



## **AGENDA**

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

**March 11, 2020 5:30pm**

Chico Country Day School – Room (Elementary Campus)  
102 West 11<sup>th</sup> Street/1054 Broadway, Chico, CA 95928

### **Mission Statement**

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

### **2019-20 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 (5:30pm)**
- 2. CLOSED SESSION (Closed Session will take place in Room )**
  - 2.1 Public Employee Appointment**

Per Government Code §54957  
Title: Director of Student Affairs

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

- 3. REGULAR SESSION (6pm – Room 5)**
  - 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 Regular Meeting of 1/8/20, & Special Meetings of 2/24/20, 3/5/20
  - 5.2 Leadership Team Board Report
  - 5.3 Board Report of Checks March 11, 2020
  - 5.4 Resolution regarding Signor Authorization
  - 5.5 Confirmation of Audit Firm 2019-2020
  - 5.6 IRS Form 990 and CA Form 199
  - 5.7 Vacation Policy Amendment
  - 5.8 Overnight Field Trips:
    - 5.8.1 Angel Island (8th)
    - 5.8.2 Presidio (7th)



## 6. DISCUSSION/ACTION ITEMS

- 6.1 LCAP Proposed Goals/Local Indicators
- 6.2 Measure K Request: Construction 2020-2021
- 6.3 Strategic Plan Priorities related to Silicon Schools visits
- 6.4 2019-20 2nd Interim Budget Report
- 6.5 Energy Conservation Assistance Competitive Loan Program

## 7. ADJOURNMENT: Adjourn; Next Regular Meeting is May 13, 2020

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

#### **Student Participation:**

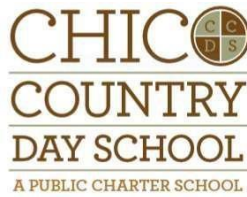
At the discretion of the Board Chair, students may be given priority to address items to the Board

#### **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**

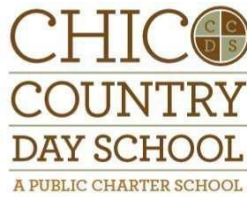
**Date: Wednesday, January 8, 2020**

**Time: 4:30 p.m.**

**Location: CCDS Middle School  
1054 Broadway Campus, Room 7**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 4:33 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Chris Constantin, Thang Ho, Fawn Ruby, Nicole Plottel. Absent: Jamie Clyde
- 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** – Constantin/Plottel to approve. All in favor: Lawrence, Mittman, Constantin, Ruby, Plottel, Ho (6-0).
  - 3.2 Report from closed session** – No reportable action
- 4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA** –Earlier in the year, CUSD terminated its Food Service contract with another local charter school. It was asked if there is a concern that CUSD will eventually terminate its contract with CCDS. Admin concurred that this is a concern.
- 5. CONSENT AGENDA** – Constantin/Plottel to approve. All in favor: Lawrence, Mittman, Constantin, Ruby, Plottel, Ho (6-0).
  - 5.1 Minutes from Regular Meeting of 12/11/19
  - 5.2 2018-19 Audit
  - 5.3 2018-19 School Accountability Report Card (SARC)
  - 5.4 Check Register-December 2019
  - 5.5 P-1 Attendance Report 2019/20
  - 5.6 Comprehensive School Safety Plan 2019/2020
- 6. DISCUSSION/ACTION ITEMS**
  - 6.1 LAO Fiscal Report:** No reportable action
- 7. ADJOURNMENT:** Lawrence adjourned at 6:10 pm. Next regular meeting is March 11, 2019.

Respectively Submitted, Fawn Ruby



## **Minutes**

### **CCDS Board of Directors Special Meeting**

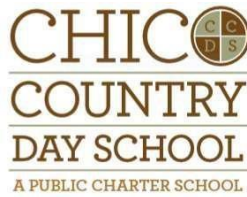
**Date: Monday, February 24, 2020**

**Time: 5:00 p.m.**

**Location: CCDS Middle School  
1054 Broadway Campus, Room 5**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:00 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Fawn Ruby, Nicole Plottel, Jamie Clyde. Absent: Chris Constantin
- 2. CLOSED SESSION**
  - 2.1 Conference with Legal Counsel-Anticipated Litigation:**  
Significant exposure to litigation pursuant to Government Code §54956.9(b) (one case)
  - 2.2 Public Employee Evaluation**  
Per Government Code §54957  
Title: Director of Student Affairs
- 3. SPECIAL SESSION**
  - 3.1 Report from closed session** – Direction given to administration
- 4. ADJOURNMENT:** Lawrence adjourned at 6:00 pm. Next regular meeting is March 11, 2019.

Respectively Submitted,  
Fawn Ruby



## **Minutes**

### **CCDS Board of Directors Special Meeting**

**Date: Thursday, March 5, 2020**

**Time: 4:00 p.m.**

**Location: CCDS Middle School**

**1054 Broadway Campus, Room 5**

**1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 4:02 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Fawn Ruby, Nicole Plottel, Chris Constantin. Absent: Jamie Clyde

### **2. CLOSED SESSION**

#### **2.1 Public Employee Appointment**

Per Government Code §54957

Title: Director of Student Affairs

### **3. SPECIAL SESSION**

**3.1 Report from closed session** – Direction given to administration

**4. ADJOURNMENT:** Lawrence adjourned at 4:20 pm. Next regular meeting is March 11, 2019.

Respectively Submitted,  
Fawn Ruby

## Leadership Team Report-March 11, 2020

- We are monitoring the COVID-19 progress and will follow all recommendations from the state, county and local officials. We are currently communicating with our families and students about ways to stay healthy. Our nurse is revisiting hand washing with all the students.
- Current applications in Schoolmint:

TK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	Total
30	133	13	11	7	11	10	27	6	5	253

- Our annual Auction, our biggest fundraiser of the year, is May 2, 2020. Please save the date and plan to attend! Theme is the Kentucky Derby.
- 5th grade students celebrated their 1000th day of school with a special day planned for them. This is one of our newer traditions at CCDS. We spent the day at DeGarmo Park with games, a bbq lunch, and cupcakes donated from Denine's Cupcakes downtown.
- The 2nd Interim budget is due on March 15
- Three of our teachers and Wendy will be attending the Deeper Learning Conference at High Tech High from March 25-27. The schedule is [linked here](#) if anyone would like to check it out.
- Twenty-five of our 4th and 5th grade students were able to participate in the Elementary Leadership Conference sponsored by Leadership classes from CHS, PV and Inspire. This is a leadership event that focuses on leadership, communication skills, self-esteem, tolerance and diversity!
- 7th grade students participated in the Northern California Science Bowl at Simpson University. They competed hard and had an amazing time. Mr. Eubanks will be fielding a team next year as well. Our team came in 3rd overall, competing mostly against 8th graders! It was awesome!
- Exhibition Night is coming: March 12th, 5:30-6:15, 6:15-7:15

### BE OUR GUEST



### CHICO COUNTRY DAY SCHOOL EXHIBITION NIGHT Thursday, March 12

K-5th Grade: 5:30-6:15 p.m.  
6-8th Grade: 6:15-7:15 p.m.

- Open enrollment meetings for our health benefits begin on May 11 - Open enrollment is May through June, effective date of October. The BSSP has been amazing to work with and are providing exceptional value and service for our employees.
- We have opened up our teacher hiring pool posting on Edjoin to be proactive for any K-5 openings that may occur for next year. The posting will close at the end of March and we will screen candidates from there and proceed as needed if we have openings.

Checks Dated 01/06/2020 through 02/26/2020				Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of	Fd-Objt	Expensed Amount	Check Amount	
0017984	01/10/2020	Amazon Capital Services, Inc	01-4310	91.59		
			01-4317	212.36		
			01-4350	69.33		
			01-4470	409.64	782.92	
0017985	01/10/2020	Butte Schools Self Funded Programs	01-5875		100.00	
0017986	01/10/2020	CalPERS	01-9550		51,459.90	
0017987	01/10/2020	Citi Cards	01-4310	304.81		
			01-5220	939.84	1,244.65	
0017988	01/10/2020	Fairon, Wendy A	01-4310	268.07		
			01-4396	269.96	538.03	
0017989	01/10/2020	Gentry Stein	01-5897		300.00	
0017990	01/10/2020	M.D. Plumbing	01-5631		391.94	
0017991	01/10/2020	North State Audio Visual Inc	01-5839		429.00	
0017992	01/10/2020	PG &E	01-5510	543.16		
			01-5520	4,932.10	5,475.26	
0017993	01/10/2020	Reece, Margaret E	01-5212	99.94		
			01-5220	8.75	108.69	
0017994	01/10/2020	School Excess	01-4410		1,398.00	
0017995	01/10/2020	Tucker Pest Control	01-5570		240.00	
0017996	01/10/2020	Verizon Wireless	01-5912		75.94	
0017997	01/10/2020	Zuris, Alison C	01-4310	27.54		
			01-5212	104.08	131.62	
0017998	01/10/2020	The TDS Group	01-9580		3,112.50	
0017999	01/16/2020	Affordable Office Furniture and Supplies	01-4352		379.67	
0018000	01/16/2020	Amazon Capital Services, Inc	01-4316	124.62		
			01-4380	48.23		
			01-5832	42.64	215.49	
0018001	01/16/2020	American Express	01-4313	7.50		
			01-4350	257.00		
			01-5220	595.00		
			01-5950	574.83	1,434.33	
0018002	01/16/2020	BSN Sports	01-5832		736.59	
0018003	01/16/2020	CASBO	01-5220		3,720.00	
0018004	01/16/2020	CharterSAFE	01-3600	2,429.80		
			01-3601	607.20		
			01-5450	6,064.00	9,101.00	
0018005	01/16/2020	Chico Creek Nature Center	01-5710		300.00	
0018006	01/16/2020	Cooley, Kerri	01-4396	184.20		
			01-5212	230.00	414.20	
0018007	01/16/2020	CSU Chico	01-5862		80.00	
0018008	01/16/2020	Currie, Patricia E	01-4396		105.28	
0018009	01/16/2020	Dell Financial Services	01-5610		5,480.09	
0018011	01/16/2020	Durham Intermediate School	01-5832		200.00	
0018012	01/16/2020	Evergreen Janitorial Supply, Inc.	01-4370		72.62	
0018013	01/16/2020	Ferguson, Stacy	01-4350		73.02	
0018014	01/16/2020	Gateway Science Museum	01-5720		190.00	

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.

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Checks Dated 01/06/2020 through 02/26/2020				Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of	Fd-Objt	Expensed Amount	Check Amount	
0018016	01/16/2020	Hayden Fire Protection	01-5634		573.79	
0018017	01/16/2020	Maywood Boys Basketball	01-5832		200.00	
0018018	01/16/2020	North State Parent	01-5852		312.00	
0018019	01/16/2020	Peterson, Sarah	01-4310		41.06	
0018020	01/16/2020	Redding, Katlin K	01-4396		101.40	
0018021	01/16/2020	Reece, Margaret E	01-5863	17.00		
			01-5950	27.50	44.50	
0018022	01/16/2020	School Services of California	01-5300		305.00	
0018023	01/16/2020	Spallino, Miranda C	01-5212		100.56	
0018024	01/16/2020	Employment Development Dept	01-9515	3,994.39		
			01-9516	1,210.40		
			01-9518	2,939.42		
			01-9521	121.06	8,265.27	
0018025	01/16/2020	Internal Revenue Service	01-9513	3,454.92		
			01-9517	9,249.84		
			01-9519	3,510.24	16,215.00	
0018026	01/16/2020	TASC Client Invoices	01-9525		1,078.33	
0018027	01/23/2020	Amazon Capital Services, Inc	01-4310	517.51		
			01-4313	111.94		
			01-4329	145.95		
			01-4370	50.94		
			01-4380	18.21	844.55	
0018028	01/23/2020	CA State Parks	01-5710		50.00	
0018029	01/23/2020	Cherry, Angela J	01-4329		111.81	
0018030	01/23/2020	Dell Financial Services	01-5610		406.30	
0018031	01/23/2020	Evergreen Janitorial Supply, Inc.	01-4370		828.56	
0018032	01/23/2020	Henkens, Irene R	01-4396		18.18	
0018033	01/23/2020	Jackson County Parks	01-5722		175.00	
0018034	01/23/2020	Marsh Jr. High Basketball Club	01-5832		300.00	
0018035	01/23/2020	North State Screenprinting	01-5832		225.00	
0018036	01/23/2020	Procopio, Cory, Hargreaves & Savitch, LLP	01-5820		1,500.00	
0018037	01/23/2020	Ray Morgan Company	01-5530		205.92	
0018038	01/23/2020	Reece, Margaret E	01-5220		305.96	
0018039	01/23/2020	Scholastic Inc.	01-4310		68.54	
0018040	01/23/2020	Wilson, Pamela H	01-5212	308.80		
			01-5220	18.21	327.01	
0018041	01/23/2020	Department of Justice	01-5862		128.00	
0018046	01/30/2020	AT & T	01-5910		176.76	
0018047	01/30/2020	CA State University, Chico Hands on Science Lab	01-5720		50.00	
0018048	01/30/2020	CA Water Service Company	01-5530		665.38	
0018049	01/30/2020	Dell Financial Services	01-5610		5,480.09	
0018050	01/30/2020	Emily Camaren	01-8677		15.00	
0018051	01/30/2020	Evergreen Janitorial Supply, Inc.	01-4370		252.63	
0018052	01/30/2020	Ferguson, Stacy	01-4350		128.33	
0018053	01/30/2020	Goldmann, Brittan I	01-4317		66.65	

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Checks Dated 01/06/2020 through 02/26/2020				Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of		Fd-Objt	Expensed Amount	Check Amount
0018054	01/30/2020	Home Depot		01-4370		10.70
0018055	01/30/2020	Hoppe, Lisa		01-5852		10.71
0018056	01/30/2020	Jennifer & Brad Dana		01-8677		15.00
0018057	01/30/2020	Kristin Wear		01-8677		15.00
0018058	01/30/2020	Lara & Don Clickner		01-8677		15.00
0018059	01/30/2020	Loy J Mattison		01-5887		660.00
0018060	01/30/2020	Office Depot		01-4310	37.88	
				01-4313	49.28	87.16
0018061	01/30/2020	Shehnaz & Ali Hussain		01-8677		15.00
0018062	01/30/2020	Sheri & Ernesto Espinoza		01-8677		15.00
0018063	01/30/2020	William V. Macgill & Co.		01-4393		85.78
0018064	01/31/2020	AFLAC		01-9587		695.54
0018065	01/31/2020	Amazon Capital Services, Inc		01-4100	189.51	
				01-4310	650.92	
				01-4350	19.83	860.26
0018066	01/31/2020	Butte Schools Self Funded Programs		01-9514	55,225.97	
				01-9586	102.08	55,328.05
0018067	01/31/2020	CASBO		01-5300		390.00
0018068	01/31/2020	The TDS Group		01-9580		3,112.50
0018069	02/06/2020	Amazon Capital Services, Inc		Reissued		260.04 *
	Reissued on 02/06/2020					
0018070	02/06/2020	Biddle, Ellen E		Reissued		161.11 *
	Reissued on 02/06/2020					
0018071	02/06/2020	Bower, Susan		Reissued		110.84 *
	Reissued on 02/06/2020					
0018072	02/06/2020	California Department of Tax and Fee Administration		Reissued		599.00 *
	Reissued on 02/06/2020					
0018073	02/06/2020	Citi Cards		Reissued		4,690.26 *
	Reissued on 02/06/2020					
0018074	02/06/2020	CSU Chico		Reissued		80.00 *
	Reissued on 02/06/2020					
0018075	02/06/2020	Davis, David J		Reissued		75.00 *
	Reissued on 02/06/2020					
0018076	02/06/2020	Employment Development Dept		Reissued		8,769.15 *
	Reissued on 02/06/2020					
0018077	02/06/2020	Half a Bubble Out, Inc.		Reissued		420.00 *
	Reissued on 02/06/2020					
0018078	02/06/2020	Internal Revenue Service		Reissued		19,051.63 *
	Reissued on 02/06/2020					
0018079	02/06/2020	PG &E		Reissued		6,376.60 *
	Reissued on 02/06/2020					
0018080	02/06/2020	Quintero, Nicole M		Reissued		56.26 *
	Reissued on 02/06/2020					
0018081	02/06/2020	Reece, Margaret E		Reissued		76.48 *
	Reissued on 02/06/2020					
0018082	02/06/2020	Reece, Mary E		Reissued		77.33 *

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 01/06/2020 through 02/26/2020				Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of	Fd-Objt	Expensed Amount	Check Amount	
	Reissued on 02/06/2020					
0018083	02/06/2020	SchoolMint, Inc.	Reissued		5,500.00 *	
	Reissued on 02/06/2020					
0018084	02/06/2020	Sorenson Moving & Storage	Reissued		520.00 *	
	Reissued on 02/06/2020					
0018085	02/06/2020	Spallino, Miranda C	Reissued		41.77 *	
	Reissued on 02/06/2020					
0018086	02/06/2020	TASC Client Invoices	Reissued		1,078.32 *	
	Reissued on 02/06/2020					
0018087	02/06/2020	US Screenprinting & Embroidery	Reissued		295.17 *	
	Reissued on 02/06/2020					
0018088	02/06/2020	Waste Management	Reissued		346.04 *	
	Reissued on 02/06/2020					
0018089	02/06/2020	Amazon Capital Services, Inc	01-4310	196.27		
			01-4350	63.77	260.04	
0018090	02/06/2020	Biddle, Ellen E	01-4310		161.11	
0018091	02/06/2020	Bower, Susan	01-4313		110.84	
0018092	02/06/2020	California Department of Tax and Fee Administration	01-5899		599.00	
0018093	02/06/2020	Citi Cards	01-4396	595.15		
			01-4453	257.38		
			01-5220	619.92		
			01-5225	49.00		
			01-5710	174.00		
			01-5839	2,988.00		
			01-5852	6.81	4,690.26	
0018094	02/06/2020	CSU Chico	01-5862		80.00	
0018095	02/06/2020	Davis, David J	01-8677		75.00	
0018096	02/06/2020	Employment Development Dept	01-9515	4,232.69		
			01-9516	1,393.49		
			01-9518	3,003.59		
			01-9521	139.38	8,769.15	
0018097	02/06/2020	Half a Bubble Out, Inc.	01-5887		420.00	
0018098	02/06/2020	Internal Revenue Service	01-9513	5,227.02		
			01-9517	9,783.51		
			01-9519	4,041.10	19,051.63	
0018099	02/06/2020	PG &E	01-5510	844.36		
			01-5520	5,532.24	6,376.60	
0018100	02/06/2020	Quintero, Nicole M	01-4310		56.26	
0018101	02/06/2020	Reece, Margaret E	01-4396	42.48		
			01-5220	34.00	76.48	
0018102	02/06/2020	Reece, Mary E	01-4210		77.33	
0018103	02/06/2020	SchoolMint, Inc.	01-5852		5,500.00	
0018104	02/06/2020	Sorenson Moving & Storage	01-5610		520.00	
0018105	02/06/2020	Spallino, Miranda C	01-4310		41.77	
0018106	02/06/2020	TASC Client Invoices	01-9525		1,078.32	
0018107	02/06/2020	US Screenprinting & Embroidery	01-5839		295.17	

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.

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Checks Dated 01/06/2020 through 02/26/2020			Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of	Fd-Objt	Expensed Amount	Check Amount
0018108	02/06/2020	Waste Management	01-5560		346.04
0018112	02/10/2020	CalPERS	01-9550		16,841.48
0018113	02/13/2020	Access Information Protected	01-4350		106.57
0018114	02/13/2020	Amazon Capital Services, Inc	01-4100	19.29	
			01-4310	230.12	
			01-4313	89.68	
			01-4316	142.25	
			01-4329	77.48	
			01-4350	117.94	
			01-4380	160.44	837.20
0018115	02/13/2020	American Express	01-4315	7.50	
			01-4350	438.27	
			01-5220	1,803.85	2,249.62
0018116	02/13/2020	CA State University, Chico Hands on Science Lab	01-5720		50.00
0018117	02/13/2020	CARD	01-5720		115.00
0018118	02/13/2020	Carlson Electrical Systems	01-5807		1,661.88
0018119	02/13/2020	Carolina Biological Supply Company	01-4310		289.69
0018120	02/13/2020	Cherry, Angela J	01-4329		141.56
0018121	02/13/2020	Cooley, Kerri	01-4327		89.87
0018122	02/13/2020	Ferguson, Stacy	01-4350		31.55
0018123	02/13/2020	Greenfield, Kelly C	01-4317		115.37
0018124	02/13/2020	Locksmithing Enterprises	01-4380		143.26
0018125	02/13/2020	Mission Linen and Uniform	01-5550		360.10
0018126	02/13/2020	Ray Morgan Company	01-4352		185.15
0018127	02/13/2020	School Services of California	01-5300		305.00
0018128	02/13/2020	Verizon Wireless	01-5912		468.57
0018129	02/13/2020	Department of Justice	01-5862		384.00
0018130	02/18/2020	Angel Island State Parks Attn: LHP Coordinator	01-5722		200.00
0018131	02/18/2020	Angel Island-Tiburon Ferry	01-5722		898.00
0018132	02/18/2020	Carlson Electrical Systems	01-5807		292.54
0018134	02/18/2020	Ed Kirscher	01-5832		64.00
0018135	02/18/2020	Eubanks, David J	01-5722		320.00
0018136	02/18/2020	Garrick Simpson	01-5832		64.00
0018137	02/18/2020	Gary Walters	01-5832		64.00
0018138	02/18/2020	Lerch, Philip	01-5832		64.00
0018139	02/18/2020	Lonnie Taylor	01-5832		64.00
0018140	02/18/2020	Pitney Bowes Reserve Account	01-5950		500.00
0018141	02/18/2020	Randy Barrett	Cancelled		64.00 *
	Cancelled on 02/24/2020				
0018142	02/18/2020	RC Allen	01-5832		64.00
0018143	02/18/2020	School Services of California	01-4350		300.00
0018144	02/18/2020	The TDS Group	01-9580		3,112.50
0018145	02/18/2020	Tucker Pest Control	01-5570		240.00
0018146	02/19/2020	Employment Development Dept	01-9515	2,907.73	
			01-9516	1,459.94	

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 5 of 6

Checks Dated 01/06/2020 through 02/26/2020				Board Meeting Date March 11, 2020		
Check Number	Check Date	Pay to the Order of	Fd-Objt	Expensed Amount	Check Amount	
0018146	02/19/2020	Employment Development Dept	01-9518	3,118.17		
			01-9521	145.95	7,631.79	
0018147	02/19/2020	Internal Revenue Service	01-9513	6,031.96		
			01-9517	10,166.12		
			01-9519	4,249.38	20,447.46	
0018148	02/19/2020	TASC Client Invoices	01-9525		1,201.06	
0018149	02/21/2020	Joe Peterich	01-5832		64.00	
Total Number of Checks			156		<b>346,374.24</b>	

	Count	Amount
Cancel	1	64.00
Reissue	20	48,585.00
Net Issue		297,725.24

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	135	297,725.24
	Total Number of Checks	155	297,725.24
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<b>297,725.24</b>

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.



**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  
Michele Mittman, Treasurer  
Amie Parent, Director of Special Education  
Margaret Reece, Chief Business Officer

PASSED and ADOPTED by the Board of Directors of CHICO COUNTRY DAY SCHOOL at a meeting held on March 11, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

---

Fawn Ruby, Secretary

---

Date

**STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Habbas Nassar - Vice President

January 8, 2020

Management and Governing Board of  
Chico Country Day Charter School  
102 West 11<sup>th</sup> Street  
Chico, CA 95928**Year 1 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 years ended June 30, 2020, June 30, 2021, and June 30, 2022. We will audit the financial statements of Chico Country Day Charter School, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year ended June 30, 2020, and the related notes to 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, 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.

**Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2019-20 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. 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 it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance.

### **Audit Objectives (Concluded)**

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 include a paragraph that states 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 paragraph 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.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. 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 abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. 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.

### **Audit Procedures - General (Concluded)**

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. 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.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other 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. 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 generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the Charter School and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. 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*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards 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, 2020 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 U.S. generally accepted accounting principles based on information provided by you.

### **Other Services (Concluded)**

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 tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) 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 U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the 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. 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.

### **Management Responsibilities (Concluded)**

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, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the 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 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.

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

### **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.

**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.

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.

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 **\$15,000** for the fiscal year ended June 30, 2020, **\$15,375** for June 30, 2021, and **\$15,750** for 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 audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices 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 15<sup>th</sup> 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.

### **Engagement Administration, Fees, and Other (Concluded)**

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 *2019-20 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 *2019-20 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 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.

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.

Management and Governing Board of  
Chico Country Day Charter School  
January 8, 2020  
Page Eight of Eight

*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. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Chico Country Day Charter School, the highest quality audit.

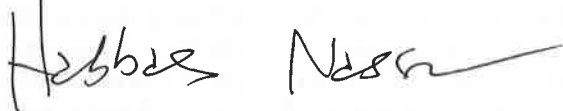
This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.

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.

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 that the foregoing terms shall govern this engagement, 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

\_\_\_\_\_

TAXABLE YEAR

# California Exempt Organization

## 2018 Annual Information Return

FORM

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 07/01/2018, and ending (mm/dd/yyyy) 06/30/2019

Corporation/Organization name CHICO COUNTRY DAY CHARTER SCHOOL California corporation number 2658164

Additional information. See Instructions. FEIN 20-1224053

Street address (suite or room) 102 W. 11TH STREET PMB no.

City CHICO State CA Zip code 95928

Foreign country name Foreign province/state/country Foreign postal code

**A** First Return ..... ☐ Yes ☒ No

**B** Amended Return ..... ☒ Yes ☐ No

**C** IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No

**D** Final Information Return?  
☒ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized  
 Enter date: (mm/dd/yyyy) .....

**E** Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other

**F** Federal return filed? (1) ☒ 990T (2) ☐ 990PF (3) ☐ Sch H (990) (4) ☒ Other 990 series

**G** Is this a group filing? See instructions ..... ☐ Yes ☒ No

**H** Is this organization in a group exemption ..... ☐ Yes ☒ No  
 If "Yes," what is the parent's name? .....

**I** Did the organization have any changes to its guidelines not reported to the FTB? See instructions. .... ☐ Yes ☒ No

**J** If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. .... ☐ Yes ☒ No

**K** Is the organization exempt under R&TC Section 23701g? .... ☐ Yes ☒ No  
 If "Yes," enter the gross receipts from nonmember sources .... \$ .....

**L** If organization is a public charity exempt under R&TC Section 23701d and meets the filing fee exception, check box.  
 No filing fee is required. .... ☒

**M** Is the organization a Limited Liability Company? .... ☐ Yes ☒ No

**N** Did the organization file Form 100 or Form 109 to report taxable income? .... ☐ Yes ☒ No

**O** Is the organization under audit by the IRS or has the IRS audited in a prior year? .... ☐ Yes ☒ No

**P** Is federal Form 1023/1024 pending? .... ☐ Yes ☒ No  
 Date filed with IRS .....

### Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	1,204,255	00
	2	Gross dues and assessments from members and affiliates	2	0	00
	3	Gross contributions, gifts, grants, and similar amounts received.	3	5,030,228	00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	4	6,234,483	00
	5	Cost of goods sold	5	0	00
	6	Cost or other basis, and sales expenses of assets sold	6	0	00
	7	Total costs. Add line 5 and line 6	7	0	00
	8	Total gross income. Subtract line 7 from line 4	8	6,234,483	00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	6,107,964	00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	126,519	00
Filing Fee	11	Total payments	11	0	00
	12	Use tax. See General Information K	12	0	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13	0	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14	0	00
	15	Filing fee \$10 or \$25. See General Information F	15	0	00
	16	Penalties and Interest. See General Information J	16	0	00
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	17	0	00

**Sign Here** Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer *Margaret Rhee* Title CBO Date 1/10/2020 Telephone (530) 895-2650

Preparer's signature *H353dc NBS* Date 1/9/20 Check if self-employed ☐ PTIN P00734109

**Paid Preparer's Use Only** Firm's name (or yours, if self-employed) and address *Stephen Roatch Accountancy Corporation* Firm's FEIN 68-0400730  
*P.O. Box 2196, Folsom, CA 95763* Telephone 916-966-3883

May the FTB discuss this return with the preparer shown above? See instructions .... ☒ Yes ☐ No

**Part II** Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts — complete Part II or furnish substitute information.

<b>Receipts from Other Sources</b>	1	Gross sales or receipts from all business activities. See instructions	1	0	00
	2	Interest	2	10,948	00
	3	Dividends	3	0	00
	4	Gross rents	4	0	00
	5	Gross royalties	5	0	00
	6	Gross amount received from sale of assets (See Instructions)	6	0	00
	7	Other income. Attach schedule	7	1,193,307	00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	1,204,255	00
<b>Expenses and Disbursements</b>	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9	0	00
	10	Disbursements to or for members.	10	0	00
	11	Compensation of officers, directors, and trustees. Attach schedule	11	97,025	00
	12	Other salaries and wages	12	3,012,896	00
	13	Interest	13	62,378	00
	14	Taxes	14	0	00
	15	Rents	15	0	00
	16	Depreciation and depletion (See instructions)	16	237,351	00
	17	Other Expenses and Disbursements. Attach schedule	17	2,698,314	00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	6,107,964	00

<b>Schedule L Balance Sheet</b>		<b>Beginning of taxable year</b>		<b>End of taxable year</b>	
<b>Assets</b>		(a)	(b)	(c)	(d)
1	Cash		1,667,334.		1,678,591.
2	Net accounts receivable		550,922.		1,377,327.
3	Net notes receivable		0.		0.
4	Inventories		0.		0.
5	Federal and state government obligations		0.		0.
6	Investments in other bonds		0.		0.
7	Investments in stock		0.		0.
8	Mortgage loans		0.		0.
9	Other investments. Attach schedule		0.		0.
10	a Depreciable assets	10,019,243.		10,226,598.	
	b Less accumulated depreciation	( 1,115,376. )	8,903,867.	( 1,352,727. )	8,873,871.
11	Land		0.		0.
12	Other assets. Attach schedule		74,450.		52,258.
13	<b>Total assets</b>		11,196,573.		11,982,047.
<b>Liabilities and net worth</b>					
14	Accounts payable		573,038.		1,225,666.
15	Contributions, gifts, or grants payable		0.		0.
16	Bonds and notes payable		0.		0.
17	Mortgages payable		0.		0.
18	Other liabilities. Attach schedule		3,708,984.		3,715,311.
19	Capital stock or principal fund		0.		0.
20	Paid-in or capital surplus. Attach reconciliation		0.		0.
21	Retained earnings or income fund		6,914,551.		7,041,070.
22	<b>Total liabilities and net worth</b>		11,196,573.		11,982,047.

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000

1	Net income per books	126,519.	7	Income recorded on books this year not included in this return. Attach schedule	0.
2	Federal income tax	0.	8	Deductions in this return not charged against book income this year. Attach schedule	0.
3	Excess of capital losses over capital gains		9	<b>Total.</b> Add line 7 and line 8	0.
4	Income not recorded on books this year. Attach schedule	0.	10	<b>Net income per return.</b>	
5	Expenses recorded on books this year not deducted in this return. Attach schedule	0.		Subtract line 9 from line 6	126,519.
6	<b>Total.</b> Add line 1 through line 5	126,519.			

Line 7, Part II (CA 199) - Other Income

1	Other Income . . . . .	1	
2	Preschool and Afterschool Programs	2	271,924
3	Donations and Fundraising	3	131,356
4	Camp Fire Related	4	712,807
5	Other Local	5	77,220
6		6	
7		7	
8		8	
9		9	
10	Total . . . . .	10	1,193,307

**Line 11, Part II (CA 199) - Compensation of Officers, Directors, and Trustees**

97,025

	Name	Street Address	City	State	Zip Code	Title	Time Devoted	Compensation
1	Jessika Lawrence					Board Chair	1	
2	Vacant					Board Vice Chair	1	
3	Chris Constantin					Board Secretary	1	
4	Michele Mittman					Board Treasurer	1	
5	Brian Ausland					Board Member	1	
6	Charles Thompson					Board Member	1	
7	Suzanne Zivnaska					Board Member	1	
8	Margaret Reece					Chief Business Officer	40	97,025

**Line 17, Part II (CA 199) - Other Deductions**

1	Pension plans, employee benefits . . . . .	1	1,147,389
2	Legal fees . . . . .	2	0
3	Accounting fees . . . . .	3	0
4	Other professional fees . . . . .	4	0
5	Travel, conferences, and meetings . . . . .	5	35,627
6	Printing and publications . . . . .	6	0
7	Special events direct expenses . . . . .	7	0
8	Office expenses . . . . .	8	0
9	Other expenses . . . . .	9	
10	Statement 1 . . . . .	10	1,515,298
11		11	
12	Total . . . . .	12	2,698,314

**Line 3, Sch L (CA 199) - Net Notes Receivable**

		Beginning of Year	End of Year
1	Receivables due from officers, director, trustees, and key employees . . . . .	0	0
2	Receivables due from other disqualified persons . . . . .	0	0
3	Other notes and loans receivable less doubtful accounts from federal form . . . . .	0	0
4			
5			
6			
7			
8			
9			
10	Total . . . . .	0	0

**Line 9, Sch L (CA 199) - Other Investments**

		Beginning	End
1	Other Investments . . . . .	0	0
2			
3			
4			
5			
6			
7			
8			
9			
10	Total . . . . .	0	0

**Line 12, Sch L (CA 199) - Other Assets**

		Beginning	End
1	Prepaid Expenses . . . . .	74,450	52,258
2			
3			
4			
5			
6			
7			
8			
9			
10	Total . . . . .	74,450	52,258

**Line 18, Sch L (CA 199) - Other Liabilities**

		Beginning of Year	End of Year
1	Deferred Revenue	3,224	1,825
2	Capital Lease	3,705,760	3,593,086
3	Compensated Absences	0	120,400
4			
5			
6			
7			
8			
9			
10	Total	3,708,984	3,715,311

**Line 20, Sch L (CA 199) - Paid-in or capital surplus**

	Description	Beginning Amount	Ending Amount
1	Paid-in or capital surplus	0	0
2			
3			
4			
5			
6			
7			
8			
9			
10	Total	0	0

**Line 4, Sch M-1 (CA 199) - Income not Recorded on Books this Year**

1		1	0
2		2	0
3		3	0
4		4	0
5		5	0
6		6	0
7		7	0
8		8	0
9		9	0
10	Total. Enter on line 4, Schedule M-1	10	0

**Line 5, Sch M-1 (CA 199) - Expenses Recorded on Books this Year not Deducted in this Return**

1		1	0
2		2	0
3		3	0
4		4	0
5		5	0
6		6	0
7		7	0
8		8	0
9		9	0
10	Total. Enter on line 5, Schedule M-1	10	0

Chico Country Day Charter School

20-1224053

Statement 1

Form 199

Part II - Line 17 (Other)

Books and Supplies	\$ 170,442
Dues and Memberships	12,924
Special Education Contribution	15,771
Insurance	63,649
Computer Related Services	133,487
Professional Services	814,940
Communications	14,219
Copy Machine Related Services	30,607
Utilities and Housekeeping Services	87,825
Repairs and Maintenance	108,359
Oversight Fee	44,944
Furniture and Equipment	15,454
Miscellaneous	<u>2,677</u>
Total	<u><u>\$ 1,515,298</u></u>

**2018 Depreciation and Amortization****3885F**

Attach to Form 541, Form 109, or Form 199.

Name as shown on tax return

FEIN

CHICO COUNTRY DAY CHARTER SCHOOL

20-1224053

Tangible and intangible assets placed in service during the 2018 taxable year:			Depreciation			Amortization		
(a) Description of property	(b) Date placed in service (mm/dd/yyyy)	(c) Cost or other basis	(d) Method of figuring depreciation	(e) Life or rate	(f) Depreciation for this year	(g) Code section	(h) Period or percentage	(i) Amortization for this year
<b>1</b>								0.
								0.
								0.
Add line 1 column (f) and column (i) amounts. See instructions					0.			0.

**Depreciation**

- 2** California depreciation for assets placed in service beginning before the 2018 taxable year ..... **2** 237,351.  
Be sure to make adjustments for any basis differences.
- 3** Total California depreciation. Add line 1(f) and line 2 ..... **3** 237,351.

**Amortization**

- 4** California amortization for intangibles placed in service beginning before the 2018 taxable year ..... **4** 0.  
Be sure to make adjustments for any basis differences.
- 5** Total California amortization. Add line 1(i) and line 4 ..... **5** 0.
- 6** Total depreciation and amortization. Add line 3 and line 5. See instructions ..... **6** 237,351.

**What's New**

**Depreciation Limitation** - California does not conform to the federal modification to depreciation limitations on luxury automobiles (IRC Section 280F). See Federal/State Differences, for more information.

**General Information**

In general, for taxable years beginning on or after January 1, 2015, California law conforms to the Internal Revenue Code (IRC) as of January 1, 2015. However, there are continuing differences between California and federal law. When California conforms to federal tax law changes, we do not always adopt all of the changes made at the federal level. For more information, go to [ftb.ca.gov](http://ftb.ca.gov) and search for **conformity**. Additional information can be found in FTB Pub. 1001, Supplemental Guidelines to California Adjustments.

The instructions provided with California tax forms are a summary of California tax law and are only intended to aid taxpayers in preparing their state income tax returns. We include information that is most useful to the greatest number of taxpayers in the limited space available. It is not possible to include all requirements of the California Revenue and Taxation Code (R&TC) in the instructions. Taxpayers should not consider the instructions as authoritative law.

**A Purpose**

Use form FTB 3885F, Depreciation and Amortization, to compute depreciation and amortization allowed as a deduction on Form 541, California Fiduciary Income Tax Return, Form 109, California Exempt Organization Business Income Tax Return, or Form 199, California Exempt Organization Annual Information Return. Attach form FTB 3885F to Form 541, Form 109, or Form 199.

Depreciation is the annual deduction allowed to recover the cost or other basis of business or income producing property with a determinable useful life of more than one year. Land is not depreciable.

Amortization is an amount deducted to recover the cost of certain capital expenses over a fixed period.

**B Federal/State Differences**

California law has not always conformed to federal law regarding depreciation methods, special credits, or accelerated write-offs. Consequently, the recovery periods and the basis on which the depreciation is calculated may be different from the amounts used for federal purposes. Reportable differences may occur if all or part of your assets were placed in service:

- **Before January 1, 1987.** California disallowed depreciation under the federal Accelerated Cost Recovery System (ACRS).

California depreciation is calculated in the same manner as in prior years for those assets.

- **On or after January 1, 1987.** California provides special credits and accelerated write-offs that affect the California basis for qualifying assets. California does not conform to all the changes to federal law enacted in 1993. Therefore, the California basis or recovery periods may be different for some assets.
- **On or after September 11, 2001.** California has not conformed to the federal Job Creation and Worker Assistance Act of 2002 which allows taxpayers to take an additional first year depreciation deduction and Alternative Minimum Tax depreciation adjustment for property placed in service after September 10, 2001.

Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018****Open to Public  
Inspection**

<b>A</b> For the 2018 calendar year, or tax year beginning <u>7/1/2018</u> , and ending <u>6/30/2019</u>																					
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>C</b> Name of organization <u>Chico Country Day Charter School</u></td> </tr> <tr> <td colspan="2">Doing business as</td> </tr> <tr> <td>Number and street (or P.O. box if mail is not delivered to street address)</td> <td>Room/suite</td> </tr> <tr> <td><u>102 W. 11th Street</u></td> <td></td> </tr> <tr> <td>City or town</td> <td>State</td> </tr> <tr> <td><u>Chico</u></td> <td><u>CA</u></td> </tr> <tr> <td colspan="2">ZIP code</td> </tr> <tr> <td colspan="2"><u>95928</u></td> </tr> <tr> <td>Foreign country name</td> <td>Foreign province/state/county</td> </tr> <tr> <td></td> <td>Foreign postal code</td> </tr> </table>	<b>C</b> Name of organization <u>Chico Country Day Charter School</u>		Doing business as		Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<u>102 W. 11th Street</u>		City or town	State	<u>Chico</u>	<u>CA</u>	ZIP code		<u>95928</u>		Foreign country name	Foreign province/state/county		Foreign postal code
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**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <u>To provide education to students in kindergarten through eighth grade in the Chico community.</u>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) . . . . . <u>3</u> <u>7</u>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <u>4</u> <u>7</u>
	<b>5</b>	Total number of individuals employed in calendar year 2018 (Part V, line 2a) . . . . . <u>5</u> <u>141</u>
	<b>6</b>	Total number of volunteers (estimate if necessary) . . . . . <u>6</u>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <u>7a</u> <u>0</u>
<b>b</b>	Net unrelated business taxable income from Form 990-T, line 38 . . . . . <u>7b</u> <u>0</u>	
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h) . . . . . <u>4,700,239</u> <u>5,030,228</u>
	<b>9</b>	Program service revenue (Part VIII, line 2g) . . . . . <u>0</u> <u>0</u>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . . <u>9,174</u> <u>10,948</u>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . . <u>514,874</u> <u>1,193,307</u>
	<b>12</b>	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . . <u>5,224,287</u> <u>6,234,483</u>
	<b>Expenses</b>	<b>13</b>
<b>14</b>		Benefits paid to or for members (Part IX, column (A), line 4) . . . . . <u>0</u> <u>0</u>
<b>15</b>		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . . <u>3,875,779</u> <u>4,257,310</u>
<b>16a</b>		Professional fundraising fees (Part IX, column (A), line 11e) . . . . . <u>0</u> <u>0</u>
<b>b</b>		Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>0</u>
<b>17</b>		Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . . <u>1,195,675</u> <u>1,850,654</u>
<b>18</b>		Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . . <u>5,071,454</u> <u>6,107,964</u>
<b>19</b>		Revenue less expenses. Subtract line 18 from line 12 . . . . . <u>152,833</u> <u>126,519</u>
<b>Net Assets or Fund Balances</b>		<b>20</b>
	<b>21</b>	Total liabilities (Part X, line 26) . . . . . <u>4,282,022</u> <u>4,940,977</u>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 . . . . . <u>6,914,551</u> <u>7,041,070</u>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	<u>Margaret Reece</u>	<u>1/10/2020</u>	
	Signature of officer	Date	
	<u>Margaret Reece</u>	<u>CBO</u>	
	Type or print name and title		
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date
	<u>HABBAS NASSAR</u>	<u>Habbas Nassar</u>	<u>1/9/20</u>
	Firm's name ▶ <u>Stephen Roatch Accountancy Corp.</u>	Firm's EIN ▶ <u>68-0400730</u>	Check <input type="checkbox"/> if self-employed
	Firm's address ▶ <u>P.O. Box 2196, Folsom, CA 95763</u>	Phone no. <u>916-966-3883</u>	PTIN <u>P00734109</u>

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2018)

**Part III****Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III. ☐**1** Briefly describe the organization's mission:

To provide education to students in kindergarten through eighth grade in the Chico community.

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ 3,059,697 including grants of \$ ) (Revenue \$ 10,948 )

To provide a rigorous educational program that will emphasize the development of basic skills reading, writing, speaking and computation; development of problem solving skills and global perspective.

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4d** Other program services. (Describe in Schedule O.)

(Expenses \$ 0 including grants of \$ 0 ) (Revenue \$ 0 )

**4e** Total program service expenses **3,059,697**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A . . . . .	<b>1</b> X	
<b>2</b> Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? . . . . .	<b>2</b>	X
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .	<b>3</b>	X
<b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	<b>4</b>	X
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III . . . . .	<b>5</b>	X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I . . . . .	<b>6</b>	X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II . . . . .	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III . . . . .	<b>8</b>	X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV . . . . .	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V . . . . .	<b>10</b>	X
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI . . . . .	<b>11a</b> X	
<b>b</b> Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII . . . . .	<b>11b</b>	X
<b>c</b> Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII . . . . .	<b>11c</b>	X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX . . . . .	<b>11d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X . . . . .	<b>11e</b> X	
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X . . . . .	<b>11f</b>	X
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII . . . . .	<b>12a</b> X	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional . . . . .	<b>12b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	<b>13</b> X	
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? . . . . .	<b>14a</b>	X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV . . . . .	<b>14b</b>	X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV . . . . .	<b>15</b>	X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV . . . . .	<b>16</b>	X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions). . . . .	<b>17</b>	X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II . . . . .	<b>18</b>	X
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III . . . . .	<b>19</b>	X
<b>20a</b> Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H . . . . .	<b>20a</b>	X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .	<b>20b</b>	
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II . . . . .	<b>21</b>	X

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III . . . . .	<b>22</b>	X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J . . . . .	<b>23</b>	X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a . . . . .	<b>24a</b>	X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .	<b>24b</b>	
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .	<b>24c</b>	
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? . . . . .	<b>24d</b>	
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I . . . . .	<b>25a</b>	X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I . . . . .	<b>25b</b>	X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II . . . . .	<b>26</b>	X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III . . . . .	<b>27</b>	X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV . . . . .	<b>28a</b>	X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV . . . . .	<b>28b</b>	X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV . . . . .	<b>28c</b>	X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M . . . . .	<b>29</b>	X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M . . . . .	<b>30</b>	X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I . . . . .	<b>31</b>	X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II . . . . .	<b>32</b>	X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I . . . . .	<b>33</b>	X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1 . . . . .	<b>34</b>	X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .	<b>35a</b>	X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2 . . . . .	<b>35b</b>	
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2 . . . . .	<b>36</b>	X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI . . . . .	<b>37</b>	X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O . . . . .	<b>38</b>	X

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable . . . . .	<b>1a</b>	18
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable . . . . .	<b>1b</b>	0
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .	<b>1c</b>	X

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return . . . . .	2a	141
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? . . . . .	<b>2b</b>	X
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. (see instructions)			
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . .	<b>3a</b>	X
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O . . . . .	<b>3b</b>	
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>	X
<b>b</b>	If "Yes," enter the name of the foreign country: ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . .	<b>5a</b>	X
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? . . . . .	<b>5b</b>	X
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T? . . . . .	<b>5c</b>	
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? . . . . .	<b>6a</b>	X
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .	<b>6b</b>	
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? . . . . .	<b>7a</b>	
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided? . . . . .	<b>7b</b>	
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? . . . . .	<b>7c</b>	
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year . . . . .	<b>7d</b>	
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? . . . . .	<b>7e</b>	X
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . .	<b>7f</b>	X
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . .	<b>7g</b>	
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? . . . . .	<b>7h</b>	
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? . . . . .	<b>8</b>	
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966? . . . . .	<b>9a</b>	
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . . .	<b>9b</b>	
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12 . . . . .	<b>10a</b>	
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . . . . .	<b>10b</b>	
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders . . . . .	<b>11a</b>	
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) . . . . .	<b>11b</b>	
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? . . . . .	<b>12a</b>	
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year . . . . .	<b>12b</b>	
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? . . . . .	<b>13a</b>	
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans . . . . .	<b>13b</b>	
<b>c</b>	Enter the amount of reserves on hand . . . . .	<b>13c</b>	
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year? . . . . .	<b>14a</b>	X
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . . . .	<b>14b</b>	
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year . . . . .	<b>15</b>	X
If "Yes," see instructions and file Form 4720, Schedule N.			
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? . . . . .	<b>16</b>	X
If "Yes," complete Form 4720, Schedule O.			

**Part VI**

**Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI. ☒ X

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year . . . . .	1a 7		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.			
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent . . . . .	1b 7		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .	2		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . .	3		X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .	4		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .	5		X
<b>6</b> Did the organization have members or stockholders? . . . . .	6	X	
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .	7a		X
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .	7b		X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
<b>a</b> The governing body? . . . . .	8a	X	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . .	8b		
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O. . . . .	9		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates? . . . . .	10a	X
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . .	10b	
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .	11a	X
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13. . . . .	12a	X
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .	12b	X
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done . . . . .	12c	X
<b>13</b> Did the organization have a written whistleblower policy? . . . . .	13	X
<b>14</b> Did the organization have a written document retention and destruction policy? . . . . .	14	X
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official. . . . .	15a	X
<b>b</b> Other officers or key employees of the organization . . . . .	15b	X
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .	16a	X
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . .	16b	

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ▶ CA

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: ▶  
 Margaret Reece (530) 895-2650  
 102 W. 11th Street, Chico, CA 95928

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

 Check if Schedule O contains a response or note to any line in this Part VII ☐
**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**
**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Jessika Lawrence Board Chair	1.00	X								
(2) Vacant Board Vice Chair	1.00	X								
(3) Chris Constantin Board Secretary	1.00	X								
(4) Michele Mittman Board Treasurer	1.00	X								
(5) Brian Ausland Board Member	1.00	X								
(6) Charles Thompson Board Member	1.00	X								
(7) Suzanne Zivnaska Board Member	1.00	X								
(8) Margaret Reece Chief Business Officer	40.00				X			97,025		
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

**Part VII****Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
<b>1b Sub-total</b>								97,025	0	0
<b>c Total from continuation sheets to Part VII, Section A</b>								0	0	0
<b>d Total (add lines 1b and 1c)</b>								97,025	0	0

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

- 3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual . . . . .
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual . . . . .
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person . . . . .

	Yes	No
3		X
4		X
5		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
		0
		0
		0
		0
		0
<b>2</b> Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization	<b>0</b>	

**Part VIII** Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII. ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	<b>1a</b>	Federated campaigns . . . . .	<b>1a</b> 0			
	<b>b</b>	Membership dues . . . . .	<b>1b</b> 0			
	<b>c</b>	Fundraising events . . . . .	<b>1c</b> 0			
	<b>d</b>	Related organizations . . . . .	<b>1d</b> 0			
	<b>e</b>	Government grants (contributions) . . . . .	<b>1e</b> 5,030,228			
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above . . . . .	<b>1f</b> 0			
	<b>g</b>	Noncash contributions included in lines 1a-1f: \$ . . . . .	0			
	<b>h</b>	<b>Total. Add lines 1a-1f</b> . . . . .	5,030,228			
Program Service Revenue	<b>2a</b>	Business Code . . . . .	0			
	<b>b</b>		0			
	<b>c</b>		0			
	<b>d</b>		0			
	<b>e</b>		0			
	<b>f</b>	All other program service revenue . . . . .	0			
	<b>g</b>	<b>Total. Add lines 2a-2f</b> . . . . .	0			
Other Revenue	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) . . . . .	10,948	10,948		
	<b>4</b>	Income from investment of tax-exempt bond proceeds . . . . .	0			
	<b>5</b>	Royalties . . . . .	0			
	<b>6a</b>	Gross rents . . . . .				
	<b>b</b>	Less: rental expenses . . . . .				
	<b>c</b>	Rental income or (loss) . . . . .	0	0		
	<b>d</b>	Net rental income or (loss) . . . . .	0			
	<b>7a</b>	Gross amount from sales of assets other than inventory . . . . .				
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .	0	0		
	<b>c</b>	Gain or (loss) . . . . .	0	0		
	<b>d</b>	Net gain or (loss) . . . . .	0			
	<b>8a</b>	Gross income from fundraising events (not including \$ 0 of contributions reported on line 1c). See Part IV, line 18 . . . . .	0			
	<b>b</b>	Less: direct expenses . . . . .	0			
	<b>c</b>	Net income or (loss) from fundraising events . . . . .	0			
	<b>9a</b>	Gross income from gaming activities. See Part IV, line 19 . . . . .	0			
	<b>b</b>	Less: direct expenses . . . . .	0			
	<b>c</b>	Net income or (loss) from gaming activities . . . . .	0			
	<b>10a</b>	Gross sales of inventory, less returns and allowances . . . . .	0			
	<b>b</b>	Less: cost of goods sold . . . . .	0			
	<b>c</b>	Net income or (loss) from sales of inventory . . . . .	0			
Miscellaneous Revenue		Business Code				
<b>11a</b>	Preschool / Afterschool/ Fundraising . . . . .		403,280	403,280		
<b>b</b>	Camp Fire Related . . . . .		712,807	712,807		
<b>c</b>	Other Local . . . . .		77,220	77,220		
<b>d</b>	All other revenue . . . . .		0			
<b>e</b>	<b>Total. Add lines 11a-11d</b> . . . . .		1,193,307			
<b>12</b>	<b>Total revenue. See instructions.</b> . . . . .		6,234,483	1,204,255	0	0

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations domestic governments. See Part IV, line 21 . . . . .	0			
2	Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .	0			
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .	0			
4	Benefits paid to or for members . . . . .	0			
5	Compensation of current officers, directors, trustees, and key employees . . . . .	97,025		97,025	
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .	0			
7	Other salaries and wages . . . . .	3,012,896	2,016,578	996,318	
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .	0			
9	Other employee benefits . . . . .	1,147,389	754,236	393,153	
10	Payroll taxes . . . . .	0			
11	Fees for services (non-employees):				
a	Management . . . . .	0			
b	Legal . . . . .	0			
c	Accounting . . . . .	0			
d	Lobbying . . . . .	0			
e	Professional fundraising services. See Part IV, line 17 . . . . .	0			
f	Investment management fees . . . . .	0			
g	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	0		0	
12	Advertising and promotion . . . . .	0			
13	Office expenses . . . . .	0			
14	Information technology . . . . .	0			
15	Royalties . . . . .	0			
16	Occupancy . . . . .	0			
17	Travel . . . . .	35,627	28,199	7,428	
18	Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .	0			
19	Conferences, conventions, and meetings . . . . .	0			
20	Interest . . . . .	62,378		62,378	
21	Payments to affiliates . . . . .	0			
22	Depreciation, depletion, and amortization . . . . .	237,351	0	237,351	0
23	Insurance . . . . .	63,649		63,649	
24	Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	See Statement 1	1,451,649	260,684	1,190,965	
b		0			
c		0			
d		0			
e	All other expenses	0			
25	<b>Total functional expenses.</b> Add lines 1 through 24e . . . . .	6,107,964	3,059,697	3,048,267	0
26	<b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash—non-interest-bearing . . . . .	1,667,334	<b>1</b>	1,678,591
	<b>2</b> Savings and temporary cash investments . . . . .	0	<b>2</b>	
	<b>3</b> Pledges and grants receivable, net . . . . .	0	<b>3</b>	0
	<b>4</b> Accounts receivable, net . . . . .	550,922	<b>4</b>	1,377,327
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L . . . . .	0	<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L . . . . .	0	<b>6</b>	
	<b>7</b> Notes and loans receivable, net . . . . .	0	<b>7</b>	0
	<b>8</b> Inventories for sale or use . . . . .	0	<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges . . . . .	74,450	<b>9</b>	52,258
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	<b>10a</b> 10,226,598		
	<b>b</b> Less: accumulated depreciation . . . . .	<b>10b</b> 1,352,727	<b>10c</b>	8,873,871
	<b>11</b> Investments—publicly traded securities . . . . .	0	<b>11</b>	0
	<b>12</b> Investments—other securities. See Part IV, line 11 . . . . .	0	<b>12</b>	0
	<b>13</b> Investments—program-related. See Part IV, line 11 . . . . .	0	<b>13</b>	0
	<b>14</b> Intangible assets . . . . .	0	<b>14</b>	0
	<b>15</b> Other assets. See Part IV, line 11 . . . . .	0	<b>15</b>	0
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . .	11,196,573	<b>16</b>	11,982,047	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses . . . . .	573,038	<b>17</b>	1,225,666
	<b>18</b> Grants payable . . . . .	0	<b>18</b>	
	<b>19</b> Deferred revenue . . . . .	3,224	<b>19</b>	1,825
	<b>20</b> Tax-exempt bond liabilities . . . . .	0	<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .	0	<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L . . . . .	0	<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .	0	<b>23</b>	0
	<b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .	0	<b>24</b>	0
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D . . . . .	3,705,760	<b>25</b>	3,713,486
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 . . . . .	4,282,022	<b>26</b>	4,940,977
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets . . . . .	6,817,464	<b>27</b>	7,041,070
	<b>28</b> Temporarily restricted net assets . . . . .	97,087	<b>28</b>	
	<b>29</b> Permanently restricted net assets . . . . .	0	<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds . . . . .	0	<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .	0	<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds . . . . .	0	<b>32</b>	
<b>33</b> <b>Total net assets or fund balances . . . . .</b>	6,914,551	<b>33</b>	7,041,070	
<b>34</b> <b>Total liabilities and net assets/fund balances . . . . .</b>	11,196,573	<b>34</b>	11,982,047	

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12) . . . . .	<b>1</b>	6,234,483
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25) . . . . .	<b>2</b>	6,107,964
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1 . . . . .	<b>3</b>	126,519
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) . . . . .	<b>4</b>	6,914,551
<b>5</b>	Net unrealized gains (losses) on investments . . . . .	<b>5</b>	
<b>6</b>	Donated services and use of facilities . . . . .	<b>6</b>	
<b>7</b>	Investment expenses . . . . .	<b>7</b>	
<b>8</b>	Prior period adjustments . . . . .	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) . . . . .	<b>10</b>	7,041,070

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

- 1** Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other \_\_\_\_\_  
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.

- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? . . . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis

- b** Were the organization's financial statements audited by an independent accountant? . . . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis

- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? . . . . .  
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.

- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . . . .
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits . . . . .

	Yes	No
<b>2a</b>		X
<b>2b</b>	X	
<b>2c</b>		X
<b>3a</b>		X
<b>3b</b>		

**Part VIII, Lines 1a-h (990) - Contributions, Gifts, Grants, and Other Amounts**

		Cash	Noncash
1 Federated Campaigns . . . . .	1		
2 Membership dues . . . . .	2		
3 Fundraising events . . . . .	3		
4 Related organizations . . . . .	4		
5 Government grants (contributions) . . . . .	5	5,030,228	
6 All other contributions, gifts, grants, and similar amounts not included above:			
Other contributions total . . . . .	6	0	0
7 Total . . . . .	7	5,030,228	0

**Part VIII, Line 10 (990) - Gross Sales of Inventory**

		Total:	0	0	0
Category		Gross Sales	Cost of Goods Sold	Net	
1				0	

**Part IX, Line 22 (990) - Depreciation, Depletion, and Amortization**

		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
1	Depreciation . . . . .	1 237,351		237,351	
2	Depletion . . . . .	2 0			
3	Amortization . . . . .	3 0			
4	Total . . . . .	4 237,351	0	237,351	0

**Part X, Line 3 (990) - Pledges and Grants Receivable**

		Pledges and grants receivable		Allowance for doubtful accounts	
		Beginning	End	Beginning	End
1		0		0	
2		0		0	
3		0		0	
4		0		0	
5		0		0	
6		0		0	
7		0		0	
8		0		0	
9		0		0	
10		0		0	
11	Total pledges and grants receivable . . . . .	0	0	0	0

**Part X, Line 4 (990) - Accounts Receivable**

		Accounts receivable		Allowance for doubtful accounts	
		Beginning	End	Beginning	End
1	Accounts Receivable	550,922	1,377,327	0	
2		0		0	
3		0		0	
4		0		0	
5		0		0	
6		0		0	
7		0		0	
8		0		0	
9		0		0	
10		0		0	
11	Total accounts receivable . . . . .	550,922	1,377,327	0	0

**Part VII (Sch D (990)) - Investments Other Securities****Total:** 0

Description		Book Value	Method of Valuation
1	Financial derivatives and other financial products	0	
2	Closely-held equity interests	0	

**Part VIII (Sch D (990)) - Investments Program Related****Total:** 0

Description		Book Value	Method of Valuation
-------------	--	------------	---------------------

**Part IX (Sch D (990)) - Other Assets****Total:** 0

Description		Book Value
-------------	--	------------

**Part X (Sch D (990)) - Other Liabilities****Total:** 3,713,486

Description		Book Value
1	Federal income taxes	0
2	Compensated Absences	120,400
3	Capital Lease	3,593,086

## Statement 1

Form 990, Part IX

Line 24a

## Statement of Functional Expenses

Description	(A)	(B)	(C)
	Total Expenses	Program Service Expenses	Management and General Expenses
Books and Supplies	\$ 170,442	\$ 116,557	\$ 53,885
Dues and Memberships	12,924		12,924
Special Education Contribution	15,771	15,771	
Computer Related Services	133,487	70,573	62,914
Professional Services	814,940	49,158	765,782
Communications	14,219		14,219
Copy Machine Related Services	30,607		30,607
Utilities and Housekeeping Services	87,825		87,825
Repairs and Maintenance	108,359		108,359
Furniture and Equipment	15,454	8,625	6,829
Oversight Fee	44,944		44,944
Miscellaneous	2,677		2,677
Totals	<u>\$ 1,451,649</u>	<u>\$ 260,684</u>	<u>\$ 1,190,965</u>

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Department of the Treasury  
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

Chico Country Day Charter School

Employer identification number

20-1224053

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☒ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations . . . . . 0
  - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>					0	0

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .						0
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						0
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						0
<b>4 Total.</b> Add lines 1 through 3 . . . . .	0	0	0	0	0	0
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
<b>6 Public support.</b> Subtract line 5 from line 4 . . . . .						0

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>7</b> Amounts from line 4 . . . . .	0	0	0	0	0	0
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .						0
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						0
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						0
<b>11 Total support.</b> Add lines 7 through 10 . . . . .						0
<b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .					12	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . .						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) . . . . .	14	0.00%
<b>15</b> Public support percentage from 2017 Schedule A, Part II, line 14 . . . . .	15	0.00%
<b>16a 33 1/3% support test—2018.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>b 33 1/3% support test—2017.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>17a 10%-facts-and-circumstances test—2018.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>b 10%-facts-and-circumstances test—2017.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . .	<input type="checkbox"/>	

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.

If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						0
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . . .						0
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 . . . . .						0
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						0
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						0
<b>6 Total.</b> Add lines 1 through 5 . . . . .	0	0	0	0	0	0
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons . . . . .						0
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year . . . . .						0
<b>c</b> Add lines 7a and 7b . . . . .	0	0	0	0	0	0
<b>8 Public support.</b> (Subtract line 7c from line 6.) . . . . .						0

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>9</b> Amounts from line 6 . . . . .	0	0	0	0	0	0
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .						0
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . . .						0
<b>c</b> Add lines 10a and 10b . . . . .	0	0	0	0	0	0
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . . .						0
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						0
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . . .	0	0	0	0	0	0
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) . . . . .	<b>15</b>	0.00%
<b>16</b> Public support percentage for 2017 Schedule A, Part III, line 15 . . . . .	<b>16</b>	0.00%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)) . . . . .	<b>17</b>	0.00%
<b>18</b> Investment income percentage from 2017 Schedule A, Part III, line 17 . . . . .	<b>18</b>	0.00%

**19a 33 1/3% support tests—2018.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . . ☐

**b 33 1/3% support tests—2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . . ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . . . . ☐

**SCHEDULE D  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

► Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Name of the organization

Chico Country Day Charter School

Employer identification number

20-1224053

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year . . . . .		
2 Aggregate value of contributions to (during year) . . . . .		
3 Aggregate value of grants from (during year) . . . . .		
4 Aggregate value at end of year . . . . .		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? . . . . .		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? . . . . .		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements . . . . .	2a
b Total acreage restricted by conservation easements . . . . .	2b
c Number of conservation easements on a certified historic structure included in (a) . . . . .	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register . . . . .	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► . . . . .

4 Number of states where property subject to conservation easement is located ► . . . . .

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . . ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► . . . . .

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ . . . . .

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . . ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 . . . . . ► \$ . . . . .

(ii) Assets included in Form 990, Part X . . . . . ► \$ . . . . .

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 . . . . . ► \$ . . . . .

b Assets included in Form 990, Part X . . . . . ► \$ . . . . .

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition

d ☐ Loan or exchange programs

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance . . . . .	1c 0
d Additions during the year . . . . .	1d
e Distributions during the year . . . . .	1e
f Ending balance . . . . .	1f 0

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☒ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance . . . . .	0	0	0	0	0
b Contributions . . . . .					
c Net investment earnings, gains, and losses . . . . .					
d Grants or scholarships . . . . .					
e Other expenditures for facilities and programs . . . . .					
f Administrative expenses . . . . .					
g End of year balance . . . . .	0	0	0	0	0

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Temporarily restricted endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations . . . . .

(ii) related organizations . . . . .

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? . . . . .

4 Describe in Part XIII the intended uses of the organization's endowment funds.

	Yes	No
3a(i)		
3a(ii)		
3b		

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (Investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land . . . . .	0	186,105		186,105
b Buildings . . . . .	0	9,963,378	1,329,659	8,633,719
c Leasehold improvements . . . . .	0	55,501	16,954	38,547
d Equipment . . . . .	0	6,114	6,114	0
e Other . . . . .	0	15,500	0	15,500
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				8,873,871

**Part VII Investments—Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives . . . . .	0	
(2) Closely-held equity interests . . . . .	0	
(3) Other . . . . .		
(A) . . . . .		
(B) . . . . .		
(C) . . . . .		
(D) . . . . .		
(E) . . . . .		
(F) . . . . .		
(G) . . . . .		
(H) . . . . .		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶	0	

**Part VIII Investments—Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶	0	

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	0

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	0
(2) Compensated Absences	120,400
(3) Capital Lease	3,593,086
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	3,713,486

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐



## Part XIII Supplemental Information (continued)

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**SCHEDULE E**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Schools**

- **Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**  
► **Attach to Form 990 or Form 990-EZ.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

**Open to Public Inspection**

Name of the organization  
**Chico Country Day Charter School**

Employer identification number  
**20-1224053**

**Part I**

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? . . . . .
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? . . . . .
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II . . . . .  
Chico Country Day Charter School has an admittance policy that is published and printed.

	YES	NO
<b>1</b>	X	
<b>2</b>	X	
<b>3</b>	X	
<b>4a</b>	X	
<b>4b</b>		
<b>4c</b>	X	
<b>4d</b>	X	
<b>5a</b>		X
<b>5b</b>		X
<b>5c</b>		X
<b>5d</b>		X
<b>5e</b>		X
<b>5f</b>		X
<b>5g</b>		X
<b>5h</b>		X
<b>6a</b>	X	
<b>6b</b>		X
<b>7</b>	X	

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff? . . . . .
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? . . . . .
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? . . . . .
- d** Copies of all material used by the organization or on its behalf to solicit contributions? . . . . .  
If you answered "No" to any of the above, please explain. If you need more space, use Part II.
- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges? . . . . .
- b** Admissions policies? . . . . .
- c** Employment of faculty or administrative staff? . . . . .
- d** Scholarships or other financial assistance? . . . . .
- e** Educational policies? . . . . .
- f** Use of facilities? . . . . .
- g** Athletic programs? . . . . .
- h** Other extracurricular activities? . . . . .  
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.
- 6a** Does the organization receive any financial aid or assistance from a governmental agency? . . . . .
- b** Has the organization's right to such aid ever been revoked or suspended? . . . . .  
If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II . . . . .

**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

Line 6a The Charter School received 81% of its funding from the California Department of

Education and Chico Unified School District (In Lieu of Property Taxes).

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Name of the organization

Chico Country Day Charter School

Employer identification number

20-1224053

Form 990, Part VI, Section A, Line 6: The Charter is governed by a seven (7) member governing

board.

Form 990, Part VI, Section B, Line 11b: Form 990 is reviewed by and approved by the Chief

Business Officer and is not reviewed by the Board.

Form 990, Part VI, Section B, Line 12c: Each Board member is required to complete a conflict

of interest form on an annual basis.

Form 990, Part VI, Section B, Line 15: Board members approve salary schedules and/or contracts

on an annual basis.

Form 990, Part VI, Section C, Line 19: The Charter School will provide governing documents,

conflict of interest forms, financial statements, and copies of Form 990 upon request.

Name of the organization

Employer identification number

Chico Country Day Charter School

20-1224053

Form **4562**Department of the Treasury  
Internal Revenue Service (99)**Depreciation and Amortization**  
**(Including Information on Listed Property)**

▶ Attach to your tax return.

▶ Go to [www.irs.gov/Form4562](http://www.irs.gov/Form4562) for instructions and the latest information.**2018**

Attachment

Sequence No. **179**Name(s) shown on return  
Chico Country Day Charter SchoolBusiness or activity to which this form relates  
990Identifying number  
20-1224053**Part I Election To Expense Certain Property Under Section 179**

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	0
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	0
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	0
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	0
10	Carryover of disallowed deduction from line 13 of your 2017 Form 4562.	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	0
13	Carryover of disallowed deduction to 2019. Add lines 9 and 10, less line 12	13	0

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

**Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	237,351

**Part III MACRS Depreciation (Don't include listed property. See instructions.)****Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2018	17	
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

**Section B - Assets Placed in Service During 2018 Tax Year Using the General Depreciation System**

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19 a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

**Section C - Assets Placed in Service During 2018 Tax Year Using the Alternative Depreciation System**

20 a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 30-year			30 yrs.	MM	S/L	
d 40-year			40 yrs.	MM	S/L	

**Part IV Summary (See instructions.)**

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	237,351
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form 4562 (2018)

HTA

## VACATIONS

Teachers and other employees employed pursuant to at-will written agreements earn paid vacation as set forth in their agreements. All other full-time 12-month employees at CCDS who work 40 hours per week begin to earn and accrue vacation time starting on the first date of employment at a rate that results in the following paid vacation:

Full Years of Service	Monthly Accrual	Annual Accrual	Maximum Accrual
1 through 4	1 day per month	12 days (96 hours)	18 days (144 hours)
5 through 7	1 ¼ days per month	15 days (120 hours)	22.5 days (180 hours)
8 through 12	1 ½ days per month	18 days (144 hours)	27 days (216 hours)
13 through 17	1 ¾ days per month	21 days (168 hours)	31.5 days (252 hours)
18 through 20	2 days per month	24 days (192 hours)	36 days (288 hours)
21 or more years	2.5 days per month	30 days (240 hours)	45 days (360 hours)

Part-time and temporary employees do not earn paid vacation time.

The accrual of vacation will be prorated for full-time employees who work less than 40 hours per week. Employees cannot use any vacation until accrued. The School encourages employees to take vacation on an annual basis. Vacation time accrues to a maximum of one and one-half the employee's annual accrual rate. ~~No additional vacation will be earned once it reaches the maximum accrual rate until accrued vacation time is used and the total accrued and unused vacation time falls below the maximum.~~ Unused vacation time in excess of the carry-over limits shall be paid by August 31 of the succeeding fiscal year at the daily rate in effect when the vacation days were earned.

To the extent possible, vacations should be scheduled to coincide with the winter, spring, and summer breaks and/or other times as designated by CCDS. Employees may take accrued vacation while school is in session, at the discretion of the School. Employees must submit a written vacation request to their supervisor at least two weeks in advance. CCDS reserves the right to deny a vacation request based on operational needs of the School. The School reserves the right to schedule vacation time for employees or to compensate employees for accrued, unused vacation time at any time in its sole discretion. If a holiday occurs during your vacation period, you will receive holiday compensation for that day.

For both exempt and non-exempt employees, vacation time may be taken in minimum increments of one hour. If an exempt employee absents himself or herself from work for part or all of the workday, he or she may be required to use accrued vacation to make up for the partial day absence.

Employees on an unpaid leave of absence do not accrue paid vacation time.

Eligible employees who terminate their employment for any reason will be paid for any accrued but unused vacation time in accordance with this policy. Vacation time is paid at the employee's final rate of pay at the time of the employee's separation.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion to the extent allowed by law. Please consult the Chief Business Official with questions regarding this policy.

Chico Country Day School  
Field Trip Request Approval Form

Teacher Name David Eubanks Date of Trip: April 2020  
Class(es): 7th gr. Mode of Transportation ☐ Walking ☒ Car  
Destination: San Francisco Address: various  
Presidio campground  
# of Students: 62 Time of Departure: 6am Time of Return: 3pm next day  
Purpose of Trip: 7th gr curriculum  
Additional Information Regarding Field Trip: Overnight

6/9 3-6-20 UMA 3/6/2020  
Request Submitted By Date Principal Authorization Date

Please fill out form above dotted line and return to Principal for approval. Form will be returned to you to complete driver information..

**Field Trip Drivers (and cell phone #) / Chaperones**

Please return to completed form to Lisa with attached student/car assignments 48 hours from time of departure.

Drivers/Cell Phone

Chaperones/Cell Phone

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Please list any students who will not attend field trip, location and assignment.

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Chico Country Day School  
Field Trip Request Approval Form

Teacher Name Marijeanne Birchard Date of Trip: 4/1 - 4/3/2020  
Class(es): 8th Mode of Transportation ☐ Walking ☒ Car  
Destination: Angel Island Address: ST  
# of Students: 62 Time of Departure: 6am Time of Return: 3pm next day  
Purpose of Trip: 8th grade curriculum  
Additional Information Regarding Field Trip: Overnight

[Signature] 3/6/2020 [Signature] 3/6/2020  
Request Submitted By Date Principal Authorization Date

Please fill out form above dotted line and return to Principal for approval. Form will be returned to you to complete driver information..

**Field Trip Drivers (and cell phone #) / Chaperones**

Please return to completed form to Lisa with attached student/car assignments 48 hours from time of departure.

**Drivers/Cell Phone**

**Chaperones/Cell Phone**

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

Please list any students who will not attend field trip, location and assignment.

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



# Chico Country Day School Local Indicators & LCAP Goals

Board of Directors Presentation 2019/2020



# LCAP Proposed Goals 2020-2023



## Goal 1: **Ensure High Quality Work**

CCDS students create high-quality work characterized by complexity, authenticity, and craftsmanship that invites family and community members to participate in student learning and reflection.

## Goal 2: **Enhance Student-Centered Instruction**


CCDS teachers design classroom instruction that provides access and challenge for all students, encouraging them to grapple, share their thinking, and construct knowledge together.

## Goal 3: **Nurture a Culture of Belonging**

CCDS will create a safe, inclusive environment where all students feel a sense of belonging, are supported with socio-emotional needs, develop strong relationships and experience joy.

## Goal 4: **Support For Students Grappling with Academic Achievement**

CCDS schools provide targeted interventions to students in need of additional support.



Currently in the LCAP process, we are collecting stakeholder input

**February:** *Collected Parent Survey input*

**March:** *Collect Staff and Student input*

**April:** *Write draft LCAP that will correlate with WASC in as many ways as possible*

**May:** *Draft LCAP submitted to the CCDS Board of Directors*



# LCFF Rubric State and Local Indicators

## Dashboard State Indicators

Academic Achievement  
EL Progress  
Suspension Rates  
Chronic Absence  
High School Graduation Rate  
College and Career

## Dashboard Local Indicators

Basic- Teacher assignment, facilities,  
student access to CCSS  
curriculum  
Implementation of State Standards  
Parent Engagement  
Climate  
Student Access to a Broad Course  
of Study



# CA Dashboard Local Indicators

Board of Trustees

**Chico Country Day School**



Priority 1 – Basic Conditions

Priority 2 – Implementation of State Academic Standards

Priority 3 – Parent Engagement

Priority 6 – School Climate

Priority 7 – Access to a Broad Course of Study

**All of these will be resubmitted with the LCAP in June.**

# Measure K Charter School Facilities Committee

## Project Recommendation Form for Consideration by CUSD Board of Trustees

### GENERAL INFORMATION:

Name of School	Chico Country Day School
Address of School	102 West 11 <sup>th</sup> Street, Chico, CA 95928
Contact Name	Margaret Reece
Contact Phone/Email	margaret@chicocountryday.org; 530-895-2650
Year Established	1997
Charter Renewal Date	2020
CDS Code	04-61424-6113773
Charter Number	112
Website	www.chicocountryday.org

### 1. Type of Project:

- ☐ Planning  
☒ Construction  
☐ Health Safety (Including ADA)  
☐ Modernization/Repair/Renovation/Improve  
☐ Purchase or lease Project  
☐ Other (including FF&E)

### 2. Project Narrative:

The CCDS project was approved by DSA. This project includes the replacement of modular on the site and the construction of three kindergarten classrooms, an administrative building, a special education classroom and a multi-use classroom. Added alternates include a dining canopy seating area, ADA ramp and stairs, a terraced seating area near the gym, and the remodeling of the remaining modular on campus.

### 3. Charter School Property Project Location: *(If project location is different from address above.)*

102 West 11<sup>th</sup> Street, Chico, CA 95928

- a. Does your school currently operate on a CUSD School Site: ☒ yes ☐ no  
 b. Does your school lease property/buildings from a private owner: ☐ yes ☒ no

### 4. Current enrollment and ADA: 560/538

### 5. Financial Questions

- a. Was your prior annual audit report free of any negative findings? ☐ yes ☒ no

CCDS had an audit recommendation in 18/19 regarding vacation accrual.

- b. What were your cash reserves as a percent of expenditures at the end of the prior fiscal year?  
 CCDS has an undesignated reserve of \$1,972,841.04. The Ending Fund Balance as of July 1, 2019 was \$7,134,612.56 with designations for Prop 1D loan liabilities, fiscal stabilization fund, special education reserves and capital improvements/maintenance reserves.

### 6. Project Schedule

*Please briefly describe the timeline for the project planning and completion.*

Programming/Schematic Design Documents – completed  
 Design Development Documents – December 2018-19  
 Construction Documents – September/October 2019  
 DSA Review & Approval – February 2020  
 Bid & Award – April/May 2020

**7. Preliminary Estimate (Cost)**

Series A- C Allocation	\$5,714,238
Less Previously Allocated Funds	\$1,006,649
Less Current Project Funds Requested	\$4,707,589
Remaining Round Allocation	\$0

**School Facilities Projects to be Funded with Proceeds of Bonds**

“Bond proceeds will be expended to repair, modernize, replace, renovate, expand, construct, acquire, equip, furnish and otherwise improve the classrooms and school facilities the [charter’s] existing schools, new school sites, and other [charter] owned properties to provide equity among campuses, improved facilities, and student access to instructional technology.”—Measure K

**Documentation** *(please indicate those completed)***All Projects**

Project Narrative: general scope of work   x   Included  
 Enrollment Capacity: Current Facility and/or Proposed   x   Included  
 Preliminary Estimate (Cost)   x   Included  
 Project Schedule   x   Included

**Building/Modernization/Renovation Projects**

Feasibility Study and Site Review        Included   x   Not Applicable  
 Enrollment Capacity: Current Facility and/or Proposed        Included   x   Not Applicable  
 Pre-Schematics *(to be completed by a District approved architect and/or engineering team)*        Included   x   Not Applicable  
 Facility Assessment        Included   x   Not Applicable  
 Schematic Drawing(s) *(areas of work)*   x   Included        Not Applicable  
 CEQA Process Determination *(pre-CEQA-form)*        Included   x   Not Applicable  
 Design Development Drawings        Included   x   Not Applicable  
 Design or Bid Estimate   x   Included        Not Applicable  
 Construction Documents   x   Included        Not Applicable

**For Committee Use:**

**All necessary documents were included:**  
*(if no: request for additional documentation)*

       yes        no

**CORE QUESTIONS:**

1. Does the project fall under the bond language? Yes
2. Given the life span of a bond, did the proposal explain how this project was an appropriate use of funds? Yes
3. Has the school demonstrated the feasibility of project completion? Yes

4. Has the local school board approved the project? 3/11/2020

**MEASURE K—CHARTER FACILITIES COMMITTEE APPROVAL**

Date of Committee Approval: \_\_\_\_\_

Attestation of Committee Secretary: \_\_\_\_\_

*For questions or clarifications relative to the completion of this application, please contact:  
Kevin Bultema at [kbultema@chicousd.org](mailto:kbultema@chicousd.org) or (530) 891-3000 x. 112*

**CUSD Project PIW****Project Description: Chico Country Day School**

Project Start Date: 06/01/20 Completion Date (Est.): 08/01/21  
Funding Source: Measure K  
Account Monitored by: Julia Kistle Assisted by:   
Project Manager (field): John Sclare Laura Markusen  
Architect Rep: Michael Buschow  
Bids Opened:   
Quotes Obtained:

**Estimated Project Budget**

Category	Budget Object.Exp	Budget
Bldgs: Maintenance	6200.09	
Architect	6200.57	437,525
DSA Plan Check SSS	6200.58	38,350
DSA Plan Check ACS	6200.59	0
School Planning CDE	6200.60	0
Preliminary Tests	6200.61	13,600
Other Plan Costs	6200.62	11,754
Utility Services	6200.63	0
Off-Site Development	6200.64	
On-Site Development	6200.65	0
On-Site General	6200.66	
New Construction	6200.68	4,727,594
Construction Tests	6200.70	125,000
Inspection	6200.71	40,000
Other Construction Costs	6200.72	28,210
F & E	6400.72	0
Contingencies	6200.00	0
CUSD Labor/Materials		
Other		
<b>TOTAL</b>		<b>\$5,422,033</b>

includes planning-programming,  
relocatables, larger project and  
fire sprinkler added design cost.  
includes both relocatable and  
larger project DSA review fees.

includes geo report and CGS  
fees

does not include alternates  
(took total quote and subtracted  
the other costs noted here)

Project Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Full Account Code: \_\_\_\_\_

30-Digit Description: \_\_\_\_\_

cc: Kelly S.

Facilities: Julie K.

Maintenance: Darci B.

Accounting/Purchasing: \_\_\_\_\_

Legal Review \_\_\_\_\_

DSA Approval \_\_\_\_\_

CUSD Board Approval \_\_\_\_\_

M/W/DVBE \_\_\_\_\_

**Revenue**

Series A Allocation	1,631,012.00
Step Up Reallocation	41,751.00
Series B Allocation	2,077,394.00
Series C Allocation	1,964,081.00
<b>Total</b>	<b>5,714,238.00</b>
FFE Project Expenses	129,486.00

**5,584,752.00** Amount available for this project

**CHICO COUNTRY DAY SCHOOL**  
**DETAILED REVENUE AND EXPENDITURES**  
Updated: 02.04.20

	<u>Revenue</u>
Series A Allocation	1,631,012.00
Step Up Reallocation (05.20.19)	41,751.00
Series B Allocation	2,077,394.00
Series C Allocation	1,964,081.00
<b>Total Dollars Available</b>	<b><u>5,714,238.00</u></b>

<u>Request Description</u>	<u>Dollars Requested</u>	<u>Board Approval Date</u>
F&E	130,000.00	5/17/2017
Solar Energy Installation	247,889.00	5/17/2017
Planning	75,000.00	5/17/2017
Remove previous solar installation	(247,889.00)	9/20/2017
New solar energy installation	315,000.00	9/20/2017
17-18 Michael Weissenborn Consulting Fees	835.00	N/A
Architectural Services (GRA)	384,700.00	11/14/2018
DSA fees	3,000.00	1/16/2019
Portable classroom relocation	350,000.00	4/3/2019
Portable classroom relocation - advertising	760.00	4/3/2019
Geotechnical engineering services	10,000.00	4/3/2019
Kinder Main Office construction (Phase 2) DSA fees	38,000.00	4/3/2019
Unspent F&E	(514.00)	4/3/2019
New solar project cancelled	(315,000.00)	4/3/2019
18-19 Michael Weissenborn Consulting Fees	868.00	N/A
Fire Sprinkler design	14,000.00	9/4/2019
<b>Total Requested to Date</b>	<b><u>1,006,649.00</u></b>	

	<u>Actual Dollars Spent</u>
2017-18	250,024.63
2018-19	227,382.40
2019-20 YTD	48,889.12
<b>Total Dollars Spent</b>	<b><u>526,296.15</u></b>

<b>Total Dollars Remaining for Requests</b>	<b><u>4,707,589.00</u></b>
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Country Day School - Chico  
201 West 11th Street



**Sierra West Group**  
CONSTRUCTION CONSULTANTS

**COMPLETE SUMMARY**

ARCHITECT: GRA

Revised 3-3-20 GROSS SF: 8,180  
DATE: 21-May-19

CURRENT ESTIMATE			TOTAL	BLDG
	GFA		COST	\$/GSF
SITE SCOPE	1.1 ACRES		\$568,671 <del>\$828,671</del>	\$101.30
ADMINISTRATION BUILDING	3604 SF	\$1,397,381	<del>\$1,435,256</del>	\$398.24
KINDERGARTEN BUILDING	4,576 SF	\$1,621,764	<del>\$1,659,639</del>	\$362.68
<b>SUBTOTAL CONSTRUCTION</b>	<b>8,180 SF</b>	<b>\$3,587,816</b>	<b><del>\$3,923,566</del></b>	<b>\$479.65</b>
<b>SUBTOTAL CONSTRUCTION</b>			<b><del>\$3,923,566</del></b>	<b>\$479.65</b>
19.0 GENERAL CONDITIONS	\$358,781	10.0%	\$392,357	\$47.97
20.0 CONTINGENCY - UNDOCUMENTED NEEDS	\$118,397	3.0%	<del>\$129,478</del>	\$15.83
21.0 LEASE LEASE BACK FACTORS			NOT INCLUDED	
22.0 OVERHEAD & PROFIT	\$203,249	5.0%	<del>\$222,270</del>	\$27.17
23.0 BONDS AND INSURANCE	\$106,706	2.5%	<del>\$116,692</del>	\$14.27
<b>SUBTOTAL MARK UPS</b>	<b>\$787,133</b>		<b><del>\$860,796</del></b>	<b>\$105.23</b>
<b>SUBTOTAL CONSTRUCTION - TODAY'S DOLLARS</b>	<b>\$4,374,949</b>		<b><del>\$4,784,362</del></b>	<b>\$584.89</b>
Relocatable Bid	\$326,645			
<b>TOTAL HARD CONSTRUCTION ON BID DAY</b>	<b>8,180</b>	<b>\$4,701,594</b>	<b><del>\$4,784,362</del></b>	<b>\$584.89</b>
ADD ALTERNATE 1- CANOPY			\$250,839	
ADD ALTERNATE 2- ADA RAMP/ STAIRS			\$133,435	
ADD ALTERNATE 3- PORTABLE BUILDING			<del>\$172,091</del>	\$198,091
Add Fire Sprinkler \$26,000			\$66,710	
ADD ALTERNATE 4- TIERED SEATING			\$649,075	
<b>TOTAL CONSTRUCTION - WITH ALTERNATES</b>		<b>\$5,350,669</b>	<b><del>\$5,340,728</del></b>	

**DOCUMENT DEDUCT CHANGES:**

1. Site: - \$260,000
2. ADA East Ramp: \$ 3,500
3. Guard Rails: \$ 50,000
4. Exterior Door: \$ 2,750
5. Exterior Glazing: \$ 12,100
6. Ceramic Wall Tile: \$ 3,000
7. Restroom Plumbing: \$ 4,025

Total: \$335,375

DOCUMENT 00 41 13

BID FORM

To: Governing Board of Chico Unified School District ("District")

From: \_\_\_\_\_  
(Proper Name of Bidder)

1. **Total Bid.** The undersigned declares that the Contract Documents including, without limitation, the Invitation to Bid, the Instructions to Bidders, and the Special Conditions have been read, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications for the following project:

**Chico Country Day School ("Project" or "Contract")**

and will accept in full payment for that Work the following total lump sum amount, all taxes included:

<u>COUNTRY DAY CHARTER</u> <u>SCHOOL - RELOCATING</u>		Dollars	\$ _____
Bid Item No. 1 for _____ [IDENTIFY SCOPE COMPONENT OF TOTAL BASE BID - IF APPLICABLE]			
<u>COUNTRY DAY SCHOOL</u> <u>NEW CLASSROOMS &amp; MODERNIZATION</u>		Dollars	\$ _____
Bid Item No. 2 for _____ [IDENTIFY SCOPE COMPONENT OF TOTAL BASE BID - IF APPLICABLE]			
<del>_____ Dollars \$ _____</del>			
<del>Bid Item No. 3 for _____ [IDENTIFY SCOPE COMPONENT OF TOTAL BASE BID - IF APPLICABLE]</del>			
<del>_____ Dollars \$ _____</del>			
<del>Bid Item No. 4 for _____ [IDENTIFY SCOPE COMPONENT OF TOTAL BASE BID - IF APPLICABLE]</del>			
_____ Dollars		\$	_____
<b>TOTAL BASE BID</b>			
<b>NOTE: IF THERE ARE ALLOWANCES IDENTIFIED IN THIS BID FORM, DO NOT INCLUDE ANY ALLOWANCE(S) AMOUNTS IN THESE BID AMOUNTS.</b>			

2. Additive/Deductive Alternates: [LIST ANY, IF APPLICABLE]

Alternate #1

NEW DINING CANOPY & ACCESS PRK4P Dollars \$ \_\_\_\_\_

[ADD DESCRIPTION] Additive/Deductive:

Alternate #2

EXISTING MOD BLDG MODIFICATIONS Dollars \$ \_\_\_\_\_

[ADD DESCRIPTION] Additive/Deductive:

Descriptions of alternates are primarily scope definitions and do not necessarily detail the full range of materials and processes needed to complete the construction.

3. Unit Price(s). The Bidder's Base Bid includes the following unit price(s), which the Bidder must provide and the District may, at its discretion, utilize in valuing additive and/or deductive change orders:

[LIST ANY, IF APPLICABLE]

4. Allowance(s). The Bidder's Base Bid shall **NOT** include the following potential Allowance(s). The District will add some or all of the following Allowance(s) amount(s) to the successful bidder's Contract, at the District's discretion. Contractor shall be permitted to invoice for Work under an Allowance in the identical structure as a Change Order.

Not Applicable

5. Contract Review. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this bid, understands the construction and project management function(s) is described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its bid, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
6. Requests for Clarification. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager before bid date to verify the issuance of any clarifying Addenda.
7. Contract Time. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
8. Contractual Provisions. The undersigned hereby acknowledges and agrees to be bound by following provisions and all provisions in the Contract Documents:

- The liquidated damages clause of the General Conditions and Agreement.

ALTERNATE #3

NEW TERRACED SEATING @ GYM

ALTERNATE #4

NEW TERRACED SEATING @ DINING CANOPY

- The "Changes in the Work" provisions in the General Conditions that limit the permitted charges and mark-ups on change orders and on the amount of home office overhead that the successful bidder can receive from the District.
  - The "Claims" provisions in the General Conditions that delineate the required process to submit and process disputes and claims.
9. **Bid Open for 90 Days.** It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.

10. **Attachments.** The following documents are attached hereto:

- The Bid Bond on the District's form or other security
- The Designated Subcontractors List
- The Noncollusion Declaration
- Iran Contracting Act Certification

11. **Addenda Acknowledgement.** Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
<input type="checkbox"/> Or check here if <b><u>no</u></b> addenda were issued.	

12. **Bidder's License.**

- Bidder acknowledges that the license required for performance of the Work is as stated in the Invitation to Bid.
- Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

13. **Labor Harmony.** The undersigned hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.

14. **DIR Registration.** Bidder shall ensure that it and its Subcontractors comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner, and are registered pursuant to Labor Code section 1725.5.

15. **Prequalification.** The Bidder confirms that it has been prequalified by the District. In addition, the bidder confirms that, in addition, if components of the Project will be performed by electrical, mechanical, or plumbing subcontractors, then each of those electrical, mechanical, and plumbing first-tier subcontractors with the following license classifications have also been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46.

16. **SWPPP QSP.** Bidder specifically acknowledges and understands that if it is awarded the Contract, it shall perform the Work of the Project related to being the District's Qualified SWPPP (Storm Water Pollution Prevention Plan) Practitioner ("QSP") and that the Bidder is certified to be the District's QSP, as required by the current California State Water Board's Construction General Permit.
17. **General Acknowledgement.** The Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
18. **False Claims Act.** Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

Furthermore, Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature \_\_\_\_\_

Signed by (Print Name) \_\_\_\_\_

Title of Person Signing \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Type of Organization \_\_\_\_\_

Address of Bidder \_\_\_\_\_

Taxpayer's Identification No. of Bidder \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_ Web page \_\_\_\_\_

Bidder's DIR Registration No.: No.: \_\_\_\_\_

Contractor's License No(s): No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If Bidder is a corporation, provide the following:

Name of Corporation: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Manager: \_\_\_\_\_

END OF DOCUMENT

**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: 2019-2020

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	2,626,604.00		2,626,604.00	1,172,897.00	-	1,172,897.00	2,540,463.00	-	2,540,463.00
Education Protection Act Funds	8012	799,735.00		799,735.00	440,141.00		440,141.00	860,306.00		860,306.00
Charter Schools Gen. Purpose Entl	8015			-			-		-	-
State Aid - Prior Years	8019	-		-			-		-	-
Tax Relief Subventions (for rev. limit f	8020-8039			-			-		-	-
County and District Taxes (for rev. limit f	8040-8079			-			-	-	-	-
Miscellaneous Funds (for rev. limit f	8080-8089			-	-		-	-	-	-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-	-		-			-
Other Revenue Limit Transfers	8091, 8097			-	-		-			-
Total, Revenue Limit Sources		3,426,339.00	-	3,426,339.00	1,613,038.00	-	1,613,038.00	3,400,769.00	-	3,400,769.00
2. Federal Revenues										
No Child Left Behind	8290			-			-			-
Special Education - Federal	8181, 8182	-	70,000.00	70,000.00		15,950.00	15,950.00		69,750.00	69,750.00
Child Nutrition - Federal	8220			-			-	-		-
Other Federal Revenues	8110, 8260-8299	-	10,000.00	10,000.00		2,948.98	2,948.98		4,500.00	4,500.00
Total, Federal Revenues		-	80,000.00	80,000.00	-	18,898.98	18,898.98	-	74,250.00	74,250.00
3. Other State Revenues										
Charter Schools Categorical Block Grant	8590			-			-			-
Special Education - State	StateRevSE		281,880.00	281,880.00			-		283,519.00	283,519.00
All Other State Revenues	StateRevAO	90,186.00	28,567.00	118,753.00	56,274.55	15,886.94	72,161.49	98,022.00	28,567.00	126,589.00
Total, Other State Revenues		90,186.00	310,447.00	400,633.00	56,274.55	15,886.94	72,161.49	98,022.00	312,086.00	410,108.00
4. Other Local Revenues										
Charter Schools Funding in Lieu of State	8096	1,182,950.00		1,182,950.00	627,718.00		627,718.00	1,240,956.00	-	1,240,956.00
All Other Local Revenues	LocalRevAO	427,900.00	21,200.00	449,100.00	282,198.28	18,473.44	300,671.72	428,550.00	63,900.00	492,450.00
Total, Local Revenues		1,610,850.00	21,200.00	1,632,050.00	909,916.28	18,473.44	928,389.72	1,669,506.00	63,900.00	1,733,406.00
5. TOTAL REVENUES		5,127,375.00	411,647.00	5,539,022.00	2,579,228.83	53,259.36	2,632,488.19	5,168,297.00	450,236.00	5,618,533.00

**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: 2019-2020

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. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	1,593,700.00	103,000.00	1,696,700.00	803,838.37	53,760.08	857,598.45	1,452,850.00	98,675.00	1,551,525.00
Certificated Pupil Support Salaries	1200	-	139,500.00	139,500.00	44,686.07	106,031.69	150,717.76	80,400.00	203,705.00	284,105.00
Certificated Supervisors' and Admin	1300	248,000.00	-	248,000.00	124,902.84	24,395.87	149,298.71	223,120.00	40,891.00	264,011.00
Other Certificated Salaries	1900	14,290.00	2,000.00	16,290.00	16,651.65	3,918.31	20,569.96	42,400.00	5,000.00	47,400.00
Total, Certificated Salaries		1,855,990.00	244,500.00	2,100,490.00	990,078.93	188,105.95	1,178,184.88	1,798,770.00	348,271.00	2,147,041.00
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	158,775.00	33,500.00	192,275.00	118,104.83	45,446.70	163,551.53	203,795.00	98,900.00	302,695.00
Non-certificated Support Salaries	2200	345,330.00	-	345,330.00	50,298.35	-	50,298.35	77,000.00	-	77,000.00
Non-certificated Supervisors' and A	2300	99,900.00	11,100.00	111,000.00	165,652.50	6,933.47	172,585.97	277,110.00	11,160.00	288,270.00
Clerical and Office Salaries	2400	243,375.00	9,800.00	253,175.00	140,544.44	-	140,544.44	250,835.00	4,955.00	255,790.00
Other Non-certificated Salaries	2900	24,350.00	-	24,350.00	19,734.61	-	19,734.61	32,500.00	-	32,500.00
Total, Non-certificated Salaries		871,730.00	54,400.00	926,130.00	494,334.73	52,380.17	546,714.90	841,240.00	115,015.00	956,255.00
3. Employee Benefits										
STRS	3101-3102	295,200.00	32,800.00	328,000.00	168,253.30	27,949.28	196,202.58	290,975.00	49,085.00	340,060.00
PERS	3201-3202	132,000.00	5,000.00	137,000.00	75,380.13	6,105.95	81,486.08	129,160.00	9,475.00	138,635.00
OASDI / Medicare / Alternative	3301-3302	85,050.00	9,450.00	94,500.00	50,200.78	6,820.87	57,021.65	85,900.00	12,475.00	98,375.00
Health and Welfare Benefits	3401-3402	469,800.00	52,200.00	522,000.00	232,273.55	23,120.65	255,394.20	445,000.00	46,700.00	491,700.00
Unemployment Insurance	3501-3502	26,100.00	2,900.00	29,000.00	12,276.82	1,934.37	14,211.19	18,500.00	3,825.00	22,325.00
Workers' Compensation Insurance	3601-3602	32,801.00	3,635.00	36,436.00	20,617.93	4,907.49	25,525.42	31,650.00	4,800.00	36,450.00
Retiree Benefits	3701-3702	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit)	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
Total, Employee Benefits		1,040,951.00	105,985.00	1,146,936.00	559,002.51	70,838.61	629,841.12	1,001,185.00	126,360.00	1,127,545.00
4. Books and Supplies										
Approved Textbooks and Core Curr	4100	14,000.00	1,000.00	15,000.00	6,533.35	-	6,533.35	13,500.00	500.00	14,000.00
Books and Other Reference Material	4200	5,500.00	500.00	6,000.00	3,758.63	-	3,758.63	5,500.00	500.00	6,000.00
Materials and Supplies	4300	120,867.00	4,500.00	125,367.00	43,576.71	19,342.97	62,919.68	99,200.00	30,468.00	129,668.00
Noncapitalized Equipment	4400	24,000.00	1,000.00	25,000.00	15,041.49	-	15,041.49	24,000.00	1,000.00	25,000.00
Food	4700	12,000.00	1,000.00	13,000.00	4,693.47	-	4,693.47	9,000.00	-	9,000.00
Total, Books and Supplies		176,367.00	8,000.00	184,367.00	73,603.65	19,342.97	92,946.62	151,200.00	32,468.00	183,668.00
5. Services and Other Operating Expend										
Travel and Conferences	5200	26,500.00	7,000.00	33,500.00	19,171.48	2,482.19	21,653.67	29,800.00	6,500.00	36,300.00
Dues and Memberships	5300	11,750.00	250.00	12,000.00	9,820.00	25.00	9,845.00	11,500.00	500.00	12,000.00
Insurance	5400	65,496.00	7,278.00	72,774.00	54,671.21	6,074.80	60,746.01	65,500.00	7,275.00	72,775.00
Operations and Housekeeping Ser	5500	102,600.00	-	102,600.00	49,820.81	-	49,820.81	102,600.00	-	102,600.00
Rentals, Leases, Repairs, and Non	5600	197,000.00	-	197,000.00	82,670.50	-	82,670.50	208,000.00	-	208,000.00
Professional/Consulting Services an	5800	314,406.00	45,800.00	360,206.00	172,907.68	5,353.00	178,260.68	357,300.00	45,625.00	402,925.00
Communications	5900	22,500.00	1,500.00	24,000.00	5,831.31	-	5,831.31	22,500.00	1,500.00	24,000.00
Total, Services and Other Op		740,252.00	61,828.00	802,080.00	394,892.99	13,934.99	408,827.98	797,200.00	61,400.00	858,600.00

**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: 2019-2020

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, 6200-6500)										
Sites and Improvements of Sites	6100	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries										
Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for full accrual)	6900	237,350.00	-	237,350.00	-	-	-	237,350.00	-	237,350.00
Total, Capital Outlay		237,350.00	-	237,350.00	-	-	-	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 Schools	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Agencies	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	71,290.00	-	71,290.00	35,930.86	-	35,930.86	71,290.00	-	71,290.00
Principal	7439	-	-	-	-	-	-	-	-	-
Transfers of Indirect / Direct Support	7300-7399	-	-	-	-	-	-	-	-	-
Total, Other Outgo		71,290.00	-	71,290.00	35,930.86	-	35,930.86	71,290.00	-	71,290.00
<b>8. TOTAL EXPENDITURES</b>		4,993,930.00	474,713.00	5,468,643.00	2,547,843.67	344,602.69	2,892,446.36	4,898,235.00	683,514.00	5,581,749.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES BEFORE OTHER FINANCING SOURCES</b>		133,445.00	(63,066.00)	70,379.00	31,385.16	(291,343.33)	(259,958.17)	270,062.00	(233,278.00)	36,784.00
<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	(63,066.00)	63,066.00	-	(291,343.33)	291,343.33	-	(233,278.00)	233,278.00	-
4. TOTAL OTHER FINANCING SOURCES		(63,066.00)	63,066.00	-	(291,343.33)	291,343.33	-	(233,278.00)	233,278.00	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		70,379.00	-	70,379.00	(259,958.17)	-	(259,958.17)	36,784.00	-	36,784.00

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
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(continued)  
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Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	7,096,107.08		7,096,107.08	7,096,107.08		7,096,107.08	7,096,107.08		7,096,107.08
b. Adjustments to Beginning Balance	9793, 9795	0		-	32,320.00		32,320.00	32,320.00		32,320.00
c. Adjusted Beginning Balance		7,096,107.08	-	7,096,107.08	7,128,427.08	-	7,128,427.08	7,128,427.08	-	7,128,427.08
2. Ending Fund Balance, June 30 (E + F)		7,166,486.08	-	7,166,486.08	6,868,468.91	-	6,868,468.91	7,165,211.08	-	7,165,211.08
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 (equals object 9719)	9719	270,000.00		270,000.00	270,000.00		270,000.00	270,000.00		270,000.00
General Reserve (equals object 9730)	9730	-		-	-		-	-		-
Legally Restricted Balance (equals object 9740)	9740		3,593,086.42	3,593,086.42		3,593,086.42	3,593,086.42		3,596,086.42	3,596,086.42
Designated for Economic Uncertainty (equals object 9770)	9770	475,000.00		475,000.00	475,000.00		475,000.00	475,000.00		475,000.00
Other Designations (equals object 9775, 9780)	9775, 9780	265,000.00	198,623.00	463,623.00	265,000.00	198,623.00	463,623.00	265,000.00	198,623.00	463,623.00
Undesignated / Unappropriated Amount (equals object 9790)	9790	5,502,934.39	(3,791,709.42)	1,711,224.97	4,962,948.16	(3,791,709.42)	1,171,238.74	5,680,211.08	(3,794,709.42)	1,885,501.66

**2019-20 Period Attendance Report: Month 7**

In District				
	Regular	ST IS	LT IS	CLASSROOM ADA TOTALS
K to 3	236.41	2.08	0	234.33
4 to 6	174.06	1.6	0	172.46
7 to 8	101.81	1	0	100.81

Out of District				
	Regular	ST IS	LT IS	CLASSROOM ADA TOTALS
K to 3	2.96	0.00	0.00	2.96
4 to 6	5.72	0.00	0.00	5.72
7 to 8	14.32	0.00	0.00	14.32

TOTAL ADA					
	Classroom-based	Total ADA	Independent Study	ENROLLMENT	ADA PERCENTAGE
K to 3	237.29	239.37	2.08	248	96.52%
4 to 6	178.18	179.78	1.60	186	96.66%
7 to 8	115.13	116.13	1.00	121	95.98%
<b>TOTAL</b>	<b>530.60</b>	<b>535.28</b>	<b>4.68</b>	<b>555</b>	<b>96.45%</b>

## **PROGRAM OPPORTUNITY NOTICE**

### **Energy Conservation Assistance Act-Education Subaccount (ECAA-Ed) Competitive Loan Program**



PON-19-101

<http://www.energy.ca.gov/contracts/index.html>

State of California  
California Energy Commission

February 2020

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## ATTACHMENTS

- 1 ECAA-Ed Loan Application for California Energy Commission Financing - Clean Energy Jobs Act Program Interest Rate 0%
- 2 Summary of Energy Projects in Loan Request
- 3 Sample Governing Board Resolution
- 4 California Environmental Quality Act (CEQA) Information / List of Required Documents for Submittal
- 5 Jobs Creation Estimate
- 6 Energy Audit Report Instructions
- 7 Contacts
- 8 Charter Schools Information and Additional Eligibility Requirements
  - A. Owner Transfer of Energy Savings to School
  - B. Certificate of Good Standing for Charter School Applicants
- 9 California Department of Education List of Free and Reduced Price Meal Program Including Student Enrollment by Region
- 10 Sample Loan Agreement
- 11 Sample Facility and Service Account Information Form & Sample Utility Data Release Authorization Form
- 12 Sample ECAA-Ed Final Project Completion Report

## **I. Introduction**

### **PURPOSE OF PROGRAM OPPORTUNITY NOTICE**

The purpose of this Program Opportunity Notice (PON) is to assist local educational agencies (LEAs) in the financing of their energy efficiency and renewable energy projects (*i.e.* energy projects). Up to \$38 million will be available for loans for energy projects depending on projected energy and cost savings through an energy audit that complies with the criteria of this PON. Loans awarded at a California Energy Commission (CEC) business meeting are contingent on the CEC receiving the funds. This PON requires that the loan be repaid with energy cost savings within the effective useful life (EUL) of the project equipment or within 20 years, whichever is less. Payments begin upon completion of the project, and the loan must be repaid in full in no more than 40 equal semiannual payments. The estimated first year energy cost savings will set the total annual repayment amount.

### **BACKGROUND**

The Energy Conservation Assistance Act (ECAA) Program is a low- and zero-interest loan program administered by the CEC. The ECAA Program is authorized by Public Resources Code section 25410 *et. seq.*

**Previous ECAA-Ed Program (non-competitive):** Senate Bill (SB) 73 (Chapter 29, Statutes of 2013) authorized the transfer of funds from the Clean Energy Job Creation Fund (Job Creation Fund) to the Energy Conservation Assistance Act-Education Subaccount (ECAA-Ed) on first come, first serve basis to provide zero-interest loans and technical assistance to enable LEAs to identify and implement energy projects. The previous non-competitive ECAA-Ed Program is no longer available.

**Competitive ECAA-Ed Program:** Further legislation, SB 110 (Chapter 55, Statutes of 2017) authorizes up to \$100 million of funds in the Job Creation Fund, as available, to ECAA-Ed to fund energy projects to LEAs on a competitive basis using priority criteria. ECAA-Ed loans are at zero-interest to finance a wide range of energy projects, provided these projects generate energy cost savings sufficient for loan repayment to the CEC within the EUL of the project equipment, or 20 years, whichever is less. The previous ECAA-Ed PON-18-101 is closed and loan awards were made. The current PON-19-101 available funding has been determined as approximately \$38 million.

### **ELIGIBILITY**

An eligible LEA is defined as a county office of education, school district, charter school, or state special school.

## GEOGRAPHIC REGIONS AND TIERS

For the purposes of this PON, the CEC subdivided the State of California into four geographic regions (as shown in Figure 1: Map of Geographic Regions) based on the LEAs' student enrollment. The LEAs in the geographic regions are further divided into four categories 1, 2, 3, and 4 depending on their student population to meet two of the priority criteria in SB 110 (diversity of geographic location and student population). Note that counties are not split between regions, and are identified in only one region.

**Figure 1: Map of Geographic Regions**



LEAs in each region are divided into Application Categories by student enrollment as detailed in **Table 1: Applicant Size by Enrollment Numbers.**

**Table 1: Applicant Size by Enrollment Numbers**

Size	Number of Students
1	Less than 1,000
2	Between 1,000 and 2,000
3	Between 2,001 and 10,000
4	More than 10,000

LEAs will fall into one of the Application Categories as detailed in **Table 2: Application Categories**. LEAs must apply in the correct Application Category, or **will be disqualified**. See PON Section VI, Step 1.

**Table 2: Application Categories**

Size	North	Central	South	Los Angeles
1	N1	C1	S1	LA1
2	N2	C2	S2	LA2
3	N3	C3	S3	LA3
4	N4	C4	S4	LA4

**AVAILABILITY OF FUNDS**

Up to \$38 million is available for awards under this PON, which has been divided into 16 Application Categories as shown in **Table 3: Available Funds by Application Category**.

**Table 3: Available Funds by Application Category**

Size	North	Central	South	Los Angeles
1	\$1.5 million N1	\$1.5 million C1	\$1.5 million S1	\$1.5 million LA1
2	\$2 million N2	\$2 million C2	\$2 million S2	\$2 million LA2
3	\$3 million N3	\$3 million C3	\$3 million S3	\$3 million LA3
4	\$3 million N4	\$3 million C4	\$3 million S4	\$3 million LA4

**MAXIMUM AWARD AMOUNT AND FUNDING CAP**

The maximum loan award amount is the lesser of actual project cost (*i.e.*, total project cost less any, state, federal, or local incentives) and total project cost

savings calculated using the EUL of individual measures (as calculated in the column titled Eligible Loan Amount of Attachment 2 of the Application Package). Projects funded by other loans will not be considered for an ECAA-Ed loan.

The maximum loan award amount is \$1.5 million per applicant for size 1 category, \$2 million per applicant for size 2, and \$3 million per applicant for size 3, and 4 categories. There is no minimum.

Note that funding for loans expires on June 30, 2023; therefore, project costs must be incurred and the CEC must pay invoices before this time.

### **Funds Not Utilized in Any Application Category:**

In cases where CEC does not receive applications for a particular category, the funds assigned to that category will be divided equally among other categories in the same region. Similarly, if the allocated funds for any category are not fully utilized, the remaining funds will be equally distributed to other categories in the same region with applications.

Further, if CEC does not receive any applications for a particular region, the funds assigned to that region will be divided equally among other regions.

### **Partial Loan Funding:**

The CEC will not partially fund an application. If an application ranks at the bottom of the list for a particular Application Category, and there is not enough funding remaining within the Application Category to fund the entire application, the application will not be funded. Remaining funds in an Application Category will roll over to the next ECAA-Ed PON, and will not roll over to fund the next eligible application. Applications not funded by this PON may reapply in the next ECAA-Ed PON.

In the following example (for a category with a \$3 million maximum loan amount), the CEC receives four applications; they will fund as follows:

**Table 4: Example of Loan Awards**

<b>Rank</b>	<b>Loan Amount Requested</b>	<b>Funded / Not Funded</b>
1	\$800,000	Funded
2	\$2,000,000	Funded
3	\$700,000	Not Funded
4	\$200,000	Not Funded

## HOW AWARD IS DETERMINED

Applications will be scored based on evaluation criteria. The highest scoring applications will receive loans. Only one application per LEA will be accepted. Please see PON Section V Evaluation Process and Criteria for more information on scoring.

## KEY ACTIVITIES AND DATES FOR FISCAL YEAR 2019-20

Key activities including dates and times for this PON are presented below. An addendum will be released if the dates change for the asterisked (\*) activities.

ACTIVITY	ACTION DATE
Program Opportunity Notice Release	February 25, 2020
Pre-Application Workshop	March 10, 2020
Deadline for Written Questions	March 20, 2020
Distribute Questions/Answers and Addenda (if any)	March 27, 2020
<b>Deadline to Submit Applications by 5:00 p.m.*</b>	June 29, 2020
Anticipated Notice of Proposed Award Posting Date	July 31, 2020
Anticipated CEC business meeting date to approve loan agreements resulting from this PON (contingent on CEC receiving funds)	October 14, 2020
Anticipated Loan Agreement Start Date	October 2020

## PRE-APPLICATION WORKSHOP FOR FISCAL YEAR 2019-20

LEAs, consultants, and other stakeholders are encouraged to attend a pre-application workshop in-person at the CEC in Sacramento, via WebEx, and conference call at the date, time, and location listed below. Please call (916) 654-4381 or refer to the CEC's website at [www.energy.ca.gov/contracts/index.html](http://www.energy.ca.gov/contracts/index.html) to confirm the date and time.

March 10, 2020, 10:00 am  
California Energy Commission  
Charles Imbrecht Hearing Room  
1516 9th Street  
Sacramento, CA 95814

### **REMOTE ATTENDANCE**

Interested entities may participate in the pre-application workshop through WebEx (the CEC's online meeting service). Presentations will appear on your computer screen, and you may listen to audio via your computer or telephone. Please be aware that the meeting may be recorded.

### **To join the meeting remotely:**

VIA COMPUTER: Go to

<https://energy.webex.com/energy/j.php?MTID=m855c298ba732c123d2ddd56740a88e90>  
and enter the unique meeting number: 928 064 738 if necessary. When prompted, enter your name. Meeting **password** is Meeting@10.

The "Join Conference" menu will offer you a choice of audio connections:

1. To call into the meeting: Select "I will call in" and follow the on-screen directions.
2. International Attendees: Click on the "Global call-in number" link.
3. To have WebEx call you: Enter your phone number and click "Call Me."

To listen over the computer: If you have a broadband connection, and a headset or a computer microphone and speakers, you may use VoIP (Internet audio) by going to the Audio menu, clicking on "Use Computer Headset," then "Call Using Computer."

VIA TELEPHONE ONLY (no visual presentation): Call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the unique meeting number: 928 064 738. International callers may select their number from  
<https://energy.webex.com/energy/globalcallin.php>.

VIA MOBILE ACCESS: Access to WebEx meetings is now available from your mobile device. To download an app, go to [www.webex.com/overview/mobile-meetings.html](http://www.webex.com/overview/mobile-meetings.html).

If you have difficulty joining the meeting, please call the WebEx Technical Support number at 1-866-229-3239.

## **QUESTIONS**

All questions for clarification about this PON must be directed to the Commission Agreement Officer listed below. Interested entities may ask questions at the pre-application Workshop, as well as submit written questions via mail, email, or fax. However, all questions must be received by 5:00 p.m. on the "Deadline for Written Questions" date listed in the Key Activities and Dates table shown above.

Questions and answers will be emailed to all parties who participate in the pre-application Workshop and who provided their contact information. The questions and answers will also be posted on the CEC's website at:  
<http://www.energy.ca.gov/contracts/index.html>.

Any verbal communication with a CEC staff concerning this PON is not binding on the state and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication must be directed in writing to the CEC's Commission Agreement Officer assigned to the PON.

## **CONTACT INFORMATION**

Marissa, Commission Agreement Officer  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814  
Telephone: (916) 651-9409  
FAX: (916) 654-4423  
Email: Marissa.Sutton@energy.ca.gov

## **II. Eligibility Requirements and Project Funding Criteria**

### **ELIGIBLE APPLICANTS**

Eligible applicants are LEAs, defined as county offices of education, school districts, charter schools, or state special schools. A loan applicant with an existing ECAA loan may apply for an additional loan when the applicant's existing loan project is complete and in repayment. Applicants must apply in only one of the 16 Application Categories. Only one application per LEA will be allowable. A list of LEAs is provided in Attachment 9.

### **ELIGIBLE PROJECTS**

All projects in the application must be supported by an energy audit that complies with this PON. Examples of eligible projects include, but are not limited to:

- Interior and exterior lighting systems.
- Heating, ventilation, and air conditioning (HVAC) equipment.
- Energy management systems and equipment controls.

- Pumps and motors.
- Building envelope and insulation.
- Energy generation including renewable energy (e.g., photovoltaic systems (PV)), ground-source heat pumps, and combined heat and power projects (co-generation) with renewable fuel.
- Load shifting projects, such as thermal energy storage or batteries owned by the applicants.

### **INELIGIBLE PROJECTS**

ECAA-Ed funding cannot be used for:

- Equipment that is not wholly owned by the LEA (e.g., Power Purchase Agreements and third-party owned battery storage systems).
- Projects previously funded with an existing ECAA loan.
- Projects already installed.
- Projects that do not save energy (kWh) as a whole.
- New construction.

### **FUNDING CRITERIA**

- The maximum loan amount per applicant is \$1.5 million for Size 1 category and \$3 million for Size 2, 3, and 4 categories.
- The loan amount is the lesser of the maximum loan amount, actual project cost (*i.e.*, total project cost, less any state, federal, or local incentives), and total project cost savings calculated using the EUL of individual measure (as calculated in the column titled Eligible Loan Amount of Attachment 2 of the Application Package).
- The considered EUL to determine energy cost saving is the lesser of EUL from Database for Energy Efficient Resources (DEER) of the loan funded equipment or 20 years.

The applicants may use a longer EUL with a warranty letter from the equipment manufacturer. However, the EUL cannot exceed 20 years in any case.

- Applicant may use utility incentives/rebates to help fund the project. (The above restriction on project cost, less incentives, does not apply to utility incentives/rebates.)
- The applicant may reduce the estimated total project cost or cost of individual projects by using leveraged funding (applicant's own funds). These funds must be listed in Attachment 1.

- Other loan sources shall not be used to co-fund the project.
- There is no loan minimum.

### **III. Disclosures**

- Loans funded under this PON originate from the Clean Energy Job Creation Fund.
- By submitting an Application Form, the Applicant agrees to the terms and conditions without further negotiation.
- An executed loan agreement with specific terms and conditions including a promissory note between the borrower and the CEC is required to execute the loan.
- The CEC reserves the right to modify the terms and conditions and promissory note prior to execution of the loan agreement.
- The loan agreement must be fully executed (signed by the borrower and the CEC) before work can begin. Only approved project-related costs incurred within the term of the executed loan agreement that comply with the loan agreement are eligible for reimbursement under the loan. If the loan is not approved or executed, the CEC is not responsible for reimbursement of any costs.
- This is a zero-interest loan, and as such, only the payment of the principal amount of the loan is required.
- Funds are available on a reimbursable basis. For each reimbursement request, receipts and invoices in a format acceptable to the CEC must be submitted along with proof of payment. The final 10 percent of the loan amount will be retained until the project is completed, and the applicant submits a final report.
- Loans must be repaid from energy and cost savings or other legally available funds within a maximum term of 20 years, and cannot exceed the maximum EUL of the loan-funded equipment(s).
- The amortization of the loan and repayment schedule will be based on the number of years needed to repay the loan based on energy and cost savings estimates and the final loan amount. Energy and cost savings are based on applicable tariff and operating schedules at the time the loan application is submitted.
- Borrowers are invoiced twice per year, in May and November, after projects are complete. Payments are due within 30 days from receipt of invoice.

- Borrowers are required to provide the CEC with access to energy utility accounts associated with the loan-funded school sites for ongoing meter data information. Sample forms with draft information are attached as Attachment 11. The CEC will provide Borrower with the final forms, which Borrower must sign before final Loan Agreement execution.

#### **IV. Application Submission**

##### **REQUIRED DOCUMENTS**

Applicants must submit a completed application package with all required attachments.

##### **APPLICATION SUBMITTAL**

Applications for this PON can only be submitted using CEC's application submission system, available at <https://gss.energy.ca.gov/>. Note that the system is titled "Grant Solicitation System," but the system processes applications for both grants and loans.

This online tool allows applicants to submit electronic documents to the CEC prior to the date and time specified in this PON.

- First time users must register as a new user to access the system. Applicants will receive a confirmation email after all required documents have been successfully uploaded.
- Applications and supporting documents must be submitted using the online system.
- Microsoft Excel format spreadsheets showing formulas shall be provided to verify all energy saving calculations. Spreadsheets must be unlocked, readable, contain no errors, and the file must open easily.
- A tutorial of the system will be provided at the pre-application workshop and you may contact the Commission Agreement Officer identified in the questions section of the PON for more assistance.

## **ORGANIZATION OF APPLICATION**

The application package must be organized as follows:

Proposal Cover Page

Table of Contents

1. ECAA-Ed Loan Application for California Energy Commission  
Financing – Clean Energy Jobs Act Program Interest Rate 0% Attachment 1
2. Summary of Energy Projects in Loan Request Attachment 2
3. Sample Governing Board Resolution Attachment 3
4. California Environmental Quality Act (CEQA) Information/List  
of Required Documents for Submittal Attachment 4
5. Jobs Creation Estimate Attachment 5
6. Energy Audit Report Attachment 6
7. Contacts Attachment 7

### **For Charter Schools Only**

8. Charter Schools Information and Additional Eligibility  
Requirements Attachment 8
- 8A. Owner Transfer of Energy Savings to School Attachment 8A
- 8B. Certificate of Good Standing for Charter School Applicants Attachment 8B

## **APPLICATION DOCUMENT DESCRIPTIONS**

### **1. ECAA-Ed Loan Application for California Energy Commission Financing – Clean Energy Jobs Act Program Interest Rate 0% (Attachment 1)**

Applicants must include a complete loan application form. All information in the application form shall be correct and complete, with applicant certifying under penalty of perjury that the information in the application is correct and complete to the best of the applicant's knowledge AND that the applicant has read the terms and conditions, and will accept them without negotiation, if awarded. The application shall include a signature by the authorized representative for the LEA. The authorized representative is the person named in the governing board resolution (Attachment 3). If the person named in the resolution has a designee and the application is signed

by the designee, the application needs to include the designation document authorizing the designee to represent the person authorized in the resolution. The designee must be an employee of the applicant.

## **2. Summary of Energy Projects in Loan Request (Attachment 2)**

The Summary of Energy Projects in Loan Request is a summary of project measures for which a loan is being requested. The summary identifies the estimated savings, project costs, and payback for each measure. Measures for different sites shall be listed by site and not combined. Attachment 2 must be in Excel format.

## **3. Sample Governing Board Resolution (Attachment 3)**

- a) Documentation showing the authority of the applicant to enter into the loan agreement (see Attachment 3, as an example).

A copy of a signed resolution, motion, order, etc. from the applicant's governing board. The resolution, motion, order, etc., must include the finding on CEQA compliance. If the CEQA finding is in the agenda item, include both the agenda item and the resolution. If the CEQA finding is in the resolution, do not include a copy of the agenda item.

OR

If the applicant does not use resolutions, motions, or orders, include a copy of the law or other document showing the applicant's authority to enter into a loan agreement.

AND

- b) Documentation showing the job title of the individual authorized to apply for the loan and execute the loan agreement. In most cases, the title of the individual will be listed in the resolution, motion, or order. This individual cannot be a third party, contractor or someone who is not employed by the applicant.

OR

If the applicant does not use resolutions, motions, or orders, the applicant must include other documentation showing the job title of the authorized individual. The authorized individual must be an employee of the applicant.

## **4. California Environmental Quality Act (CEQA) Information / List of Required Documents for Submittal (Attachment 4)**

CEQA requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible. Applicants seeking funding are required to provide information and documents for the CEC's environmental review process. See Attachment 4 for additional

information and specific details about required documents applicant must submit.

**5. Job Creation Estimate (Attachment 5)**

As the funding source for this PON is the Clean Energy Job Creation Fund, an estimate of clean job creation is required. A Job Creation Estimate calculator is provided for your convenience. Attachment 5 must be in Excel format.

**6. Energy Audit Report Instructions (Attachment 6)**

The energy audit report is required in support of the loan application. Further, all saving calculations, with all the assumptions used must be provided in Microsoft Excel in order to verify savings. The spreadsheet must be unlocked with formulas visible. If energy saving / energy generation models and software are used, a copy of the program input and output must be provided with the assumptions used.

**7. Contacts (Attachment 7)**

Contact persons at the LEA. There needs to be at least one contact from the LEA on the list.

**8. Charter Schools Information and Additional Eligibility Requirements (Attachment 8)**

Requires Charter Schools to disclose information about their facility's ownership or lease terms.

**A. Owner Transfer of Energy Savings to School (Attachment 8A)**

For privately owned facilities, the property owner's certification that promises energy savings from the loan will be passed on to the school.

**B. Certificate of Good Standing for Charter School Applicants (Attachment 8B)**

The Certificate of Good Standing is for the authorizer to certify that the school has authority to operate and is not under investigation, is an active charter, and has not been abandoned.

**ADDITIONAL DOCUMENTS REQUIRED AND UTILITY DATA**

Once recommended for a proposed award, applicants will be required to provide additional documentation. Applicants will be required to complete and submit utility data release forms before loan document signing, authorizing the CEC to access utility data 12 months prior to measure installation and ongoing at the school site level until the loan is repaid in full. Public Resources Code section 26240(a) requires an entity that receives funds from the Clean Energy Job Creation Fund to authorize its local electric and gas utilities to provide 12 months of past and ongoing usage and billing records at the school facility site level to the CEC. The utility data release

forms will allow the CEC to access both historical (past 12 months) and future utility billing data. This data will help quantify the costs and benefits of funded projects. See Attachment 11 for sample forms that applicants will be required to submit to the CEC prior to signing the loan agreement.

In addition, borrower will be required to submit a project completion report 12-15 months after project is completed. A sample of the final report is provided as Attachment 12.

## **V. Evaluation Process and Criteria**

### **EVALUATION OF LOAN REQUEST**

Evaluation of loan request applications will consist of four steps: (1) administrative screening, (2) technical evaluation screening, (3) scoring, and (4) competitive ranking. The entire evaluation process from the receipt of applications to the posting of the Notice of Proposed Award is confidential.

#### **Application Screening: Steps 1 and 2**

The Contracts, Grants and Loans (CGL) Office will screen applications for compliance with the Administrative Screening Criteria shown below.

The Evaluation Committee will screen applications for compliance using the Technical Evaluation Screening Criteria shown below. The Evaluation Committee consists of CEC staff.

*Applications that fail any of the Administrative Screening Criteria or any of the Technical Evaluation Screening Criteria shall be disqualified and eliminated from further evaluation for this PON.*

#### **Step 1: Administrative Screening Criteria**

The CEC's CGL Office will perform a review of the Administrative Screening Criteria to verify that:

1. The application is received by the CEC's CGL Office by the due date and time specified in the Key Activities and Dates of this PON. No late applications will be accepted.
2. If more than one application per LEA is received, CEC will accept the application received first and disqualify the rest.
3. The requested funding is no more than the maximum amount allowed for the category per applicant.
4. All required documents are submitted, including signatures by authorized individuals.
5. Applicant has applied in the appropriate Application Category.

6. Applicant is on the list of LEAs in Attachment 9 (California Department of Education List of Free and Reduced Price Meal Program Including Student Enrollment by Region).
7. The application does not contain any confidential information or identify any portion of the application as confidential.
8. If applicant uses resolutions, the resolution must be signed by an authorized representative of the LEA. **If the resolution is signed by a third party, outside entity or contractor, the application will be disqualified.**
9. The applicant has not included a statement that is contrary to the required authorizations and certifications or otherwise indicated that it will not accept the terms and conditions, or that acceptance is based on modifications to the Terms and Conditions.

## **Step 2: Technical Evaluation Screening Criteria**

Applications passing all Administrative Screening Criteria will then be reviewed based on the Technical Evaluation Screening Criteria in this PON. The Evaluation Committee will evaluate and verify the accuracy of information provided and will perform Technical Evaluation Screening Criteria to verify that:

1. Project is an eligible energy project.
2. Application includes projected annual energy and cost savings (kW, kWh, natural gas, propane, oil, etc.) that are substantiated by an energy audit.
3. EUL of individual measures is considered in estimating total cost savings over the life of the project; and that these savings are sufficient to pay back the loan amount within 20 years or the maximum EUL of any measure, whichever is less. The applicants may use a longer EUL with a warranty letter from the equipment manufacturer. However, the EUL cannot exceed 20 years in any case.

Please note that total cost savings are calculated using EUL of individual measures (as calculated in the column titled Eligible Loan Amount of Attachment 2 of the Application Package).

4. The applicants must use the Energy Audit Report Instructions provided in Attachment 6 to prepare an energy audit report. Further, all energy cost saving calculations must be shown and provided in Microsoft Excel format to verify savings. Worksheets not submitted unlocked may disqualify applications as CEC cannot evaluate application properly.
5. Energy and cost savings shall be determined using the applicant's current energy tariff. Escalation of energy rates and soft costs, such as operation

and maintenance savings will not be considered when determining energy cost savings.

6. **Leased Facilities:** If the project is located in a leased facility, the term of the lease must exceed the repayment period.

If the applicant leases in a privately-owned facility that does not have a separate meter, or the applicant leases a privately-owned facility and the lease payment includes the energy utility cost, the applicant shall provide **Attachment 8A: Owner Transfer of Energy Savings to School** to the CEC.

(Note: The applicant may use EULs provided in the Database for DEER<sup>1</sup> or the equipment manufacturers' warranty. EULs will be the lesser of the EUL stated in the application or 20 years to allow for repayment of the loan within the 20-year loan period.)

The Evaluation Committee reserves the right to schedule an interview with an applicant that will either be held by email, telephone or in person at the CEC for the purpose of clarification and verification of information provided in the application. However, these interviews will not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions. The applicant may invite a third party to the meeting, however the applicant will need to be present for such a meeting.

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<sup>1</sup> <http://www.deeresources.com>

Table 4 below illustrates how the project measure information should be shown.

**Table 5: List of Projects**

Project Measure/ Location	Measure Installation Cost (\$)*, **	Peak Demand Savings (kW)	Annual Electric Savings (kWh)	Annual Natural Gas Savings (therms)	Annual Other Energy Savings (specify units)	Measure Annual Cost Savings (\$)	EUL*** (years will be lesser of actual EUL or 20 Years)	Measure Cost Savings over EUL (\$)	Measure Payback (years)
<i>Example Measure 1: Install (x #) T8 lamps and electronic ballasts</i>	\$450,000	48	266,405	0	0	\$50,617	15.0	\$759,254	8.9
<i>Example Measure 2: Install (x kW) PV Panels</i>	\$400,000		75,000	0	0	\$14,250	20.0	\$285,000	20.0
<b>TOTAL</b>	<b>\$850,000</b>	<b>48</b>	<b>341,405</b>	<b>0</b>	<b>0</b>	<b>\$64,867</b>		<b>\$1,044,254</b>	<b>11.3</b>

\*Measure Installation Cost shall include all labor, engineering, construction, materials, equipment, inspection, demolition (if applicable), and removal (if applicable), less equipment salvage value (if applicable).

\*\* Loan amount will be lesser of \$1.5 million or \$3 million (based on which size category the application is being submitted for); actual project cost; or total energy cost savings calculated using EUL of individual measures.

\*\*\* Identify if EUL used is from the DEER database or a manufacturer's warranty. If manufacturer warranty exceeds DEER EUL, please provide proof of warranty for product. However, the EUL cannot exceed 20 years in any case.

In Table 4 Measure 1 Example, the measure cost is less than the measure cost savings over EUL, so the measure cost of \$450,000 is the eligible loan amount for that measure. On the other hand, in Example Measure 2, the measure cost savings over EUL is less than the measure cost, therefore the eligible loan amount for that measure is equal to the measure cost savings of \$285,000. Hence, the total eligible loan amount is \$450,000 + \$285,000 = \$735,000.

**Only the applications passing both the Administrative Screening Criteria (Step 1) and the Technical Evaluation Screening Criteria (Step 2) will move to Step 3 for Scoring, and Step 4 for Competitive Ranking.**

### Step 3: Scoring

The score of each application will consist of the total of two factors:

1. Fifty (50) percent of the weighted factor will be the percentage of the energy savings using a baseline of energy consumption before implementing energy project.
2. Fifty (50) percent of the weighted factor will be the percentage of the LEA's students eligible for free and reduced price meals (FRPM) in the prior year.

### Step 4: Competitive Ranking

Based on competitive ranking, applications will be recommended for funding at a CEC business meeting. In the case of a tie, the application with the shorter payback period will rank higher.

The example in Table 5 explains ranking of three proposals submitted in the same LEA Application Category. As shown in the example, Applicants 1 and 2 have the same total score and the tiebreaker must be applied. In this case, because Applicant 2 has a shorter payback than Applicant 1, Applicant 2 ranks above Applicant 1.

**Table 6: Ranking Example**

The table below shows the evaluation criteria and ranking order. The evaluation criteria uses FRPM percentages and energy savings percentages to get the total score as seen below.

Applicant	% of FRPM Students	FRPM Weighting Factor	% of Baseline Energy Usage	Energy Usage Weighting Factor	Total Score	Expected Payback Period (years)	Ranking
1	20%	50%	80%	50%	50.0	15	3
2	50%	50%	50%	50%	50.0	12	2
3	80%	50%	40%	50%	60.0	17	1

Applicants with higher percentages of FRPM students and energy savings (as a percentage of their baseline) will rank higher.

The highest ranked projects in each Application Category will be recommended for funding at a CEC business meeting until available funds for each Application Category are exhausted or there are insufficient funds remaining in the Application Category to fully fund the next eligible applicant.

## **Grounds for Rejection or Disqualification of Loan Request Application or Cancellation of Award**

In addition to the Administrative Screening Criteria, and the Technical Evaluation Screening Criteria, the CEC reserves the right to reject an application and/or cancel an award if at any time during the process the following circumstances are discovered:

- Attachment 2 (project summary), Attachment 5 (job creation estimate), and backup documentation to Attachment 6 (energy audit report) are not in Excel format, with unlocked cells and with formulas visible.
- The application contains false or intentionally misleading statements or references that do not support the application.
- The application is intended to erroneously and intentionally mislead the state in its evaluation of the application.
- The application does not fully comply with the PON.
- The applicant is non-responsive to a Notice of Proposed Award (NOPA) for 14 calendar days.
- It is determined that the CEC's CEQA review for a proposed project cannot be completed prior to the scheduled business meeting.  
(Note that before approval of a loan at a business meeting, the CEC must comply with CEQA, including an independent review of CEQA-related information. Even when the applicant has provided this information, the CEC may not be able to complete its CEQA review prior to the scheduled business meeting, regardless of the applicant's diligence in submitting information for the CEC's CEQA review.)
- The applicant fails to sign the final loan agreement within 30 days of the date the CEC sends the agreement.

### **NOTICE OF PROPOSED AWARD**

The results of the screening, scoring, and ranking will be posted in a NOPA along with ranking order of applications, and the total funding level for this PON. The CEC will post the NOPA at the CEC's headquarters in Sacramento, on the CEC's website, and will mail the NOPA to all parties that submitted an application.

### **DEBRIEFINGS**

Unsuccessful applicants may request a debriefing after the release of the NOPA. A request for debriefing must be received no later than 15 days after the NOPA is released. The request for a debriefing must come from the LEA and the LEA must be present for the debriefing.

## **VI. Administration**

### **DEFINITION OF KEY WORDS**

Important definitions for this PON are presented below:

<b>Word/Term</b>	<b>Definition</b>
Applicant	Respondent to this PON
Application	Formal written response to this document from applicant
Borrower	Respondent to this PON that is selected for funding
BSP	Bright Schools Program
Btu	British Thermal Unit
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CGL	Contracts, Grants, and Loans Office
DEER	Database for Energy Efficiency Resources
ECAA-Ed	Energy Conservation Assistance Act – Education Subaccount
Energy Audit	An energy audit is an analysis of energy flows, for energy conservation and efficiency in a building, process, or system to reduce the amount of energy input into the system without negatively affecting the output(s).
EUL	Estimated Useful Life
FRPM	Free and Reduced Price Meals
HVAC	Heating, Ventilation, and Air Conditioning
LEA	Local Educational Agency means a county office of education, school district, charter school, or state special school.
Measures	Energy efficiency measure. There may be more than one energy efficiency measure in an energy project.
NOPA	Notice of Proposed Award
PON	Program Opportunity Notice, which includes the application document and all its attachments and exhibits
SB	Senate Bill
State	State of California
Owner Transfer of Energy Savings to School	A statement by owner of privately-owned property indicating energy savings will be passed on to LEA.
PV	Solar Photovoltaic

### **COST OF DEVELOPING APPLICATION**

The applicant is responsible for the cost of developing an application, and this cost cannot be charged to the state. The Bright Schools Program (BSP) can assist in preparing an energy audit for an LEA. Information on BSP can be found at the following link: <http://www.energy.ca.gov/efficiency/brightschools/>.

## **CONFIDENTIAL INFORMATION**

The CEC will not accept or retain any applications that have any portion marked confidential or contain any confidential information. Applications containing confidential information or with any portion marked confidential will be disqualified.

The entire evaluation process from receipt of application, to the posting of the NOPA is confidential. On the NOPA posting date, or date of PON cancellation, all applications and related material submitted in response to this PON becomes a part of the property of the state and public record, and will not be kept confidential.

## **PON CANCELLATION AND AMENDMENTS TO PON**

It is the policy of the CEC not to solicit applications unless there is a bona fide intention to award a loan agreement. However, if it is in the best interest of the people of the State of California, the CEC reserves the right to do any of the following:

- Cancel this PON.
- Revise the amount of funds available under this PON.
- Amend this PON, as needed.
- Reject any or all applications received in response to this PON.

If the PON is amended, the CEC will send an addendum to all parties who requested the PON, and will post it on the CEC's website [www.energy.ca.gov/contracts](http://www.energy.ca.gov/contracts).

## **ERRORS AND OMISSIONS**

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this PON, the applicant shall immediately notify the CEC of such error in writing, and request modification or clarification of the document. Modifications or clarifications will be given by written notice to all parties who requested the PON, without divulging the source of the request for clarification. The CEC shall not be responsible for failure to correct errors.

## **MODIFICATION OR WITHDRAWAL OF APPLICATION**

An applicant may, by letter to the Commission Agreement Officer at the CEC, withdraw or modify a submitted application before the deadline to submit applications. Applications cannot be changed after the deadline. An application shall have no expiration date. For example, a statement such as the following is grounds for disqualification, "This application and the budget are valid for 60 days."

## **IMMATERIAL DEFECT**

At the sole discretion of the CEC, it may waive any de minimis or immaterial defect or deviation contained in an applicant's application. The CEC's waiver shall in no way modify the application or excuse the successful applicant from full compliance.

**APPLICANTS' ADMONISHMENT**

This PON contains the instructions governing the requirements for an applicant to be submitted by interested applicants, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met, and applicant responsibilities. Applicant is responsible to carefully read the entire PON, ask appropriate questions in a timely and prescribed manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the PON are followed and appropriately addressed.

**LOAN AGREEMENT REQUIREMENTS**

The loan application shall be incorporated by reference into the final loan agreement. See the sample loan agreement terms and conditions included in this PON.

All proposed loan awards must be scheduled and considered at a CEC business meeting for approval by the CEC.

**NO LOAN AGREEMENT UNTIL SIGNED AND APPROVED**

The CEC will send the approved loan agreement, including the general terms and conditions and any additional terms and conditions, to the Borrower for review, approval, and signature. Once the Borrower signs, the CEC will fully execute the loan agreement. Borrowers are approved to begin the project only after full execution of the loan agreement.

The CEC reserves the right to modify the award documents prior to executing the loan agreement.

