



AGENDA

BOARD OF DIRECTORS REGULAR BOARD MEETING

May 13, 2020 4:45 pm

Zoom Web Conference:

<https://us04web.zoom.us/j/79776983209?pwd=RnFjdG1Hc3lyZkErWmxlTVhndy9KZz09>

Join Zoom Meeting

<https://us04web.zoom.us/j/79776983209?pwd=RnFjdG1Hc3lyZkErWmxlTVhndy9KZz09>

Meeting ID: 797 7698 3209

Password: 2MHssY

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

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

Boardofdirectors@chicocountryday.org

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

2. CLOSED SESSION (5:00-5:30pm)

2.1 Public Employee Appointment

Per Government Code §54957

Title: Director of Student Support Services, Director of Education, Chief Business Officer

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

3. REGULAR SESSION (5:30pm)

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 Special Meeting of 4/28/20
- 5.2 Leadership Team Board Report
- 5.3 EPA Spending Plan - 2020-2021

6. DISCUSSION/ACTION ITEMS

- 6.1 Update on Distance Learning
- 6.2 Discussion regarding 2020-2021 school year preparations & plans for reopening
- 6.3 Measure K Update: Construction 2020-2021
- 6.4 Employee Contracts: Director of Education, Director of Student Support Services, Chief Business Officer
- 6.5 Resolution to establish line of credit with Northern California National Bank

7. ADJOURNMENT: Adjourn; Next Regular Meeting is June 10, 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, or in the Main office prior to the meeting @ 102 W. 11th Street, Chico, CA 95928.

Minutes CCDS Board of Directors Special

Meeting Date: Monday, April 28, 2020

**Time: 4:00 p.m. Location: Zoom Web
Conference**

1. CALL TO ORDER & ROLL CALL: Lawrence called meeting to order at 4:04 p.m.
Attendees: Jessika Lawrence, Michele Mittman, Chris Constantin, Thang Ho, Fawn
Ruby, Nicole Plottel, Absent: Jamie Clyde

2. SPECIAL SESSION

2.1 Introduction of Claudia Trout, Director of Student Affairs - Colly has been
spending time weekly with Claudia to prep her for the new year.

2.2 Update on Distance Learning at CCDS - Administration Team has been
regularly meeting with staff and offering support to address challenges as needed.

**2.3 Agreement for Purchase and Sale of Two Portable Buildings to
Thermalito Union Elementary School District** - Constantin/Thang to approve. All
in favor: Lawrence, Constantin, Mittman, Ruby, Plottel, Ho (6-0)

**2.4 Board Resolution - Release/Reduction/Adjustment of Certificated
Employees** - Constantin/Thang to approve. All in favor: Lawrence, Constantin,
Mittman, Ruby, Plottel, Ho with Ruby abstaining (5-0)

**2.5 Cal-OES Form 130 Board Resolution: Designation of Applicant's Agent
Resolution for Non-State Agencies** - Constantin/Mittman to approve. All in favor:
Lawrence, Constantin, Mittman, Ruby, Plottel, Ho (6-0)

2.6 Minutes from meetings of March 11, 2020, March 16, 2020 & April 6, 2020 -
Lawrence/Mittman to approve. All in favor: Lawrence, Constantin, Mittman, Ruby,
Plottel, Ho (6-0)

3. ADJOURNMENT: Lawrence adjourned at 4:30 p.m. Next regular meeting is
May 13, 2020

Respectively Submitted,
Fawn Ruby

Leadership Team Report-

May 13, 2020

- LCAP update: The timeline for the LCAP has been altered to the following:
 - ❖ **July 1 , 2020:** Written Report to Community with Adopted Annual Budget. We have received the template and this will be on the June agenda.
 - ❖ **December 15, 2020:** 1 Year LCAP: Address the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families, which shall include, at minimum, a description of how the LEA is meeting the needs of unduplicated pupils, and the steps taken by the LEA, to support the following during the period of school closures: a. Continue delivering high-quality distance learning opportunities; b. Provide school meals in non-congregate settings; and c. Arrange for supervision of students during ordinary school hours. Charter schools must submit the LCAP report to the authorizer and LEA posts report on the homepage of the website.
 - ❖ **July 1, 2021:LCAP 3-Year** Work on this document will start almost immediately after 1 Year LCAP is due.
- Staffing: We have hired a TK teacher and are in the process of hiring a social studies teacher. One of our education specialist teachers, Jenna Buhring, is moving to 5th grade and Haley Oliveri is coming back from her leave to take on her education specialist role
- Measure K: The Measure K Project Request and the contract with UBC were approved by the CUSD board on Wednesday. Our project is proceeding. All of our staff who are impacted have moved their things and our janitorial staff is working hard setting things up. We had an initial construction meeting on Wednesday and will have a meeting with the subcontractors this week. Construction will begin as soon as possible.
- Planning for Virtual Graduation:
 - ❖ Plans for our Virtual 8th Grade Graduation are underway.
- Distance Learning Updates:
 - ❖ We continue to track student engagement daily. Staff developed a daily engagement tracking document that teachers mark student log-ins, Zoom meetings, or any engagement from the student. We are looking at the data in this way: full participation, some participation, and limited participation. When students are missing days, staff reaches out to those families. Most students are fully participating. Families that are limited in their participation, have had multiple contacts and coordinated efforts to support them.

Grade Level	Full Participation	Some Participation	Limited Participation
K	93%	6%	1%
1	94%	0%	6%
2	92%	8%	0%
3	95%	5%	0%
4	94%	6%	0%
5	94%	3%	3%
6	90%	10%	0%
7	80%	17%	3%
8	80%	14%	6%

- Budget: The budget work is underway for 20/21. Advice we are receiving now is to plan for both a -2% COLA and a -10% COLA. Both scenarios will be presented at the board meeting as part of the budget workshop.

Chico Country Day School
2020-21 Education Protection Account (EPA) Spending Plan

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

The spending plan must be approved by the governing board during a public meeting. EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs. Refer to the attached list of functions for which EPA funds may be used. Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

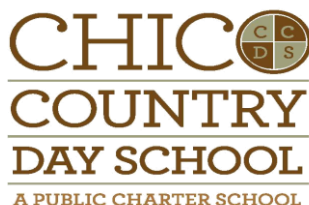
Chico Country Day School estimated 2017-2018 EPA Entitlement:

\$882,673

It is proposed that EPA funds be used to cover salary and benefit costs of non-administrative certificated and classified staff. The percentage of funds used per group is determined by their share of costs to the general fund.

Group	Percentage of GF Cost per Group	Percentage to be applied to EPA funds	Amount
Certificated	74%	100%	\$723,564
Classified	20%	0%	\$0
Administration	6%	not eligible	not eligible
Total		100	\$882,673

Certificated Positions			
Position	Number of Employees	Account Code	Estimated Cost
Classroom Teachers	up to 12	1110	\$882,673
Total	up to 12		\$882,673



2020-2021 EMPLOYMENT AGREEMENT

CHIEF BUSINESS OFFICER

This **EMPLOYMENT AGREEMENT** the ("Agreement") is entered into by and between **MARGARET REECE**, the ("Employee") and **Chico Country Day School** (the "School"), a California Nonprofit Public Benefit Corporation.

A. Recitals

1. The School desires to secure the services of Employee as CHIEF BUSINESS OFFICER and to provide certain benefits, to establish certain conditions of employment, and to set working conditions for employee; and
2. Employee desires to perform such services for the School, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual agreements set forth herein, the parties hereto agree as follows:

B. Employment Terms and Conditions

1. Duties

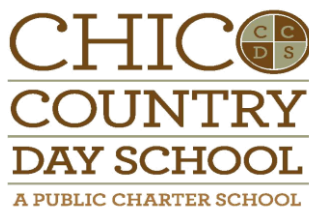
Employee is hired for the job of CHIEF BUSINESS OFFICER for the School and will perform the duties set forth on the job description attached as Exhibit "A" as well as any tasks reasonably assigned by the Board of Directors of the School ("Board"). The Employee will devote her time and energy to the business of the School, will use her best efforts to promote the success of the School, and will cooperate fully in the advancement of the best interests of the School. The Employee shall comply with all school policies and procedures including those specified in the Employee Handbook. If the terms of this Agreement differ from those in the Employee Handbook, this Agreement shall prevail.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during scheduled work hours with the School.

Employee shall inform the School in writing if he or she accepts outside employment. Such notice shall include written assurances that Employee's outside employment shall not interfere with his or her duties. The School will then determine if a potential or actual conflict of interest exists.

2. Term

Subject to the terms and conditions of this Agreement, the School hereby agrees to employ Employee, and Employee hereby accepts employment by the School, for



the period from July 1, 2020 to June 30, 2021 (the “Term”) unless terminated earlier pursuant to Paragraph 11. During the Term, Employee shall work a minimum of 205 days.

3. Work Days & Hours

It is anticipated that Employee’s work hours will encompass the School’s normal operating hours as well as any additional hours which are necessary to the accomplishment of her duties. Employee’s work hours may or may not exceed forty hours per week. Employee shall work 212 days within a calendar year. Employee will be an exempt employee and will not be eligible for overtime.

4. Compensation

In consideration for the services to be rendered under this Agreement, the School will pay Employee a gross annual salary of \$111,562/year for the terms of this contract less applicable withholding and authorized deductions. Salary will be paid bi-monthly over the Term beginning with the first pay period following the first day of the Term. School shall not, during the term of the agreement reduce the salary and/or other benefits of Employee as provided herein. Salary will be reviewed once per year, and nothing in this contract shall prevent the Board from increasing the annual salary to reward performance or provide a COLA increase. The salary is based on the CCDS Administrative Contract Salary Schedule, Step 18 with a Master’s Degree.

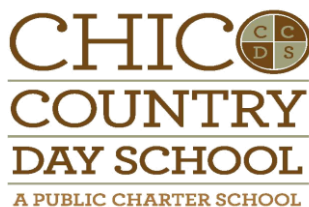
5. Employee Benefits

Employee will be entitled to participate in designated employee benefit programs and plans established by the School (subject to program and eligibility requirements) for the benefit of employees, which from time to time may be amended after meeting with and agreeing with Employee and modified by the School. These include, but are not limited to, holidays, retirement and health and welfare benefits as is provided to School employees as of the time the Parties entered into this Agreement. During the Term of this Agreement, the School shall make employee’s contributions to the California State Public Employee’s Retirement System (CalPERS).

6. Leave

a. Sick Leave

Employee shall earn one day of paid sick leave for each month of employment up to a maximum of twelve (12) days. Accrual commences on Employee’s first day of employment and continues during the Term. Requests for and use of sick leave shall be governed by the School’s policies then in effect. There shall be no cap on accrual of sick leave. Sick leave will not be paid out on termination.



b. Vacation

In accordance with the CCDS Personnel Policies, Employee shall accrue twenty-four (24) days or 192 hours of paid vacation leave during the Term. Accrual commences on Employee's first day of employment and continues during the Term. Employee will continue to accrue vacation leave in accordance with the CCDS Personnel Policies, up to a maximum of 288 hours. Employee may take vacation only after it has accrued. Employee shall make all requests for vacation leave in accordance with Employer's policies in effect at that time. Employee's requests for vacation time are subject to Employer's needs.

c. Holidays

Employee shall be entitled to paid holidays as set forth in the School's employee handbook and as designated in the School's academic calendar, not including the summer break. Employee shall not be eligible for holiday pay unless Employee works on the last work day prior to the holiday and the first work day following the holiday. For purposes of determining eligibility for holiday pay only, taking a pre-approved day of paid vacation leave shall be the same as working.

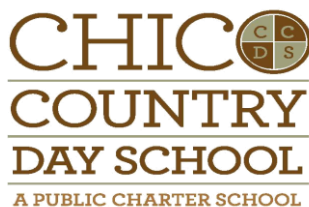
7. Confidential Information

All confidential information of the School that Employee has knowledge of or access to shall be the exclusive property of the School both during and after Employee's employment. Employee shall not, directly or indirectly, disclose or use any confidential information other than for the sole benefit of the School, either during Employee's employment or at any other time thereafter, without the prior written consent of the School, except to the extent that such use or disclosure is made by reason of Employee's job responsibilities.

Employee shall not take any confidential information that is in written form, computerized, machine readable, model, sample, or other form capable of physical delivery, upon or after termination of Employee's employment with the School without the prior written consent of the School. Upon the termination of Employee's employment with the School, Employee shall deliver promptly and return to the School all such materials, along with all other School property in the Employee's possession, custody, or control.

Materials developed by Employee for purposes of his or her employment at the School shall be the property of the School

For the purposes of this section, "confidential information" shall mean all information, data, or knowledge regarding the School, its operations, employees, students, parents, contractors, or vendors not known generally to the public,



including, but not limited to, research and development, trade secrets, existing or proposed computer or education programs, purchases, sales, student identifying information, financial and marketing information, lesson plans, business plans, fundraising strategies, or benefits information.

8. Evaluation

The Employee will be supervised in her employment by the Board. The Board anticipates evaluating Employee's performance at least one time per year, but may perform evaluations more frequently or not at all. Failure by the Board to evaluate Employee will not prevent the School from terminating Employee's employment pursuant to paragraph 11. Any evaluation shall be in writing and Employee shall have a reasonable opportunity to discuss her evaluation with the Board.

If desired, the Board and Employee may define the criteria they determine necessary for the proper operation of the School and the attainment of the School's goals and objectives and may further establish a relative priority among them. Any such goals and objectives shall be reduced to writing. Any such goals and objectives shall be reasonably attainable within the time and budgetary resources allocated to employee to achieve them.

9. Professional Memberships

The Board expects that Employee will participate as an active member of professional and civic organizations, and agrees to pay the Employee's annual membership dues for professional, community or service organizations approved in advance by the Board.

10. Business Expenses

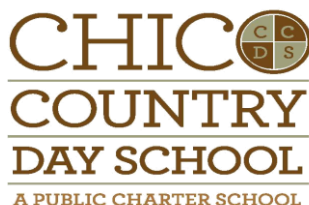
a. Upon submission of timely receipts or other approved documentation and requests for reimbursement, the School shall reimburse Employee for reasonable expenses incurred and paid by Employee in the course and scope of her employment on behalf of the School, including:

- (1) Business expenses associated with civic, entertainment, school, and community affairs not otherwise covered by this Agreement.
- (2) Actual and necessary travel expenses incurred and paid by Employee in the conduct of her duties on behalf of the School including reimbursement for mileage at a rate set by the IRS.
- (3) Attendance at professional development training.

11. Termination of Agreement/Employment

a. Mutual Agreement of the Parties. This Agreement may be terminated at any time by mutual consent for any reason upon written agreement signed by the parties.

- b. 30 Days Written Notice. Either Employee or the School may terminate this Agreement by giving thirty (30) days written notice to the other party.
- (1) Should Employee give notice pursuant to this section, the School has the option of accepting Employee's resignation effective immediately.
 - (2) The School has the option of terminating this Agreement immediately in exchange for paying Employee an amount equal to one month's pay in lieu of the notice period.
- c. Termination For Cause.
- (1) The Employee may be terminated by the School at any time for cause. In addition, the Employee may be disciplined (e.g., reprimand, suspension with or without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; violation of the School's policies or practices; endangerment of a student; any of the causes listed in Education Code sections 44836, 44837, 44932 and 44933; the Employee's failure to perform his or her duties.
 - (2) The School shall not terminate this Agreement pursuant to this paragraph until a Notice of Intent to Terminate containing a written statement of the grounds for termination has first been delivered to the Employee either personally, by e-mail or by mail (including overnight mail) to the mailing address that has been provided to the School. The Employee shall have the right to provide a written or verbal response to the School within five (5) days of receipt of the Notice of Intent to Terminate. Should the Employee refuse or fail to accept the Notice of Intent to Terminate within ten (10) days of its issuance, the School shall have the option to proceed with the termination. If the School terminates Employee's employment, the Employee shall have the right to a representative of his or her choice at a conference with the Board only if the Employee has exercised his or her right to provide a timely written or verbal response. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law. If the Employee has failed to provide a timely written or verbal response, the Employee shall have waived his or her right to a conference with the Board.
- d. Death of Employee. The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement.
- e. Revocation/Nonrenewal. In the event that the School's charter with its granting agency is either revoked or not renewed, this Agreement shall terminate immediately upon the effective date of the



revocation/nonrenewal of the charter, and without the need for the process outlined in Sections c or d above.

12. Renewal of Agreement

On or before May 1, 2020, Employee shall give written notice to Employer if she wishes to extend this Agreement on the same terms and conditions for an additional period as mutually agreed. Thereafter, Employer shall determine within 30 days whether or not it wishes to extend the Agreement and shall give written notice to Employee of its decision. If the Employer approves such extension, the Agreement shall continue for an additional period as agreed. If the Employer disapproves such extension, this Agreement shall terminate on June 30, 2021, and thereafter Employee shall not be entitled to any compensation except for any accrued vested benefits. If the Employer fails to respond, the Agreement shall terminate on June 30, 2021 and thereafter, Employee shall be employed on an at-will basis at the same rate of compensation.

13. Child Abuse and Neglect Reporting

Employee understands and acknowledges that employee is a mandated reporter as defined by California Penal Code section 11165.7. As a mandated reporter, Employee is responsible to report to an appropriate agency whenever Employee, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom Employee knows or reasonably suspects to have been the victim of child abuse or neglect. Employee understands and acknowledges that he/she must follow up on his/her initial report by filing a written report with the same agency within 36 hours of receiving the information concerning, or observing, the incident.

By executing this Agreement, the Employee is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

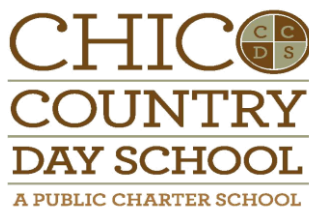
C. General Provisions

1. Entire Agreement

This Agreement sets forth the entire understanding of the parties hereto with respect to its subject matter, merges and supersedes any prior or contemporaneous agreements or understandings with respect to its subject matter, and shall not be modified or terminated except by another agreement in writing executed by the School and Employee. The Agreement shall not be modified without the written consent of both Employee and School.

2. Severability

If any provision of the Agreement is held to be invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this Agreement shall



not be affected by such judgment, and such provision shall be carried out as nearly as possible according to its original terms and intent to eliminate such invalidity or unenforceability.

3. Governing Law

This Agreement will be governed by, construed and enforced in accordance with the laws of the State of California.

4. Successors and Assigns

Neither party shall have the right to assign this personal Agreement, or any rights or obligations hereunder, without the consent of the other party.

5. Execution in Counterparts

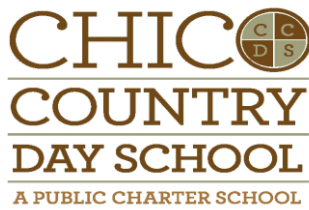
This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

6. Waiver

Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. The waiving party may, at any time thereafter, require further compliance by the other party hereto with the requirements or provisions of this Agreement that have been so waived. The consent of one party to any act by the other party for which such written consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such written consent for the same or similar acts in the future. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

7. Interpretation and Opportunity For Counsel

The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.



Acceptance of Employment

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with the School on the terms specified herein. All information I have provided to the School related to my employment is true and accurate.

3. This is the entire agreement between the School and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ **Date:** _____

Approved by the Board:

Date: _____

Chico Country Day Charter School Board of Directors



EXHIBIT A



2020-2021 EMPLOYMENT AGREEMENT

Director of Education

This **EMPLOYMENT AGREEMENT** the ("Agreement") is entered into by and between **Wendy Fairon**, the ("Employee") and **Chico Country Day School** the ("School"), a California Nonprofit Public Benefit Corporation.

A. Recitals

1. The School desires to secure the services of Employee as Director of Education and to provide certain benefits, to establish certain conditions of employment, and to set working conditions for employee; and
2. Employee desires to perform such services for the School, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual agreements set forth herein, the parties hereto agree as follows:

B. Employment Terms and Conditions

1. Duties

Employee is hired for the job of Director of Education for the School and will perform the duties set forth on the job description attached as Exhibit "A" as well as any tasks reasonably assigned by the Board of Directors of the School ("Board"). The Employee will devote her time and energy to the business of the School, will use her best efforts to promote the success of the School, and will cooperate fully in the advancement of the best interests of the School. The Employee shall comply with all school policies and procedures including those specified in the Employee Handbook. If the terms of this Agreement differ from those in the Employee Handbook, this Agreement shall prevail.

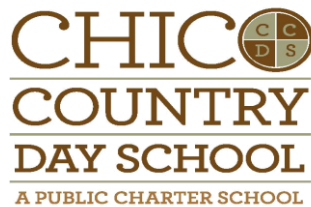
Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during scheduled work hours with the School.

Employee shall inform the School in writing when he or she accepts outside employment. Such notice shall include written assurances that Employee's outside employment shall not interfere with his or her duties. The School will then determine if a potential or actual conflict of interest exists.

2. Term

Subject to the terms and conditions of this Agreement, the School hereby agrees to employ Employee, and Employee hereby accepts employment by the School, for the period from July 1, 2020 to June 30, 2021 (the "Term") unless terminated earlier pursuant to Paragraph 9.

3. Work Days & Hours



It is anticipated that Employee's work hours will encompass the School's normal operating hours as well as any additional hours which are necessary to the accomplishment of her duties. Employee's work hours may or may not exceed forty hours per week. The Employee will work a total of 212 days per academic year. Employee will be an exempt employee and will not be eligible for overtime.

4. Compensation

In consideration for the services to be rendered under this Agreement, the School will pay Employee a gross annual salary of \$105,247/year for the terms of this contract less applicable withholding and authorized deductions. Salary will be paid bi-monthly over the Term beginning with the first pay period following the first day of the Term. School shall not, during the term of the agreement reduce the salary and/or other benefits of Employee as provided herein. Salary will be reviewed once per year, and nothing in this contract shall prevent the Board from increasing the annual salary to reward performance or provide a COLA increase. The salary is based on the Administrative Contract Salary Scale, Step 5 with a Masters Degree.

5. Employee Benefits

Employee will be entitled to participate in designated employee benefit programs and plans established by the School (subject to program and eligibility requirements) for the benefit of employees, which from time to time may be amended after meeting with and agreeing with Employee and modified by the School. These include, but are not limited to, holidays, retirement and health and welfare benefits as is provided to School employees as of the time the Parties entered into this Agreement.

6. Leave

a. Sick Leave

Employee shall earn one day paid sick leave for each month of employment up to a maximum of twelve (12). Accrual commences on Employee's first day of employment and continues during the Term. Requests for and use of sick leave shall be governed by the School's policies then in effect. There shall be no cap on accrual of sick leave. Sick leave will not be paid out on termination.

b. Vacation

In accordance with the CCDS Personnel Policies, Employee shall accrue fifteen (15) days or 120 hours of paid vacation leave during the Term. Accrual commences on Employee's first day of employment and continues during the Term. Employee will continue to accrue vacation leave up to a maximum of 180 hours of leave. Employee may take vacation only after it has accrued. Employee shall make all requests for vacation leave in accordance with Employer's policies in effect at that time. Employee's requests for vacation time are subject to Employer's needs.



c. Holidays

Employee shall be entitled to paid holidays as set forth in the School's employee handbook and as designated in the School's academic calendar, not including the summer break. Employee shall not be eligible for holiday pay unless Employee works on the last work day prior to the holiday and the first work day following the holiday. For purposes of determining eligibility for holiday pay only, taking a pre-approved day of paid vacation leave shall be the same as working.

7. Confidential Information

All confidential information of the School that Employee has knowledge of or access to shall be the exclusive property of the School both during and after Employee's employment. Employee shall not, directly or indirectly, disclose or use any confidential information other than for the sole benefit of the School, either during Employee's employment or at any other time thereafter, without the prior written consent of the School, except to the extent that such use or disclosure is made by reason of Employee's job responsibilities.

Employee shall not take any confidential information that is in written form, computerized, machine readable, model, sample, or other form capable of physical delivery, upon or after termination of Employee's employment with the School without the prior written consent of the School. Upon the termination of Employee's employment with the School, Employee shall deliver promptly and return to the School all such materials, along with all other School property in the Employee's possession, custody, or control.

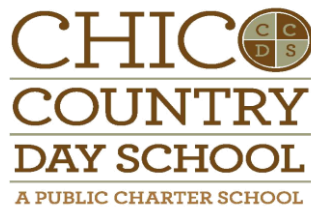
Materials developed by Employee for purposes of his or her employment at the School shall be the property of the School

For the purposes of this section, "confidential information" shall mean all information, data, or knowledge regarding the School, its operations, employees, students, parents, contractors, or vendors not known generally to the public, including, but not limited to, research and development, trade secrets, existing or proposed computer or education programs, purchases, sales, student identifying information, financial and marketing information, lesson plans, business plans, fundraising strategies, or benefits information.

8. Supervision/Evaluation

The Employee will be supervised in her employment by the Board. The Board anticipates evaluating Employee's performance at least one time per year, but may perform evaluations more frequently or not at all. Failure by the Board to evaluate Employee will not prevent the School from terminating Employee's employment pursuant to paragraph 2. Any evaluation shall be in writing and Employee shall have a reasonable opportunity to discuss her evaluation with the Board.

If desired, the Board and Employee may define the criteria they determine necessary for the proper operation of the School and the attainment of the School's goals and objectives and may further establish a relative priority among them. Any such goals and objectives shall be reduced to writing. Any such goals and objectives shall be reasonably



attainable within the time and budgetary resources allocated to employee to achieve them.

9. Professional Memberships

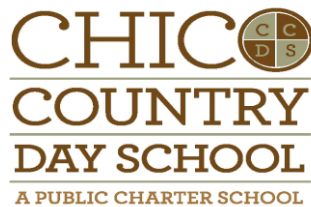
The Board expects that Employee will participate as an active member of professional and civic organizations, and agrees to pay the Employee's annual membership dues for professional, community or service organizations approved in advance by the Board.

10. Business Expenses

- a. Upon submission of timely receipts or other approved documentation and requests for reimbursement, the School shall reimburse Employee for reasonable expenses incurred and paid by Employee in the course and scope of her employment on behalf of the School, including:
 - 1. Business expenses associated with civic, entertainment, school, and community affairs not otherwise covered by this Agreement;
 - 2. Actual and necessary travel expenses incurred and paid by Employee in the conduct of her duties on behalf of the School including reimbursement for mileage at a rate set by the IRS.
 - 3. Attendance at professional development training.

11. Termination of Agreement/Employment

- d. Mutual Agreement of the Parties. This Agreement may be terminated at any time by mutual consent for any reason upon written agreement signed by the parties.
- e. 30 Days Written Notice. Either Employee or the School may terminate this Agreement by giving thirty (30) days written notice to the other party.
 - i. Should Employee give notice pursuant to this section, the School has the option of accepting Employee's resignation effective immediately.
 - ii. The School has the option of terminating this Agreement immediately in exchange for paying Employee an amount equal to one month's pay in lieu of the notice period.
- f. Termination For Cause.
 - i. The Employee may be terminated by the School at any time for cause. In addition, the Employee may be disciplined (e.g., reprimand, suspension with or without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; violation of the School's policies or practices; endangerment of a student; any of the causes



listed in Education Code sections 44836, 44837, 44932 and 44933; the Employee's failure to perform his or her duties.

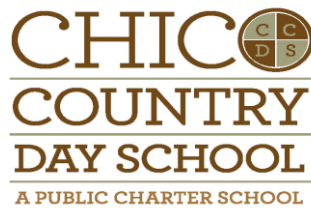
- ii. The School shall not terminate this Agreement pursuant to this paragraph until a Notice of Intent to Terminate containing a written statement of the grounds for termination has first been delivered to the Employee either personally, by e-mail or by mail (including overnight mail) to the mailing address that has been provided to the School. The Employee shall have the right to provide a written or verbal response to the School within five (5) days of receipt of the Notice of Intent to Terminate. Should the Employee refuse or fail to accept the Notice of Intent to Terminate within ten (10) days of its issuance, the School shall have the option to proceed with the termination. If the School terminates Employee's employment, the Employee shall have the right to a representative of his or her choice at a conference with the Board only if the Employee has exercised his or her right to provide a timely written or verbal response. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law. If the Employee has failed to provide a timely written or verbal response, the Employee shall have waived his or her right to a conference with the Board.
- g. Death of Employee. The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement.
- h. Revocation/Nonrenewal. In the event that the School's charter with its granting agency is either revoked or not renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Sections c or d above.

3. Renewal of Agreement

On or before May 1, 2021, Employee shall give written notice to Employer if she wishes to extend this Agreement on the same terms and conditions for an additional period as mutually agreed. Thereafter, Employer shall determine within 30 days whether or not it wishes to extend the Agreement and shall give written notice to Employee of its decision. If the Employer approves such extension, the Agreement shall continue for an additional period as agreed. If the Employer disapproves such extension, this Agreement shall terminate on June 30, 2021, and thereafter Employee shall not be entitled to any compensation except for any accrued vested benefits. If the Employer fails to respond, the Agreement shall terminate on June 30, 2021 and thereafter, Employee shall be employed on an at-will basis at the same rate of compensation.

4. Child Abuse and Neglect Reporting

Employee understands and acknowledges that employee is a mandated reporter as defined by California Penal Code section 11165.7. As a mandated reporter, Employee is responsible to report to an appropriate agency whenever Employee, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom Employee knows or reasonably suspects to



have been the victim of child abuse or neglect. Employee understands and acknowledges that he/she must follow up on his/her initial report by filing a written report with the same agency within 36 hours of receiving the information concerning, or observing, the incident.

By executing this Agreement, the Employee is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

C. General Provisions

1. Entire Agreement

This Agreement sets forth the entire understanding of the parties hereto with respect to its subject matter, merges and supersedes any prior or contemporaneous agreements or understandings with respect to its subject matter, and shall not be modified or terminated except by another agreement in writing executed by the School and Employee. The Agreement shall not be modified without the written consent of both Employee and School.

2. Severability

If any provision of the Agreement is held to be invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this Agreement shall not be affected by such judgment, and such provision shall be carried out as nearly as possible according to its original terms and intent to eliminate such invalidity or unenforceability.

3. Governing Law

This Agreement will be governed by, construed and enforced in accordance with the laws of the State of California.

4. Successors and Assigns

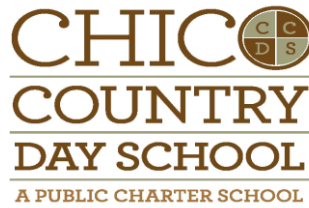
Neither party shall have the right to assign this personal Agreement, or any rights or obligations hereunder, without the consent of the other party.

5. Execution of Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

6. Waiver.

Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual



requirement, unless a specific statement to the contrary is contained with such waiver. The waiving party may, at any time thereafter, require further compliance by the other party hereto with the requirements or provisions of this Agreement that have been so waived. The consent of one party to any act by the other party for which such written consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such written consent for the same or similar acts in the future. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

7. Interpretation and Opportunity For Counsel.

The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

Acceptance of Employment

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with the School on the terms specified herein.
2. All information I have provided to the School related to my employment is true and accurate.
3. This is the entire agreement between the School and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ **Date:** _____

Approved by the Board:

Date: _____

Chico Country Day Charter School Board of Directors

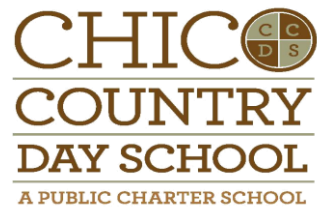
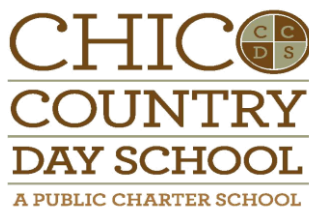


EXHIBIT A



2020-2021 EMPLOYMENT AGREEMENT

Director of Student Support Services

This **EMPLOYMENT AGREEMENT** the ("Agreement") is entered into by and between **Amie Parent**, the ("Employee") and **Chico Country Day School** the ("School"), a California Nonprofit Public Benefit Corporation.

A. Recitals

1. The School desires to secure the services of Employee as Director of Student Support Services and to provide certain benefits, to establish certain conditions of employment, and to set working conditions for employee; and
2. Employee desires to perform such services for the School, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual agreements set forth herein, the parties hereto agree as follows:

B. Employment Terms and Conditions

1. Duties

Employee is hired for the job of Director of Student Support Services for the School and will perform the duties set forth on the job description attached as Exhibit "A" as well as any tasks reasonably assigned by the Board of Directors of the School ("Board"). The Employee will devote her time and energy to the business of the School, will use her best efforts to promote the success of the School, and will cooperate fully in the advancement of the best interests of the School. The Employee shall comply with all school policies and procedures including those specified in the Employee Handbook. If the terms of this Agreement differ from those in the Employee Handbook, this Agreement shall prevail.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during scheduled work hours with the School.

Employee shall inform the School in writing when he or she accepts outside employment. Such notice shall include written assurances that Employee's outside employment shall not interfere with his or her duties. The School will then determine if a potential or actual conflict of interest exists.

2. Term

Subject to the terms and conditions of this Agreement, the School hereby agrees to employ Employee, and Employee hereby accepts employment by the School, for the period from July 1, 2020 to June 30, 2021 (the "Term") unless terminated earlier pursuant to Paragraph 9.



3. Work Days & Hours

It is anticipated that Employee's work hours will encompass the School's normal operating hours as well as any additional hours which are necessary to the accomplishment of her duties. Employee's work hours may or may not exceed forty hours per week. The Employee will work a total of 212 days per academic year. Employee will be an exempt employee and will not be eligible for overtime.

4. Compensation

In consideration for the services to be rendered under this Agreement, the School will pay Employee a gross annual salary of \$105,247/year for the terms of this contract less applicable withholding and authorized deductions. Salary will be paid bi-monthly over the Term beginning with the first pay period following the first day of the Term. School shall not, during the term of the agreement reduce the salary and/or other benefits of Employee as provided herein. Salary will be reviewed once per year, and nothing in this contract shall prevent the Board from increasing the annual salary to reward performance or provide a COLA increase. The salary is based on the Administrative Contract Salary Scale, Step 5 with a Master's Degree.

5. Employee Benefits

Employee will be entitled to participate in designated employee benefit programs and plans established by the School (subject to program and eligibility requirements) for the benefit of employees, which from time to time may be amended after meeting with and agreeing with Employee and modified by the School. These include, but are not limited to, holidays, retirement and health and welfare benefits as is provided to School employees as of the time the Parties entered into this Agreement.

6. Leave

a. Sick Leave

Employee shall earn one day paid sick leave for each month of employment up to a maximum of twelve (12). Accrual commences on Employee's first day of employment and continues during the Term. Requests for and use of sick leave shall be governed by the School's policies then in effect. There shall be no cap on accrual of sick leave. Sick leave will not be paid out on termination.

b. Vacation

In accordance with the CCDS Personnel Policies, Employee shall accrue fifteen (15) days or 120 hours of paid vacation leave during the Term. Accrual commences on Employee's first day of employment and continues during the Term. Employee will continue to accrue vacation leave up to a maximum of 180 hours of leave. After the Employee accrues 180 hours of vacation, no more vacation shall accrue until some vacation time is taken. Employee may take vacation only after it has accrued. Employee shall make all requests for vacation leave in accordance with Employer's policies in effect at that time. Employee's requests for vacation time are subject to Employer's needs.



c. Holidays

Employee shall be entitled to paid holidays as set forth in the School's employee handbook and as designated in the School's academic calendar, not including the summer break. Employee shall not be eligible for holiday pay unless Employee works on the last work day prior to the holiday and the first work day following the holiday. For purposes of determining eligibility for holiday pay only, taking a pre-approved day of paid vacation leave shall be the same as working.

7. Confidential Information

All confidential information of the School that Employee has knowledge of or access to shall be the exclusive property of the School both during and after Employee's employment. Employee shall not, directly or indirectly, disclose or use any confidential information other than for the sole benefit of the School, either during Employee's employment or at any other time thereafter, without the prior written consent of the School, except to the extent that such use or disclosure is made by reason of Employee's job responsibilities.

Employee shall not take any confidential information that is in written form, computerized, machine readable, model, sample, or other form capable of physical delivery, upon or after termination of Employee's employment with the School without the prior written consent of the School. Upon the termination of Employee's employment with the School, Employee shall deliver promptly and return to the School all such materials, along with all other School property in the Employee's possession, custody, or control.

Materials developed by Employee for purposes of his or her employment at the School shall be the property of the School

For the purposes of this section, "confidential information" shall mean all information, data, or knowledge regarding the School, its operations, employees, students, parents, contractors, or vendors not known generally to the public, including, but not limited to, research and development, trade secrets, existing or proposed computer or education programs, purchases, sales, student identifying information, financial and marketing information, lesson plans, business plans, fundraising strategies, or benefits information.

8. Supervision/Evaluation

The Employee will be supervised in her employment by the Board. The Board anticipates evaluating Employee's performance at least one time per year, but may perform evaluations more frequently or not at all. Failure by the Board to evaluate Employee will not prevent the School from terminating Employee's employment pursuant to paragraph 2. Any evaluation shall be in writing and Employee shall have a reasonable opportunity to discuss her evaluation with the Board.

If desired, the Board and Employee may define the criteria they determine necessary for the proper operation of the School and the attainment of the School's goals and objectives and may further establish a relative priority among them. Any such goals and objectives shall be reduced to writing. Any such goals and objectives shall be reasonably



attainable within the time and budgetary resources allocated to employee to achieve them.

9. Professional Memberships

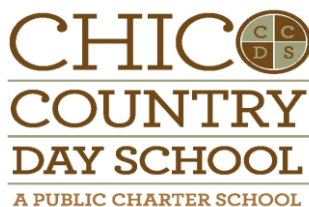
The Board expects that Employee will participate as an active member of professional and civic organizations, and agrees to pay the Employee's annual membership dues for professional, community or service organizations approved in advance by the Board.

10. Business Expenses

- a. Upon submission of timely receipts or other approved documentation and requests for reimbursement, the School shall reimburse Employee for reasonable expenses incurred and paid by Employee in the course and scope of her employment on behalf of the School, including:
 1. Business expenses associated with civic, entertainment, school, and community affairs not otherwise covered by this Agreement;
 2. Actual and necessary travel expenses incurred and paid by Employee in the conduct of her duties on behalf of the School including reimbursement for mileage at a rate set by the IRS.
 3. Attendance at professional development training.

11. Termination of Agreement/Employment

- d. Mutual Agreement of the Parties. This Agreement may be terminated at any time by mutual consent for any reason upon written agreement signed by the parties.
- e. 30 Days Written Notice. Either Employee or the School may terminate this Agreement by giving thirty (30) days written notice to the other party.
 - i. Should Employee give notice pursuant to this section, the School has the option of accepting Employee's resignation effective immediately.
 - ii. The School has the option of terminating this Agreement immediately in exchange for paying Employee an amount equal to one month's pay in lieu of the notice period.
- f. Termination For Cause.
 - i. The Employee may be terminated by the School at any time for cause. In addition, the Employee may be disciplined (e.g., reprimand, suspension with or without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; violation of the School's policies or practices; endangerment of a student; any of the causes



listed in Education Code sections 44836, 44837, 44932 and 44933; the Employee's failure to perform his or her duties.

- ii. The School shall not terminate this Agreement pursuant to this paragraph until a Notice of Intent to Terminate containing a written statement of the grounds for termination has first been delivered to the Employee either personally, by e-mail or by mail (including overnight mail) to the mailing address that has been provided to the School. The Employee shall have the right to provide a written or verbal response to the School within five (5) days of receipt of the Notice of Intent to Terminate. Should the Employee refuse or fail to accept the Notice of Intent to Terminate within ten (10) days of its issuance, the School shall have the option to proceed with the termination. If the School terminates Employee's employment, the Employee shall have the right to a representative of his or her choice at a conference with the Board only if the Employee has exercised his or her right to provide a timely written or verbal response. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law. If the Employee has failed to provide a timely written or verbal response, the Employee shall have waived his or her right to a conference with the Board.
- g. Death of Employee. The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement.
- h. Revocation/Nonrenewal. In the event that the School's charter with its granting agency is either revoked or not renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Sections c or d above.

3. Renewal of Agreement

On or before May 1, 2021, Employee shall give written notice to Employer if she wishes to extend this Agreement on the same terms and conditions for an additional period as mutually agreed. Thereafter, Employer shall determine within 30 days whether or not it wishes to extend the Agreement and shall give written notice to Employee of its decision. If the Employer approves such extension, the Agreement shall continue for an additional period as agreed. If the Employer disapproves such extension, this Agreement shall terminate on June 30, 2021, and thereafter Employee shall not be entitled to any compensation except for any accrued vested benefits. If the Employer fails to respond, the Agreement shall terminate on June 30, 2021 and thereafter, Employee shall be employed on an at-will basis at the same rate of compensation.

4. Child Abuse and Neglect Reporting

Employee understands and acknowledges that employee is a mandated reporter as defined by California Penal Code section 11165.7. As a mandated reporter, Employee is responsible to report to an appropriate agency whenever Employee, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom Employee knows or reasonably suspects to



have been the victim of child abuse or neglect. Employee understands and acknowledges that he/she must follow up on his/her initial report by filing a written report with the same agency within 36 hours of receiving the information concerning, or observing, the incident.

By executing this Agreement, the Employee is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

C. General Provisions

1. Entire Agreement

This Agreement sets forth the entire understanding of the parties hereto with respect to its subject matter, merges and supersedes any prior or contemporaneous agreements or understandings with respect to its subject matter, and shall not be modified or terminated except by another agreement in writing executed by the School and Employee. The Agreement shall not be modified without the written consent of both Employee and School.

2. Severability

If any provision of the Agreement is held to be invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this Agreement shall not be affected by such judgment, and such provision shall be carried out as nearly as possible according to its original terms and intent to eliminate such invalidity or unenforceability.

3. Governing Law

This Agreement will be governed by, construed and enforced in accordance with the laws of the State of California.

4. Successors and Assigns

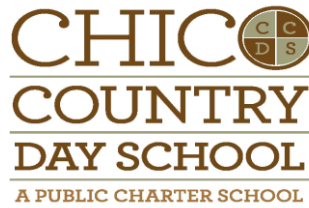
Neither party shall have the right to assign this personal Agreement, or any rights or obligations hereunder, without the consent of the other party.

5. Execution of Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

6. Waiver.

Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual



requirement, unless a specific statement to the contrary is contained with such waiver. The waiving party may, at any time thereafter, require further compliance by the other party hereto with the requirements or provisions of this Agreement that have been so waived. The consent of one party to any act by the other party for which such written consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such written consent for the same or similar acts in the future. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

7. Interpretation and Opportunity For Counsel.

The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

Acceptance of Employment

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with the School on the terms specified herein.
2. All information I have provided to the School related to my employment is true and accurate.
3. This is the entire agreement between the School and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ **Date:** _____

Approved by the Board:

Date: _____

Chico Country Day Charter School Board of Directors



EXHIBIT A

Line of Credit – NCNB Resolution to Borrow

Background information

Chico Country Day School (CCDS), in the past, had a line of credit through Northern California National Bank. While we never used this line of credit, it was a useful tool to have when the budget and cash flow was challenging during the recession. This original line of credit was closed several years ago. With looming budget cuts and possible income deferments from the state, it would be wise for CCDS to reopen this line of credit.

School districts and County Offices of Education have the ability to borrow money from the County Treasurer using a “TRAN”. Charter schools do not have access to the county treasury and if necessary, can only “sell receivables” to for profit companies to generate necessary cash. These companies charge anywhere from 9-20% interest rates.

It is requested that the Board of Directors re-establish our line of credit with NCNB in preparation of a challenging budget ahead and for at least the next three years. If necessary, it gives the school the option to borrow money at a reasonable interest rate in order to meet cash needs during the school year.

Educational Implications

The effective management of the CCDS financial resources allows CCDS to implement our mission.

Fiscal Implications

This would give us flexibility if absolutely necessary to meet payroll needs if the state defers our apportionment payments. Given the adequate budget reserves CCDS has, it is unlikely we would need to utilize this line of credit, but it does provide an option if the circumstances are dire.



Board Resolution
Regarding Line of Credit

BE IT RESOLVED, THAT Chico Country Day School authorizes the establishment of a line of credit of \$250,000 through Northern California National Bank. The purpose of this line of credit is to ensure adequate cash flow if necessary and if the state of California defers payments to schools, thereby causing a cash flow issue.

The following people are authorized to sign legal documents in regards to this line of credit for Chico Country Day School:

Michele Mittman, Treasurer
Jessika Lawrence, Board Chair
Margaret Reece, Chief Business Officer

PASSED and ADOPTED by the Board of Directors of CHICO COUNTRY DAY SCHOOL at a meeting held on May 13, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Fawn Ruby, Secretary

Date