



AGENDA

CCDS BOARD OF DIRECTORS REGULAR BOARD MEETING

Time: May 11, 2022 5:30pm

~In Person~

Middle School Campus, Room 5

Zoom:

Subject to change in accordance to the Brown Act.

Meetings will be available videoconference pursuant to Executive Orders N-25-20 and N-29-20

Join Zoom Meeting

<https://us02web.zoom.us/j/86541155234>

Meeting ID: 865 4115 5234

Mission Statement

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

2021-2022 CCDS Board Members:

Jessika Lawrence, Chair
Melissa Pearson, Vice Chair
Jamie Clyde, Treasurer
Devjani Banerjee-Stevens, Secretary
Thang Ho, Member
Charles CC Carter, Member
Santy Gray, 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, Director of Student Support Services, Director of Student Affairs

3. REGULAR SESSION (6:00pm)

2.1 Approval of Regular Agenda

2.2 Report from Closed Session

4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

5. CONSENT AGENDA

5.1 Minutes from meetings of March 3, 2022 and April 14, 2022

5.2 Butte County Office of Education Agreement for Contracting Services

5.3 Audit Engagement Letter (revision from Jan 2022)

5.4 Board Report of Checks- 2/26/22-5/1/22



- 5.5 Measure K Member Change Form
- 5.6 Board Resolution: Authorized Signors

6. DISCUSSION/ACTION ITEMS

- 6.1 WASC Committee Report
- 6.2 LCAP Survey Feedback from Educational Partners
- 6.3 School Social Work Services and Support at CCDS
- 6.4 Mental Health Awareness Month Resolution
- 6.5 CUSD Site Visit Report
- 6.6 Ad hoc committee of the board: CBO Search

7. ADJOURNMENT: Adjourn; Next Regular Meeting is June 15, 2022

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, or in the Main office prior to the meeting @ 102 W. 11th Street, Chico, CA 95928.



Minutes

CCDS Board of Directors Regular Meeting

Date: Wednesday, March 9, 2022

Time: 5:30 p.m.

Location: CCDS Middle School, Room 5

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:34 p.m.
Attendees: Jessika Lawrence, Devjani Banerjee-Stevens, Jamie Clyde, Melissa Pearson, Charles CC Carter
Absent: Thang Ho, Santy Gray
- 2. REGULAR SESSION**
 - 2.1 Approval of Regular Agenda** – Stevens/Carter to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
- 3. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA** –None
- 4. CONSENT CALENDAR** – Stevens/Lawrence to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
 - 4.1 Minutes from meeting of 2/9/22 & 2/15/22**
 - 4.2 Board Report of Checks: 1/3/22-2/28/22**
 - 4.3 Overnight Field Trips: May 11-13, May 18-20, May 25-27, 2022**
 - 4.4 Stipend Addendum: Teacher/Employee In Charge**
- 5. DISCUSSION/ACTION ITEMS**
 - 5.1 Second Interim Budget: 2021-22** – Reece gave power-point presentation, budget due 3/15/22. Stevens/Lawrence to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
 - 5.2 Temporary Job Description – Teacher on Special Assignment through June 3, 2022.** Carter/Clyde to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
 - 5.3 Job Description: Summer School Administrator** - . Clyde/Carter to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
 - 5.4 Update of Salary Schedule to Include Summer School Administrator** - Lawrence/Stevens to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson (5-0).
 - 5.5 Student/Family Handbook Update: Student Masking Policy Update in Alignment with New State Guidelines** – Trout updated the Family Handbook to meet the new state guidelines. CCDS strongly recommends that masks be worn, although it is no longer mandatory.
 - 5.6 CCDS Organizational Planning** – An ADHOC Committee has been formed to reorganize leadership structure– Members: Jessika Lawrence, Devjani Banerjee-Stevens and Thang Ho. They will be looking at various models and working collaboratively with the Administrative Team. The ultimate goal will be that CCDS is supportive of students, families and staff. Several staff members requested that

CCDS staff and parents be part of the reorganization process. Lawrence stated that more members may be added to the committee and they will be looking for input from the school community starting with the Administrators to provide transparency and good communication. Changes will go into effect on July 1.

6. CLOSED SESSION – No report

6.1 Public Employee Evaluation

Per Government Code §54957

Title: Director of Education, Director of Student Affairs, Special Education
Director, Chief Business Officer

7. ADJOURNMENT – Adjourned meeting at 8:02pm. Next Regular Meeting is May 11, 2022

Respectively Submitted,
Lisa Hoppe



Minutes

CCDS Board of Directors Special Meeting

Date: Thursday, April 14, 2022

Time: 5:30 pm

Location: In-person and via Zoom, Room 5, Middle School Campus

1. CALL TO ORDER & ROLL CALL:

Lawrence called meeting to order at 5:30 pm.

Attendees: Jessika Lawrence, Devjani (Juni) Banerjee-Stevens, Melissa Pearson, Santy Gray

Absent: Thang Ho, Jamie Clyde, Charles (CC) Carter

2. CLOSED SESSION (5:30 pm)

2.1 Public Employee Appointment: Interim Chief Business Official

3. SPECIAL SESSION (6:00 pm)

3.1 **Approval of Special Agenda.** Banerjee-Stevens/Pearson to approve. All in favor:
Lawrence, Gray

4. DISCUSSION/ACTION ITEMS

4.1 **Report from Closed Session.** In light of the recent resignation of Reece as CBO of CCDS, the Board directed Fairon to proceed with a search for an interim CBO. The Board suggested that this position be filled as soon as possible to facilitate training with Reece before her last day on May 6, 2022.

4.2 **CBO Position and Talent Search sub-committee.** The Board agreed that a sub-committee should be formed to begin the process of recruiting a permanent CBO. Lawrence and Banerjee-Stevens expressed interest in being a part of the committee; up to one other Board member can also participate. A CCDS staff/faculty will be recruited to participate, as well. No action required.

4.3 **Report and Recommendation from Organizational Planning Committee.**

Lawrence reported that the Organizational Planning sub-Committee (OPC) met to evaluate the effectiveness of the current "flat" leadership structure and whether this structure continues to serve CCDS. The OPC concluded that the absence of a single point of contact has made it difficult to send clear and consistent messaging about CCDS's mission and vision. In addition, communication to the CCDS community has been challenging without a single voice. Lawrence explained that mirroring the advice provided by legal counsel in 2012, CCDS will appoint a single person to act as Chief

Executive Officer (CEO) of CCDS. The Board proposed that Wendy Fairon take on this role as of July 1, 2022. The Board will review Fairon's contract to include new responsibilities, but noted that this change should not significantly affect the job descriptions of the other administrative staff, or other CCDS staff members.

5. ADJOURNMENT

Lawrence adjourned the meeting at 7:00 pm. Next Regular Meeting is May 11, 2022.



**BUTTE COUNTY OFFICE OF EDUCATION
AGREEMENT
FOR CONTRACTING WITH LEAs OUTSIDE BUTTE COUNTY SELPA**

This Agreement is entered between Butte County Office of Education (“District”) and **Chico Country Day** (LEA outside Butte County SELPA). District and LEA may be collectively referred to as the “Parties” or individually as a “Party.” This Agreement shall be effective as of the date of the last-executed signature below.

1. Purpose of Agreement

Whereas Education Code section 56195.1, subdivision (e) provides that membership in a special education local plan area (“SELPA”) does not limit a local educational agency’s (“LEA”) authority to contract for special education services from LEAs that are not members of their SELPA;

Whereas District is a member district of the Butte County SELPA and is willing to contract with Charter to provide special education and related services to students enrolled in Charter;

Whereas LEA is a district outside of the Butte County SELPA for the purposes of special education under Education Code Section 47640 and is a member district of El Dorado Charter SELPA;

Whereas LEA seeks to contract with BCOE in order for District personnel to provide special education and related services to students enrolled in LEA.

2. Agreement Must be Renewed Annually

This Agreement shall be in effect for the period beginning on 8/1/2022 and ending on the last day of the 2022-2023 school year. This Agreement may be renewed at the end of that period by following the “Submission Procedures” set forth in Section 3 of this Agreement. The Agreement may be amended at any time by mutual consent of the Parties. Note: Extended School Year, (ESY) services shall be processed and billed through an ESY Agreement and are in addition to this Agreement.

3. Submission Procedures

Unless there is a documented change in a student’s Individualized Education Program (“IEP”), all services contracted for under this Agreement will run for a period of one year, from 8/1/2022 to the end of the 2022-2023 school year. On or before April 1st, LEA shall submit a written request for services to District. The written request shall list each type of service requested and the number of weekly/monthly/annual service hours requested for that service. Requests for educationally related mental health services (“ERMHS”) or Assistive Technology services shall be made directly to the Butte County SELPA.

District shall provide LEA with a written response to the request for services from LEA. The District’s response shall specify whether the District is willing to provide all, some, or none of the services requested. If District is willing to provide less than all the requested services, the response will list each type of service it is willing to provide and the number of weekly/monthly/annual service hours it is willing to provide. District has the sole discretion to determine how many service hours it is willing to provide. District’s written response shall include a rate schedule for all requested services.

District may request a copy of LEA's annual budget report and/or other documentation regarding the fiscal health and management of the LEA. LEA shall provide requested documents within 10 business days of this request.

4. Scope of Services

The special education and related services to be provided by District are set forth in **Attachment A**.

Note: *The LEA shall submit a BCOE referral for each student, prior to services beginning.* Ongoing services from previous year do not require a new referral form. The scope of services set forth in **Attachment A** may be modified by mutual agreement of the Parties. All services will be provided at a District site unless otherwise agreed to by the Parties. District and LEA will mutually develop a schedule specifying the time, day, and location of services for each student served under this Agreement.

5. District's Responsibilities

In addition to any other duties and responsibilities set forth in this Agreement, District shall have the following responsibilities:

- a. Ensure that staff members working with LEA students will assist with the drafting of proposed goals and objectives for review and approval by the student's IEP team;
- b. Notify LEA if it has reason to believe that a LEA student requires reevaluation, change of placement or services, and/or an IEP team meeting; and
- c. Make its best efforts to ensure that staff members working with LEA students are available to attend IEP meetings or other meetings regarding the education of LEA students;

6. LEA's Responsibilities

In addition to any other duties and responsibilities set forth in this Agreement, LEA shall have the following responsibilities:

- a. Provide District with copies of all relevant students records;
- b. Schedule, convene, and conduct, all IEP meetings for LEA students served under this Agreement; and
- c. Provide timely notice to District when there is a change in a student's enrollment status at LEA, and/or when a student served under this Agreement has been suspended or expelled.

7. Payment for Services

All Designated Instruction and services will be billed at a flat rate to be determined annually. Billing will be split into 4 equal payments and District will send Invoice to LEA on the last school day of the months of October, December, February, and May. Invoice will show student names, service type & mileage.

Note: ESY services shall be contracted and billed under a separate Agreement.

LEA shall process and pay each invoice within thirty (30) days from its receipt. If the payment for the invoice is not postmarked from the LEA within forty-five (45) days of the receipt of the invoice, the LEA agrees to pay an additional fee of 1.5% interest per month on amounts not paid, such interest being calculated beginning day forty-six (46) from receipt of the invoice. Interest shall be calculated in accordance with standard accounting procedures. District shall bill the LEA for the interest. Failure by LEA to pay an appropriately submitted invoice, including an invoice from a prior Agreement between the Parties, within 90 days of receipt may be considered a breach of contract and is grounds for termination pursuant to Section 10 of this Agreement.

8. Student Absences

LEA acknowledges that services provided by District under this Agreement will be provided on an annual basis and that District will be modifying its special education staffing and/or caseloads in order to provide special education and related services to LEA students.

As such, LEA agrees that the District will be reimbursed for any services offered by the District when a student is absent. District shall notify LEA if a student is absent for four (4) or more sessions during the contract year.

9. Changes to Student's IEP/Student No Longer Attending LEA

If an IEP meeting is convened for a student receiving services under this Agreement, and the IEP team agrees to reduce the services being provided, the scope of services set forth in **Attachment A** shall be modified to reflect the reduction in services.

If a student being served under this Agreement is no longer attending the LEA, LEA shall notify District of the change in enrollment. Effective on the date that District receives notice of the change in enrollment, the scope of services set forth in **Attachment A** shall be modified to indicate the reduction in services.

10. Termination

Either LEA or District may terminate this Agreement by providing the other party with thirty-days written notice except that District may terminate this Agreement by providing LEA with written notice that it is unable or unwilling to provide the requested services pursuant to Section 3 of this Agreement.

11. LEA Solely Responsible for Providing Free Appropriate Public Education to Students Served Under Agreement

Parties agree that the LEA remains responsible for ensuring that students served under this Agreement receive FAPE as required by California and federal special education laws, Section 504 of the Rehabilitation Act of 1973, and related laws, even while the student is attending a program operated by

and/or receiving related services from District pursuant to this Agreement. The Parties further agree that District, for purposes of this Agreement, is only intended to be a service provider under contract as authorized by Education Code section 56369. Parties also agree that this Agreement does not constitute any form of interdistrict transfer or alternative attendance agreement that would transfer any responsibility for providing FAPE to District.

12. District and LEA Are Independent Contractors

LEA and District are independent parties to this Agreement and each agree that this Agreement was not intended to create the relationship of agent, servant, employee, partnership, joint venture or association.

13. Non-Exclusive Agreement

Parties agree that nothing herein is intended nor shall be construed as creating any exclusive arrangement between the Parties. This Agreement shall not restrict LEA from contracting for services with other LEAs, nor shall it restrict District from providing services to other LEAs, including other LEAs.

14. Indemnification and Hold Harmless

Except as set forth in **Section 15**, LEA and District shall each defend, hold harmless and indemnify the other party, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of facilities, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with its service hereunder, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of the indemnifying party, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

15. Responsibility for Litigation Costs

In the event of any compliance complaint, due process hearing request, or other litigation based on, arising from, or connected to the provision of services under this Agreement, the LEA shall bear its own costs and shall reimburse District for all legal costs incurred from litigation of these claims.

16. Meet and Confer

If a dispute arises regarding any aspect of this Agreement, the Parties agree that they shall meet and confer in a good faith effort to amicably resolve their difference prior to initiating any litigation. If the initial attempt to resolve the dispute is not successful, Parties may seek assistance from the Butte County SELPA except where SELPA is a party to the Agreement.

17. Credentials, Licenses and Other Qualifications

District shall provide all special education and related services under this Agreement using appropriately qualified staff. District shall provide appropriately credentialed teachers and/or licensed personnel consistent with the California laws and regulations unless the California Department of Education has granted a written waiver.

18. Severability/Waiver

If any provision of this Agreement is determined to be illegal, unenforceable, or invalid, such provision shall in no way affect the validity of any other provision of this Agreement. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

19. Execution of Agreement Electronically and In Counterparts

This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement. A facsimile or scanned version of any party's signature shall be deemed an original signature.

IN WITNESS WHEREOF, the Parties via their respective authorized representatives have executed and entered into this Agreement as of the date set next to the signatures below.

Dated: _____

By: _____
Mary Sakuma, Superintendent
Butte County Office of Education

Dated: _____

By: _____
Amie Parent
Chico Country Day School

Attachment A

Chico Country Day School 2022-2023

Student Name

[REDACTED]

Service Provided

OT

Cost

\$ 4,500.00

Total Cost

\$ 4,500.00

For BCOE Use:
Classroom Placements: 01-6500-0-8677-5750-7210-2166-2213
All DIS services: 01-6500-0-8677-5770-7210-0000-2214
Nurse services: 01-6500-0-8677-5001-3140-0000-2208
RST: (Bailey) 01-6500-0-8677-5770-7210-0000-2222
PE: (Brekenridge) 01-6500-0-8677-5750-7210-2166-2213
CBIS: (Carr) TBD
Psych Services (Miller): 01-0016-0-8677-8600-7210-0000-2211

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

Stephen Roatch - President
Habbas Nassar - Vice President

April 1, 2022

Management and Governing Board of
Chico Country Day Charter School
102 West 11th Street
Chico, CA 95928

Year 3 of 3-year contract

This letter confirms that Chico Country Day Charter School (Charter School) has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide for Chico Country Day Charter School for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of Chico Country Day Charter School, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year ended June 30, 2022, and the disclosures (collectively, the "financial statements"). Also, the supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Charter School or to acts by management or employees acting on behalf of the Charter School. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from the Charter School's attorneys as part of the engagement, and they may bill you for responding to this inquiry.

The anticipated significant risks of material misstatement are based on areas identified in the prior year's audit, which may be modified once the planning for the current year's audit is completed, are:
1) Accounts Receivable (Revenues) and 2) Accounts Payable.

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

Audit Procedures - Internal Control

We will obtain an understanding of the Charter School and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

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

Other Services

We will prepare the Charter School's federal and state information returns (IRS Form 990, Franchise Tax Board Form 199) for the year ended June 30, 2022 based on information provided by you. We will also assist in preparing the financial statements and related notes, depreciation schedule, and supplementary schedules and information (nonaudit services), of the Charter School in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statements, related notes, and any other nonaudit services (depreciation schedule and supplementary schedules and information) we provide.

Other Services (Concluded)

You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Charter School from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Charter School involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements.

Responsibilities of Management for the Financial Statements (Concluded)

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Charter School received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Charter School complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Charter School is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Engagement Administration, Fees, and Other (Continued)

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

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$15,750** for the fiscal year ended June 30, 2022. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices will be rendered each month as work progresses and are payable on presentation. An additional fee will be charged for attending meetings with the Charter School's Board, if deemed appropriate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with your County Superintendent of Schools, the California Department of Education, the State Controller's Office, and the sponsoring district by December 15th following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

In the event that the FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

Management and Governing Board of
Chico Country Day Charter School
April 1, 2022
Page Seven of Nine

Engagement Administration, Fees, and Other (Continued)

It is agreed that the Charter School will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*. In accordance with Education Code Section 14505, it is further agreed that the Charter School will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Charter Schools and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period, if requested. Please contact us if you would like us to provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period.

Engagement Administration, Fees, and Other (Concluded)

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Reporting

We will issue a written report upon completion of our audit of Chico Country Day Charter School's financial statements. Our report will be addressed to the Governing Board of Chico Country Day Charter School. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Chico Country Day Charter School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management and Governing Board of
Chico Country Day Charter School
April 1, 2022
Page Nine of Nine

We appreciate the opportunity to be of service to Chico Country Day Charter School and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree with the terms of our engagement as described in this letter, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Chico Country Day Charter School.

Management - Approved by:

Name: _____
Title: _____
Date: _____

Governing Board - Acknowledged by:

Board President

Checks Dated 02/22/2022 through 03/31/2022			Board Meeting Date 05/11/2022
Check Number	Check Date	Pay to the Order of	Check Amount
0019926	02/23/2022	Willard Fence Co.	2,689.00
0019931	02/25/2022	Adams, Lora R	59.41
0019932	02/25/2022	AFLAC	389.50
0019933	02/25/2022	Amazon Capital Services, Inc	885.72
0019934	02/25/2022	American Fidelity Assurance ATTN: Billing Admin	340.08
0019935	02/25/2022	Boys & Girls Club	800.00
0019936	02/25/2022	Chico Country Day School	12,757.16
0019937	02/25/2022	Evergreen Janitorial Supply, Inc.	519.78
0019938	02/25/2022	Hayden Fire Protection	658.79
0019939	02/25/2022	Procopio, Cory, Hargreaves & Savitch, LLP	620.00
0019940	02/25/2022	Reece, Mary E	79.09
0019941	02/25/2022	Rental Guys	716.25
0019942	02/25/2022	School Services of California	550.00
0019943	02/25/2022	The TDS Group	5,287.50
0019944	02/25/2022	Towner, Cindy E	735.22
0019945	02/25/2022	Wren, Natalie L	306.54
0019946	02/25/2022	Internal Revenue Service	254.97
0019947	03/04/2022	Adams, Lora R	44.12
0019948	03/04/2022	Amazon Capital Services, Inc	1,533.41
0019949	03/04/2022	AT & T	219.86
0019950	03/04/2022	Bright Solutions for Dyslexia	95.75
0019951	03/04/2022	Butte Schools Self Funded Programs	57,900.14
0019952	03/04/2022	CharterSAFE	11,240.00
0019953	03/04/2022	CSE/UBO	442.00
0019954	03/04/2022	Dawson Landscaping	1,300.00
0019955	03/04/2022	Day Wireless Systems	8,216.20
0019956	03/04/2022	Employment Development Dept	6,454.31
0019957	03/04/2022	Evergreen Janitorial Supply, Inc.	1,029.60
0019958	03/04/2022	Half a Bubble Out, Inc.	8,985.16
0019959	03/04/2022	Hawkley, Serena B	46.57
0019960	03/04/2022	Home Depot	54.99
0019961	03/04/2022	Internal Revenue Service	22,523.98
0019962	03/04/2022	Leading Well	1,350.00
0019963	03/04/2022	Learner-Centered Collaborative	420.00
0019964	03/04/2022	Mission Linen and Uniform	473.92
0019965	03/04/2022	Norcal Food Equipment	188.96
0019966	03/04/2022	Ray Morgan Company	8,068.19
0019967	03/04/2022	SchoolAbility, LLC	2,500.00
0019968	03/04/2022	T Mobile	100.00
0019969	03/04/2022	The Bookstore	1,591.91
0019970	03/04/2022	Wilson, Pamela H	309.91
0019971	03/04/2022	CSE/UBO	372.00
0019974	03/11/2022	Access Information Management	130.40
0019975	03/11/2022	Adams, Lora R	66.99
0019976	03/11/2022	Aeries Software	3,500.00
0019977	03/11/2022	Amazon Capital Services, Inc	1,242.69
0019978	03/11/2022	CA Water Service Company	1,197.97
0019979	03/11/2022	Certifix Live Scan	60.00
0019980	03/11/2022	Cherry, Angela J	92.42

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.

Checks Dated 02/22/2022 through 03/31/2022			Board Meeting Date 05/11/2022
Check Number	Check Date	Pay to the Order of	Check Amount
0019981	03/11/2022	Cooley, Kerri A	85.84
0019982	03/11/2022	Daverson, Karin E	222.67
0019983	03/11/2022	Department of Justice	81.00
0019984	03/11/2022	Dewald Parent, Amie L	260.00
0019985	03/11/2022	Druin Heal	425.00
0019986	03/11/2022	Evergreen Janitorial Supply, Inc.	477.04
0019987	03/11/2022	Goldmann, Brittan I	62.65
0019988	03/11/2022	Locksmithing Enterprises	188.33
0019989	03/11/2022	Office Depot	483.32
0019990	03/11/2022	PG &E	8,754.89
0019991	03/11/2022	Reece, Margaret E	93.59
0019992	03/11/2022	T Mobile	327.80
0019993	03/11/2022	Taylor, Grace A	21.45
0019994	03/11/2022	The TDS Group	5,387.50
0019995	03/11/2022	Tucker Pest Control	395.00
0019996	03/11/2022	Verizon Wireless	198.49
0019997	03/18/2022	Aeries Software	249.00
0019998	03/18/2022	Amazon Capital Services, Inc	381.21
0019999	03/18/2022	American Fidelity Assurance ATTN: Billing Admin	1,955.29
0020000	03/18/2022	Chico Country Day School	12,522.53
0020001	03/18/2022	Citi Cards	2,897.93
0020002	03/18/2022	Employment Development Dept	5,762.00
0020003	03/18/2022	Internal Revenue Service	21,319.23
0020004	03/18/2022	North Valley Tree Service	4,100.00
0020005	03/18/2022	Ray Morgan Company	205.92
0020006	03/22/2022	CalPERS	24,622.37
0020007	03/25/2022	Amazon Capital Services, Inc	659.37
0020008	03/25/2022	Anderson, Tyson J	37.99
0020009	03/25/2022	AT & T	216.48
0020010	03/25/2022	Butte County Office of Ed Attn Student Program Services	2,263.36
0020011	03/25/2022	CA State University, Chico Attn University Box Office	890.00
0020012	03/25/2022	Carlson Electrical Systems	85.80
0020013	03/25/2022	Chico History Museum	50.00
0020014	03/25/2022	Dell Financial Services	4,067.83
0020015	03/25/2022	Dell Financial Svcs, LCC	3,285.58
0020016	03/25/2022	Efseaff, Susan R	127.48
0020017	03/25/2022	Fairon, Wendy A	767.20
0020018	03/25/2022	Hayden Fire Protection	450.00
0020019	03/25/2022	Loy J Mattison	552.50
0020020	03/25/2022	Monterey County Parks	920.00
0020021	03/25/2022	NCBOA	119.00
0020022	03/25/2022	Procopio, Cory, Hargreaves & Savitch, LLP	1,537.00
0020023	03/25/2022	Shasta Wood Products	6,996.00
0020024	03/25/2022	Waste Management	958.56
Total Number of Checks			93
			284,864.66

Fund Recap

Fund	Description	Check Count	Expensed Amount
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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

Page 2 of 3


Checks Dated 02/22/2022 through 03/31/2022 **Board Meeting Date 05/11/2022**

Check Number	Check Date	Pay to the Order of	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	93	284,864.66
	Total Number of Checks	93	284,864.66
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		284,864.66

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.	 Page 3 of 3
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Measure K Charter School Facility Committee (CSFC) of the
Chico Unified School District
Recommended Committee Member Form from Charter School

School: Chico Country Day School
Committee Member Name: Stuart Langford
Email: slangford@chicocountryday.org
Address: 102 W. 11th St Chico CA 95928
Home Phone: _____ Cell Phone: 530-624-8739

Alternate Committee Member Name: Wendy Fairon
Email: wfairon@chicocountryday.org
Address: 102 W. 11th St Chico CA 95928
Home Phone: _____ Cell Phone: _____

1. How is your potential committee member & alternate affiliated with your charter school? (ie. Employee, Board Member, Parent)

Member: Employee

Alternate: Administrator

2. Are you aware of any reason, such as a potential conflict of interest, that would adversely affect your potential committee member's ability to serve on the committee? Yes OR No (if Yes please explain)

Margaret Reece Chief Business Officer
Name of Authorized Charter School Representative (please print) Title

Margaret Reece 5/3/22
Signature Date

Send completed form: Kat Anderson
Chico Unified School District
1163 East Seventh Street
Chico CA 95928
Kat.anderson@chicousd.org



Board Resolution
Regarding Authorized Signors

BE IT RESOLVED, THAT Chico Country Day School authorizes signors listed below whereby they may sign documents or other necessary financial and legal statements in regard to bank accounts, real estate, and other documents held by Chico Country Day School.

The following people are authorized to sign for Chico Country Day School:

Wendy Fairon, Director of Education
Jessika Lawrence, Board Chair
Melissa Pearson, Board Vice Chair
Amie Parent, Director of Student Support Services
Claudia Trout, Director of Student Affairs

PASSED and ADOPTED by the Board of Directors of CHICO COUNTRY DAY SCHOOL at a meeting held on May 11, 2022 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Devjani Banerjee-Stevens, Secretary

Date



WASC Committee

Progress and Updates



CHICO COUNTRY
DAY SCHOOL

A PUBLIC CHARTER SCHOOL

WASC Process 2022-2023

ACS WASC Self Study: Focus on Learning

What is WASC?



The Accrediting Commission for Schools (ACS), Western Association of Schools and Colleges (WASC) is a world-renowned accrediting association that advances and validates quality ongoing school improvement by supporting its member institutions to engage in a rigorous and relevant self-study evaluation and peer review focused on student learning.

Why does WASC accreditation matter?



Accreditation is important because it represents a school's commitment to transparency, allowing an external party to validate that the school is doing what it represents it is doing and making results available to the public. The accreditation process also assists in the improvement of the school or program.

What is the accreditation process?



ACS WASC accreditation is an ongoing six-year cycle of quality whereby the school demonstrates the capacity, commitment, and competence to support high-quality student learning and ongoing school improvement.

What criteria is measured?



Five categories:

- A. Organization: Vision and Purpose, Governance, Leadership, Staff, and Resources
- B. Curriculum
- C. Learning and Teaching
- D. Assessment and Accountability
- E. School Culture and Support for Student Personal, Social-Emotional, and Academic Growth

What is CCDS's current accreditation status?



In 2016 CCDS received a six-year accreditation status with a required one-day, mid-cycle visit in 2019. These reports, as well as the commendations and recommendations from the 2016 and 2019 visiting teams, are provided as links on the *Reports & Accreditations* tab, under About Us, on the CCDS website.

When is the next WASC visit?



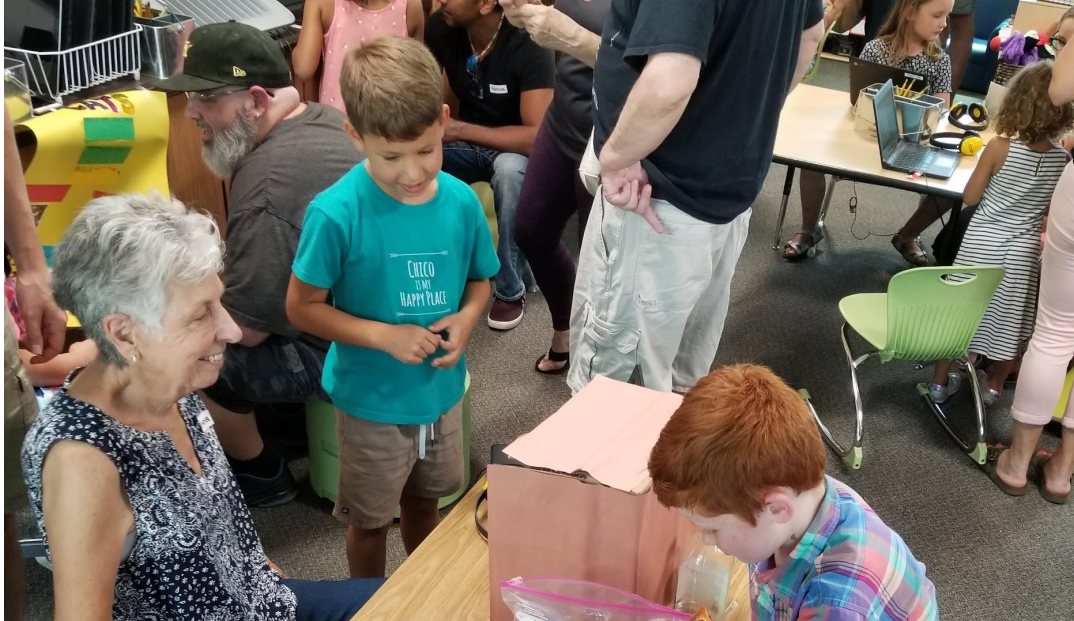
In May 2023 a WASC team will visit CCDS to assess the student program and its impact on student learning, as well as its progress to date on the Schoolwide Action Plan.

How do we prepare?



Over the next 12 months, the CCSD WASC Leadership Team will be gathering evidence from staff and stakeholders to compile a robust self-student report. This 2023 report will focus on the changes and developments since the last WASC visit. Progress on Critical Areas for Follow-Up as identified by the 2019 visiting team and refinements to the Schoolwide Action Plan will be among the key areas of interest.

What is expected of CCDS Educational Partners?



Educational Partners will assist in the gathering of evidence within the five major WASC criteria areas based on areas of experience and expertise. The WASC Leadership Team will meet periodically over the next 12 months for feedback on perceived programming strengths, as well as to identify areas of weakness and related plans for improvement.

Next Steps



- Leadership Team Orientation Meeting, May 5
- All Staff Meeting: May 11
- Work Session with teachers + staff
- Survey educational partners on strengths and areas for improvement based on ACS/WASC/CDE criteria
- Identify Section Captains
- **Task 1:** Refine the student/community profile based on analyzed and disaggregated data. Clarify the schoolwide learner outcomes.



Mental Health Awareness Month Resolution

WHEREAS, the Centers for Disease Control and Prevention reports that more than 20 percent of youth have a diagnosed mental health disorder in the United States; and

WHEREAS, the average age of early signs of mental illness is 14, when most students are entering high school; and

WHEREAS, an estimated 60 percent of students with emotional, behavioral and mental health disorders do not graduate from high school, according to the U.S. Department of Education; and

WHEREAS, National Survey of Drug Use and Health data shows mental health diagnoses, suicide rates, non-suicidal self injury such as cutting, and emergency room visits for students experiencing mental health issues are all on the rise; and

WHEREAS, the CDC has declared suicide is the second leading cause of death among youth ages 15 to 19 years old; and

WHEREAS, the number of children ages 6- 12 who visited children's hospitals for suicidal thoughts or harm has more than doubled since 2016, according to the Children's Hospital Association; and

WHEREAS, researchers from the University of Montreal found that students with untreated mental illness are more likely to be chronically absent, more disruptive in class, have lower academic achievement and ultimately drop out; and

WHEREAS, the University of Maryland's Center for School Mental Health (CSMH) has found that educating staff, students and parents in the signs and symptoms of mental illness is key to both early intervention and dismantling the stigma surrounding health; and

WHEREAS, the Adverse Childhood Experience experiences to a higher risk of problems includes (ACES) study has linked these childhood experiences to depression and suicide; and

WHEREAS, spreading awareness of the importance of mental health can help people realize the many ways in which mental illness impacts them and those around them, and can provide the opportunity to learn about available services.

WHEREAS, the CSMH reports that students are more likely to follow through with mental health services in school settings, and bringing mental health services onto campus enables easier communication among providers, parents and teachers; and

WHEREAS, schools that implement comprehensive mental health systems see improved academic performance, fewer special education placements, decreased disciplinary actions and higher graduation rates; and

WHEREAS, spreading awareness of the importance of mental health can help people realize the many ways in which mental illness impacts them and those around them, and can provide the opportunity to learn about available services.

NOW, THEREFORE BE IT RESOLVED, the Governing Board of Chico Country Day School proudly proclaims the month of May as Mental Health Awareness Month, in recognition of any student Chico Country Day School staff member challenged by mental illness. Chico Country Day stands ready to support you.



Mental Health Awareness Month Resolution

Adopted this 11th day of the month of May in 2022.

List members voting "aye:"

List members voting "no:"

List members abstaining:

List members not present:

Dated: _____

Chico Country Day School

I met with Director of Education Wendy Fairon, Director of Student Affairs Claudia Trout, and Director of Student Support Services Amie Parent on March 25, 2022. Wendy, Claudia, and Amy, shared successes and challenges with me from this last year. While Chico Country Day's report contains much detailed information, here are some highlights of the visit.

We continue to have open dialogue and communication with the Country Day staff about their work to increase diversity on their site to more evenly match the community of Chico. Of particular note this year is the diversity of their school board members. They currently have some board members of color serving the school community. The school staff reports that the board members are "diverse and support our initiative to have a more diverse population at CCDS." Their demographics are showing increased numbers in the following student groups: English Learners, Homeless, African American, American Indian or Alaska Native, Hispanic, and Two or More Races. Staff shared their strategies to continue to enroll a more diverse population. Detailed information about this can be found in #4 of the school's attached report.

The Chico Country Day staff provided a very thorough narrative of the academic indicators they are using to assess their students' academic performance. They also shared the many programs and staff intervention services provided to students. The school has taken a particular interest in carefully examining and monitoring their attendance rate "thus ensuring that learning loss is not further impacted by attendance moving forwards." A highlight of the school's program are the Student Led Conferences and Exhibitions of Learning. These practices "allow students to determine academic goals and take ownership of their learning." Additionally, the school staff reports that students receive regular lessons in social-emotional learning in grades TK-8 and friendship groups have been formed by the school social worker to add supports to students. Country Day references and describes their professional development focus this

year that “supports learning loss and overall good pedagogical practices,” They continue to work with Butte County Office of Education on anti-racist, anti-bias practices.

Country Day staff shared their efforts to provide safe supports for their staff and students’ mental wellness in a very open and honest manner. Along with students, staff members also take the Kelvin Pulse surveys. They continue to look for ways to increase their school community involvement on campus now that the pandemic requirements have eased considerably.

“CCDS exists as an equity project, working to dismantle inequities and interrogate our practices for bias regularly. We don’t always get it right, but this has to be our focus in order to reach all students.” This focus is supported by the Project-Based Learning foundation that the school implements. This year, Country Day has taken a closer look at their practices, specifically focusing on “who is represented and whose voice is not included.” The school has planned new events and has adjusted school traditions that did not represent all student voices. Additionally, they plan to work with BCOE for the next several years to help staff learn to identify their own biases and how it comes to light while working with students. The school has made it part of its culture to include these discussions in their hiring practices so “those who are hired here at CCDS know that this is work that we engage in as a staff.”

