



## **AGENDA**

### **BOARD OF DIRECTORS REGULAR BOARD MEETING**

**Topic: Board of Directors Meeting**

**Regular Board Meeting Time: March 10, 2021 5:30 PM Closed Session; 6:00 Regular Session**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/78239091268?pwd=dHVPejg3TTF5TWlXY09Jc25oNnVFQT09>

**Meeting ID: 782 3909 1268**

**Passcode: wnwh4D**

**This meeting will be conducted via web conference. To participate in the live meeting, click on the link above.**

**QUESTIONS and COMMENTS to address the Board during the meeting may be sent to:**

[Boardofdirectors@chicocountryday.org](mailto:Boardofdirectors@chicocountryday.org)

### **Mission Statement**

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

### **2020-2021 CCDS Board Members:**

Jessika Lawrence, Chair  
Chris Constantin, Vice Chair  
Michele Mittman, Treasurer  
Fawn Ruby, Secretary  
Jamie Clyde, Member  
Thang Ho, Member  
Nicole Plottel, Member

#### **1. CALL TO ORDER & ROLL CALL**

#### **2. CLOSED SESSION (5:30pm)**

##### **2.1 Public Employee Evaluation**

Per Government Code §54957

Title: Director of Education, Dean of Students, Special Education Director, Chief Business Officer

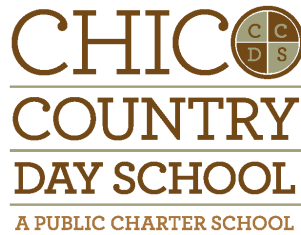
*If Closed Session is not complete by 6:00pm, it will resume immediately following the regular meeting*

#### **3. REGULAR SESSION (6:00 pm)**

3.1 Approval of Regular Agenda

3.2 Report from Closed Session

#### **4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA**



## 5. CONSENT AGENDA

- 5.1 Minutes from meetings of 2/10/21
- 5.2 Board Policy Update: Conflict of Interest, Conflict of Interest Code, Board Duties & Responsibilities, Board Operations
- 5.3 Check Register Jan 1, 2021-March 1, 2021
- 5.4 Application for Federal Title funds and Federal LCAP addendum
- 5.5 Acceptance of resignation of Board Vice Chair, ChrisConstantin

## 6. DISCUSSION/ACTION ITEM

- 6.1 2nd Interim Budget Report & Presentation
- 6.2 Consideration of Staff Supplemental Pay 2020/2021
- 6.3 Increased Capacity Plan and Presentation

## 7. ADJOURNMENT: Adjourn; Next meeting is May 12, 2021

### **Information, Procedures and Conduct of CCDS Board Meetings:**

#### **Student Participation:**

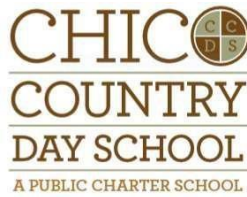
At the discretion of the Board Chair, students may be given priority to address items to the Board

#### **Public input on specific agenda items and those items not on the agenda:**

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

**Special Needs:** If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

**Copies of Agendas and Related Materials:** Materials are available at the meeting, on the website at [www.chicocountryday.org](http://www.chicocountryday.org), or in the Main office prior to the meeting @ 102 W. 11<sup>th</sup> Street, Chico, CA 95928.



## **Minutes**

### **CCDS Board of Directors Regular Meeting**

**Date: Wednesday, February 10, 2020**

**Time: 5:30 p.m.**

**Location: Zoom Web Conference**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:32 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Nicole Plottel, Jamie Clyde, Fawn Ruby. Absent: Chris Constantin.
- 2. CLOSED SESSION**
  - 2.1 Public Employee Evaluation**  
Per Government Code §54957  
Title: Director of Education, Dean of Students, Special Education Director, Chief Business Officer
- 3. REGULAR SESSION**
  - 3.1 Approval of Regular Agenda** – Ruby/Ho to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Ruby, Clyde (6-0).
  - 3.2 Report from Closed Session** – Nothing to report.
- 4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA** – No comments
- 5. CONSENT CALENDAR** – Mittman/Plottel to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Ruby, Clyde (6-0).
  - 5.1** Minutes from meeting of 12/14/20 and 1/27/21
  - 5.2** Notice of Intent to Potentially Withdraw from CharterSafe, JPA
  - 5.3** Audit Confirmation Letter
  - 5.4** Leadership Board Report
- 6. DISCUSSION/ACTION ITEMS**
  - 6.1 Comprehensive School Safety Plan** - Ruby/Ho to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Ruby, Clyde (6-0).
  - 6.2 Critical Budget Addition: Phone System** - Plottel/Clyde to approve. All in favor: Lawrence, Mittman, Plottel, Ho, Ruby, Clyde (6-0).
  - 6.3 Increasing Capacity Presentation** – Fairon presented successes, challenges and possible options for accommodating increased capacity on campus. Members of the board and public presented their perspectives. Ruby/Ho to approve proposal to assess families' desires for in-person vs. distance learning by February 22 and increase the length of the school day to 12:15 or 12:30 pm. Time is dependent upon assessment of evaluation of school factors and logistics. Board will re-evaluate a plan to further increase capacity for student's access to in-person learning at our next board meeting on March 10. All in favor: Lawrence, Mittman,

Plottel, Ho, Ruby, Clyde (6-0).

**7. ADJOURNMENT:** Lawrence adjourned at 8:12 p.m. Next regular meeting is December 9, 2020

Respectively Submitted,  
Fawn Ruby



*Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.*

## **Chico Country Day School (CCDS) Board Policy #103**

### CONFLICTS OF INTEREST POLICY PURSUANT TO THE POLITICAL REFORM ACT OF 1974 (GOVERNMENT CODE §§ 87100, ET SEQ.) AND GOVERNMENT CODE SECTION 1090

#### **I. Adoption**

The Governing Board hereby adopts this Conflict of Interest Policy ("Policy"), which shall apply to all governing board members, candidates for member of the board, and all other designated employees of Chico Country Day School ("School").

#### **II. Definitions**

"Designated Persons" are officers and employees of the School and Board members who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest of that individual. The designated positions are listed in Appendix "A" attached to the School's Conflict of Interest Code and incorporated herein by reference.

"Remote Interests in a Contract" are those interests identified in Government Code section 1091 and relate only to voting members on the Board of Directors and are referred to as "disqualifying interests" herein.

"Non-Interests in a Contract" are those interests identified in Government Code section 1091.5 and relate to directors, officers or employees of the School and are referred to as "disqualifying interests" herein. A copy of Government Code sections 1091 and 1091.5 are attached as Exhibit A to this policy.

#### **III. Disclosure Statements**

##### **A. Statement of Economic Interest, Form 700**

Each designated employee, including governing board members, shall file a Statement of Economic Interest, Form 700 ("Statement") at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the Designated Person's position is assigned in Appendix A of the School's Conflict of Interest Code.

An investment, interest in real property or income shall be reportable if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or by participation in the decision by the

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designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in Appendix B of the School's Conflict of Interest Code.

### **Contents of Statements**

**Initial Statements:** Initial Statements shall disclose any reportable investments, interests in business positions and real property held on the date of assuming office, and income received during the twelve (12) months prior to the effective date of the Code.

**Assuming Office Statements:** Assuming Office Statements shall disclose any reportable investments, interests in business positions and real property held on the date of assuming office, and income received during the 12 months before the date of assuming office or the date of being appointed or nominated.

**Annual Statements:** Annual Statements shall disclose reportable investments, interests in real property, and income and business positions held or received during the previous calendar year or since the date the designated employee took office if during the calendar year.

**Leaving Office Statement:** Leaving Office Statements shall disclose reportable investments, interests in real property, business positions held and income received at any time during the period between the closing date of the last statement required to be filed and the date of leaving office.

### **Timing of Filings**

An initial Statement shall be filed by each designated person within 30 days after the effective date of the Code. Thereafter, each new Designated Person shall file a Statement within 30 days after assuming office. Each Designated Person shall file an annual Statement by April 1. Every Designated Person who leaves office shall file a Statement within 30 days of leaving office.

### **Statements Filed With the Charter School**

All Statements shall be supplied by the School on forms prescribed by the Fair Political Practices Commission. All Statements shall be filed with the School. The School's filing officer shall make and retain a copy and forward the original to the School's code reviewing body.

#### **B. Common Director Disclosure Statement**

At the commencement of an individual's term with the School and at the beginning of each fiscal year, each Board member shall complete a Common Director Disclosure Statement and provide it to the School identifying all organizations for which he/she is a board member, employee or committee member that are not otherwise disclosed in the Statement of Economic Interest.

#### **IV. Disqualification**

**Designated Persons:** No Designated Person, or their spouses and dependent children, may be financially interested in any contract made by them in their official capacity. Board Members are presumed to have made contracts in which they, or their spouses and dependent children have a financial interest. A Designated Person may not make, participate in making, or in any way use or attempt to use his/her official position to influence any School decision which he/she knows or has reason to know he or she has a disqualifying financial interest. A Designated Person has a "disqualifying financial interest" if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the Designated Person or a member

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of his or her immediate family. A Director that is also an employee of the School must follow the recusal provisions outlined below for any matters uniquely affecting that member's employment. A Designated Person must follow recusal provisions outlined below with respect to Remote Interests in Contracts and Non-Interests in Contracts.

**Board Make-Up:** Not more than 49 percent of the persons serving on the Board of the School may be Directors, or family members, that were compensated by the School for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable reimbursement paid to a director as a director. No Directors shall serve on the Board of the School if that person has a current financial interest in any contract made by him or her in his or her official capacity on the board, except that an employee Director is not disqualified from serving as a member of the Board of Directors because of that employee's employment status with the School.

### **Manner of Disqualification**

**Persons with Remote Interests in Contracts and Non-Interests in Contracts:** When a Designated Person, other than a Board Member, determines that he/she should not make a decision because of a financial interest in a Contract, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the School Chief Business Officer, who shall record the employee's disqualification, and notify the Charter School Governing Board of the interest at its next meeting before the Governing Board discusses or votes on the item. In the case of the School Chief Business Officer, this determination and disclosure shall be made in writing to the Governing Board.

Governing Board members shall orally disclose a Remote Interest, and in some instances a Non-Interest in a Contract, at the meeting during which consideration of the decision takes place. Employee Board members shall orally disclose an interest in any decision uniquely affecting that member's employment. This disclosure shall be made following the announcement of the agenda item, but before the discussion or vote commences. This disclosure shall be made part of the Board's official record. The disqualified Board member shall then refrain from participating in the decision in any way, but may remain seated if desired.

If the decision is made during a closed session, the member's disqualification may be made orally during the open session before the body goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest under Government Code section 87100. The declaration shall be made part of the official public record. The member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the decision.

The following must be confirmed in the affirmative prior to the Board's acceptance of a contract or transaction with a Designated Person with respect to a Remote or Non-Interest in a Contract:

- That the transaction is entered into for the benefit of the School;
  - That the transaction was fair and reasonable for the School at the time it enters into the transaction;
  - That after reasonable investigation under the circumstances, the Board determines, in good faith, that the School could not have obtained a more advantageous arrangement with reasonable effort. Documentation of the results of the investigation shall be retained either
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in the Board minutes and/or in the school's financial files.

Disqualified Designated Persons shall not be counted toward achieving a quorum while the item is discussed.

Adopted: 3/10/2021

Amended:



## EXHIBIT A

### **Government Code § 1091. Remote interest of officer or member**

(a) An officer shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member within the meaning of this article if the officer has only a remote interest in the contract and if the fact of that interest is disclosed to the body or board of which the officer is a member and noted in its official records, and thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest.

(b) As used in this article, “remote interest” means any of the following:

(1) That of an officer or employee of a nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3)) or a nonprofit corporation, except as provided in paragraph (8) of subdivision (a) of Section 1091.5.

(2) That of an employee or agent of the contracting party, if the contracting party has 10 or more other employees and if the officer was an employee or agent of that contracting party for at least three years prior to the officer initially accepting his or her office and the officer owns less than 3 percent of the shares of stock of the contracting party; and the employee or agent is not an officer or director of the contracting party and did not directly participate in formulating the bid of the contracting party.

For purposes of this paragraph, time of employment with the contracting party by the officer shall be counted in computing the three-year period specified in this paragraph even though the contracting party has been converted from one form of business organization to a different form of business organization within three years of the initial taking of office by the officer. Time of employment in that case shall be counted only if, after the transfer or change in organization, the real or ultimate ownership of the contracting party is the same or substantially similar to that which existed before the transfer or change in organization. For purposes of this paragraph, stockholders, bondholders, partners, or other persons holding an interest in the contracting party are regarded as having the “real or ultimate ownership” of the contracting party.

(3) That of an employee or agent of the contracting party, if all of the following conditions are met:

(A) The agency of which the person is an officer is a local public agency located in a county with a population of less than 4,000,000.

(B) The contract is competitively bid and is not for personal services.

(C) The employee or agent is not in a primary management capacity with the contracting party, is not an officer or director of the contracting party, and holds no ownership interest in the contracting party.

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- (D) The contracting party has 10 or more other employees.
- (E) The employee or agent did not directly participate in formulating the bid of the contracting party.
- (F) The contracting party is the lowest responsible bidder.
- (4) That of a parent in the earnings of his or her minor child for personal services.
- (5) That of a landlord or tenant of the contracting party.
- (6) That of an attorney of the contracting party or that of an owner, officer, employee, or agent of a firm that renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of 10 percent or more in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.
- (7) That of a member of a nonprofit corporation formed under the Food and Agricultural Code or a nonprofit corporation formed under the Corporations Code for the sole purpose of engaging in the merchandising of agricultural products or the supplying of water.
- (8) That of a supplier of goods or services when those goods or services have been supplied to the contracting party by the officer for at least five years prior to his or her election or appointment to office.
- (9) That of a person subject to the provisions of Section 1090 in any contract or agreement entered into pursuant to the provisions of the California Land Conservation Act of 1965.
- (10) Except as provided in subdivision (b) of Section 1091.5, that of a director of, or a person having an ownership interest of, 10 percent or more in a bank, bank holding company, or savings and loan association with which a party to the contract has a relationship of borrower or depositor, debtor or creditor.
- (11) That of an engineer, geologist, or architect employed by a consulting engineering or architectural firm. This paragraph applies only to an employee of a consulting firm who does not serve in a primary management capacity, and does not apply to an officer or director of a consulting firm.
- (12) That of an elected officer otherwise subject to Section 1090, in any housing assistance payment contract entered into pursuant to Section 8 of the United States Housing Act of 1937 (42 U.S.C. Sec. 1437f) as amended, provided that the housing assistance payment contract was in existence before Section 1090 became applicable to the officer and will be renewed or extended only as to the existing tenant, or, in a jurisdiction in which the rental vacancy rate is less than 5 percent, as to new tenants in a unit previously under a Section 8 contract. This section applies to any person who became a public official on or after November 1, 1986.
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(13) That of a person receiving salary, per diem, or reimbursement for expenses from a government entity.

(14) That of a person owning less than 3 percent of the shares of a contracting party that is a for-profit corporation, provided that the ownership of the shares derived from the person's employment with that corporation.

(15) That of a party to litigation involving the body or board of which the officer is a member in connection with an agreement in which all of the following apply:

(A) The agreement is entered into as part of a settlement of litigation in which the body or board is represented by legal counsel.

(B) After a review of the merits of the agreement and other relevant facts and circumstances, a court of competent jurisdiction finds that the agreement serves the public interest.

(C) The interested member has recused himself or herself from all participation, direct or indirect, in the making of the agreement on behalf of the body or board.

(16) That of a person who is an officer or employee of an investor-owned utility that is regulated by the Public Utilities Commission with respect to a contract between the investor-owned utility and a state, county, district, judicial district, or city body or board of which the person is a member, if the contract requires the investor-owned utility to provide energy efficiency rebates or other type of program to encourage energy efficiency that benefits the public when all of the following apply:

(A) The contract is funded by utility consumers pursuant to regulations of the Public Utilities Commission.

(B) The contract provides no individual benefit to the person that is not also provided to the public, and the investor-owned utility receives no direct financial profit from the contract.

(C) The person has recused himself or herself from all participation in making the contract on behalf of the state, county, district, judicial district, or city body or board of which he or she is a member.

(D) The contract implements a program authorized by the Public Utilities Commission.

(c) This section is not applicable to any officer interested in a contract who influences or attempts to influence another member of the body or board of which he or she is a member to enter into the contract.

(d) The willful failure of an officer to disclose the fact of his or her interest in a contract pursuant to this section is punishable as provided in Section 1097. That violation does not void the contract unless the contracting party had knowledge of the fact of the remote interest of the officer at the time the contract was executed.

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### **§ 1091.5. Interests not constituting an interest in a contract**

(a) An officer or employee shall not be deemed to be interested in a contract if his or her interest is any of the following:

(1) The ownership of less than 3 percent of the shares of a corporation for profit, provided that the total annual income to him or her from dividends, including the value of stock dividends, from the corporation does not exceed 5 percent of his or her total annual income, and any other payments made to him or her by the corporation do not exceed 5 percent of his or her total annual income.

(2) That of an officer in being reimbursed for his or her actual and necessary expenses incurred in the performance of official duties.

(3) That of a recipient of public services generally provided by the public body or board of which he or she is a member, on the same terms and conditions as if he or she were not a member of the body or board.

(4) That of a landlord or tenant of the contracting party if the contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial, or other public district of this state or an adjoining state unless the subject matter of the contract is the property in which the officer or employee has the interest as landlord or tenant in which event his or her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Section 1091.

(5) That of a tenant in a public housing authority created pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code in which he or she serves as a member of the board of commissioners of the authority or of a community development commission created pursuant to Part 1.7 (commencing with Section 34100) of Division 24 of the Health and Safety Code.

(6) That of a spouse of an officer or employee of a public agency in his or her spouse's employment or office holding if his or her spouse's employment or office holding has existed for at least one year prior to his or her election or appointment.

(7) That of a nonsalaried member of a nonprofit corporation, provided that this interest is disclosed to the body or board at the time of the first consideration of the contract, and provided further that this interest is noted in its official records.

(8) That of a noncompensated officer of a nonprofit, tax-exempt corporation, which, as one of its primary purposes, supports the functions of the body or board or to which the body or board has a legal obligation to give particular consideration, and provided further that this interest is noted in its official records.

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For purposes of this paragraph, an officer is “noncompensated” even though he or she receives reimbursement from the nonprofit, tax-exempt corporation for necessary travel and other actual expenses incurred in performing the duties of his or her office.

(9) That of a person receiving salary, per diem, or reimbursement for expenses from a government entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that the interest is disclosed to the body or board at the time of consideration of the contract, and provided further that the interest is noted in its official record.

(10) That of an attorney of the contracting party or that of an owner, officer, employee, or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.

(11) Except as provided in subdivision (b), that of an officer or employee of, or a person having less than a 10-percent ownership interest in, a bank, bank holding company, or savings and loan association with which a party to the contract has a relationship of borrower, depositor, debtor, or creditor.

(12) That of (A) a bona fide nonprofit, tax-exempt corporation having among its primary purposes the conservation, preservation, or restoration of park and natural lands or historical resources for public benefit, which corporation enters into an agreement with a public agency to provide services related to park and natural lands or historical resources and which services are found by the public agency, prior to entering into the agreement or as part of the agreement, to be necessary to the public interest to plan for, acquire, protect, conserve, improve, or restore park and natural lands or historical resources for public purposes and (B) any officer, director, or employee acting pursuant to the agreement on behalf of the nonprofit corporation. For purposes of this paragraph, “agreement” includes contracts and grants, and “park,” “natural lands,” and “historical resources” shall have the meanings set forth in subdivisions (d), (g), and (i) of Section 5902 of the Public Resources Code. Services to be provided to the public agency may include those studies and related services, acquisitions of property and property interests, and any activities related to those studies and acquisitions necessary for the conservation, preservation, improvement, or restoration of park and natural lands or historical resources.

(13) That of an officer, employee, or member of the Board of Directors of the California Housing Finance Agency with respect to a loan product or programs if the officer, employee, or member participated in the planning, discussions, development, or approval of the loan product or program and both of the following two conditions exist:

(A) The loan product or program is or may be originated by any lender approved by the agency.

(B) The loan product or program is generally available to qualifying borrowers on terms and conditions that are substantially the same for all qualifying borrowers at the time the loan is made.

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(b) An officer or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his or her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor.



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**Chico Country Day School (CCDS)  
Board Policy #104**

**CONFLICT OF INTEREST CODE**

**Adoption**

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Chico Country Day School hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members, candidates for member of the board, and all other designated employees of the Chico Country Day School ("School"), as specifically required by California Government Code Section 87300.

**Definition of Terms**

"Designated Persons" are board members, officers and employees of the School who hold positions that involve the making or participation in making decisions that may foreseeably have a material effect on any financial interest of that individual. Designated positions within the School are listed in Appendix A attached to this Code and incorporated herein by reference.

"Disclosure Categories" are the descriptions of the types of financial interests Designated Persons in one or more job classifications must disclose on their Form 700. The categories must be tailored to the financial interests affected, and must not require public officials to disclose private financial information that does not relate to their School employment. The Disclosure Categories are listed in Appendix B.

"Form 700" is the Statement of Economic Interest, Form 700 disclosing the reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the Designated Person's position is assigned in Appendix A.

**Disclosure Statements**

Designated Persons designated positions shall file their Form 700 with the School, which will make the statements available for public inspection and reproduction. Upon receipt of the statements for designated members and employees, the School shall make and retain copies and forward the originals to the appropriate agency. All other statements will be retained by the School.

Adopted: March 10, 2021

Amended:

APPENDIX A  
Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in Appendix B (i.e. categories 1, 2, and 3).
- A. Members of the Governing Board
  - B. Candidates for Member of the Governing Board
  - C. Members of Committees of the Governing Board
  - D. Director of Education
  - E. Chief Business Officer
  - F. Director of Student Affairs
  - G. Director of Student Support Services
  - H. Consultants
  - I. Other Employees

APPENDIX B  
Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part within the geographical service area of the School, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$2,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities (including gifts, loans and travel payments) which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the geographical service area of the School.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the geographical service area of the School.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)



(No investment or interest in real property is reportable unless its fair market value exceeds \$2,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$500 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.

Category 2 Reporting:

- A. Investments in or income from persons or business entities (including gifts, loans and travel payments) which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from persons or business entities (including gifts, loans and travel payments) which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.



*Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.*

## **Chico Country Day School (CCDS)**

### **Board Policy #105**

#### **BOARD DUTIES AND RESPONSIBILITIES: DELEGATION OF POWER**

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Directors and the School Administrators work together as a governance team in operating Chico Country Day School ("School"). The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. In consideration of these guiding principles, the following policy identifies the role of the Board and the role of the Chief Business Officer, Director of Education, Director of Student Affairs and Director of Student Support Services ("School Administrators").

#### **Role of the Governing Board**

##### **Vision and Strategic Plan:**

- The Board drafts, modifies and approves the School Mission and in each subsequent year, reevaluates the School Mission;
- The Board reviews, provides input and approves the plans submitted by the School Administrators;
- The Board adopts policies to successfully implement the School Mission and Plans.
- The Board oversees the School Administrators to ensure that the School Mission and Plans are reflected in the day to day operations of the school, including ensuring that the curriculum aligns with the School Mission.

##### **Academic Performance Monitoring:**

- The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and sets goals for student achievement;
- The Board, or a committee thereof, periodically reviews student performance based on school level assessments and sets goals for student achievement on school level assessments;
- The Board reviews and adopts academic policies to achieve the student achievement goals;
- The Board approves all academic performance reports to all federal, state and local agencies as required by law;

- The Board approves the Local Control Accountability Plan and annually reviews, updates and approves it.
- The Board, or a committee thereof, researches or develops student data collection systems and periodically reviews them to ensure their effectiveness.

### **Staffing and Personnel:**

- The Board reviews and approves personnel policies and any amendments thereto;
- The Board hires, evaluates, and terminates the employment of the School Administrators.
- The Board establishes performance goals for the School Administrators and communicates the goals to the School Administrators;
- The Board annually reviews the School Administrators' performance;
- The Board annually reviews the School Administrators' employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the School Administrators' succession and recruitment plans;
- The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws.

### **Parent, Student and Community Relations**

- The Board, or a committee thereof, hears and decides student expulsion recommendations;
- The Board, or a committee thereof, hears and decides student suspension appeals, if applicable;
- The Board reviews and approves student and parent policies and any proposed amendments thereto;
- As needed, the Board communicates with the media and community at large consistent with the School's Mission and Vision;

### **Finance and Budget**

- The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto;
- The Board reviews and approves the school's annual academic calendar and class schedule;
- The Board, or a committee thereof, solicits and selects the school's independent financial auditor, oversees the auditor's work, and receives the auditor's report(s);
- The Board, or a committee thereof, reviews and adopts and amends the annual budget as well as interim and annual financial statements;
- The Board, or a committee thereof, reviews and approves the audit report;
- The Board monitors the responses to the audit report and implementation thereof.

## **Facilities**

- The Board enters into financing and building contracts;
- The Board approves construction and remodeling of facilities;
- The Board, or a committee thereof, researches school sites as needed, and funding and facilities options;
- The Board, or a committee thereof, makes recommendations on facilities needs and policies.

## **Board Internal Business**

- The Board drafts, reviews and approves board policies and amendments thereto;
- The Board recruits prospective Board members;
- The Board orients new Board members;
- The Board, as needed, provides training to its members;
- The Board develops and yearly implements a Board self-evaluation. From time to time, the Board re-evaluates its self-evaluation process.

## **Charter Performance and Renewal**

- The Board annually reviews the school performance reports;
- The Board, as needed, reviews charter school renewal proposals and reports.

## **Delegation of Power to the School Administrators**

The Board delegates the following powers to the School Administrators, or his/her delegate:

### **Vision and Strategic Plan:**

- The School Administrators provide input to the Board when it drafts, modifies and approves the School Mission and in each subsequent year when it reevaluates the School Mission;
- The School Administrators implement the Board-adopted policies to implement the School Mission and Strategic Plans, by among other things adopting appropriate procedures and training staff on the policies and procedures.

### **Academic Performance Monitoring:**

- The School Administrators create a report reflecting student performance based on state- and federally-mandated assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student achievement on national assessments. The School Administrators implement the goals for student achievement on such assessments;
- The School Administrators create a quarterly report reflecting student performance based on school level assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student achievement on school level assessments. The School Administrators implement the goals for student achievement on school level assessments;
- The School Administrators implement Board adopted policies to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures;

- The School Administrators create all academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board for approval;
- The School Administrators consult with teachers, other school personnel, parents and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan, which is approved by the Board annually;
- The School Administrators develops the school calendar and class schedule and provides them to the Board for approval.

### **Staffing and Personnel:**

- The School Administrators draft all personnel policies and presents them to the Board for review and approval. The School Administrators also recommend any proposed amendments to the personnel policies and presents them to the Board for review and approval;
- The School Administrators are responsible for all recruitment activities associated with the hiring of school personnel, as well as hiring and termination of school personnel
- The School Administrators recommend the salaries for all School personnel in compliance with any applicable state laws to the Board for final approval;
- The School Administrators ensure that all school personnel are evaluated per school policy and creates the process for such evaluation;
- The School Administrators implement all personnel policies, including the school's internal complaint procedures.

### **Parent, Student and Community Relations**

- The School Administrators implement the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures.
- The School Administrators follow the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;
- The School Administrators draft, and subsequently implement the Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The School Administrators draft amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the School Administrators communicate with the media and community at large in a fashion that is consistent with the School's Mission and Vision;

### **Finance and Budget**

- The School Administrators draft and subsequently implement the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The School Administrators draft amendments to the fiscal policies, and presents them to the Board for approval;
- The School Administrators draft and submit to the Board, or a committee thereof, the quarterly and yearly budget drafts;
- The School Administrators draft and submit to the Board the final quarterly and yearly budgets and other required financial statements;
- The School Administrators implement the responses to the audit report as instructed by the Board.

## **Facilities**

- The School Administrators conduct school site needs assessments at the direction of the Board;
- The School Administrators conduct capital campaigns as needed;
- The School Administrators implement any facilities policies.

## **Charter Performance and Renewal**

- The School Administrators annually draft any required school performance reports for Board review;
- The School Administrators, as needed, draft charter school renewal proposals and reports.

Adopted: March 10, 2021

Amended:

Checks Dated 01/01/2021 through 03/01/2021			Board Meeting Date 3/10/21
Check Number	Check Date	Pay to the Order of	Check Amount
0018852	01/05/2021	Butte Schools Self Funded Programs	57,428.74
0018853	01/05/2021	Employment Development Dept	3,778.81
0018854	01/05/2021	Internal Revenue Service	16,606.38
0018855	01/05/2021	TASC Client Invoices	1,564.71
0018856	01/05/2021	AFLAC	617.28
0018857	01/05/2021	Amazon Capital Services, Inc	555.54
0018858	01/05/2021	CDW-Government	51.39
0018859	01/05/2021	John Sclare	4,000.00
0018860	01/05/2021	Mission Linen and Uniform	287.84
0018861	01/05/2021	PG &E	5,758.35
0018862	01/05/2021	American Fidelity Assurance ATTN: Billing Admin	120.93
0018863	01/05/2021	AT & T	187.48
0018864	01/05/2021	Cherry, Angela J	59.22
0018865	01/05/2021	Dewald Parent, Amie L	356.45
0018866	01/05/2021	Fairon, Wendy A	538.00
0018867	01/05/2021	T Mobile	80.00
0018868	01/05/2021	Verizon Wireless	453.38
0018869	01/06/2021	Cooley, Kerri A	46.38
0018870	01/06/2021	Focal Point Landscape Supply	708.23
0018871	01/06/2021	Langford, Stuart C	643.12
0018872	01/08/2021	Certifix Live Scan	60.00
0018873	01/08/2021	Citi Cards	3,873.50
0018874	01/08/2021	Davis, David J	78.38
0018875	01/08/2021	Home Depot	913.04
0018876	01/08/2021	Reece, Margaret E	98.31
0018877	01/08/2021	Tucker Pest Control	480.00
0018879	01/12/2021	Amazon Capital Services, Inc	229.58
0018880	01/12/2021	CharterSAFE	10,950.00
0018881	01/12/2021	Half a Bubble Out, Inc.	90.00
0018882	01/12/2021	Ray Morgan Company	126.28
0018883	01/12/2021	School Services of California	320.00
0018884	01/15/2021	American Fidelity Assurance ATTN: Billing Admin	2,571.39
0018885	01/15/2021	Dewald Parent, Amie L	47.88
0018886	01/15/2021	Employment Development Dept	6,716.80
0018887	01/15/2021	Internal Revenue Service	15,725.95
0018888	01/15/2021	The TDS Group	3,115.00
0018889	01/22/2021	Amazon Capital Services, Inc	561.28
0018890	01/22/2021	CA Dept of Tax & Fee Admin	627.00
0018891	01/22/2021	Department of Justice	32.00
0018892	01/22/2021	John Patterson Electric	350.99
0018893	01/22/2021	NCS Pearson Inc	394.49
0018894	01/22/2021	Office Depot	393.46
0018895	01/22/2021	Procopio, Cory, Hargreaves & Savitch, LLP	260.00
0018896	01/22/2021	Ray Morgan Company	205.92
0018897	01/22/2021	Reece, Margaret E	66.20
0018899	01/22/2021	Waste Management	379.67
0018900	01/26/2021	Amazon Capital Services, Inc	64.94
0018901	01/26/2021	SchoolAbility, LLC	12,500.00
0018903	01/29/2021	AFLAC	617.28

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

SCHOOLABILITY

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Checks Dated 01/01/2021 through 03/01/2021			Board Meeting Date 3/10/21
Check Number	Check Date	Pay to the Order of	Check Amount
0018904	01/29/2021	Amazon Capital Services, Inc	530.09
0018905	01/29/2021	American Fidelity Assurance ATTN: Billing Admin	120.93
0018906	01/29/2021	AT & T	187.85
0018907	01/29/2021	Butte Schools Self Funded Programs	57,517.29
0018908	01/29/2021	CA Water Service Company	914.67
0018909	01/29/2021	Evergreen Janitorial Supply, Inc.	370.97
0018910	01/29/2021	Ferguson, Stacy M	165.10
0018911	01/29/2021	Foundation for Edu. Admin	3,750.00
0018912	01/29/2021	Ivey Engineering	3,464.38
0018913	01/29/2021	Nicole Pang	825.00
0018914	01/29/2021	Procopio, Cory, Hargreaves & Savitch, LLP	1,485.50
0018915	01/29/2021	Sorenson Moving & Storage	581.27
0018916	01/29/2021	Story Heating & Air	431.20
0018917	01/29/2021	The TDS Group	3,115.00
0018918	01/29/2021	Wren, Natalie L	65.00
0018919	01/31/2021	Employment Development Dept	6,504.75
0018920	01/31/2021	Internal Revenue Service	15,904.53
0018924	02/02/2021	CalPERS	19,748.24
0018925	02/05/2021	Amazon Capital Services, Inc	202.02
0018926	02/05/2021	Carlson Electrical Systems	542.88
0018927	02/05/2021	CASBO	530.00
0018928	02/05/2021	CharterSAFE	10,950.00
0018929	02/05/2021	Cherry, Angela J	47.12
0018930	02/05/2021	ChromeBookParts.com ATT: Purchase Orders	268.01
0018931	02/05/2021	Citi Cards	671.78
0018932	02/05/2021	Evergreen Janitorial Supply, Inc.	158.14
0018933	02/05/2021	Home Depot	560.51
0018934	02/05/2021	Locksmithing Enterprises	91.70
0018935	02/05/2021	Mission Linen and Uniform	311.36
0018936	02/05/2021	PG &E	5,613.04
0018937	02/05/2021	SchoolAbility, LLC	2,500.00
0018938	02/05/2021	SchoolMint, Inc.	5,775.36
0018939	02/05/2021	T Mobile	80.00
0018940	02/05/2021	Tehama County EAC	45.00
0018941	02/05/2021	Verizon Wireless	455.52
0018942	02/10/2021	Amazon Capital Services, Inc	38.34
0018943	02/10/2021	Butte County Office of Ed Attn Student Program Services	2,250.00
0018944	02/10/2021	Carlson Electrical Systems	1,119.00
0018945	02/10/2021	Cooley, Kerri A	59.29
0018946	02/10/2021	Dell Financial Services	9,514.26
0018947	02/10/2021	Dell Financial Services	3,914.31
0018948	02/10/2021	Department of Justice	96.00
0018949	02/10/2021	Focal Point Landscape Supply	128.70
0018950	02/10/2021	Fresh Cove, Inc	855.00
0018951	02/10/2021	Jackson, Andrea L	50.00
0018952	02/10/2021	School Services of California	320.00
0018953	02/10/2021	Schools Excess Liability Fund	3,594.64
0018954	02/10/2021	Tucker Pest Control	240.00
0018955	02/10/2021	Waste Management	379.67

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

SCHOOLABILITY

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Checks Dated 01/01/2021 through 03/01/2021			Board Meeting Date 3/10/21
Check Number	Check Date	Pay to the Order of	Check Amount
0018957	02/17/2021	Access Information Protected	147.57
0018958	02/17/2021	Amazon Capital Services, Inc	43.41
0018959	02/17/2021	Anderson, Tyson J	34.95
0018960	02/17/2021	Carlson Electrical Systems	400.04
0018961	02/17/2021	Certifix Live Scan	60.00
0018962	02/17/2021	Employment Development Dept	5,706.28
0018963	02/17/2021	Hayden Fire Protection	403.00
0018964	02/17/2021	Internal Revenue Service	15,853.16
0018965	02/17/2021	Procopio, Cory, Hargreaves & Savitch, LLP	5,828.90
0018966	02/17/2021	Ray Morgan Company	205.92
0018967	02/17/2021	The TDS Group	3,165.00
0018968	02/17/2021	US Screenprinting & Embroidery	166.59
0018969	02/17/2021	Wren, Natalie L	51.45
0018970	02/19/2021	Denine's Cupcakes	240.00
0018971	02/19/2021	Employment Development Dept	316.14
0018973	02/26/2021	Amazon Capital Services, Inc	100.75
0018974	02/26/2021	CharterSAFE	400.04
0018975	02/26/2021	Hoppe, Lisa M	62.07
0018976	02/26/2021	Loy J Mattison	812.50
0018977	02/26/2021	Procopio, Cory, Hargreaves & Savitch, LLP	341.00
0018978	02/26/2021	Stephen Roatch Accountancy Corporation	2,500.00
0018980	03/01/2021	American Fidelity Assurance ATTN: Billing Admin	3,151.75
0018981	03/01/2021	AT & T	189.42
0018982	03/01/2021	CalPERS	19,295.40
0018983	03/01/2021	Carlson Electrical Systems	400.04
0018984	03/01/2021	Cherry, Angela J	55.61
0018985	03/01/2021	Christensen Telecommunications , Inc.	9,067.07
0018986	03/01/2021	Employment Development Dept	4,727.00
0018987	03/01/2021	Evergreen Janitorial Supply, Inc.	1,595.23
0018988	03/01/2021	Home Depot	446.20
0018989	03/01/2021	Internal Revenue Service	17,131.79
0018990	03/01/2021	Nicole Pang	550.00
0018991	03/01/2021	The TDS Group	3,465.00
0018992	03/01/2021	Amazon Capital Services, Inc	219.78
0018993	03/01/2021	Office Depot	281.34
Total Number of Checks			133
			420,149.39

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	133	420,149.39
	Total Number of Checks	133	420,149.39
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		420,149.39

Includes checks for only Bank Account 100MAIN

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

SCHOOLABILITY

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## **CCDS BOARD OF DIRECTORS**

**Agenda Item:** Application for federal funds and the Federal LCAP Addendum

**Prepared by:** Margaret Reece

**Board Meeting Date:** 3/10/21

### **Discussion/Action Agenda**

#### **Background Information:**

CCDS has not applied for federal Title funds due to lower numbers of students eligible as compared to the reporting requirements of being a recipient of those funds. However, the ESSER (Covid relief) funds are tied to Federal Title 1 recipient eligibility in order to be included. Therefore, we are applying for Title 1A, Title 2A and Title IV funds in order to also receive ESSER funding in the next round. Part of this requirement is the preparation of the Federal LCAP Addendum, which needs board approval prior to March 31.

#### **Educational Impact:**

Additional funding to support eligible students and professional development of staff

#### **Fiscal Impact:**

CCDS will receive Title 1A, Title 2A and Title IV-A funds and be eligible for \$124k in ESSER II relief funds.

#### **Additional Information:**

None

#### **Recommendation:**

Approval of the Federal Addendum and the intention of pursuing any Title federal funding.

## **CCDS BOARD OF DIRECTORS**

**Agenda Item:** 20/21 Second Interim Budget

**Prepared by:** Margaret Reece

**Board Meeting Date:** 3/10/21

### **Discussion/Action Agenda**

#### **Background Information:**

The 2<sup>nd</sup> Interim budget is due on March 15 every year. The report sums up the income and expenses through January 31, 2021 and is based on actual enrollment, attendance rates and the CALPADS report that shows the number of students who qualify for free & reduced meals, are foster children, homeless or English Language Learners (unduplicated count).

#### **Educational Impact:**

No direct educational impact

#### **Fiscal Impact:**

Total state & In Lieu Property tax income has shifted to \$3.23 million from the state and \$1.34 million from CUSD in the form of In Lieu Property tax income. Federal revenue is based on expected ADA for special education, MAA/Medi-Cal funding, CARES funding, and our PPP loan which we just had forgiven and is now recognized as income. Other state income includes special education, lottery, mandated costs and one time grant funding. Other local revenue includes After School program, Preschool program, donated funds or reimbursements. Those are much lower this year in comparison to past years.

Below is a chart of our demographics. The “supplemental grant” for the LCAP is determined by the number of unduplicated students. Our enrollment is 572 students and our ADA is still estimated at 96%.

Expense adjustments come in the areas of STRS, PERS, and Health & Welfare Benefits as well as non-capitalized improvements, books and supplies and salary supplemental pay recommendations.

Overall, our ending revenues over expenses was \$12k in our 1<sup>st</sup> Interim budget and increased to \$582k with this revision primarily due to the receipt of federal funds. Not included in this budget is the potential for Title funds as well as ESSER, and any state funds that we may receive based on the Governor’s new proposal for extended learning opportunities and reopening grants (not passed yet at the time this was written). Our projected allocation for the state funding is \$154,290 for In-person Instructional Grant, and \$335,439 for the Expanded Learning Grant.

**Chico Country Day Charter School Enrollment:**

Student Group	2017-2018		2018-2019		2019-2020		2020-2021**	
	#	%	#	%	#	%	#	%
All Students	557		558		555		572	
English Learners	2	0.40%	2	0.40%	4	0.70%	7	1.22%
Foster Youth	0	0%	0	0%	2	0.40%	3	0.52%
Homeless	3	0.50%	8	1.40%	10	1.80%	9	1.73%
Socioeconomically Disadvantaged	117	21%	125	22.40%	131	23.60%	143	25.00%
Students with Disabilities	49	8.80%	46	8.20%	45	8.10%	55	9.62%
African American	11	2%	10	1.80%	8	1.40%	9	1.57%
American Indian or Alaska Native	7	1.30%	5	0.90%	4	0.07%	4	0.70%
Asian	19	3.40%	20	3.60%	20	3.60%	23	4.02%
Filipino	2	0.40%	1	0.20%	0%	0%	1%	2%
Hispanic	53	9.50%	54	9.70%	61	11%	78	14%
Native Hawaiian or Pacific Islander	1	0.20%	1	0.20%	1	0.20%	1	0.17%
White	427	76.70%	425	76.20%	411	74.10%	399	69.76%
Two or More Races	30	5.40%	35	6.30%	41	7.40%	48	8.39%

*\*Source: DataQuest*

*\*\* source: Calpads*

**Additional Information:**

None

**Recommendation:**

Approval of the 2<sup>nd</sup> Interim budget.

## **CCDS BOARD OF DIRECTORS**

**Agenda Item:** 20/21 Staff Supplemental Pay

**Prepared by:** Margaret Reece

**Board Meeting Date:** 3/10/21

### **Discussion/Action Agenda**

#### **Background Information:**

Historically, CCDS has offered supplemental bonus pay to its employees to address a pay differential between CCDS and other surrounding districts. Last year, the board considered it, but facing uncertain financial impacts of COVID, opted to not move forward. This year, we have surplus funding from 19/20 of \$260k in addition to the second interim budget revision surplus of ~\$580k. The 19/20 surplus would provide funding for this year's bonus supplemental pay.

#### **Educational Impact:**

No direct educational impact

#### **Fiscal Impact:**

CCDS would utilize 19/20 surplus funding to address staffing supplemental bonus pay. Of the \$260k, \$100k bonuses are recommended, leaving an additional \$160k still in reserve for economic uncertainty. 20/21 excess revenue over expenditures would be evaluated for 21/22 staff supplemental pay next year.

Methodology: Active employees; Total recommended amount of supplemental pay; total FTE average over three years.

#### **Additional Information:**

None

#### **Recommendation:**

Consider offering staff supplemental pay of \$100k to be divided by all staff based on average FTE.

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report Certification**

Charter School Name: Chico Country Day School  
(continued) \_\_\_\_\_  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

To the entity that approved the charter school:  
(   x   ) 2020-2021 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: 3/10/2021  
Charter School Official  
(Original signature required)  
Print Name: Margaret Reece Title: Chief Business Officer

To the County Superintendent of Schools:  
(        ) 2020-2021 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Print Name: Jaclyn Kruger Title: Director, Fiscal Services

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Jaclyn Kruger  
Name  
Director, Fiscal Services  
Title  
530-891-3000 Ext. 131  
Phone  
jkruger@chicousd.org  
E-mail

For Charter School:

Margaret Reece  
Name  
Chief Business Officer  
Title  
530-895-2650 x 204  
Phone  
margaret@chicocountryday.org  
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

\_\_\_\_\_  
BCOE Signature

\_\_\_\_\_  
Date

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. Revenue Limit Sources										
State Aid - Current Year	8011	2,469,988.00		2,469,988.00	1,020,612.00	-	1,020,612.00	2,226,607.00	-	2,226,607.00
Education Protection Act Funds	8012	690,983.00		690,983.00	506,478.00		506,478.00	1,012,956.00		1,012,956.00
Charter Schools Gen. Purpose Ent	8015			-			-			-
State Aid - Prior Years	8019	-		-			-			-
Tax Relief Subventions (for rev. limit)	8020-8039			-			-			-
County and District Taxes (for rev. limit)	8040-8079			-			-			-
Miscellaneous Funds (for rev. limit)	8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-			-			-
Other Revenue Limit Transfers	8091, 8097			-			-			-
Total, Revenue Limit Sources		3,160,971.00	-	3,160,971.00	1,527,090.00	-	1,527,090.00	3,239,563.00	-	3,239,563.00
2. Federal Revenues										
No Child Left Behind	8290			-			-			-
Special Education - Federal	8181, 8182	-	72,500.00	72,500.00			-		76,000.00	76,000.00
Child Nutrition - Federal	8220			-			-			-
Other Federal Revenues	8110, 8260-8299	-	4,500.00	4,500.00		236,599.11	236,599.11		857,827.40	857,827.40
Total, Federal Revenues		-	77,000.00	77,000.00	-	236,599.11	236,599.11	-	933,827.40	933,827.40
3. Other State Revenues										
Charter Schools Categorical Block	8590			-			-			-
Special Education - State	StateRevSE		348,450.00	348,450.00		148,631.00	148,631.00		343,930.00	343,930.00
All Other State Revenues	StateRevAO	94,494.00	30,130.00	124,624.00	11,546.02		11,546.02	94,494.00	30,130.00	124,624.00
Total, Other State Revenues		94,494.00	378,580.00	473,074.00	11,546.02	148,631.00	160,177.02	94,494.00	374,060.00	468,554.00
4. Other Local Revenues										
Charter Schools Funding in Lieu of	8096	1,240,956.00		1,240,956.00	702,961.00		702,961.00	1,349,044.00	-	1,349,044.00
All Other Local Revenues	LocalRevAO	293,100.00	59,030.00	352,130.00	99,881.49	15,344.72	115,226.21	142,825.00	118,300.00	261,125.00
Total, Local Revenues		1,534,056.00	59,030.00	1,593,086.00	802,842.49	15,344.72	818,187.21	1,491,869.00	118,300.00	1,610,169.00
5. TOTAL REVENUES										
		4,789,521.00	514,610.00	5,304,131.00	2,341,478.51	400,574.83	2,742,053.34	4,825,926.00	1,426,187.40	6,252,113.40
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	1,473,300.00	105,420.00	1,578,720.00	898,456.50	109,385.30	1,007,841.80	1,527,228.30	241,106.85	1,768,335.15
Certificated Pupil Support Salaries	1200	102,660.00	168,940.00	271,600.00	28,235.18	89,807.94	118,043.12	58,355.00	212,020.00	270,375.00
Certificated Supervisors' and Admin	1300	210,400.00	47,362.00	257,762.00	121,052.48	37,437.78	158,490.26	178,015.00	86,400.00	264,415.00
Other Certificated Salaries	1900	48,575.00	13,500.00	62,075.00	13,451.62		13,451.62	30,900.00	4,000.00	34,900.00
Total, Certificated Salaries		1,834,935.00	335,222.00	2,170,157.00	1,061,195.78	236,631.02	1,297,826.80	1,794,498.30	543,526.85	2,338,025.15
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	283,622.00	43,250.00	326,872.00	75,044.09	44,596.65	119,640.74	93,750.00	117,173.34	210,923.34
Non-certificated Support Salaries	2200	101,578.00	-	101,578.00	38,780.48	31,682.33	70,462.81	66,900.00	52,175.00	119,075.00
Non-certificated Supervisors' and Admin	2300	270,045.00	11,160.00	281,205.00	140,079.10	24,923.83	165,002.93	239,500.00	47,975.00	287,475.00
Clerical and Office Salaries	2400	250,710.00	5,315.00	256,025.00	138,942.30	9,765.65	148,707.95	246,500.00	25,500.00	272,000.00
Other Non-certificated Salaries	2900	34,200.00	-	34,200.00	730.55		730.55	15,500.00		15,500.00
Total, Non-certificated Salaries		940,155.00	59,725.00	999,880.00	393,576.52	110,968.46	504,544.98	662,150.00	242,823.34	904,973.34
3. Employee Benefits										
STRS	3101-3102	295,425.00	53,975.00	349,400.00	162,058.15	36,955.97	199,014.12	282,200.00	72,275.00	354,475.00
PERS	3201-3202	141,945.00	9,775.00	151,720.00	69,661.93	29,910.44	99,572.37	131,450.00	55,950.00	187,400.00
OASDI / Medicare / Alternative	3301-3302	102,000.00	8,200.00	110,200.00	45,000.62	14,796.85	59,797.47	76,550.00	28,700.00	105,250.00
Health and Welfare Benefits	3401-3402	500,000.00	49,880.00	549,880.00	272,963.32	41,285.65	314,248.97	426,610.00	86,500.00	513,110.00
Unemployment Insurance	3501-3502	20,250.00	3,125.00	23,375.00	7,165.00	1,870.06	9,035.06	14,750.00	6,050.00	20,800.00
Workers' Compensation Insurance	3601-3602	33,400.00	3,600.00	37,000.00	31,046.72	6,436.11	37,482.83	33,400.00	3,600.00	37,000.00
Retiree Benefits	3701-3702	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit)	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
Total, Employee Benefits		1,093,020.00	128,555.00	1,221,575.00	587,895.74	131,255.08	719,150.82	964,960.00	253,075.00	1,218,035.00
4. Books and Supplies										
Approved Textbooks and Core Curriculum	4100	8,000.00	500.00	8,500.00	131.98	22,000.00	22,131.98	2,000.00	22,500.00	24,500.00
Books and Other Reference Materials	4200	2,500.00	100.00	2,600.00	1,042.50		1,042.50	2,500.00	100.00	2,600.00
Materials and Supplies	4300	95,200.00	4,250.00	99,450.00	19,028.92	29,562.47	48,591.39	38,500.00	48,550.00	87,050.00
Noncapitalized Equipment	4400	12,000.00		12,000.00	9,183.41	8,301.07	17,484.48	25,000.00	12,500.00	37,500.00
Food	4700	500.00		500.00	934.50		934.50	1,200.00		1,200.00
Total, Books and Supplies		118,200.00	4,850.00	123,050.00	30,321.31	59,863.54	90,184.85	69,200.00	83,650.00	152,850.00
5. Services and Other Operating Expenditures										
Travel and Conferences	5200	10,000.00	1,200.00	11,200.00	323.50		323.50	1,000.00		1,000.00
Dues and Memberships	5300	11,000.00	500.00	11,500.00	10,518.01		10,518.01	12,000.00	500.00	12,500.00
Insurance	5400	85,000.00	8,200.00	93,200.00	70,974.62	4,500.19	75,474.81	85,000.00	8,200.00	93,200.00
Operations and Housekeeping Services	5500	96,900.00	-	96,900.00	42,221.78	-	42,221.78	94,900.00		94,900.00
Rentals, Leases, Repairs, and Non	5600	182,000.00	-	182,000.00	49,438.31	51,615.06	101,053.37	250,000.00	30,000.00	280,000.00
Professional/Consulting Services at	5800	263,650.00	10,400.00	274,050.00	144,815.12	9,649.04	154,464.16	220,000.00	35,150.00	255,150.00
Communications	5900	17,200.00	500.00	17,700.00	5,394.96	11,382.01	16,776.97	15,045.00	12,700.00	27,745.00
Total, Services and Other Operating Expenditures		665,750.00	20,800.00	686,550.00	323,686.30	77,146.30	400,832.60	677,945.00	86,550.00	764,495.00

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6299)										
Sites and Improvements of Sites	6100	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Library										
Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for full accrual)	6900	237,350.00	-	237,350.00	13,845.16	-	13,845.16	237,350.00	-	237,350.00
Total, Capital Outlay		237,350.00	-	237,350.00	13,845.16	-	13,845.16	237,350.00	-	237,350.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenue	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Districts	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Districts	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	68,979.65	-	68,979.65	34,781.00	-	34,781.00	68,979.65	-	68,979.65
Principal	7439	-	-	-	-	-	-	-	-	-
Transfers of Indirect / Direct Support	7300-7399	-	-	-	-	-	-	-	-	-
Total, Other Outgo		68,979.65	-	68,979.65	34,781.00	-	34,781.00	68,979.65	-	68,979.65
<b>8. TOTAL EXPENDITURES</b>		4,958,389.65	549,152.00	5,507,541.65	2,445,301.81	615,864.40	3,061,166.21	4,475,082.95	1,209,625.19	5,684,708.14
<b>C. EXCESS (DEFICIENCY) OF REVENUES BEFORE OTHER FINANCING SOURCES</b>		(168,868.65)	(34,542.00)	(203,410.65)	(103,823.30)	(215,289.57)	(319,112.87)	350,843.05	216,562.21	567,405.26
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(34,542.00)	34,542.00	-	(215,289.57)	215,289.57	-	216,562.21	(216,562.21)	-
4. TOTAL OTHER FINANCING SOURCES		(34,542.00)	34,542.00	-	(215,289.57)	215,289.57	-	216,562.21	(216,562.21)	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		(203,410.65)	-	(203,410.65)	(319,112.87)	-	(319,112.87)	567,405.26	-	567,405.26
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	7,247,593.33	-	7,247,593.33	7,247,593.33	-	7,247,593.33	7,247,593.33	-	7,247,593.33
b. Adjustments to Beginning Balance	9793, 9795	0	-	-	-	-	-	-	-	-
c. Adjusted Beginning Balance		7,247,593.33	-	7,247,593.33	7,247,593.33	-	7,247,593.33	7,247,593.33	-	7,247,593.33
2. Ending Fund Balance, June 30 (E + F)		7,044,182.68	-	7,044,182.68	6,928,480.46	-	6,928,480.46	7,814,998.59	-	7,814,998.59
Components of Ending Fund Balance										
Reserve for Revolving Cash (equals object 9711)	9711	475,000.00	-	475,000.00	475,000.00	-	475,000.00	475,000.00	-	475,000.00
Reserve for Stores (equals object 9712)	9712	-	-	-	-	-	-	-	-	-
Reserve for Prepaid Expenditures (equals object 9713)	9713	-	-	-	-	-	-	-	-	-
Reserve for All Others	9719	270,000.00	-	270,000.00	270,000.00	-	270,000.00	270,000.00	-	270,000.00
General Reserve	9730	265,000.00	-	265,000.00	265,000.00	-	265,000.00	265,000.00	-	265,000.00
Legally Restricted Balance	9740	-	3,478,148.52	3,478,148.52	-	3,360,900.37	3,360,900.37	-	3,360,900.37	3,360,900.37
Designated for Economic Uncertainty	9770	475,000.00	-	475,000.00	475,000.00	-	475,000.00	475,000.00	-	475,000.00
Other Designations	9775, 9780	-	198,623.00	198,623.00	-	198,623.00	198,623.00	-	198,623.00	198,623.00
Undesignated / Unappropriated Amount	9790	5,559,182.68	(3,676,771.52)	1,882,411.16	5,443,480.46	(3,559,523.37)	1,883,957.09	6,329,998.59	(3,659,523.37)	2,770,475.22



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
1. Revenue Limit Sources						
State Aid - Current Year	8011	2,469,988.00	1,020,612.00	2,226,607.00	(243,381.00)	-9.85%
Education Protection Act Funds	8012	690,983.00	506,478.00	1,012,956.00	321,973.00	
Charter Schools Gen. Purpose Entitlement - State Aid	8015	-	-	-	-	0.00%
State Aid - Prior Years	8019	-	-	-	-	100.00%
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	0.00%
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	0.00%
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	0.00%
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	0.00%
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	0.00%
Total, Revenue Limit Sources		3,160,971.00	1,527,090.00	3,239,563.00	78,592.00	2.49%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	0.00%
Special Education - Federal	8181, 8182	72,500.00	-	76,000.00	3,500.00	4.83%
Child Nutrition - Federal	8220	-	-	-	-	0.00%
Other Federal Revenues	8110, 8260-8299	4,500.00	236,599.11	857,827.40	853,327.40	18962.83%
Total, Federal Revenues		77,000.00	236,599.11	933,827.40	856,827.40	1112.76%
3. Other State Revenues						
Charter Schools Categorical Block Grant	8590	-	-	-	-	0.00%
State RevSE		348,450.00	148,631.00	343,930.00	(4,520.00)	-1.30%
All Other State Revenues	StateRevAO	124,624.00	11,546.02	124,624.00	-	0.00%
Total, Other State Revenues		473,074.00	160,177.02	468,554.00	(4,520.00)	-0.96%
4. Other Local Revenues						
Charter Schools Funding in Lieu of Property Taxes	8096	1,240,956.00	702,961.00	1,349,044.00	108,088.00	8.71%
All Other Local Revenues	LocalRevAO	352,130.00	115,226.21	261,125.00	(91,005.00)	-25.84%
Total, Local Revenues		1,593,086.00	818,187.21	1,610,169.00	17,083.00	1.07%
5. TOTAL REVENUES		5,304,131.00	2,742,053.34	6,252,113.40	947,982.40	17.87%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	1,578,720.00	1,007,841.80	1,768,335.15	189,615.15	12.01%
Certificated Pupil Support Salaries	1200	271,600.00	118,043.12	270,375.00	(1,225.00)	-0.45%
Certificated Supervisors' and Administrators' Salaries	1300	257,762.00	158,490.26	264,415.00	6,653.00	2.58%
Other Certificated Salaries	1900	62,075.00	13,451.62	34,900.00	(27,175.00)	-43.78%
Total, Certificated Salaries		2,170,157.00	1,297,826.80	2,338,025.15	167,868.15	7.74%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	326,872.00	119,640.74	210,923.34	(115,948.66)	-35.47%
Non-certificated Support Salaries	2200	101,578.00	70,462.81	119,075.00	17,497.00	17.23%
Non-certificated Supervisors' and Administrators' Sal.	2300	281,205.00	165,002.93	287,475.00	6,270.00	2.23%
Clerical and Office Salaries	2400	256,025.00	148,707.95	272,000.00	15,975.00	6.24%
Other Non-certificated Salaries	2900	34,200.00	730.55	15,500.00	(18,700.00)	-54.68%
Total, Non-certificated Salaries		999,880.00	504,544.98	904,973.34	(94,906.66)	-9.49%
3. Employee Benefits						
STRS	3101-3102	349,400.00	199,014.12	354,475.00	5,075.00	1.45%
PERS	3201-3202	151,720.00	99,572.37	187,400.00	35,680.00	23.52%
OASDI / Medicare / Alternative	3301-3302	110,200.00	59,797.47	105,250.00	(4,950.00)	-4.49%
Health and Welfare Benefits	3401-3402	549,880.00	314,248.97	513,110.00	(36,770.00)	-6.69%
Unemployment Insurance	3501-3502	23,375.00	9,035.06	20,800.00	(2,575.00)	-11.02%
Workers' Compensation Insurance	3601-3602	37,000.00	37,482.83	37,000.00	-	0.00%
Retiree Benefits	3701-3702	-	-	-	-	0.00%
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	0.00%
Other Employee Benefits	3901-3902	-	-	-	-	0.00%
Total, Employee Benefits		1,221,575.00	719,150.82	1,218,035.00	(3,540.00)	-0.29%
4. Books and Supplies						

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Chico Country Day School  
 (continued) \_\_\_\_\_  
 CDS #: 04-61424-6113773  
 Charter Approving Entity: Chico Unified School District  
 County: Butte  
 Charter #: 112  
 Fiscal Year: 2020-2021

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Approved Textbooks and Core Curricula Materials	4100	8,500.00	22,131.98	24,500.00	16,000.00	188.24%
Books and Other Reference Materials	4200	2,600.00	1,042.50	2,600.00	-	0.00%
Materials and Supplies	4300	99,450.00	48,591.39	87,050.00	(12,400.00)	-12.47%
Noncapitalized Equipment	4400	12,000.00	17,484.48	37,500.00	25,500.00	212.50%
Food	4700	500.00	934.50	1,200.00	700.00	140.00%
Total, Books and Supplies		123,050.00	90,184.85	152,850.00	29,800.00	24.22%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	Adopted vs. 2nd Interim Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	11,200.00	323.50	1,000.00	(10,200.00)	-91.07%
Dues and Memberships	5300	11,500.00	10,518.01	12,500.00	1,000.00	8.70%
Insurance	5400	93,200.00	75,474.81	93,200.00	-	0.00%
Operations and Housekeeping Services	5500	96,900.00	42,221.78	94,900.00	(2,000.00)	-2.06%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	182,000.00	101,053.37	280,000.00	98,000.00	53.85%
Professional/Consulting Services and Operating Expend.	5800	274,050.00	154,464.16	255,150.00	(18,900.00)	-6.90%
Communications	5900	17,700.00	16,776.97	27,745.00	10,045.00	56.75%
Total, Services and Other Operating Expenditures		686,550.00	400,832.60	764,495.00	77,945.00	11.35%
<b>6. Capital Outlay</b>						
Sites and Improvements of Sites	6100	-	-	-	-	0.00%
Buildings and Improvements of Buildings	6200	-	-	-	-	0.00%
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	0.00%
Equipment	6400	-	-	-	-	0.00%
Equipment Replacement	6500	-	-	-	-	0.00%
Depreciation Expense (for full accrual only)	6900	237,350.00	13,845.16	237,350.00	-	0.00%
Total, Capital Outlay		237,350.00	13,845.16	237,350.00	-	0.00%
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	0.00%
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	0.00%
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	0.00%
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	0.00%
All Other Transfers	7280-7299	-	-	-	-	0.00%
Debt Service:						
Interest	7438	68,979.65	34,781.00	68,979.65	-	0.00%
Principal	7439	-	-	-	-	0.00%
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	0.00%
Total, Other Outgo		68,979.65	34,781.00	68,979.65	-	0.00%
<b>8. TOTAL EXPENDITURES</b>		5,507,541.65	3,061,166.21	5,684,708.14	177,166.49	3.22%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(203,410.65)	(319,112.87)	567,405.26	770,815.91	-378.95%
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	0.00%
2. Less: Other Uses	7630-7699	-	-	-	-	0.00%
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	0.00%
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		-	-	-	-	0.00%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(203,410.65)	(319,112.87)	567,405.26	770,815.91	-378.95%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	7,247,593.33	7,247,593.33	7,247,593.33	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	0.00%
c. Adjusted Beginning Balance		7,247,593.33	7,247,593.33	7,247,593.33	-	0.00%
2. Ending Fund Balance, June 30 (E + F.1.c.)		7,044,182.68	6,928,480.46	7,814,998.59	770,815.91	10.94%
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	475,000.00	475,000.00	475,000.00	-	0.00%
Reserve for Stores (equals object 9320)	9712	-	-	-	-	0.00%
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	0.00%
Reserve for All Others	9719	270,000.00	270,000.00	270,000.00	-	0.00%
General Reserve	9730	265,000.00	265,000.00	265,000.00	-	0.00%
Legally Restricted Balance	9740	3,478,148.52	3,360,900.37	3,360,900.37	(117,248.15)	-3.37%
Designated for Economic Uncertainties	9770	475,000.00	475,000.00	475,000.00	-	0.00%
Other Designations	9775, 9780	198,623.00	198,623.00	198,623.00	-	0.00%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM**  
Second Interim Report - Summary

Charter School Name: Chico Country Day School  
(continued) \_\_\_\_\_  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2020-2021

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Undesignated / Unappropriated Amount	9790	1,882,411.16	1,883,957.09	2,770,475.22	888,064.06	47.18%



*Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.*

**Chico Country Day School (CCDS)  
Board Policy #106**

**BOARD OPERATIONS**

**Roberts Rules of Order**

Absent a policy to the contrary, the business of the Board of Directors (the “Board”) of Chico Country Day School (“School”) at its meetings will be conducted in accordance with the specifications of its adopted rules of conduct, which may be modeled after Roberts Rules of Order. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

**Polling of Board of Trustees**

Voting on resolutions shall be by majority vote and shall be by the polling of voting Board members. The minutes shall record the person making the motion, the person seconding it, and the results of a vote, including the names of the trustees voting for and against the motion or abstaining, as well as Board members who are absent. Secret ballots and proxies are prohibited.

**Board Member Compensation and Reimbursement of Actual and Necessary Expenses**

Board members shall serve without compensation. Board members may, however, be reimbursed for actual and necessary expenses related to school business in accordance with the school’s fiscal policies and budget.

**Officers, Directors and School Liability Insurance**

The School will maintain adequate insurance to protect the School against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the School and its Board members or officers while acting on behalf of the School.

**Appointment of Board Committees**

Consistent with the charter, bylaws, and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. The resolution establishing the committee shall clearly define the range of the committee’s responsibility and

authority, and shall specify whether the committee shall be a standing or limited-term committee. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. Specifically, unless otherwise specified in Board by-laws, parent/teacher associations and/or parent committees shall be advisory only.

### **Board Election/Nomination Process**

The Board shall carry out its election and nomination process consistent with the requirements of its charter and bylaws. Should the charter and bylaws not address any issue which may arise, the Board may adopt regulations which address such concerns. Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of its charter, unless the charter is revised and requirements in the bylaws.

### **Board Member Resignations**

Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly agendized, a Board member's resignation need not be accepted by the Board. The resignation becomes effective once brought to the attention of the Board.

### **Board Member Removal from Office**

A Board member may be removed from office by a majority vote of the Board following a motion made in open session for the removal of the Board member. A motion to remove a Board member may not be made in closed session, nor may a discussion about removal be had in closed session.

### **Dispute Resolution with Granting Agency**

Any dispute that may arise with the granting agency must be handled in strict accordance with the dispute resolution process outlined in the charter or any agreement entered into with the granting agency. Should the Board wish to amend the dispute resolution process it must amend the charter or other agreement in order to do so.

Adopted: March 10, 2021

Amended:

18/19	19/20	20/21	TOTAL FTE	Supplemental
	1	1.00	2.00	\$ 1,452.43
0.6	0.6	1.00	2.20	\$ 1,597.68
		.50	.50	\$ 363.11
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
1	0.6	.60	2.20	\$ 1,597.68
	0.2	.20	.40	\$ 290.49
0.7	0.7	.70	2.10	\$ 1,525.05
	1	1.00	2.00	\$ 1,452.43
		.20	.20	\$ 145.24
0.2	0.2	.20	.60	\$ 435.73
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
		1.00	1.00	\$ 726.22
0.9	0.9	1.00	2.80	\$ 2,033.41
0.5	0.5	.80	1.80	\$ 1,307.19
1	1	1.00	3.00	\$ 2,178.65
		.40	.40	\$ 290.70
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
	0.2	.20	.40	\$ 290.70
0.8	0.8	.80	2.40	\$ 1,742.92
1	1	1.00	3.00	\$ 2,178.65
	0.2	.30	.50	\$ 363.11
0.8	0.8	.80	2.40	\$ 1,742.92
	1	1.00	2.00	\$ 1,453.49
1	1	1.00	3.00	\$ 2,178.65
	1	1.00	2.00	\$ 1,453.49
0.6	0.6	.70	1.90	\$ 1,379.81
0.6	0.1	.20	.90	\$ 653.59
1	1	1.00	3.00	\$ 2,178.65
1	1	1.00	3.00	\$ 2,178.65
0.2	0.2	.35	.75	\$ 544.66
0.8	0.8	.80	2.40	\$ 1,742.92
		.40	.40	\$ 290.70
1	1	1.00	3.00	\$ 2,178.65
	1	1.00	2.00	\$ 1,453.49
0.25	0.6	.50	1.35	\$ 980.39
		.60	.60	\$ 435.73
		.20	.20	\$ 145.24
1	1	1.00	3.00	\$ 2,178.65

		1.00	1.00	\$	726.22
0.2	0.8	.60	1.60	\$	1,161.95
1	1	1.00	3.00	\$	2,178.65
0.2	0.2	.20	.60	\$	435.73
		.50	.50	\$	363.11
0.2	0.2	1.00	1.40	\$	1,016.70
1	1	.70	2.70	\$	1,960.78
		.25	.25	\$	181.55
1	1	1.00	3.00	\$	2,178.65
0.2	0.2	.25	.65	\$	472.04
0.8	0.8	.45	2.05	\$	1,488.74
1	1	1.00	3.00	\$	2,178.65
		.50	.50	\$	363.11
		.20	.20	\$	145.24
0.5	0.7	.20	1.40	\$	1,016.70
1	1	.10	2.10	\$	1,525.05
1	1	1.00	3.00	\$	2,178.65
	1	1.00	2.00	\$	1,452.43
0.9	0.9	1.00	2.80	\$	2,033.41
1	1	1.00	3.00	\$	2,178.65
	0.4	.40	.80	\$	580.97
		1.00	1.00	\$	726.22
	0.25	.40	.65	\$	472.04
	0.35	.60	.95	\$	689.91
		.20	.20	\$	145.24
1	1	1.00	3.00	\$	2,178.65
	0.2	1.00	1.20	\$	871.46
0.5	1	.25	1.75	\$	1,270.88
		1.00	1.00	\$	726.22
			137.70	\$	100,000.00





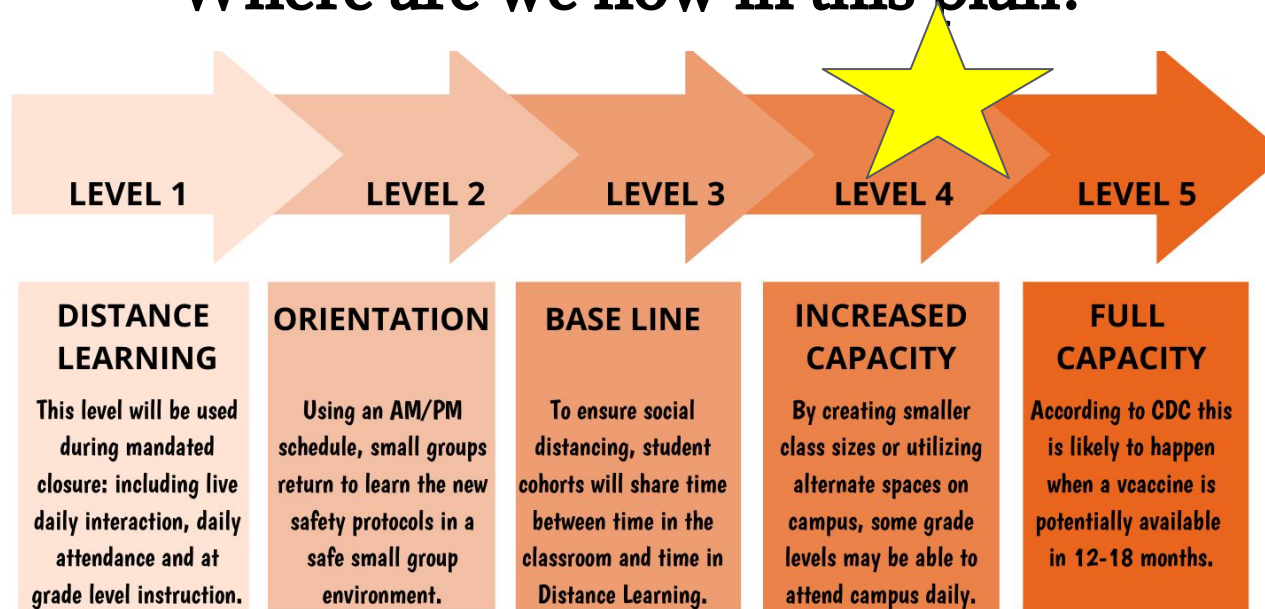
March 10, 2021

# Goals for the 2020-2021 School Year

1. Welcome ALL students back to school as soon as possible.
2. Welcome ALL staff back to school as soon as possible.
3. Maintain consistency for ALL students.
4. Provide a safe and healthy campus for the entire CCDS community.
5. Reopen and Stay Open.

# 5 Levels of Flexible Learning for 2020-21

## Where are we now in this plan?



In response to shifts in capacity and information, CCDS is prepared to serve our community through each of these 5 levels. Our goal is to get every student back on campus everyday as quickly as possible, following all health and safety guidelines.

# Timeline of Learning over the past year

**March 2020:** Quickly adjust to remote learning, Zoom calls and [CCDS Distance Learning website](#)

**Summer 2020:** State guidelines for distancing and masking released, adoption of Altitude Learning Platform, Approval of 5 Levels of Flexible Learning Plan for 2020-2021, Professional Development to

**August-October:** Distance Learning for all due to county tier, Chromebook, Tablet, and Hot Spot deployment, small cohort of students learning on campus

**End of Oct:** Students return to campus in phased grade-level approach following the A and B model to allow for 6' distancing, open ASP for after school care

**Mid-January 2021:** New State Guidance released, moving to Level 4 of Increased Capacity, 4' spacing guidance released

**March 2021:** Increase on-campus length of school day for TK-5, all TK-3 on campus 4 days a week, hire additional support for yard duty and off-campus learning

# Looking ahead

**April 2021-June 5:** How can we further increase students on-campus time while also maintaining consistency, flexibility to quarantine as needed, maintain staffing coverage, and follow all safety protocols?

**June 2021:** Mark the end of the year with a form of our traditional celebrations: Parade rather than Bridging, 8th Grade Graduation/Celebration Evening at the Meriam Park Drive-In

**Late spring/early summer:** Guidance from the state is anticipated in the coming months for the 2021-2022 school year

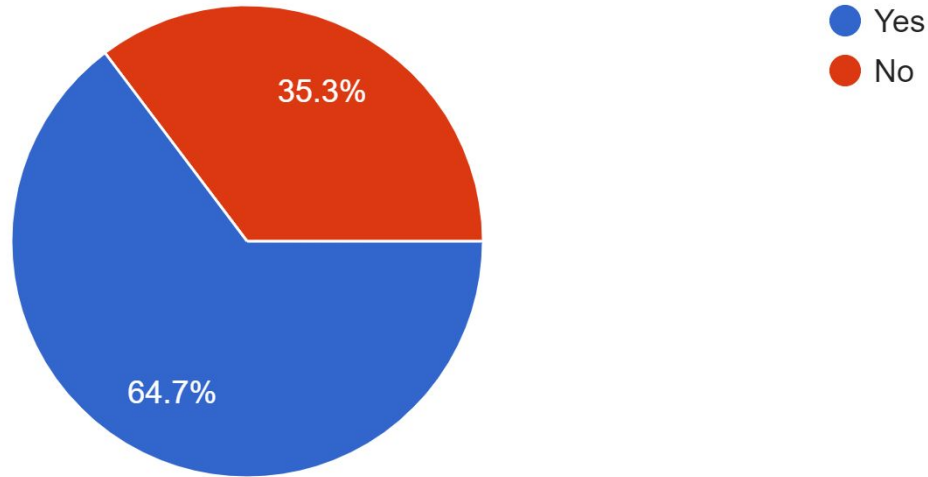
**Our planning for Instruction 2021-2022 and beyond:** Hope to be back full-time and in-person. If distancing is required, facilities plan to allow that to happen

**Continuing Focus:** Portrait of a Graduate (grant), Equity Work, Curriculum development, Academic Needs-Assessment, and SEL Supports

# Staff Input

My health and well-being have been impacted by the pandemic over the past year

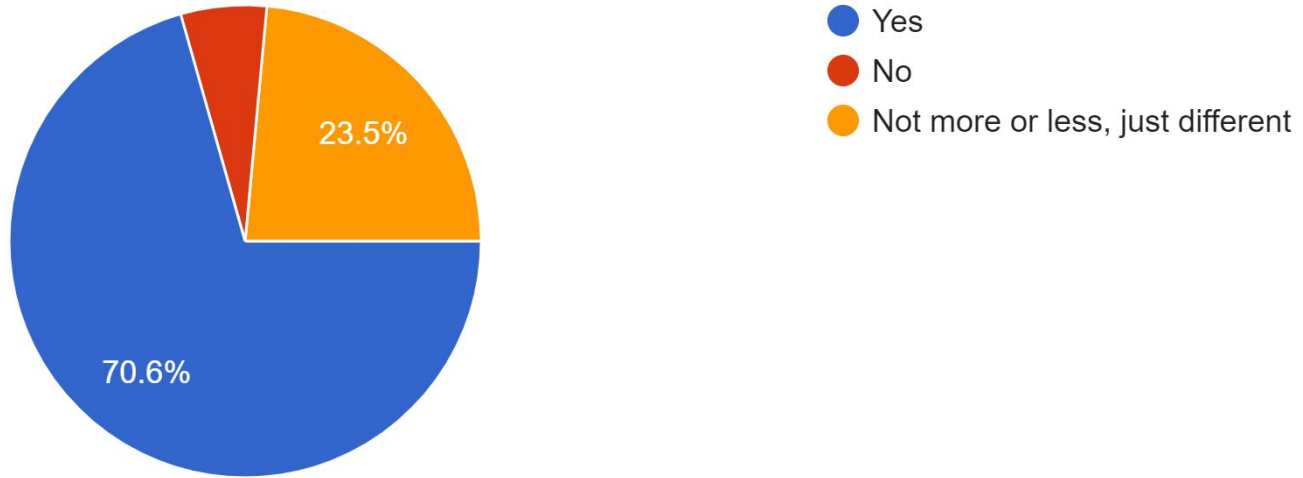
17 responses



# Staff Input

My workload this year is beyond what it has been in the past

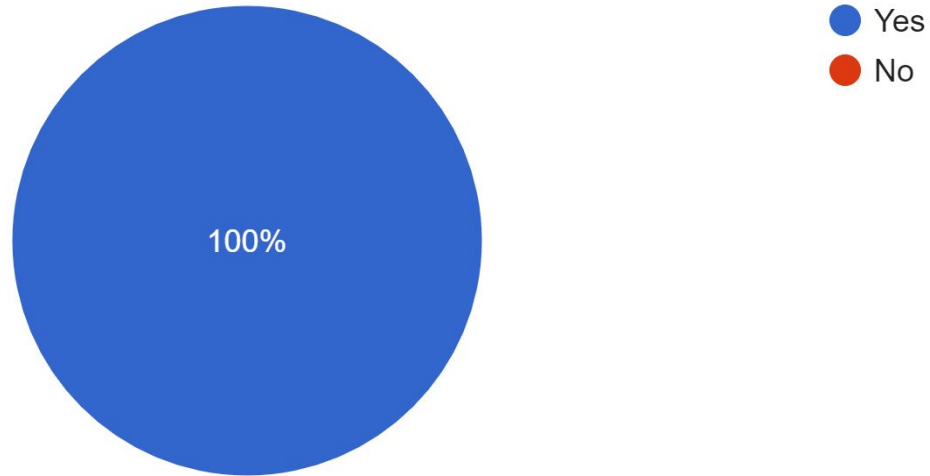
17 responses



# Staff Input

I feel purpose in the work I get to accomplish each day

17 responses

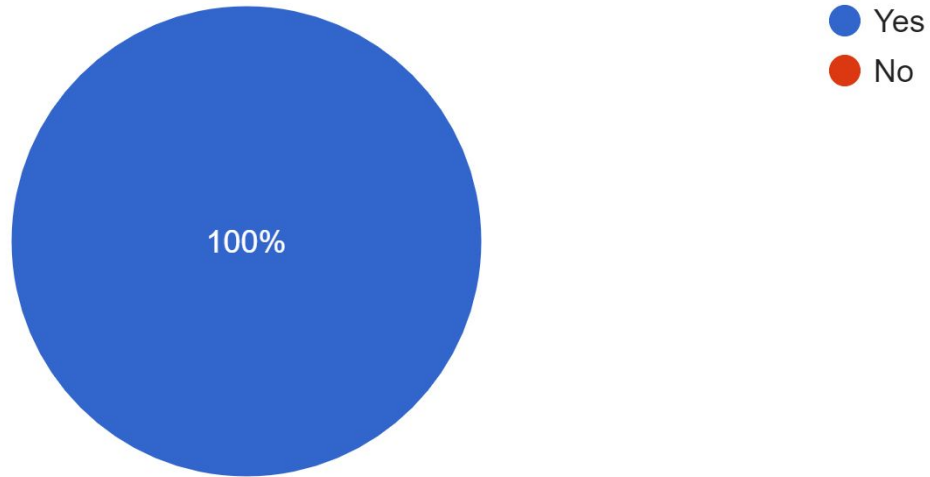




# Staff Input

The approach to safety our school has taken feels appropriate and adequate to me

16 responses



# Staff Input

Our administrators have communicated well through the challenges of the past year

15 responses

