELIGIBILITY. The Subgrantee is Children's Community Charter School, collectively a California charter school, Charter No. 0094. The Subgrantee represents and warrants that:

- (a) An approved charter has been awarded and is in place and current at the time of application, and without interruption throughout the application review and approval process.
- (b) The charter school is in good standing with its chartering authority and is in compliance with the terms of its charter at the time of application submission and without interruption throughout the term of the Grant. The Authority will rely on information from the chartering authority regarding the school's good standing and compliance with the terms of its charter. Charter schools may appeal any response by the chartering authority's staff directly to the chartering authority's governing board. It shall be the charter school's responsibility, and not the Authority's, to ensure that the good standing and compliance response letter is received by the stated deadline.
- (c) The charter school has completed at least one school year of instructional operations under its current County-District-School (CDS) Code and charter number issued by the California Department of Education.
- (d) If a district-dependent charter school, the school can demonstrate operational and financial autonomy from its authorizing district.
- (e) The charter school is not a current subgrantee pursuant to the 2009 State Charter School Facilities Incentive Grants Program (Rounds 6-10)
- (f) At least eighty percent (80%) of the instructional time offered by the charter school shall be at the school site, and the charter school shall attain an average daily attendance rate of at least eighty percent (80%) based on the school's most recent CALPADS or CBEDS report.
- (g) The charter school is established pursuant to Education Code section 47600, et seq., and also meets the Federal definition of charter school as defined in section 5210(1) of the Elementary and Secondary Education Act of 1965 (20 USCA section 7221(i)), as amended by the No Child Left Behind Act of 2001.
- (h) The charter school admits students by lottery in the event more students want to attend the school than the school can accommodate.
- (i) The charter school is able to demonstrate costs are eligible pursuant to Section 10178 of the Regulations.
- (j) The charter school is in compliance with all other programs administered by the Authority, where applicable. Where an educational management organization (EMO) has submitted an application on behalf of a charter school, the compliance of affiliate charter schools within the EMO is not a requirement.
- (k) The charter school is actively and continuously registered with SAM – System for Award Management ([www.sam.gov](http://www.sam.gov)) and has no delinquent federal debt and no active exclusions on the SAM record.

The Subgrantee understands that it must continuously satisfy each of these legal requirements throughout the length of time the Project will be assisted by the Grant Program, as they may be amended, to be eligible to receive funding under this Grant.

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

Section 3.2 – AUTHORIZATION. This Agreement has been duly authorized, executed, and delivered by the Subgrantee, and is a valid and binding Agreement of the Subgrantee.

Section 3.3 – PROJECT. The Project as set forth in Exhibit D attached hereto meets the criteria defined in the Regulations.

Section 3.4 – ELIGIBLE COSTS. The costs set forth in Exhibit D attached hereto meet the criteria defined in Section 10178 of the Regulations. Grant funds may not be applied to costs other than those approved herein.

Section 3.5 – GRANT DOCUMENTS. The Subgrantee warrants that (a) the Subgrantee has access to professional advice to the extent necessary to enable the Subgrantee to fully comply with the terms of the Grant Documents; and (b) the Subgrantee has the full power and authority to execute the Grant Documents.

**ARTICLE IV - CONDITIONS PRECEDENT TO EACH DISBURSEMENT**

The obligation of the Authority to make any disbursements under the Agreement is subject to all of the following conditions:

Section 4.1 – EVENT OF DEFAULT. There shall not exist an Event of Default, as defined in this Agreement, and there shall exist no event, omission, or failure of condition, which, after notice of lapse of time, would constitute an Event of Default, as defined in this Agreement.

Section 4.2 – DOCUMENTATION. The Subgrantee shall deliver to the Authority in form and substance satisfactory to the Authority this Agreement and any other documents required by the Authority prior to any disbursement, and no later than September 30, 2016

Additionally, the Subgrantee shall deliver to the Authority in form and substance satisfactory to the Authority any documents required by the Authority to verify the approved Project has been initiated no later than February 28, 2017 and shall deliver any documents required by the Authority to verify continued Program eligibility semi-annually, and no later than February 28 and August 31 of each year.

Documentation sufficient, as determined by the Authority, to approve and disburse funds equal to each year's annual award shall be delivered to the Authority no later than August 31<sup>st</sup> of each year, so that one-third of the total award is eligible for disbursement no later than August 31, 2017, and one-third is eligible for disbursement no later than August 31, 2018, and the final third is eligible for disbursement no later than August 31, 2019.

Section 4.3 – CERTIFIED RESOLUTION. This Agreement and any amendments hereto shall be accompanied by a certified resolution from the Subgrantee's governing body authorizing its execution (See Exhibit C hereof).

Section 4.4 – FUNDING CONDITIONS. The Subgrantee has met all terms and conditions of funding in accordance with the Regulations and the Authority's Funding Resolution.

Section 4.5 – TERMS OF COMMITMENT. In the event the Subgrantee has not fulfilled all terms and conditions precedent set forth in this Article IV within thirty (30) days of the Subgrantee's execution of this Agreement, the Authority's obligation under this Agreement shall automatically terminate, unless, at Authority's discretion, the time period is extended in writing.



**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

**ARTICLE V – GRANT DISBURSEMENT PROCEDURES**

Section 5.1 – DISBURSEMENT PROCEDURES. Disbursements of the Grant shall not commence until this Agreement is executed by all parties and the requirements of the Authority are satisfied. Disbursements of the Grant shall only be applied for the Eligible Costs of New Construction of a charter school facility for Children's Community Charter School, as set forth by the Authority and subject to the Authority's Funding Resolution. Pursuant to section 10186 of Program Regulations, the Subgrantee shall obtain prior written authorization from the Authority for any change in the use of Grant funds.

Any unspent Grant funds and unspent investment earnings shall immediately revert to the Authority.

Section 5.2 - DISBURSEMENT PROCESS. The Subgrantee may request disbursement of Grant funds up to, but not exceeding, its total Grant award in accordance with the Eligible Costs set forth by the Authority. Only one disbursement request per month will be allowed against the Grant. In order to maintain eligibility to receive disbursements, requests for disbursement and verification of continued eligibility must be submitted during February and August of each year, or more often as disbursements may be requested, and must be supported by documentation sufficient in the Authority's determination to support payment.

Subgrantee must provide all documentation verifying Eligible Costs sufficient to allow disbursement of an annual portion (one-third) of the full award on or before August 31<sup>st</sup> of each year as described in Section 4.2 above. The Authority shall use its best efforts to respond to a disbursement request within thirty (30) business days after the receipt of such disbursement request. The request for disbursement must contain at least the information in substance and form of Exhibit B attached hereto and shall include primary-source, itemized invoices, and verification of having met the prevailing wage requirements of the Davis-Bacon Act. The Subgrantee shall not receive a disbursement until the Subgrantee corrects any deficiencies or discrepancies to the satisfaction of the Authority.

Incomplete documentation of continued eligibility, due each February and August, will cause the Subgrantee to forfeit one-sixth of the respective semi-annual disbursement cycle (March-August or September-February). If the documentation is still insufficient thirty (30) days after February 28 or August 31, the Subgrantee will forfeit one-sixth of the total three year award. Missed disbursements cannot be made up and will revert to the Authority immediately.

Incomplete documentation of annual Eligible Costs due each August will cause the Subgrantee to forfeit the undisbursed portion of the annual award (one-third of the full award), for the respective annual period.

Pursuant to section 10185 of Program Regulations, the Subgrantee shall provide verification that the Project has been initiated within six (6) months of the award date and shall annually provide sufficient documentation to approve disbursement equal to each year's award. The Subgrantee also shall provide semi-annual progress reports to the Authority.

Funds are to be applied toward current costs at the time of disbursement and/or during the specified funding period; therefore, a delay in the processing of any disbursement may result in a loss of Grant funds. Grant funds may not be applied retroactively.

The Subgrantee's expenditure of Grant funds for uses not described in the Subgrantee's Application or the request for disbursement, or which deviate, without Authority authorization, in any category from the approved uses of Grant proceeds listed in the Commitment Letter and subject to the Authority's Funding Resolution, may result in the suspension of subsequent Grant

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

disbursements and may be deemed by the Authority to constitute an Event of Default hereunder. The amount of all ineligible Grant expenditures shall be immediately repaid to the Authority.

If it is determined that funds are used for costs other than Eligible Costs, the Authority may suspend subsequent Grant disbursements. If warranted, the Authority may take action consistent with Article VIII of this Agreement.

Section 5.3 – AMOUNT OF DISBURSEMENT. Grant proceeds shall be disbursed up to the amount authorized under this Grant Agreement and only for Eligible Project Costs. Any unused Grant funds shall revert to the Authority.

Section 5.4 – DISBURSEMENT PERIOD. The initial disbursement of Grant proceeds shall be made no later than September 30, 2016 upon fulfillment of all requirements; and all Grant disbursements shall be disbursed no later than August 31, 2019 unless the Authority, at its discretion, amends this time in writing, which writing shall become incorporated into this Agreement. Consistent with title 34, Code of Federal Regulations (CFR), part 80 and 31 CFR part 205, the Subgrantee must minimize the amount of time elapsing between the transfer of Grant funds and the disbursement of Grant funds to a reasonable time period (e.g. within three days of the drawdown), such that the disbursements shall be paid out within three days of receipt.

**ARTICLE VI – AFFIRMATIVE COVENANTS**

Section 6.1 – CERTIFICATE OF COMPLETION. Upon disbursement of Grant funds, the Subgrantee shall certify to the Authority that the Project is complete, and shall provide a final report that sets forth the use of the funds, in letter format or as otherwise requested by the Authority, and shall include all information with supporting documentation as described in section 10189 of the Regulations.

The final report shall be completed and two (2) copies shall be submitted to the Authority no later than sixty (60) days after the final disbursement of Grant funds, unless the time period is extended at the Authority's discretion.

Section 6.2 – LEGAL COMPLIANCE. The Subgrantee shall comply with the Authority's Regulations and all Federal requirements, as such may be amended from time to time throughout the Grant Period. These Federal requirements include Section 5205 of the Elementary and Secondary Education Act; 34 CFR Part 226, when enacted, and 34 CFR sections 75.525, 75.600-617, and 80.36, pertaining to the State Charter School Facilities Incentive Grants Program.

Continued and uninterrupted compliance with all Grant Program requirements is the Subgrantee's responsibility.

Section 6.3 – ACCOUNTING RECORDS. The Subgrantee shall maintain an accounting system that accurately reflects fiscal transactions with necessary controls and safeguards. This system shall provide an audit trail, including original source documents such as lease agreements, contracts, bidding procedures, receipts, progress payments, invoices, etc. related to the Project. The system also shall provide accounting data so the total cost of the facilities can be readily determined. These records shall be retained for a period of three years after submission of the certificate of completion and final report to the Authority or three years after the end of the funding period, whichever is longer. Such books and accounts shall be available for audit and/or review upon request by the Authority, the Bureau of State Audits, and the U.S. Department of Education.

Section 6.4 – LITIGATION. The Subgrantee shall promptly notify the Authority in writing of any administrative action or litigation, pending or threatened, by or against the Subgrantee or otherwise related to the Project or Subgrantee. For purposes of this item, the term "Subgrantee" shall include the charter school, the parent company of the charter school, and any subsidiary of the

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

charter school if the subsidiary is involved in or will be benefited by the Grant or the Project. In addition to each of these entities themselves, the term "Subgrantee" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company.

Section 6.5 - NOTICE TO AUTHORITY. The Subgrantee shall:

- (a) Promptly notify the Authority in writing of any uninsured or partially uninsured loss related to the Project through fire, theft, liability, or otherwise in excess of an aggregate of two thousand five hundred dollars (\$2,500).
- (b) Notify the Authority if the Subgrantee is not in good standing or the Subgrantee's charter is not renewed, revoked, or placed on probation at any time during the Grant Period, within 30 (thirty) days of receipt of notification of such action, including providing the Authority with a copy of the document provided by the chartering entity notifying the charter school of such action.
- (c) Notify the Authority, within 30 (thirty) days, of any material changes to the Subgrantee's facilities, enrollment, charter status, nonprofit status, financial condition, or scope of the Project that occurs between the time of application and the time the Subgrantee's final report is accepted by the Authority.
- (d) Notify the Authority immediately if the facility subject to this Agreement is no longer operating as a charter school or if the number of students attending school at the facility decreases by 20 percent.

Section 6.6 – RELEASE. The Subgrantee hereby waives all claims and recourse against the Authority including but not limited to the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this Agreement, the Subgrantee's use of the Grant proceeds, the Subgrantee's business operations, or the Project. The provisions of this section shall survive the termination of this Agreement.

Section 6.7 – INDEMNIFICATION. The Subgrantee shall defend, indemnify, and hold harmless the Authority, the State, and the Federal Government/US ED, and all officers, trustees, agents, and employees of the same from and against any and all claims, losses, costs, damages, or liabilities of any kind or nature, whether direct or indirect, arising from or relating to the Grant, the Project, or the State Charter School Facilities Incentive Grants Program. The provisions of this section shall survive termination of this Agreement.

Section 6.8 - NON-DISCRIMINATION CLAUSE. The Subgrantee and its contractors and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religion, creed, national origin, culture, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status, and denial of statutorily-required employment-related leave. The Subgrantee and its contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Subgrantee and its contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

by reference and made a part hereof as if set forth in full. The Subgrantee and its contractors and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

**ARTICLE VII - NEGATIVE COVENANTS**

The Subgrantee further covenants that so long as this Agreement is in effect, the Subgrantee will not without prior written consent of the Authority:

Section 7.1 - USE OF FUNDS. Use any Grant proceeds for purposes other than as described in Exhibit D and approved by the Authority, the request for disbursement, or requirements of the Grant Program.

Section 7.2 - CHANGE IN PROJECT. Make any material change to the Project as described in Exhibit D or any of the Grant Documents, without prior written authorization of the Authority. Material changes may include, but are not limited to, a reduction of 20 percent in the number of students attending school at the facility subject to the Agreement, or the lessor or lessee of the facility changes during the term of the Agreement.

**ARTICLE VIII – DEFAULT AND REMEDIES**

Section 8.1 - EVENTS OF DEFAULT. Each of the following shall constitute an Event of Default under this Agreement:

- (a) Any representation or warranty made by the Subgrantee, or anyone acting on its behalf, hereunder or under any of the Grant Documents, is incorrect in any material respect; or
- (b) The Subgrantee's failure to perform or abide by any term or condition of this Agreement (including all requirements and covenants in Articles III through VII herein) or other Grant Documents or comply with any other agreements between the Subgrantee and the Authority relating to this Grant; or
- (c) Any substantial or continuous breach by the Subgrantee of any material obligations of the Subgrantee imposed by any agreements other than the Grant Documents with respect to the Grant; or
- (d) Failure to use the funds for the approved purposes and under the requirements of the Grant Documents.
- (e) Failure to maintain continued compliance with each of the requirements for eligibility, as they may be amended, for the length of time the Project will be assisted by the Grant Program.

Section 8.2 - NOTICE OF SUBGRANTEE'S DEFAULT AND OPPORTUNITY TO CURE. The Authority shall give written notice to the Subgrantee of any Event of Default by specifying: (a) the nature of the event or deficiency giving rise to the Event of Default, (b) the action required to cure the Event of Default, if an action to cure is possible, and (c) a date, which shall not be less than thirty (30) calendar days from the mailing of the notice, by which such action to cure must be taken, if an action to cure is possible, provided, however, except with respect to a monetary Event of Default, so long as the Subgrantee has commenced to cure within such time, then the Subgrantee shall have a reasonable period, as determined by the Authority, thereafter within which to fully cure the Event of Default.

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

Section 8.3 – REMEDIES. In an Event of Default, the Authority may pursue any remedy available to it in law or in equity, including, but not limited to, forfeiture and return of all Grant funds and any accrued interest.

**ARTICLE IX – MISCELLANEOUS**

Section 9.1 – AMENDMENTS. This Agreement may be amended, changed, or modified in writing signed by the Subgrantee and the Authority.

Section 9.2 - ENTIRE AGREEMENT. This Agreement, together with all agreements and documents incorporated by reference herein, constitutes the entire Agreement of the parties and is not subject to modification, amendment, qualification, or limitation except as expressly provided herein.

Section 9.3 – NOTICES. Unless otherwise expressly specified or permitted by the terms hereof, all notices, consents or other communications required or permitted hereunder shall be deemed sufficiently given or served if given in writing, mailed by first-class mail, postage prepaid and addressed as follows:

(i) If to the Subgrantee:

Attention: Linda Hovey, Business Manager  
Children's Community Charter School  
6830 Pentz Rd.  
Paradise, CA 95969

(ii) If to the Authority:

Attention: Katrina Johantgen, Executive Director  
California School Finance Authority  
300 South Spring Street, Suite 8500  
Los Angeles, CA 90013

Section 9.4 – COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute one instrument.

Section 9.5 – GOVERNING LAW, VENUE. This Agreement shall be construed in accordance with and governed by the Constitution and laws of the State of California applicable to contracts made and performed in the State of California. This Agreement shall be enforceable in the State of California and any action arising hereunder shall (unless waived in writing by the Authority) be filed and maintained in Sacramento, Sacramento County, California.

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in day and year first hereinabove written.

CHILDREN'S COMMUNITY CHARTER SCHOOL:

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

Print Contact Name, Contact Title: Linda Hovey, Business Manager

CALIFORNIA SCHOOL FINANCE AUTHORITY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Katrina Johantgen, Executive Director

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 12-40**

**Exhibit A**

**SUBGRANTEE'S APPLICATION AND AMENDMENTS**

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER 40**

**Exhibit B**

**TEMPLATE REQUEST FOR DISBURSEMENT OF GRANT PROCEEDS**

September 12, 2016

Katrina Johantgen,  
Executive Director  
California School Finance Authority  
300 South Spring Street Suite 8500  
Los Angeles, CA 90013

Dear Ms. Johantgen:

RE: Certification and Request for Disbursement of Grant Funds for Children's Community Charter School  
(Subgrantee)

This is to request a disbursement of \$\_\_\_\_\_, under the State Charter School Facilities Incentive Grants Program (CFDA 84.282D) as allowed by the Grant Documents.

I hereby certify and attest to each of the following for the current period through February 28, 2017:

1. The Subgrantee will continuously meet all eligibility requirements listed in Program regulations during this semi-annual disbursement cycle (Cal Code Regs., title 4, §10177).
2. Disbursements from the California School Finance Authority to the Subgrantee shall be directed to the attention of Linda Hovey, Business Manager at the Subgrantee's official address, on file with the Authority.
3. Grant funds will be applied toward the eligible New Construction costs of a charter school facility for Children's Community Charter School, a California charter school, Charter No. 0094, CDS Code No. 04-61531-6113765 currently operating at 6830 Pentz Rd. Paradise, CA 95969 as described in the school's project proposal.
4. None of the costs for which this disbursement is requested have been paid previously.
5. The laborer wages included in this disbursement have met the prevailing wage requirements of the Davis-Bacon Act.
6. These disbursements will not be used to pay for prior costs, nor will they be used to pay for a facility receiving funds under the Charter School Facilities Program.
7. Each disbursement will be expended within three days, or the amount of time between transfer of funds and disbursement will be minimized, as determined by the United States Department of Education.
8. Interest will not be earned on these federal funds.
9. The Subgrantee will comply with the Federal A-133 audit requirements and will provide the Authority a copy of the single or program-specific audit as when available ([www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html)).

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Linda Hovey, Business Manager



**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER**

**Exhibit C**

**CERTIFIED RESOLUTION OF SUBGRANTEE'S GOVERNING BOARD**

**CHILDREN'S COMMUNITY CHARTER SCHOOL  
6830 PENTZ RD.  
PARADISE CA 95969**

**RESOLUTION OF THE GOVERNING BOARD  
OF CHILDREN'S COMMUNITY CHARTER SCHOOL**

**AGREEMENT WITH  
CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM**

**WHEREAS Children's Community Charter School has been awarded a Construction Grant for a total of \$523,018 (based on remaining funds available to award under Funding Round 12) from the California School Finance Authority, State Charter School Facilities Incentive Grant Program. This is a three year grant to be dispersed annually in the amount \$174,339 per year.**

**BE IT RESOLVED that Children's Community Charter School shall comply with all aspects of this grant as outlined in the grant agreement**

**BE IT FURTHER RESOLVED that the Board of Directors for Children's Community Charter School authorizes Linda Hovey, Business Manager, Emily Mullins, School Principal and Karen Crist, Board Chair to act as designees for the purpose of this grant.**

**PASSED AND ADOPTED at a regular meeting of the Children's Community Board of Directors on September 12, 2016.**

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

**DATED this 12<sup>th</sup> day of September 2016**

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**Maximillian Barteau, Board Secretary**

**CALIFORNIA SCHOOL FINANCE AUTHORITY  
STATE CHARTER SCHOOL FACILITIES INCENTIVE GRANTS PROGRAM (CFDA #84.282D)  
GRANT AGREEMENT NUMBER**

**Exhibit D  
AUTHORITY'S COMMITMENT LETTER**

## SIDE LETTER OF AGREEMENT

This side letter of agreement amends the Collective Bargaining Agreement of 2016-2017 between Children's Community Charter School (CCCS) and the Children's Community Charter School Teachers' Association from October 1, 2016 – September 30, 2017, as follows:

### ARTICLE 13: SALARIES AND BENEFITS

- C. Benefits
  - 1. Health Insurance
    - b. The medical benefit cap shall be \$805 per month.
      - 1. For the period of October 1, 2016 through September 30, 2017, the medical cap shall be increased to \$879.50 monthly.

Cost of Side Agreement with CCCSTA and "Me, too" Clause

1. K
2. 1st
3. 2nd
4. 3rd
5. 4th
6. 5th
7. 6th
8. 7th
9. 8th
10. Science
11. Art
12. Intervention

---

\$894/mo for Collective Bargaining Unit

1. Principal
2. Special Ed Coordinator
3. Office Manager
4. Custodial Manager
5. Intervention Support

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\$372.50/mo

$\$1,266.50/\text{mo} \times 12 = \$15,198$  for the specified period

**Children's Community Charter School  
2016-2017 School Instructional Calendar**

School Month						Days in School Month	Total Days	Teacher Wk Days	
	M	T	W	Th	F				
<b>August</b>	1	2	3	4	5	12	12	15	
	8	9	10	11	12				
	15	16	17	18	19				First Day of School 8/16
	22	23	24	25	26				
	29	30	31						PEP Conferences 8/29-9/2
<b>September</b>				1	2	20	32	36	
	5	6	7	8	9				Labor Day 9/5
	12	13	14	15	16				
	19	20	21	22	23				9/23 Staff Development Day
	26	27	28	29	30				
<b>October</b>	3	4	5	6	7	20	52	56	
	10	11	12	13	14				Columbus Day 10/10
	17	18	19	20	21				
	24	25	26	27	28				
	31								
<b>November</b>		1	2	3	4	16	68	72	
	7	8	9	10	11				Veterans Day 11/11
	14	15	16	17	18				Parent Conferences 11/14-11/18
	21	22	23	24	25				Thanksgiving Break 11/21-11/25
	28	29	30						
<b>December</b>				1	2	15	83	84	
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				Winter Break 12/22-1/6
	26	27	28	29	30				
<b>January 2017</b>	2	3	4	5	6	16	99	104	
	9	10	11	12	13				
	16	17	18	19	20				Martin Luther King Jr. Day 1/16
	23	24	25	26	27				
	30	31							
<b>February</b>			1	2	3	15	114	119	
	6	7	8	9	10				
	13	14	15	16	17				Presidents' Day 2/13, Lincoln's Day 2/14
	20	21	22	23	24				
	27	28							
<b>March</b>			1	2	3	22	136	142	
	6	7	8	9	10				3/6 Staff Development Day
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31				
<b>April</b>	3	4	5	6	7	15	151	156	
	10	11	12	13	14				Spring Break 4/10 - 4/14 (Easter 4/16)
	17	18	19	20	21				
	24	25	26	27	28				
<b>May</b>	1	2	3	4	5	22	173	178	
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31						Memorial Day 5/29
<b>June</b>				1	2	175	180	Last Day of School 6/2/ End of 3rd Trimester (57 days)	
Minimum Day									
								Teacher Work Day, First/Last Day of School	
								Holidays and Breaks (No School)	

# Children's Community Charter School

## Board Policy - Conflict of Interest

### 1. Purpose

- a. The purpose of this policy is to protect Children's Community Charter School's interest when it is contemplating entering into a transaction or arrangement which might benefit the private interests of an officer or director of the school or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

### 2. Definition

#### a. Interested Person

- i. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, in an interested person.

#### b. Financial Interest

- i. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  1. An ownership or investment interest in any entity with which the school has a transaction or arrangement;
  2. A compensation arrangement with the school or with any entity or individual with which the school has a transaction or arrangement; or
  3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school is negotiating a transaction or arrangement.
- ii. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- iii. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### 3. Procedures

#### a. Duty to Disclose

- i. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the director and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.

#### b. Determining Whether a Conflict of Interest Exists

- i. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted on. The remaining board or committee members shall decide if a conflict of interest exists.

#### c. Procedures for Addressing the Conflict of Interest

- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The board or committee chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the governing board or committee shall determine whether the school can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the school's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction.

#### d. Violations of the Conflict of Interest Policy

- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### 4. Records of Proceedings

- a. The minutes of the governing board and all committees with board delegated powers shall contain:
  - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
  - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### 5. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the school for services is precluded from voting on matters pertaining to the member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the school for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the school, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### 6. Annual Statements



- a. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
  - i. Has received a copy of the Conflict of Interest Policy;
  - ii. Has read and understands the policy;
  - iii. Has agreed to comply with the policy;
  - iv. Understands the school is charitable and In order to maintain its federal tax exemption it must engage primarily in activities which accomplish one of more of its tax-exempt purposes.

#### 7. Periodic Reviews

- a. To ensure the school operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - i. Whether the compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining;
  - ii. Whether partnerships, joint ventures, and arrangements with management organizations conform to the school's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### 8. Use of Outside Experts

- a. When conducting the periodic reviews as provided for in Article 7, the school may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

#### 9. Adoption

- a. This board policy was adopted by Children's Community Charter School governing board on November 10, 2014.

- b. The next annual review will occur on or before November 10, 2015.



## Special Programs Update

- RTI interventions are set - all assessments completed and groups have begun. As intervention is supposed to be a fluid concept, based on student need, we are making some changes to BEST fit student's individual needs.
- I am currently serving 3 Tier 3 groups of students: one group of 2nd graders, one group of 3rd graders, and I am serving 2 7th graders with IEP's in math as the RSP teacher does not have enough time on campus to meet all students minutes.
- Additionally, I am the GATE coordinator and teacher and teach 3 different groups of GATE: 4/5th, 6th, and 7th.
- I have been able to observe in 4 classrooms - 6 different students with varying needs. The first week of school I was able to identify a sensory sensitivity issue with a 4th grader and ordered noise reduction headphones (thank you Karen for jumping on that and getting those headphones ordered ASAP!) for him and had teacher move his desk to a quiet, less bright, less active area in the classroom. When I go back to check on him, he gives me a thumbs- up! I attended his PEP conference in support of his teacher and discovered from mom she believes him to be autistic and that no other school has tried as hard to help him feel comfortable in his own skin. (We are his 5th school. His CUM presents him as a defiant, violent, rule-breaker with many suspensions. He has been quite happy here - kudos to his teacher as well, Miss Worley, as she has been able to provide tier 1 and two behavior supports in the classroom that have helped him "feel calm.")

- I have helped a newer teacher fill out two very complicated SST's.
- I have given mini-presentations and supported Emily in staff meetings with regard to SBAC scores; teaching teachers how to dig deeply into the data to discover what are areas of strengths and areas to work on, and presented information on what RTI is and how the tiers of intervention work.
- I also attended 3 other PEP conferences as support for the teacher of a student that I had observed. All very positive meetings.
- I've attended all SST's, IEP's, and 504's. I am meeting IEP minutes for 2 students to help our RSP teacher meet the minutes requirements on their IEP's.
- I attend all BCOE meetings and will be attending 3 separate trainings that are IEP refresher workshops.
- I will be screening a student tomorrow for Irlen Syndrome - a certification training the board sent me to last year. At least 3 more screenings to come.
- Our LEA application is on BCOE's agenda on Wednesday and so far we've been getting very positive feedback. Vote will happen in October.
- I will be visiting other campuses to observe Learning Centers in action and talk with administrators about their SPED budgets, etc.

Thank you.

If you have any questions, please email me.