



Board Members

Jessica Lawrence, Chair (2019)
Lowell Daun, Vice Chair (2019)
Michele Mittman, Treasurer (2019)
Chris Constantin, Secretary (2019)
Brian Ausland, Member (2019)
Charles Thompson, Member (2019)
Suzanne Zivnуска, Member (2020)

BOARD OF DIRECTORS REGULAR MEETING

December 12, 2018, 5:30pm

**Chico Country Day School – Room 7 & Common Area (Middle School Campus)
102 West 11th 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.

AGENDA

1. CALL TO ORDER & ROLL CALL (5:30pm)

2. CLOSED SESSION (Closed Session will take place in Room 7)

2.1 Public Employee Evaluation

Per Government Code §54957

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

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

3. REGULAR SESSION (6pm – Common Area)

3.1 Approval of Regular Agenda

4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

5. CONSENT AGENDA

5.1 Minutes from the regular & special meetings of 9/12/18, 10/23/18, 11/16/18

5.2 Leadership Team Board Report

5.3 2017-18 Audit Report

5.4 2019 Facility Use Contract

5.5 BCOE E-rate Contract Approval

5.6 Overnight Field Trip Approvals: Angel Island, San Francisco/Presidio/Robb Hill Campground

6. DISCUSSION/ACTION ITEMS

6.1 School Safety Standing Report

6.2 LCAP/WASC Report and Update

6.3 California School Dashboard Preview Update

6.4 First Interim Report & Budget Approval

6.5 J-13A Form regarding School Emergency Declaration

7. ADJOURNMENT: Adjourn; Next regular meeting is March 13, 2019.



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Charles Thompson, Member (2019)
Suzanne Zivnуска, Member (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 Regular Meeting

Date: Wednesday, September 12, 2018

Time: 5:30 p.m.

Location: CCDS Middle School

1054 Broadway Campus, Room 7

1. **CALL TO ORDER & ROLL CALL:** Attendees: Michele Mittman, Charles Thompson. Brian Ausland, Jessika Lawrence. Absent: Chris Constantin, Lowell Daun, Suzanne Zivnуска. Lawrence called meeting to order at 6:00 p.m.
2. **CLOSED SESSION**
No closed session was held due to lack of quorum
3. **REGULAR SESSION:**
 - 3.1 **Approval of Regular Agenda:** Thompson/Mittman to approve. All in favor: Lawrence, Ausland, Thompson, Mittman, 4-0
4. **PUBLIC COMMENTS CONCERNING ITEMS NOT ON AGENDA** – None
5. **CONSENT AGENDA** –Thompson/Mittman to approve. All in favor: Lawrence, Ausland, Thompson, Mittman, 4-0
 - 5.1 Minutes from the regular & special meetings of 8/8/18
 - 5.2 Leadership Team Board Report
 - 5.3 Unaudited Actuals 2017-2018
 - 5.4 Policy Updates:
 - Student Policy 7: Health Examinations, Immunizations, Oral Health Assessments
 - Student Policy 8: Administration of Medication, Anti-Seizure Medication, Emergencies & Head Lice
 - Board Policy 1: Board Duties & Responsibilities
 - Board Policy 8: Acceptance of Gifts
6. **DISCUSSION/ACTION ITEMS**
 - 6.1 **School Safety Standing Report** – Fischer presented report regarding safety on campus. Reece presented report regarding facility safety. No action needed
 - 6.2 **LCAP Report: 2018/19 Goals** – Fischer presented the action plan for LCAP and presented the Dashboard Indicators which were discussed. No action needed.
 - 6.3 **2018-19 Comprehensive School Safety Plan** – Fischer presented the new Comprehensive School Safety Plan; Mittman/Thompson to approve. All in favor: Lawrence, Ausland, Thompson, Mittman, 4-0

6.4 FY2019 School Ability Contract: Reece presented contract and process for selection. Mittman/Thompson to approve. All in favor: Lawrence, Ausland, Thompson, Mittman, 4-0

6.5 Direction/Discussion regarding Establishment of the CCDS Educational Foundation – Staff discussed the pros and cons of the establishment of a foundation. Board gave direction to further discuss with PTP and do more research to bring back in December. No action needed

7. ADJOURNMENT: Lawrence adjourned meeting at 7:12 p.m. Next regular meeting is December 12, 2018

Respectively Submitted,
Margaret Reece



Minutes

CCDS Special Governing Board of Directors Meeting

Date: Tuesday, October 23, 2018

Time: 5:30 p.m.

Location: CCDS Middle School

1054 Broadway Campus, Room 7

1. **CALL TO ORDER & ROLL CALL:** Attendees: Jessika Lawrence, Michele Mittman, Brian Ausland, Charles Thompson. Absent: Lowell Daun, Chris Contantin, Suzanne Zivnuska. Also present – Margaret Reece, Wendy Fairon, Colly Fischer, Amie Parent
2. **SPECIAL SESSION**
 - 2.1 Approval of Special Agenda: Motion for approval of the special agenda from Thompson, second by Ausland: All in favor, Lawrence, Thompson, Ausland, Mittman.
3. **CONSENT CALENDAR:**
 - 3.1 Policy Update: Board Governance Policy #11-Uniform Complaint Policy & Annual Notification
 - 3.2 Policy Update: Student Policy #21-Student Harassment, Intimidation & Bullying
 - 3.3 Policy Update: Board Governance Policy #14-Civility and School Visitation
 - 3.4 CSU Chico & CCDS Agreement: University Student Teacher Placement for Credentialing ProgramMotion for approval of the consent items from Ausland, second by Mittman: All in favor, Lawrence, Thompson, Ausland, Mittman.
4. **AGENDA ITEMS**
 - 4.1 Measure K Request: Architectural Services for Measure K Campus Improvements
Discussion regarding the Measure K Project – architectural pictures were shown and the timeline for the project shared. Motion for approval of the Measure K request from Mittman, second by Thompson: All in favor, Lawrence, Thompson, Ausland, Mittman.
5. **ADJOURNMENT:** Adjourn; Next board meeting – December 12, 2018

Respectfully submitted by Margaret Reece, CBO



Minutes

CCDS Board of Directors Special Meeting

Date: November 16, 2018

Time: 1:00 p.m.

Location: CCDS Middle School

1054 Broadway Campus, Room 5

1. **CALL TO ORDER & ROLL CALL:** Attendees: Lowell Daun, Chris Constantin, Charles Thompson, Jessika Lawrence, Brian Ausland. Absent: Michele Mittman, Suzanne Zivnуска. Lawrence called meeting to order at 1:00 p.m.
2. **SPECIAL SESSION**
 - 2.1 **Approval of Special Agenda:** Thompson/Daun to approve (5-0)
3. **AGENDA ITEMS:**
 - 3.1 Board resolutions regarding Declaration of Emergency: Tabled
 - 3.2 Discussion/Action: Camp Fire Update
The board listened to the press conference with Tim Taylor, County Superintendent, then discussed plan and openings at CCDS. CCDS plans on filling any empty seats and waiting until we get further direction from the County Superintendent. No action needed.
4. **ADJOURNMENT:** Lawrence adjourned meeting at 1:52 p.m. Next meeting is December 12, 2018

Respectively Submitted,
Margaret Reece

Leadership Team Report-December 2018

- The week of November 26th - 30th was filled with trainings and preparation for our students to return. On November 27th, CCDS hosted all the charter employees in Butte County for “Responding to Trauma in Students and Staff” training. This was presented by Matt McLaughlin a consultant for BCOE. On November 28th, our staff participated in restorative circles led by our administrative team and also worked on some self-care. We attended a training at CSU, Chico on November 29th. This training was again to provide additional supports for teachers/staff on how to best support students when they returned to school. On Friday, November 30th we started the day with some self-care and then teachers had time to work on getting their classrooms back to order.
- Attendance: Student return was a success on December 3rd, we have added 7 new middle school students.
- Our new website is live and looks great. We have added capabilities for social media links and upcoming events.
- The Schoolmint online application and enrollment interest process will open up on January 1.
- Staff are organizing holiday baskets for our families affected by the Camp Fire. Donations were collected initially and provided to families right after the fire, but an additional round of support will be given as the holidays approach.
- Eight of our 10 student teachers will finish up in the next two weeks with their student teaching placements at CCDS. We will welcome 8-10 new student teachers in January for the spring semester. Having student teachers is a great reciprocal learning experience for our teachers, get extra adults on campus to support kids, and helps us all communicate about our practices at CCDS.
- Our three teachers in their first and second years of teaching were all awarded Cal-Ed Grants to cover the costs of their induction program for this year and next year. We’re proud of them for this accomplishment!
- We missed our Exhibitions due to campus closure for the fires. All grade levels made decisions about closing out their current projects that would best meet the needs of their students - whether it was an in-class activity, casual gathering, or inviting another class in. We decided as a staff to suspend evening events this month and relook at that in January.
- We are in constant contact with BCOE in regards to any legislation, extended due dates for reports, governor’s declarations etc that result from the Camp Fire. BCOE and the SELPA have been very inclusive of the area charter schools in their communication.

**CHICO COUNTRY DAY CHARTER SCHOOL
(A CALIFORNIA NON-PROFIT
PUBLIC BENEFIT CORPORATION)**

**FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT**

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

JUNE 30, 2018

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FINANCIAL SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Chico Country Day Charter School
Chico, California

Report on the Financial Statements

We have audited the accompanying financial statements of Chico Country Day Charter School, a California non-profit public benefit corporation, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Chico Country Day Charter School as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 17 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the 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. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 7, 2018 on our consideration of Chico Country Day Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Chico Country Day Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Chico Country Day Charter School's internal control over financial reporting and compliance.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 7, 2018

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2018

ASSETS

Current:

Cash and Cash Equivalents (Note 2)	\$ 1,667,334
Accounts Receivable (Note 3)	550,922
Prepaid Expenses (Note 1G)	74,450
Total Current Assets	<u>2,292,706</u>

Long-Term:

Property and Equipment: (Note 4)	
Buildings and Improvements	9,963,378
Leasehold Improvements	49,751
Equipment	6,114
Less: Accumulated Depreciation	<u>(1,115,376)</u>
Total Long-Term Assets	<u>8,903,867</u>

Total Assets	<u><u>\$ 11,196,573</u></u>
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LIABILITIES AND NET ASSETS

LIABILITIES

Current:

Accounts Payable	\$ 573,038
Deferred Revenue (Note 1I)	3,224

Long-Term:

Portion Due or Payable Within One Year:

Capital Lease (Note 5)	<u>112,673</u>
Total Current Liabilities	688,935

Portion Due or Payable After One Year:

Capital Lease (Note 5)	<u>3,593,087</u>
Total Liabilities	<u>4,282,022</u>

NET ASSETS

Unrestricted - Invested in Property and Equipment, net of Related Debt	5,198,107
Unrestricted	1,619,357
Temporarily Restricted	<u>97,087</u>
Total Net Assets	<u>6,914,551</u>
Total Liabilities and Net Assets	<u><u>\$ 11,196,573</u></u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>REVENUES</u>	<u>UNRESTRICTED</u>	<u>TEMPORARILY RESTRICTED</u>	<u>TOTAL</u>
LCFF Sources:			
State Aid	\$ 2,173,110		\$ 2,173,110
Education Protection Account		\$ 721,964	721,964
In-Lieu of Property Taxes	1,285,568		1,285,568
Federal Revenues:			
Special Education - Local Assistance		61,367	61,367
Medi-Cal Billing Option		7,626	7,626
Medi-Cal Administrative Activities	7,540		7,540
State Revenues:			
Special Education		164,273	164,273
Lottery	86,568	33,212	119,780
Mandated Costs	88,843		88,843
Other State	9,249	60,919	70,168
Local Revenues:			
Interest	9,174		9,174
Preschool and Afterschool Programs	286,343		286,343
Donations and Fundraising	124,556		124,556
Special Education Related Services	75,632		75,632
Other Local	28,343		28,343
Net Assets Released from Restrictions	1,091,560	(1,091,560)	0
Total Revenues	5,266,486	(42,199)	5,224,287
<u>EXPENSES</u>			
Program:			
Educational Programs	2,891,429		2,891,429
Supporting Services:			
General and Administrative	2,180,025		2,180,025
Total Expenses	5,071,454	0	5,071,454
Changes in Net Assets	195,032	(42,199)	152,833
Net Assets - Beginning of Year	6,622,432	139,286	6,761,718
Net Assets - End of Year	\$ 6,817,464	\$ 97,087	\$ 6,914,551

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in Net Assets	\$ 152,833
Adjustments to Reconcile Change in Net Assets to	
Net Cash Provided by Operating Activities:	
Depreciation Expense	237,350
(Increase) Decrease in Assets:	
Accounts Receivable	(6,610)
Prepaid Expenses	(8,262)
Increase (Decrease) in Liabilities:	
Accounts Payable	(17,010)
Deferred Revenue	795
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Net Cash Provided by Operating Activities	359,096

CASH FLOWS FROM FINANCING ACTIVITIES:

Payments on Note Payable	(120,395)
Payments on Capital Lease	(110,453)
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Net Cash Used by Financing Activities	(230,848)
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Net Increase in Cash and Cash Equivalents	128,248
Cash and Cash Equivalents, Beginning of Year	1,539,086
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Cash and Cash Equivalents, End of Year	\$ 1,667,334

SUPPLEMENTAL DISCLOSURE:

Interest Paid	\$ 93,757
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CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

The Chico Country Day Charter School (Charter School), a California non-profit public benefit corporation, was formed to manage, operate, guide, direct and promote the Chico Country Day Charter School, a California Public School. The charter was originally approved by Chico Unified School District in 1996 and renewed in July 2004, and was granted tax exempt status by the State of California on June 4, 2004. The Charter School is funded principally through State of California public education monies received through the California Department of Education and Chico Unified School District (the District). The Charter School is governed by a seven (7) member Governing Board.

The District renewed the charter through June 30, 2020. The charter may be revoked by the District for material violations of the charter, failure to meet student outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or for any violation of any provision of the law.

Basis of Presentation

The Charter School's financial statements presentation follows the requirements of the Financial Accounting Standards Board (FASB) in its Accounting Standards Codification (ASC) No. 958-205, which provides guidance for the classification of net assets. The amounts for each of the three classes of net assets are based on the existence or absence of donor-imposed restrictions. Net assets consist of the following:

Unrestricted - All resources over which the Governing Board has discretionary control to use in carrying on the general operations of the Charter School.

Temporarily Restricted - These net assets are restricted by donors to be used for specific purposes. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Permanently Restricted - These net assets are permanently restricted by donors and cannot be used by the Charter School. The Charter School does not have permanently restricted net assets.

B. Basis of Accounting

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. The Charter School uses the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized in the accounting period in which the liability is incurred.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Revenue Recognition

Contributions and grants are recognized when the donor/grantor makes an unconditional promise to give to the Charter School or when received, whichever occurs first. Donor-restricted contributions and grants are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction. Government grants are recognized as revenue in accordance with the terms of the applicable grant agreement, which is generally upon the incurrence of expenses related to the required services. Per-pupil funding from the California Department of Education is recognized as revenue by the Charter School based on the average daily attendance (ADA) of students.

D. Cash, Cash Equivalents and Concentration of Credit Risk

The Charter School maintains cash in commercial bank accounts that are insured to \$250,000 by the Federal Depository Insurance Corporation (FDIC). For purposes of the statement of cash flows, the Charter School considers all highly liquid investments with an initial maturity of three months or less are considered to be cash equivalents.

E. Accounts Receivable

The Charter School considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to operations when that determination is made.

G. Prepaid Expenses

Prepaid expenses reflect payments made in the current fiscal year for expenses related to future periods.

H. Property and Equipment

All acquisitions or improvements of property and equipment and all expenditures for repairs, maintenance, renewals, and betterments exceeding \$5,000 that materially prolong the useful lives of assets are capitalized. All capital assets are capitalized at cost, or in the case of donated equipment, fair market value on the date of receipt, and depreciated using the straight-line method over their estimated useful lives of 3 to 50 years.

I. Deferred Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenses have been incurred. Deferred revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenses.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

J. Donated Materials, Services, and Facilities

In-kind contributions are recorded at their estimated fair values at the date of donation. Donated services are recorded when they create or enhance non-financial assets or require a specialized skill that the Charter School would otherwise need to purchase.

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenses during the reporting period. Actual results could differ from those estimates.

L. Income Taxes

Chico Country Day Charter School has been granted tax-exempt status under Internal Revenue Code Section 501(c)(3) and Section 23701(d) of the California Revenue and Taxation Code. There is no unrelated taxable income and, accordingly, no provision for income taxes has been reflected in these financial statements.

M. Oversight

The Chico Unified School District receives 1% of the Charter School's annual revenues from LCFF sources for monitoring and supervisory responsibility.

N. Functional Allocation of Expenses

The cost of providing various programs and other activities has been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE 2 - CASH AND CASH EQUIVALENTS

Cash on Hand and in Banks	<u><u>\$ 1,667,334</u></u>
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Cash on Hand and in Banks

Cash on hand and in banks consists of all cash held by the Charter School and all cash maintained in commercial FDIC insured bank accounts within various financial institutions.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 3 - ACCOUNTS RECEIVABLE

Receivables at June 30, 2018 consist of the following:

Federal Government	\$ 15,342
State Government	440,005
Local Governments	<u>95,575</u>
Total	<u><u>\$ 550,922</u></u>

NOTE 4 - PROPERTY AND EQUIPMENT

Property and equipment activity for the year ended June 30, 2018, is shown below:

	<u>Balances</u> <u>July 1, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances</u> <u>June 30, 2018</u>
Buildings and Improvements	\$ 9,963,378			\$ 9,963,378
Leasehold Improvements	49,751			49,751
Equipment	21,907		\$ 15,793	6,114
Totals at Historical Cost	<u>10,035,036</u>	<u>\$ 0</u>	<u>15,793</u>	<u>10,019,243</u>
Less Accumulated Depreciation for:				
Buildings and Improvements	859,933	234,863		1,094,796
Leasehold Improvements	11,978	2,488		14,466
Equipment	21,907		15,793	6,114
Total Accumulated Depreciation	<u>893,818</u>	<u>237,351</u>	<u>15,793</u>	<u>1,115,376</u>
Property and Equipment, net	<u><u>\$ 9,141,218</u></u>	<u><u>\$ (237,351)</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 8,903,867</u></u>

NOTE 5 - CAPITAL LEASE

On April 13, 2011, the Charter School entered into a Charter School Facilities Program (CSFP) funding agreement with the State Allocation Board and the California School Finance Authority. Under the terms of the agreement, the California School Finance Authority agreed to provide financing to cover the Charter School's fifty percent (50%) local matching share of approved project costs related to the construction and acquisition of certain Charter School facilities. During 2013-14, the Charter School received \$3,977,825 from the California School Finance Authority in the form of lease proceeds.

In accordance with the terms of the agreement, the Charter School was not required to make lease payments until after the final terms of the lease were determined. The final terms of the agreement were finalized at an interest rate of 2% in the 2015-16 fiscal year. Future minimum lease payments are as follows:

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 5 - CAPITAL LEASE (CONCLUDED)

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2019	\$ 112,673	\$ 73,555	\$ 186,228
2020	114,938	71,290	186,228
2021	117,248	68,980	186,228
2022	119,605	66,623	186,228
2023	122,009	64,219	186,228
2024-2028	647,832	283,308	931,140
2029-2033	715,608	215,531	931,139
2034-2038	790,477	140,662	931,139
2039-2043	873,178	57,961	931,139
2044-2048	92,192	922	93,114
Totals	<u>\$ 3,705,760</u>	<u>\$ 1,043,051</u>	<u>\$ 4,748,811</u>

The cost of the facilities was \$7,830,542, and accumulated depreciation was \$626,443 as of June 30, 2018, resulting in a net book value of \$7,204,099.

NOTE 6 - OPERATING LEASES

The Charter School has entered into various operating lease agreements for copiers, computers, and a server with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the Charter School will cancel any of the agreements prior to the expiration dates.

NOTE 7 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

A. California State Teachers' Retirement System (CalSTRS)

Plan Description

The Charter School contributes to the State Teachers' Retirement System (CalSTRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement, disability, and survivor benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 7 - EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

Plan Description (Concluded)

CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from the CalSTRS Executive Office, 100 Waterfront Place, West Sacramento, California 95605.

Funding Policy

Active plan members first hired on or before December 31, 2012, are required to contribute 10.25% of their salary, and members first hired on or after January 1, 2013, are required to contribute 9.205% of their salary, and the Charter School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2017-18 was 14.43% of annual payroll. The contribution requirements of the plan members are established by State statute.

The Charter School's contributions to CalSTRS for the fiscal years ended June 30, 2018, 2017, and 2016 were \$286,339, \$244,059, and \$206,620, respectively, and equal 100% of the required contributions for each year.

B. California Public Employees' Retirement System (CalPERS)

Plan Description

The Charter School contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 Q Street, Sacramento, CA 95811.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 7 - EMPLOYEE RETIREMENT SYSTEMS (CONCLUDED)

B. California Public Employees' Retirement System (CalPERS) (Concluded)

Funding Policy

Active plan members who entered into the plan prior to January 1, 2013 are required to contribute 7.0% of their salary. The California Public Employee's Pension Reform Act (PEPRA) specifies that new members entering the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 6.5% of their salary, and the Charter School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2017-18 was 15.531%. The contribution requirements of the plan members are established by State statute. The Charter School's contributions to CalPERS for the fiscal years ended June 30, 2018, 2017, and 2016 were \$103,605, \$92,874, and \$72,740 respectively, and equal 100% of the required contributions for each year.

C. Social Security

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by social security or an alternative plan. The Charter School has elected to use Social Security as its alternative plan. Contributions made by the Charter School and an employee vest immediately. Both the Charter School and participating employees were required to contribute 6.2% of an employee's gross earnings, up to the annual limit.

NOTE 8 - RISK MANAGEMENT

The Charter School is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Charter School has purchased, through the Charter Safe JPA, various insurance policies for property and liability and workers' compensation insurance coverage. There were no significant reductions in coverage during the year.

NOTE 9 - COMMITMENTS AND CONTINGENCIES

A. State and Federal Allowances, Awards and Grants

The Charter School has received state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expense disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

B. Litigation

The Charter School is subject to various legal proceedings and claims. In the opinion of management, the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the Charter School.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 10 - ECONOMIC DEPENDENCY

The Charter School received \$70,000 from the Parent Teacher Partnership. These donations are subject to voluntary public contributions, and were used to support various programs within the Charter School.

NOTE 11 - SUBSEQUENT EVENTS

The Charter School's management has evaluated events or transactions that occurred for possible recognition or disclosure in the financial statements from the balance sheet date through December 7, 2018, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that require disclosure in or adjustment to the current year financial statements.

SUPPLEMENTARY INFORMATION SECTION

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

ORGANIZATION/BOARD OF DIRECTORS/ADMINISTRATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

ORGANIZATION

The Chico Country Day Charter School was established in June 1996 through authority established in Education Code Section 47600, and became an independent 501(c)(3) organization in 2004. The Charter School is located in Chico, California. The Charter School currently operates a K-8 elementary school and is sponsored by the Chico Unified School District.

BOARD OF DIRECTORS

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Jessika Lawrence	Chair	2019
Lowell Daun	Vice Chair	2019
Chris Constantin	Secretary	2019
Michele Mittman	Treasurer	2019
Charles Thompson	Member	2019
Suzanne Zivnuska	Member	2020
Brian Ausland	Member	2019

ADMINISTRATION

Margaret Reece
Chief Business Officer

Wendy Fairon
Director of Education

Colly Fischer
Dean of Students

Amie Parent
Director of Special Education

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>Grade Level</u>	<u>P-2 Report</u>		<u>Annual Report</u>	
	<u>Classroom- Based</u>	<u>Totals</u>	<u>Classroom- Based</u>	<u>Totals</u>
TK / K - 3	239.27	241.03	239.82	241.70
Grades 4-6	180.20	181.56	180.64	182.07
Grades 7-8	115.62	116.10	116.08	116.67
Totals	<u>535.09</u>	<u>538.69</u>	<u>536.54</u>	<u>540.44</u>

SEE NOTES TO SUPPLEMENTARY INFORMATION

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF INSTRUCTIONAL TIME
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>Grade Level</u>	<u>Minutes Required</u>	<u>2017-18 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Number of Days Multitrack Calendar</u>	<u>Status</u>
Kindergarten	36,000	42,290	177	N/A	In Compliance
Grade 1	50,400	53,050	177	N/A	In Compliance
Grade 2	50,400	53,050	177	N/A	In Compliance
Grade 3	50,400	53,050	177	N/A	In Compliance
Grade 4	54,000	55,915	177	N/A	In Compliance
Grade 5	54,000	55,915	177	N/A	In Compliance
Grade 6	54,000	58,360	177	N/A	In Compliance
Grade 7	54,000	55,640	177	N/A	In Compliance
Grade 8	54,000	55,640	177	N/A	In Compliance

SEE NOTES TO SUPPLEMENTARY INFORMATION

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	Program Educational Programs	Supporting Services General and Administrative	Total Expenses
Teachers' Salaries	\$ 1,788,781		\$ 1,788,781
Supervisor's and Administrator's Salary		\$ 352,104	352,104
Instructional Aides' Salaries	200,936	374,195	575,131
Clerical and Support Salaries		200,798	200,798
Employee Benefits	608,554	350,411	958,965
Books and Supplies	82,533	42,732	125,265
Services and Other Operating Expenses:			
Travel and Conferences	20,693	9,910	30,603
Dues and Memberships		11,695	11,695
Special Education Contribution	26,640		26,640
Staff Development	31,177		31,177
Insurance		63,724	63,724
Advertising		12,690	12,690
Computer Related Services	58,899	19,294	78,193
Professional Services	52,623	113,747	166,370
Communications		17,612	17,612
Copy Machine Related Services		28,514	28,514
Utilities and Housekeeping Services		95,339	95,339
Repairs and Maintenance		106,840	106,840
Miscellaneous		2,409	2,409
Furniture and Equipment	20,593	5,276	25,869
Debt Service - Interest and Fiscal Charges		93,757	93,757
Oversight Fee		41,628	41,628
Depreciation		237,350	237,350
Total Expenses	<u>\$ 2,891,429</u>	<u>\$ 2,180,025</u>	<u>\$ 5,071,454</u>

SEE NOTES TO SUPPLEMENTARY INFORMATION

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

Auditor's Comments

The audited financial statements were in agreement with the Annual Financial Report for the fiscal year ended June 30, 2018.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the Charter School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of classroom-based and non-classroom-based students reported by grade span.

B. Schedule of Instructional Time

Education Code Section 47612.5 requires classroom-based charter schools to offer a minimum number of minutes of instruction. This schedule presents information on the amount of instructional time offered by the Charter School and whether the Charter School complied with the provisions of Education Code Section 47612.5(a)(1).

C. Schedule of Functional Expenses

The schedule of functional expenses provides a more detailed breakdown of the Charter School's program and supporting service expenses.

D. Reconciliation of Annual Financial Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the net assets as reported in the Annual Financial Report to the audited financial statements.

OTHER INDEPENDENT AUDITOR'S REPORTS SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Chico Country Day Charter School
Chico, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Chico Country Day Charter School, a California non-profit public benefit corporation, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 7, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Chico Country Day Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Chico Country Day Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Chico Country Day Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 7, 2018

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Directors
Chico Country Day Charter School
Chico, California

Report on State Compliance

We have audited Chico Country Day Charter School's compliance with the types of compliance requirements described in the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Charter School's state programs identified on the following page for the fiscal year ended June 30, 2018.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Charter School's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the Charter School's state programs occurred. An audit includes examining, on a test basis, evidence about Chico Country Day Charter School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Chico Country Day Charter School's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine Chico Country Day Charter School's compliance with state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools:	
Attendance	Not Applicable
Teacher Certification and Misassignments	Not Applicable
Kindergarten Continuance	Not Applicable
Independent Study	Not Applicable
Continuation Education	Not Applicable
Instructional Time	Not Applicable
Instructional Materials	Not Applicable
Ratios of Administrative Employees to Teachers	Not Applicable
Classroom Teacher Salaries	Not Applicable
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Not Applicable
School Accountability Report Card	Not Applicable
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Not Applicable
Transportation Maintenance of Effort	Not Applicable
Apprenticeship: Related and Supplemental Instruction	Not Applicable
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	No (see below)
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable

We did not perform procedures for the nonclassroom-based instruction/independent study for charter schools because the ADA claimed by the Charter School did not exceed the threshold that requires testing.

Opinion on State Compliance

In our opinion, Chico Country Day Charter School complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2018.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* and which are described in the accompanying Schedule of Findings and Questioned Costs, as noted in **Finding 2018-001**. Our opinion on state compliance on the programs previously identified is not modified with respect to these matters.

The Charter School's response to the noncompliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Charter School's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 7, 2018

FINDINGS AND QUESTIONED COSTS SECTION

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weaknesses identified?	<u> </u> Yes	<u> X </u> No
Significant deficiencies identified not considered to be material weaknesses?	<u> </u> Yes	<u> X </u> None reported
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No

State Awards

Any audit findings required to be reported in accordance with the *2017-18 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*? X Yes No

Type of auditor's report issued on compliance for state programs: Unmodified

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

SECTION II - FINANCIAL STATEMENT FINDINGS

There are no matters to report for the fiscal year ended June 30, 2018.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS

2018 - 001 / 10000

MODE OF INSTRUCTION

<u>Criteria:</u>	In accordance with Education Code Section 47612.5, notwithstanding any other provision of law, and as a condition of apportionment, "classroom-based instruction" in a charter school occurs only when charter school pupils are engaged in educational activities required of those pupils and are under the immediate supervision and control of an employee of the charter school who possesses a valid teaching certification in accordance with subdivision (I) of Education Code Section 47605.
<u>Condition:</u>	Two teachers taught in classrooms under expired teaching credentials for 29 and 50 school days, respectively. After recalculating the instructional minutes and excluding the instructional minutes for the 29 school days for kindergarten and 50 school days for grades 7-8, the Charter School was still in compliance with the minimum instructional minutes requirements.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	All teacher credentials were reviewed for the 2017-18 fiscal year.
<u>Effect:</u>	The Charter School did not comply with Education Code Section 47612.5.
<u>Cause:</u>	The Charter School did not have a procedure in place to track and identify expiring credentials.
<u>Recommendation:</u>	The Charter School should develop and utilize a credential tracking system to verify credential renewal dates for their teachers on an annual basis.
<u>Charter Response:</u>	Chico Country Day School has established procedures that ensure appropriate credentialing of teachers and monitoring of credential renewal and/or expiration by the creation of a master list and the requirement of cross-checking of the list by both human resources and the Director of Education. CCDS has also purchased a comprehensive human resources & accounting program that ensures accurate tracking of credentials and notification of any impending expiration of credentials automatically.

CHICO COUNTRY DAY CHARTER SCHOOL
(A California Non-Profit Public Benefit Corporation)

STATUS OF PRIOR YEAR RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<u>FINANCIAL STATEMENT</u>		
2017 - 001 / 30000		
<u>PAYROLL</u>		
The accounting controls established for processing payroll should require a detailed review to be performed by someone other than the individual who is responsible for processing the payroll. In addition, the Charter School should pay the employee \$6,919 as soon as possible.	Implemented	



Chico Country Day School
102 West 11th Street, Chico, CA 95928
530.895.2650 (phone) 530.895.2646 (fax)
www.chicocountryday.org

Dear Applicant:

Thank you very much for considering rental of Chico Country Day School's facilities.

Enclosed you will find:

1. Facility use policies
2. Application and requirements for use
3. Facility description outlining spaces for rent and fees

Chico Country Day School will be identified as "CCDS" and the applicant will be identified as "User" throughout the contract. It is important that you read each section of this packet carefully and that you understand its contents. If something is not clear, please ask for clarification. You will be asked to sign an agreement indicating that you have read and understand all of our policies and will adhere to them. After reading this packet in its entirety and completing and signing the application, please return the application to the office. We encourage you to review our calendar at chicocountryday.org (click "Rent Our Facility" on the top right corner and drop down to the bottom of the page). If an outstanding balance is due from a prior contract, a new contract will not be accepted. We require a Certificate of Insurance with CCDS named as an Additional Insured and a \$500 deposit to be submitted with your application.

Additionally we require that you do a facility walk-through and sign for a set of keys. The person signing the contract is required to attend a walk through and is ultimately responsible for the gym on the days of the event.

If you have any questions about rental dates, please contact Lisa Hoppe in the main office: 895-2650 x 202 or lhoppe@chicocountryday.org. For billing questions, please contact Pamela Wilson in the business office: 530-895-2650 x 207 or pwilson@chicocountryday.org.

Effective 1/1/19

USE OF FACILITY POLICIES AND PROCEDURES

APPLICATION:

1. Application must be submitted at least thirty **(30) days** in advance (but not prior to 60 days) of contract date requested. The party signing will be the party responsible for payment and supervision.
2. A security deposit of \$500 is required when the facility rental contract is submitted. Credit card is the preferred method for a security deposit. If the security deposit is paid via check, the funds will be deposited immediately. Security deposits are refundable after the event provided that there is no damage or need for additional cleaning, and provided that no CCDS policies, or this contract, are violated. Our staff will inspect the premises after the event. If all conditions are met, the deposit will be refunded within 20 business days of the event.
3. Fees: Billing will attempted to be submitted prior to the event. If your contract requests ongoing facility usage, billing will be sent to you on a monthly basis and is due upon receipt. Invoices will be sent electronically unless otherwise requested. A fee for mailing and printing will be included in the invoice if a paper copy is requested.
4. Due to the first priority of CCDS students, the facilities cannot be rented for more than a three (3) month period.
5. Late payments will incur a \$20 fee each month.
6. Non-sufficient funds will incur a \$20 fee per check. Additionally, any future payments must be submitted via cashier's check, cash or credit card.

INSURANCE: All groups and organizations shall provide CCDS with evidence of insurance. Groups or organizations shall be required to include **Chico Country Day School as an Additional Insured** on their insurance policies for claims arising out of the negligence of the User, their participants and their spectators. A Certificate of Insurance and Additional Insured Endorsement naming CCDS, its employees, officers, and volunteers as additionally insured in the amount of **\$1,000,000/occurrence and \$2,000,000 aggregate** must be submitted to the office within fourteen (14) business days of CCDS' application approval. Such insurance is to be placed with a carrier holding a minimum "A": rating from A.M. Best Company and remain in full force during the contracted time period.

A certificate is required for *each* event regardless of whether it was provided in the same policy year for a prior contract.

MODIFICATION/CANCELLATION: Modification of date or time requests will be considered if submitted in writing ten (10) business days in advance, however not always granted. A \$10 fee for *each* change will be imposed and due at the time of the change request approval.

This office must be notified of CANCELLATION of this contract at least ten (10) business days in advance of the scheduled event or you will be charged full facility rental and custodial fees.

CCDS events and student needs shall be the first priority for facility use and CCDS administration reserves the right to cancel any agreement by providing 24 hours prior notice.

FACILITY CONDITIONS

1. **No gum, food or beverages are allowed in the gymnasium. Evidence of gum, food or beverage inside the gym at any point will result in forfeiture of the security deposit.** It is the responsibility of the person signing this agreement to inform their coaches and players of this rule. Water is only allowed for athletes and coaches. No barbequing on premises.
2. It is not uncommon for back to back rentals to occur. **If you find the facility in poor condition (dirty, trash, etc) please make immediate contact with the school.**
3. All items such as decorations and trash must be removed prior to departure. Any additional post-event cleanup will be deducted from the deposit at a rate that CCDS deems fit and may be subject to change.
4. Facility will be furnished "as is". Only tables and chairs which are normally in the facility will be furnished. Furniture must be picked up and moved and not dragged at any point. If any locks, doors, equipment, score board, hoops, air conditioning/heating units or any other school property are found to be non-functional, faulty or in need of repair upon arrival please make *immediate* contact with CCDS. Please do not attempt to correct the problem on your own.
5. All cleaning supplies will be made available in a convenient area.
6. Upon leaving the premises, windows are to be shut and locked, doors are to be locked, gate is to be padlocked and secured, light and air/heating units are to be in the off position.
7. For gym rentals, athletic teams and coaches **MUST** wear appropriate shoes, which are rubber-soled athletic shoes, preferably white rubber soles. Any scuff marks must be removed by the renter. We encourage all coaches and athletes to check their shoes to ensure nothing is stuck on them that would cause scratching. Scratching of the floor will be the responsibility of the User and the cost of repair will be retained from the security deposit.
8. Fire exits, escape routes, and bleachers **MAY NOT** be blocked per City of Chico Fire Code.
9. A \$50 fee will be charged if CCDS staff needs to move, set up, and breakdown equipment used for the event. Outside equipment is not permitted and specific equipment needed must be requested on this application.
10. Only the CCDS equipment listed on the contract is to be used by the renter. Any other equipment is off limits.
11. No equipment of the renter is to be stored on CCDS premises unless it is contracted time.

OTHER:

1. **Any accident, occurrence or incident resulting in injury or property damage must be reported to CCDS within 24 hours of the incident in writing.** Written notice must include specific details of time, locations, witnesses (including contact information), circumstances, contributions, etc.
2. **Any violation of the contract will be grounds to void any future obligation by CCDS.** This may include declining future applications.
3. **Access to the facilities for set up and clean-up will be during the hours stated on this contract ONLY.** Renters and guests may enter no earlier and depart no later than the agreed times or the renter will be charged hourly for the overage, as outlined in the fee schedule. The User may also incur additional fees if the facility use interferes with the following renter.
4. Any additional post-event cleanup that CCDS staff needs to do will be deducted from your security deposit at a rate of \$50/hour.
5. Primary access to the premises should be through the front gate. Although our parking lot has limited spaces it would be appreciated if those spaces were utilized first in order to be courteous to our residential neighbors.
6. The User agrees that no hazardous materials, including but not limited to flammable materials or liquids, fireworks, pyrotechnic devices, explosives, sparks, smoke, explosion, poisonous materials or plants, strong acids or caustics or dangerous animals will be brought onto the premises or used in anyway while utilizing any portion of CCDS's premises.

7. The User(s) agrees that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls or ropes, zip lining, high ropes course, dunk tanks, rock climbing walls, bicycles, tricycles, skateboards, pogo sticks, shooting activities or devices related to, gambling, illegal activities, alcohol, smoking, vapors, tobacco product, intoxicants, narcotics, weapons or glass will be brought onto the premises or used in anyway while occupying any portion of CCDS premises including the parking lot and grass area.
8. The signing party of this agreement is responsible for the supervision of children, adults, athletes, participants and spectators.
9. The classroom thermostat is not set below 76 during the summer or above 65 in the winter. The thermostat will not set below 80 in the gym during the summer. The Common Area in the Middle School is not air conditioned.
10. Rooms are only open to the public when CCDS is not in session.
11. All music must be kept at a reasonable level per City of Chico code enforcement.
12. If Wifi access is needed, please indicate on the application and CCDS will provide guest access 24 hours before your event.
13. Any passwords, alarm codes or keys are not to be shared.
14. Keys are to be returned to the office within 5 business days. If not received by that time, 50% of the security deposit will be retained.
15. The gym will be utilized by our After School Program all in-school days until 3:30 PM and will not be available for lease until after that time unless special permission to extend the closing hour, all activities must terminate by 8:00 PM. (This includes cleaning, lock up and cleared parking lot).
16. The Middle School Common Area will be limited to 150 people including any of the Users volunteers/employees; however there is a 120 seat maximum.
17. CCDS reserves the right to decline any application. If the contract is violated by the User, future applications may be denied.

CCDS STAFF EXPECTATIONS AND RENTAL SUPPORT:

1. Staff's first priority is to maintain the safety and security of all people, buildings, and equipment. Staff will be familiar with the rental agreement, facility guidelines, and will be available to answer questions or provide support as needed within the context of the agreement.
2. Users are responsible for establishing staff contact upon arrival. Staff is instructed to contact the Business Office Manager if any questions arise regarding altering or amending the original rental agreement.
3. Due to restrictions, we do not consider employee discounts.

EDUCATIONAL & COMMUNITY GROUPS

Community Group: (501 c 3 status; ie-CARD)

Regular Classroom, Library & Preschool	\$15.00/hour
Gymnasium	\$35.00/hour
Common Area of Middle School	\$30.00/hour

COMMERCIAL (FOR PROFIT) GROUP

(ie-basketball or volleyball clubs)

Regular Classroom, Library & Preschool	\$25.00/hour
Gymnasium	\$50.00/hour
Common Area of Middle School	\$40.00/hour

A security deposit is required to reserve facilities! Deposits will be submitted to CCDS' bank upon receipt. Security deposits will be refunded after your event pursuant to the terms of the contract.

Security Deposit

- \$500
- 50% retained for not returning the key within 5 business days of the termination of your contract

Users are responsible for setup, removal of all decorations & garbage, as well as clean up after an event!

Dumpster/Trash

- \$120 for any functions that are an entire day or longer (ie-tournament)

Janitorial

- \$35 per hour. 4 hour minimum charge for weekend long events
- \$50 per hour if unexpected post clean up

Fees are due upon receipt of your invoice and prior to your event.

Cancellation/Modification Policy: All requests must be submitted in writing 10 business days prior to your event.

Effective 1/1/19

Effective 1/1/19



CCDS Facility Use Application

Business Name: _____ Today's Date: _____

Authorized Representative/Signing Party for this event: _____

Billing Address: _____ City & Zip Code: _____

Phone: (_____) _____ Ext: _____ Cell Phone: (_____) _____

Email: _____ Type of Event/Purpose of Use: _____
(invoices will be sent via email)

(Please be sure to advise CCDS of any updated contact information during your contract)

Start Date	End Date	Day of the Week	Start Time (access to premise-not of event)	End Time (leaving campus after clean up-not of event)

Facility Area Requested:			
Gymnasium	____ Library Preschool	Middle School Common Area	____ Single Classroom ES MS

Open to public? _____ Fees charged _____ Expected Attendance: _____ Youth: _____ Adults: _____

Scoreboard access? _____ Hoops up, down or both? _____ Volleyball net needed? _____

OUTSIDE Snack bar? _____ TV screen/HDMI needed? _____ Tournament: _____ yes _____ no

Equipment Needed:			
____ Laptop	____ # of Chairs (120 max) for MS)	____ # of Tables	____ Access to internet ____ # of passes needed

Additional Requests/Info:

RELEASE FROM LIABILITY AND INDEMNIFICATION: In consideration of and as a condition for use of above dated facility, applicant/organization hereby agrees to assume any and all risks arising out of or incident to the use of said facility and expressly waives any claim that the applicant/organization may otherwise have against Chico Country Day School based on the use of the School's owned property or otherwise. Pursuant to this application, applicant/organization/User further agrees to indemnify and hold harmless CHICO COUNTRY DAY SCHOOL, it's officers, agents, employees, and volunteers from any and all claims, damages, losses, or expenses, including bodily injury, property damage, or other loss of applicant's conduct, the conduct of third parties or the joint conduct of applicant and Chico country Day School. The applicant/organization is responsible for leaving said facility as clean as when found. If any cleanup or damages are identified after usage the applicant/organization/User will be charged and have all fees deducted from the security deposit. The applicant/organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming Chico Country Day School as additional insured. If Chico Country Day School is not sponsoring this event then Chico Country Day School's name is not to be used in association with the event.

***PLEASE BE SURE TO READ ALL SECTIONS OF THIS PACKET THOROUGHLY BEFORE SIGNING.**

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS, INCLUDING THE USE OF FACILITY POLICIES AND PROCEDURES, CONTRACT FEES, CLEANING GUIDELINES/CHECKLIST, GOVERNING THE USE OF CHICO COUNTRY DAY SCHOOL FACILITIES. ANY VIOLATION OF THIS CONTRACT WILL BE GROUNDS FOR CANCELLATION.

SIGNED: _____ Date: _____
(Signing party responsible for supervision and payment)

TO BE COMPLETED BY CCDS

Approved: _____ **Date:** _____

Date Application Recvd _____ by _____	Date Recvd. AI cert _____
Date Deposit Recvd. _____ Cash _____ Chk # _____ CC _____ Return Date _____ Amount \$ _____ Reason if not full refund _____ _____ _____	Keys _____ Date returned: _____ Walk through with _____
Modification request _____ Approved _____ Cancellation Date _____ Fee imposed _____	Contract considered in the future? _____ If not, reason _____ _____ _____



RFP 2019-101
Internet Service - E-rate YR 22

PROPOSAL DUE DATE

RFPs must be submitted by
November 28, 2018

SUBMIT RESPONSE TO

Chico Country Day School
School Office
102 W. 11th Street
Chico, CA 95928
Phone: (530) 895-2650

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Notice to Responders

NOTICE IS HEREBY GIVEN that Chico Country Day School, acting by and through its Board of Education, hereinafter referred to as “the School” will receive up to, but no later than November 28, 2018 before 3:00 p.m. sealed RFPs from qualified Responders for the award of contracts for the following:

RFP 2019-101 Internet Service E-rate

Questions

All questions regarding this RFP are due on or before November 9, 2018 at 4:00 p.m. via email to: erateyear22@chicocountryday.org with the subject line of “RFP 2019-101 questions”. Only questions submitted through this process will be accepted. All responses to questions regarding this RFP will be posted on our website November 14, 2018 at or before 4:00 p.m. It is the responsibility of the prospective Responder to check the website <http://www.chicocountryday.org/> for updates or addenda.

Due Date

RFPs are due at the School Office for time and date stamping at or before 3:00 p.m., November 28, 2018. One original proposal, two copies, and one digital copy (PDF format: flash drive preferred) of the RFP must be submitted in a sealed envelope, clearly marked RFP 2019-101 to Chico Country Day School, School Office, 102 W. 11th Street, Chico, CA 95928. Please allow at least 2 days for delivery of USPS Priority and Express Mail. All RFPs must be received, and time/date stamped in the School Office by the above due date and time. Sole responsibility rests with the Responder to see that their RFPs are received on time at the stated location. Any RFPs received after due date and time will be returned unopened to the Responder. No exceptions will be allowed. Faxed or emailed RFPs will not be accepted.

All Responders must conform and be responsive to this RFP, and all other documents comprising of the documents must be enclosed.

The RFP will be posted to the School website at <http://www.chicocountryday.org/>. Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.

The School reserves the right to reject any and all RFPs for any reason whatsoever. The School may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the School to award a contract. The School expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses (in whole or portions) received to this RFP, to negotiate with more than one Responder concurrently,

or to cancel all or part of this RFP. Decisions to award contract(s) as a result of this RFP are final and without appeal.

Chico Country Day School reserves the right, in its sole discretion, to determine the criteria and process whereby RFPs are evaluated and awarded.

The following documentation is required in the RFP Submittal:

1. Address all items in the RFP Scope of Work
2. Address all items in the RFP Proposal Format
3. Signed copies of addendums if applicable
4. Cost Proposal
5. Completed and signed Submittal pages

Purpose

The Chico Country Day School hereafter "School") is soliciting proposals from Responders for a multi-year contract for Internet Services – E-Rateable Service: The School is soliciting qualified contractors to submit an installation and ongoing service bid for Internet Service. All equipment included in this option will be owned and maintained by the awarded service provider with no option for transfer of ownership to the lessee.

The School reserves the right to retain all of the RFPs and to use any ideas in an RFP regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the School and the Responder selected.

Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals. The successful proposer(s) shall not be relieved of the proposal submitted without the School's consent or proposer's recourse to Public Contract Code Sections 5100, et seq.

Compliance with Laws

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

RFP Schedule

October 24, 2018	RFP Released - Posted
November 9, 2018	Question Deadline
November 14, 2018	Questions Responses Posted
November 28, 2018	RFP Closing - RFP Due
RFP/Bid opening	Date of closing
RFP/Bid Selection	Before 471 filing date (approximately March 20, 2019)
Purchase Orders	Contingent on E-RATE Award and School approval

About the School

The School is a public charter school, was founded in 1996 by local teachers, parents and community members. Beginning as a dependent charter school of Chico Unified School District, CCDS became an independent 501(c)(3) corporation and charter school in 2004. CCDS is proud to be fully accredited by the Schools Commission of the Western Association of Schools and Colleges. Chico Country Day School serves over 500+ students. The vision of CCDS is built on a foundation of Innovation and Connections. More information about the School can be found on the School's website at <http://www.chicocountryday.org/>.

Scope of Work

The Chico Country Day School (hereafter "School") is soliciting proposals from Responders for Internet services for a multi-year contract. The School is soliciting qualified contractors to submit an installation and ongoing service bid for Internet Service.

The School is seeking quotes for **Internet Service at the bandwidth level of 1 Gbps up to 10 Gbps**. In increments of 1 Gbps. Quote should include a transport circuit with all necessary hardware. Each item will need to be quoted on as a separate line item including:

1. Internet Access Costs
2. Installation Costs
3. Hardware Costs
4. Circuit Costs
5. Other Items needed to complete project

Provide Internet Access at the School, located at 102 W. 11th Avenue, Chico, CA 95928. Transport for this Internet Access can be of various types. Fiber-Optic, Point-to-Point, Ethernet and other solutions will be considered. Install circuit at 102 W. 11th Avenue, Chico, CA 95928, provision all routing including BGP if needed. Configure and maintain any leased equipment provided as part to the agreement. Turn up circuit, provide connectivity monitoring and troubleshooting. Install operating system upgrades and patches on all Internet Access equipment to ensure continued functionality. Notify the School at the point of any disruption of service. Coordinate data circuit repair with providers when needed. Provide Domain Name Services to facilitate Internet Access. Required to provide 50 dedicated routable IP addresses. The School is also requesting Basic Firewall protection with this request.

Service provider must provide options for service level agreements. Service provider must provide at least two weeks-notice for planned or scheduled maintenance that creates a service interruption.

All expenses must be included in the unit/extended costs. Installation costs should take into account after hours work. The Chico Country Day School will make no additional compensation to the selected vendor for these after-hour services.

Requirements for Internet Services

This section defines specifications for Telecommunications Services for the Chico Country Day School. A list of school sites is attached.

1. All plans proposed should include detailed billing.
2. Contract must have the option to upgrade bandwidth incrementally as needed during the term of the contract.
3. Contract must have the option to downgrade bandwidth incrementally as needed during the term of the contract.
4. Three-year (36 Month) term with option for two annual extensions and/or a Five-year (60 Month) contract. Unless otherwise agreed upon, the contract start date will be July 01, 2019.
5. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Chico Country Day School and documented with new price sheet sent to the School Office.
6. All equipment/services costs must be new and included and identified separately.
7. Manufacturer must warrant all parts and equipment.
8. Vendor must be a certified reseller of parts and equipment.

Responder Service Provider Information

1. Length of time business has provided this type of service.
2. Responder Service Level Agreement (SLA) for your proposal.
3. Indicate any options available.
4. Please show applicable discounts separately, if applicable.
5. An implementation timeline proposal starting July 1, 2019.
6. Indicate how charges will be incurred as services are implemented.
7. Responders must include 3 reference sites using your service 3 years or more. References from a School, Library or a County Office of Education in California are preferred.
 - Job Location
 - Contact name and telephone number
 - Date of contract
 - Project Description
 - Equipment/Service Installed


Responder Service Provider Requirements

The Responder must meet or exceed minimum qualification requirements.

1. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
2. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
3. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://apps.fcc.gov/coresWeb/publicHome.do>
4. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html
5. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, of the funding year.
6. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
7. Within one (1) week of award, the awarded Service Provider must provide the School a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.
8. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
9. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

Responder Service Provider Acknowledgements

1. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the School and a USAC service substitution approval with the exception of a Global Service Substitution.
2. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
3. This offer is in full compliance with USAC's Free Services Advisory <http://usac.org/sl/applicants/step01/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
4. Starting Services/Advance Installation: The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2019 funding year (July 1, 2019). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.
5. Early Funding Conditions:
 - Category 1
There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.
 - Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.
 - The Category 1 service must depend on the installation of the infrastructure.
 - The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.
 - No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.


For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (Telecommunications Services and Internet access).

The complete text can be found at the following URL:

<http://www.usac.org/sl/applicants/step05/installation.aspx>

- Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year. We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

6. Invoicing

The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The School will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the School will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the School shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the School decide that it is in the best interest of the School to file a Form 472, the School will inform the Service Provider of its intent.

All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the School will only be responsible for paying its non-discounted share.

Additionally, if the service qualifies for California Teleconnect Funds then the service provider will invoice the California PUC.

7. FCC/SLD Auditability

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The School, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

8. Procurement of Additional Goods and/or Services/Coterminous Expiration

During the term of any Agreement resulting from this RFP, the School may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the School's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The School shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

Proposal Format

Each proposal shall be submitted on forms supplied by School. Each proposal shall conform and be responsive to School specification. Responder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.

All submitted proposals must provide at a minimum, all requested information in the proposal document. Any portion not included will be cause for elimination from the quote process. The information should be organized as indicated in the proposal requirements. The School reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

Proposals shall include the following as a minimum:

1. Responder Service Provider Information
2. Letter of Agreement
3. Cost Proposals
4. Addendums
5. Completed and signed Submittal pages

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Responders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the School's technology needs.

Selection

Upon receipt of proposals, the School's staff will review each Responder's response to the RFP.

Evaluation Panel

Our evaluation team will include a comprehensive group of experts with knowledge of the scope of services requested.

Evaluation Criteria

The Chico Country Day School reserves the right to select the firm that best meets the needs of the School, based on the criteria set forth herein. The School reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the RFP.

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Responders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the School's technology needs.

Proposals will be evaluated on the following:

- Responder cost, including unit prices, labor rates, travel/trip charges, etc.
- Ability of service provider to meet established SLA to existing customers
- Extent of experience with the School
- Client references and/or citations from prior installations where equal services have been provided for projects of similar size and complexities
- Quote preparation, thoroughness, and responsiveness to the RFP requirement

The successful responder will be chosen based upon best value. The School reserves the right to reject any or all bids.

Contract

The contract awarded as a result of this solicitation shall be a fixed price contract for which the offered price will include all labor, material, equipment, services, software, hardware, travel, shipping, and price administrative cost, associated with providing the products and services listed herein and offered by proposer.

Contract Type

Depending on the dollar amount of the award(s), the contract(s) resulting from this RFP may be required to be approved by the School's Governing Board. No minimum amount of work is guaranteed.

Contract Format

It is mutually agreed by and between School and Responder that the School's acceptance of Responder's proposal, upon approval by the Governing Board, shall create a contract between the parties thereto. School and Responder with whom School chooses to contract if any, shall execute a Contract Signature page based on the RFP, the response and the attached Letter of Agreement. The Contract will, by default, incorporate all requirements, terms and conditions contained in the RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of the RFP will take precedence, unless otherwise specifically stated in a written amendment. School will not enter into any separate Contract of Agreement with Responder except as specifically stated herein.

Terms and Conditions

Compliance with Laws

This contract shall be in accordance with the laws in the State of California. All RFPs shall comply with the current federal, state, local and other laws relative thereto.

Insurance Requirements & Indemnity

Contractor shall be an independent contractor and not an agent or employee of School under this Agreement. Contractor shall be responsible for any damage, loss, or other claim arising out of the performance of its services under this Agreement.

Prior to commencement of services and during the life of this Agreement, Contractor shall provide the School with a current certificate or policy evidencing its professional general liability insurance coverage in a sum not less than \$1,000,000 per occurrence, and such certificate or policy shall name the School as an additional insured.

To the fullest extent allowed by law, Contractor shall defend, indemnify, and hold harmless School, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by Contractor or its directors, officers, agents, employees, volunteers, or guests arising from Contractor's duties and obligations described in this Agreement or imposed by law.

To the fullest extent allowed by law, School shall defend, indemnify, and hold harmless Contractor, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by School or its directors, officers, agents, employees, volunteers, or guests arising from School's duties and obligations described in this Agreement or imposed by law. Contractor is not an employee of the School and School shall not indemnify Contractor in any such claim.

Contractor shall be responsible for carrying its own workers' compensation insurance and health and welfare insurance. School shall not withhold or set aside income tax, Federal Insurance Contributions Act (FICA) tax, unemployment insurance, disability insurance, or any other federal or state funds whatsoever. It shall be the sole responsibility of the Contractor to account for all of the above and Contractor agrees to hold School harmless from all liability for these taxes.

Fingerprinting

Education Code section 45125.1 applies to this Agreement. Responder will certify that, pursuant to Education Code Section 45125.1, Responder will have conducted the required criminal background check of all its employees who may have contact with School pupils or unsupervised access to any School campus and shall certify that none of those employees have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). Upon verification from the DOJ that those persons fingerprinted have no record of a serious or violent felony, the Responder will so certify by signing and submitting to the Governing Board of School the certification form attached.

Failure to comply with these terms or permitting unsupervised access by an employee whose name has not been cleared by the DOJ as certified by the Responder shall constitute grounds for termination of this Agreement.

Attorney Fees

In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

Governing Law and Venue

In the event of litigation, the RFP documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Sacramento County.

RFP Acceptance or Rejection

This RFP does not commit the School to award a contract, to pay any cost incurred in the preparation of this RFP or to procure contract for services or supplies. The School reserves the right to accept or reject any or all RFPs received in response to this request, to negotiate terms that will be in the best interest of the School or cancel in whole or in part this RFP. All submitted RFPs and information included therein shall become public records upon delivery to the School. All firms submitting a RFP should note that the execution of any contract would be contingent upon governing Board Approval.

Term/Extension

Pursuant to Education Code, Sections 17596 and 81644, it is the intent of the School to award a single term contract for the specified service. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding fiscal periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive fiscal years.

Board Contact

No business entity, including any agent of such entity, shall directly or indirectly contact any Board member immediately before or during the RFP process of any project on which the business entity intends to or has submitted a RFP. Any Responder violating this policy shall be deemed disqualified from the RFP process. Should such contact come to light after the RFP is awarded and the entity was deemed the successful Responder, the Board reserves the right to cancel any contract awarded, in which case, the Responder shall be liable for any damage incurred by the School. The Board shall exercise its best judgment for the benefit of the School in making a decision whether to proceed or not, depending on all of the facts and circumstances.

Termination of Contracts/Purchase Orders

The School reserves the right to terminate all purchase orders or contracts with due cause by giving a ten (10) calendar day written notice or may terminate without cause by giving a thirty (30) calendar day written notice. Due cause for termination of contract shall include, but not be limited to, failure to provide services required within a reasonable time period, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the School does not appropriate funds for the goods and/or services under the purchase order or contract.

Patents, Etc.

The Responder shall hold the School, its officers, agents, servants, and employees harmless and free from liability of any nature or kind on account of use (by publisher, manufacturer, or author) of any copyrighted or non-copyrighted composition, secret process, patented invention, article or appliance furnished or used under this RFP.

Failure to Fulfill Contract

When any Responder shall fail to deliver any article or service or shall deliver any article or service which does not conform to the specifications, the School may, at its sole discretion, annul and set aside the contract entered into with said Responder, either in whole or in part, and make and enter into a new contract for the same items in such manner as seems to the Board of Education to be to the best advantage of the School. Any failure for furnishing such articles or services by reason of the failure of the Responder, as above stated, shall be a liability against such Responder and his sureties. The Board of Education reserves the right to cancel any articles or services which the successful Responder may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Responder provided satisfactory proof is furnished to the Board or Education, if requested.

Contract Exclusive

The provisions of the contract shall in no way prohibit the School from making purchases from another supplier for the same services as herein listed.

Proprietary Information

There can be no portions of the submitted quote to be treated as proprietary and confidential information even if they are marked as such. Due to the California Public Records Act all information submitted is to be considered open for public review.

Conflict of Interest

The successful Responder shall affirm that, to the best of its knowledge, there exists no actual or potential conflict between family, business, or financial interest of the Responder and services under this Agreement. The successful Responder agrees to advise Owner of any actual or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part, 85, Sections 85, 105 and 85.110—

The applicant certifies that it and its principles:

Are not presently debarred, suspended, proposed for debarment, declared intelligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this.

BID PROTEST. Any bid protest by any Bidder must be submitted in writing to the School before 3:30 p.m. (Per School bid clock) of **the third (3rd)** business day following bid opening.

- a. The protest must contain a complete statement of any and all bases for the protest.
- b. The protest must refer to the specific portions of all documents that form the basis for the protest.
- c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder but must timely pursue his or her own protest.
- d. The protest must include the name, address and telephone number of the person representing the protesting party.
- e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the School no later than 5:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted

concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving and award depending upon the outcome of the protest.

g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

h. A "business day", for purposes of this section, means a weekday during which the School's office is open and conducting business.

E-Rate Participation

The School is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commissions (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The School reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.

E-Rate Spin

Each vendor providing services to the School as part of the E-Rate program must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. Schools and Libraries Division can be reached online at: <http://www.usac.org/sl>

Brands

When a particular brand or brand and model number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its model number, if any, which he will furnish. The School shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and model number of the item to be furnished, it is understood the bidder will furnish the item named by the School as the standard of quality and utility.

Samples

Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the School.

Delivery

All items shall be delivered in quantities specified in the contract F.O.B., at the points within the School as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the School. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers

an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the School in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.

Public Works Contractor Registration Certification

If the bids for this Project are due on or after March 1, 2015, then pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted, nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. To this end, Bidder shall sign and submit with its Bid the Public Works Contractor Registration Certification on the form provided, attesting to the facts contained therein. Failure to submit this form may render the Bid non-responsive. In addition, each Bidder shall provide the registration number for each listed subcontractor in the space provided in the Designation of Subcontractors Form.

List of Sites

Chico Country Day School School				
School Name	Address	City	Zip	Telephone
Chico Country Day School	102 W. 11 th Street	Chico	95928	(530) 895-2650

Any other location within the Greater Chico Area designated by the School

Cost Proposal

RFP 2019-101

Responder Company Name: BUTE COUNTY OFFICE OF EDUCATION (BCOE)
 Responder Name: MATT DISALVO
 Responder Title: NETWORK MANAGER
 Responder SPIN: 143011860
 Responder Phone: 530-532-5770

Please provide pricing for a **five-year term** on the below:

5 Year Term	1 Gbps	2 Gbps	3 Gbps	4 Gbps	5 Gbps	6 Gbps	7 Gbps	8 Gbps	9 Gbps	10 Gbps
Total Amount Proposed	\$39,500									
Less Ineligible Costs										
Total Erate Eligible										

Please provide pricing for a **three-year term** on the below:

3 Year Term	1 Gbps	2 Gbps	3 Gbps	4 Gbps	5 Gbps	6 Gbps	7 Gbps	8 Gbps	9 Gbps	10 Gbps
Total Amount Proposed	\$23,700									
Less Ineligible Costs										
Total Erate Eligible										

Responding to Request For Proposal No. 2019-101 due November 28, 2018 before 3:00 PM

RFP Form

RFP 2019-101

Chico Country Day School
102 W. 11th Street
Chico, California 95928

To: Superintendent and Members of the Board of Education

The undersigned, doing business under the full and complete legal Responder name as set forth below, having examined the Notice to Responders, RFP Instructions, Scope of Work & Requirements, General Conditions, Agreement and all other documents forming a part of the RFP package for the above-referenced RFP, hereby proposes to perform the Agreement, including all of its component parts, and to furnish all materials called by them for the entire order for the prices set forth in the documents contained in said RFP package. The entire RFP Package is submitted, together with this RFP Form.

Name of Company: BUTTE COUNTY OFFICE OF EDUCATION

Legal Status (i.e., sole proprietorship, partnership, corporation): _____

Tax I.D. Number (Sole Proprietorship Only): _____

Address: 1859 BIRD ST

OROVILLE, CA 95965

Authorized Representative:

Signature

MATT DISALVO

Name (Print or Type)

NETWORK MANAGER

Title

10-29-18

Date

530 532-5770

()

Phone

()

Fax

MDISALVO@BCOE.ORG

E-mail address



Letter of Agreement - RFP 2019-101

Pursuant to the terms of Chico Country Day School's RFP # 2019-101 for Internet Service, (Name of Company) BUTTE COUNTY OFFICE OF EDUCATION's response to RFP #2019-101 dated (mm/dd/yyyy) 10/29/18, (Name of Company) BLOE will provide the equipment and services per RFP # 2019-101 effective the date of issuance of Chico Country Day School Purchase Order(s).

(Name of Company) BUTTE COUNTY OFFICE OF EDUCATION and Chico Country Day School acknowledge that this agreement is for E-Rate eligible products and services, which are contingent on funding by the School and Libraries Division of USAC/FCC and the Chico Country Day School for E-Rate Year 2019 (Year 22), and Chico Country Day School Board of Education approval.

The Chico Country Day School (School) reserves the right to terminate the referenced Request for Proposal (RFP) and all documents associated with the Request for Proposal, including but not limited to this Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The Chico Country Day School shall not be responsible for any costs to Bidder prior to termination.

Chico Country Day School _____

Authorized Representative Signature
Date: _____

Name: Margaret Reece
Title: Chief Business Officer
Address: 102 W. 11th Street
Chico, CA 95928
Email: margaret@chicocountryday.org
Phone: (530) 895-2650 ext204

BUTTE COUNTY OFFICE OF EDUCATION
(Name of Company)

Authorized Representative Signature
Date: 10-29-18

Name: MATT DiSALVO
Title: NETWORK MANAGER
Address: 1859 BIRD ST
DROVILLE, CA 95965
Email: MDISALVO@BLOE.ORG
Phone: 530-532-5770

Fingerprint Certification

RFP 2019-101

Responder Certification

I, MATT Di SALVO, am an authorized representative of/doing business as (Name of Responder/consultant) _____, and hereby certify that, pursuant to Education Code Section 45125.1, this business entity has conducted the required criminal background check(s) of all its employees who may have contact with School pupils or unsupervised access to any School campus of the Chico Country Day School on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5(c) and/or 1192.7(c).

Failure to comply with these terms or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by the Contractor shall constitute grounds for termination of this Agreement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.


Executed this 29th day of OCTOBER, 2018, in BUTTE County, California.

MATT Di SALVO

Name of Responder/Consultant (please print)

MATT Di SALVO

Name/Title of Authorized Representative (printed)



(Signature)

Statement of Non-Conflict of Interest

RFP 2019-101

The Responder hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the School and further agrees to disclose any such interest which may be acquired during the life of an agreement with the School. The Responder also certifies that it and its members are not, officers, agents, or employees of the School, nor have they been since January 1, 2001.



Signature

MATT DISALVO

Printed Name

NETWORK MANAGER

Title

BLOF

Responder

10-29-18

Date

Insurance Acknowledgement

RFP 2019-101

Notice to Bidders regarding Indemnity and Insurance Requirements

Summary of Indemnification and Insurance Requirements:

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to Chico Country Day School (Buyer). By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by Buyer.
2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits afforded under Contractor's policies of Insurance shall be available to Buyer and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be: 1—all the Insurance coverage and limits carried by or available to the Contractor; or 2—the minimum Insurance requirements shown in this agreement, whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to Buyer.
3. Contractor shall provide Buyer with Certificates of Insurance including all required endorsements and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Buyer before work begins. Buyer reserves the right to require full-certified copies of all Insurance coverage and endorsements.

I. Indemnification & Insurance:

Contractor shall be an independent contractor and not an agent or employee of School under this Agreement. Contractor shall be responsible for any damage, loss, or other claim arising out of the performance of its services under this Agreement.

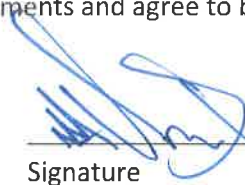
Prior to commencement of services and during the life of this Agreement, Contractor shall provide the School with a current certificate or policy evidencing its professional general liability insurance coverage in a sum not less than \$1,000,000 per occurrence, and such certificate or policy shall name the School as an additional insured.

To the fullest extent allowed by law, Contractor shall defend, indemnify, and hold harmless School, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by Contractor or its directors, officers, agents, employees, volunteers, or guests arising from Contractor's duties and obligations described in this Agreement or imposed by law.

To the fullest extent allowed by law, School shall defend, indemnify, and hold harmless Contractor, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by School or its directors, officers, agents, employees, volunteers, or guests arising from School's duties and obligations described in this Agreement or imposed by law. Contractor is not an employee of the School and School shall not indemnify Contractor in any such claim.

Contractor shall be responsible for carrying its own workers' compensation insurance and health and welfare insurance. School shall not withhold or set aside income tax, Federal Insurance Contributions Act (FICA) tax, unemployment insurance, disability insurance, or any other federal or state funds whatsoever. It shall be the sole responsibility of the Contractor to account for all of the above and Contractor agrees to hold School harmless from all liability for these taxes.

I have read and understand the above requirements and agree to be bound by them for any work performed for the Buyer.



Signature

MATT DISALVO

Printed Name

NETWORK MANAGER

Title

BCOE

Responder

10-29-18

Date

Contract Term

- The contract term for Internet Access will be three (3) years, with the option to extend for an additional two (2) year term
- The maximum duration of the agreement, including all extensions, shall be five (5) years
- The contract will begin July 1, 2019 (E-Rate Funding Year 2019)
- A formal contract will be provided to the district once an Internet Access option has been decided

Thank you for considering our Internet Access offer. We hope to be able to continue serving your district and meeting your technology needs.

Steve Monahan
Information Technology Director
Butte County Office of Education

Additional Information

- Further discounts cannot be provided as all options have been discounted beforehand to provide the best possible cost.
- There is no additional cost or restriction in place for customers regarding bursting bandwidth utilization.

References

- Job Location: Paradise USD
- Contact name and telephone number: Adam Vesely 530-872-6400
- Date of contract: 1998 to current
- Project Description: Internet Access
- Equipment/Service Installed: 1998 up to current date

- Job Location: Chico Unified School District
- Contact name and telephone number: John Vincent 530-891-3000
- Date of contract: 1998 to current
- Project Description: Internet Access
- Equipment/Service Installed: 1998 up to current date

- Job Location: Gridley Unified School District
- Contact name and telephone number: Ken Aldrich 530-846-4791
- Date of contract: 1998 to current
- Project Description: Internet Access
- Equipment/Service Installed: 1998 up to current date

Services Not Included

The following services are not included with our Internet Access:

- Monthly cost for telecommunication circuits (i.e. DS0, T1, DS3, etc.)
- Installation, configuration, or maintenance of Local Area Network (LAN) equipment
- Network cable installation
- Installation, configuration, or maintenance of local workstations and servers

Support Hours

- BCOE support hours are Monday – Friday, 7:30am – 4:30pm excluding BCOE holidays
- Network outage issues started during the regular support hours will continue to be worked until resolved even after normal support hours
- After hours support and weekend support can be pre-arranged with 10 business days notice

SLA – Service Level Agreement

- BCOE will respond to voice or email inquiries regarding Internet service outages within 1 hour during support hours.
- Response to service interruptions will include voice, email, SMS, or physical response, depending on the severity of the issue.
- BCOE will coordinate the repair or replacement of Internet Access equipment and maintain swappable spares to reestablish service as soon as possible.
- Routing equipment will either have a 4 hr. Cisco SMARTnet agreement or an equivalent replacement device will be provided by BCOE.
- Scheduled routine maintenance will need to be performed occasionally on BCOE core equipment for software upgrades, hardware upgrades, and patches. BCOE will provide at least 2 weeks notice for planned scheduled maintenance that creates a service interruption.
- Because BCOE already provides Gigabit Internet Access over fiber at considerably discounted rates, additional discounts cannot be provided for extended outages.
- BCOE historically provides better than 99% uptime as indicated by our network monitoring software.

Gigabit Internet Access over fiber (1Gbps) at all school and district sites – Utilize Existing Site Routers provided by Chico Country Day School

Description	Unit One-Time Cost	Unit Annual Recurring Cost	Qty.	Total One-Time Cost	Total Annual Cost
1Gbps Internet Access over fiber at 1 Site	\$0	\$7900	1	\$0	\$7,900
CCDS					
Total		\$7,900 (annually)			

Hardware and Warranty/Device Maintenance

All network routers are Cisco hardware unless stated otherwise. BCOE will also maintain on-hand spare devices for same day replacement of standard site routers.

Implementation Timeline

- The implementation timeline varies with the Internet Access option chosen
- Typically new hardware installations take 3-4 weeks once the equipment has arrived
- In most cases, existing connections can remain online while migrating to the new Internet Service, reducing network interruptions
- BCOE will coordinate with the district to implement new hardware at a time that is convenient for the district
- Estimate timeline of each option:
 - Utilize existing routers at 1 site
 - No changes needed

Overview of Available Services

- Provide a minimum of Gigabit Internet Access over fiber (1Gbps) for district schools and facilities
- Install, configure, and maintain Internet Access equipment (i.e. routers)
- Install operating system upgrades and patches on all Internet access routers to ensure continued functionality
- Maintain a record of Public IP addresses for the district with a process for issuing new Public IP addresses
- Monitor and troubleshoot Internet accessing equipment, conduits and data circuits to identify specific problems, reduce downtime, and notify the district at the point of any disruption of service
- Coordinate data circuit repair with providers when needed
- Provide DNS services to facilitate Internet Access
- Provide Firewall protection against unauthorized use and access of Internet services
- Provide web-based bandwidth utilization reporting with optional alerting

Internet Access

The presented option meets or exceeds the requested minimum bandwidth, and include the following:

- A minimum of 1 Gbps Internet Access over fiber (Where available)
- No additional charge for travel
- No additional charge for installation
- Fully managed services up to the demark point established by BCOE



Information Technology Services

1859 Bird Street
Oroville, CA 95965
Telephone: (530) 532-5770
Fax: (530) 532-5682
SPIN# 143011860
10/29/2018

ISP E-Rate Proposal for Chico Country Day School RFP # 190001776

Introduction

Butte County Office of Education is pleased to offer Internet Access to Chico Country Day School. Butte County Office of Education (BCOE) has been involved with the E-Rate program since 1998 and during this time we have provided Internet Access to all of the school districts in Butte County. Additionally, we have implemented and supported Internet Access for schools and county offices in Lassen and Tehama counties. BCOE only provides Internet Access to schools and school districts, so our services are focused toward enhancing student achievement. We are a local Internet provider capable of physically responding to service interruptions anywhere in our county within 2 hours. Our network support staff includes three Network Engineers who have obtained several industry recognized certifications including CCNA, CCNP, and Network+.

Benefits of Internet Access with BCOE

- We are an Internet Service Provider with 20 years of experience specialized in supporting the needs of K-12 schools exclusively
- We provide low cost Gigabit Internet Access over fiber
- Multiple configuration options to meet the needs of the school district
- Over 30 years of combined network design and support experience
- Extensive knowledge of the districts existing wide area network
- Datacenter upgrades to ensure reliability
- Access to the K12HSN education network and K-12 online resources



Chico Country Day
SCHOOL

Overnight Field Trip Request Form

Requested By:

David Eubanks

Date:

8-24-18

Person Responsible for Trip:

David Eubanks

Destination:

Robb Hill Camp Grounds, San Francisco, CA

Purpose:

Student enrichment/Academic Standards

Dates:

May 7-8 and 8-9 or May 14-15 and May 15-16

Adult Supervisors:

16-18 Parents

Time of Arrival & Departure:

10:00 AM - 12:30 PM

Number of Students Participating:

62

Number of Students NOT Participating:

0

Cost of Field Trip:

≈ \$1050.00

Overnight Housing:

Robb Hill Camp Grounds Group Sites

Number of Vehicles Needed:

16-18

Number of Chaperone's Needed:

16-18 driver/chaperones

Field Trip Itinerary: Leave CCDS at 7:00 am. Get to California Academy of Sciences @ 10:00 am. Leave CAOS @ 2:30. Go to Robb Hill Camp Grounds in Presidio. Set up camp, play games, eat dinner. Clean dinner. Night Hike. Day 2 → Clean up camp and go to North Beach. Eat Lunch and Leave.

Administrative Approval:

Mindy J. J. J.

Board of Director Approval:



Chico Country Day
SCHOOL

Overnight Field Trip Request Form

Requested By:

Birchard / Eubanks

Date:

~~Dec 4, 2018~~ Dec 4, 2018

Person Responsible for Trip:

Birchard / Eubanks

Destination:

San Francisco / Angel Island

Purpose:

Historical ~~and~~ Aspects of Angel Island Apr. 23, 24, 25

Dates:

Adult Supervisors:

~~28-30~~ 28-30

Time of Arrival & Departure:

7:00 Am. - / 10:30 A.M.

Number of Students Participating:

≈ 58

Number of Students NOT Participating:

0 at this Point

Cost of Field Trip:

\$2000.00

Overnight Housing:

Camping @ location

Number of Vehicles Needed:

25

Number of Chaperone's Needed:

25

Field Trip Itinerary:

Administrative Approval:

Wendy Faxon

Board of Director Approval:

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

Charter School Name: Chico Country Day School
(continued) _____
CDS #: 04-61424-6113773
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 112
Fiscal Year: 2018-2019

To the entity that approved the charter school:
(x) 2018-2019 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: 12/6/2018
Charter School Official
(Original signature required)
Print Name: Margaret Reece Title: Chief Business Officer

To the County Superintendent of Schools:
() 2018-2019 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

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

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

For Approving Entity:

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

For Charter School:

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

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

BCOE Signature

Date

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First 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: 2018-2019

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)

A. REVENUES	Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
1. Revenue Limit Sources											
State Aid - Current Year		8011	2,461,165.00		2,461,165.00	449,145.00	-	449,145.00	2,377,927.00	-	2,377,927.00
Charter Schools Gen. Purpose Entitlement - State Aid		8012	671,988.00		671,988.00	196,465.00		196,465.00	723,564.00	-	723,564.00
State Aid - Prior Years		8019			-	4,009.10		4,009.10	-	-	-
Tax Relief Subventions (for rev. limit funded schools)		8020-8039			-			-	-	-	-
County and District Taxes (for rev. limit funded schools)		8040-8079			-			-	-	-	-
Miscellaneous Funds (for rev. limit funded schools)		8080-8089			-			-	-	-	-
Revenue Limit Transfers (for rev. limit funded schools):		8092			-			-			-
PERS Reduction Transfer		8091, 8097			-			-			-
Other Revenue Limit Transfers					-			-			-
Total, Revenue Limit Sources			3,133,153.00	-	3,133,153.00	649,619.10	-	649,619.10	3,101,491.00	-	3,101,491.00
2. Federal Revenues											
No Child Left Behind		8290			-			-			-
Special Education - Federal		8181, 8182		63,718.00	63,718.00			-		63,718.00	63,718.00
Child Nutrition - Federal		8220			-			-			-
Other Federal Revenues		8110, 8260-8299		6,000.00	6,000.00	31.00	3,626.01	3,657.01		8,000.00	8,000.00
Total, Federal Revenues			-	69,718.00	69,718.00	31.00	3,626.01	3,657.01	-	71,718.00	71,718.00
3. Other State Revenues											
Charter Schools Categorical Block Grant		8590			-			-			-
Special Education - State		StateRevSE		165,343.00	165,343.00		48,552.00	48,552.00		165,343.00	165,343.00
All Other State Revenues		StateRevAO	271,151.00	25,872.00	297,023.00			-	191,825.00	28,567.00	220,392.00
Total, Other State Revenues			271,151.00	191,215.00	462,366.00	-	48,552.00	48,552.00	191,825.00	193,910.00	385,735.00
4. Other Local Revenues											
Charter Schools Funding in Lieu of Property Taxes		8096	1,280,548.00		1,280,548.00	345,084.00		345,084.00	1,340,387.00		1,340,387.00
All Other Local Revenues		LocalRevAO	464,540.00	23,760.00	488,300.00	201,020.56	4,323.64	205,344.20	472,600.00	66,200.00	538,800.00
Total, Local Revenues			1,745,088.00	23,760.00	1,768,848.00	546,104.56	4,323.64	550,428.20	1,812,987.00	66,200.00	1,879,187.00
5. TOTAL REVENUES			5,149,392.00	284,893.00	5,434,085.00	1,195,754.66	56,501.65	1,252,256.31	5,106,303.00	331,828.00	5,438,131.00

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First 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: 2018-2019

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 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	1,416,000.00		1,416,000.00	353,377.44		353,377.44	1,408,000.00		1,408,000.00
Certificated Pupil Support Salaries	1200	98,800.00	236,000.00	334,800.00	18,681.53	65,872.54	84,554.07	88,000.00	237,435.00	325,435.00
Certificated Supervisors' and Administrators' Salaries	1300	222,040.00	47,960.00	270,000.00	75,439.07	8,789.00	84,228.07	212,040.00	47,960.00	260,000.00
Other Certificated Salaries	1900	47,900.00	7,800.00	55,700.00	13,749.59		13,749.59	51,070.00	7,800.00	58,870.00
Total, Certificated Salaries		1,784,740.00	291,760.00	2,076,500.00	461,247.63	74,661.54	535,909.17	1,759,110.00	293,195.00	2,052,305.00
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100		106,200.00	106,200.00		26,431.70	26,431.70	10,250.00	105,750.00	116,000.00
Non-certificated Support Salaries	2200	453,000.00		453,000.00	138,032.75		138,032.75	443,000.00		443,000.00
Non-certificated Supervisors' and Administrators' Sal.	2300	86,800.00	12,000.00	98,800.00	31,199.98	3,466.66	34,666.64	93,900.00	10,775.00	104,675.00
Clerical and Office Salaries	2400	202,700.00	12,500.00	215,200.00	64,596.59	4,368.00	68,964.59	202,825.00	12,500.00	215,325.00
Other Non-certificated Salaries	2900	8,800.00		8,800.00	3,905.38		3,905.38	9,800.00		9,800.00
Total, Non-certificated Salaries		751,300.00	130,700.00	882,000.00	237,734.70	34,266.36	272,001.06	759,775.00	129,025.00	888,800.00
3. Employee Benefits										
STRS	3101-3102	275,520.00	46,480.00	322,000.00	73,283.66	12,360.54	85,644.20	275,520.00	46,480.00	322,000.00
PERS	3201-3202	109,500.00	13,500.00	123,000.00	39,216.85	749.51	39,966.36	109,500.00	13,500.00	123,000.00
OASDI / Medicare / Alternative	3301-3302	82,000.00	11,000.00	93,000.00	25,873.47	3,706.51	29,579.98	82,000.00	11,000.00	93,000.00
Health and Welfare Benefits	3401-3402	458,000.00	49,000.00	506,000.00	134,426.02	20,053.60	154,479.62	450,000.00	50,000.00	500,000.00
Unemployment Insurance	3501-3502	27,500.00	1,500.00	29,000.00	2,195.17	408.59	2,603.76	27,500.00	1,500.00	29,000.00
Workers' Compensation Insurance	3601-3602	35,722.00	3,900.00	39,622.00	16,312.01	2,308.05	18,620.06	35,722.00	3,900.00	39,622.00
Retiree Benefits	3701-3702									
PERS Reduction (for revenue limit funded schools)	3801-3802									
Other Employee Benefits	3901-3902									
Total, Employee Benefits		988,242.00	124,380.00	1,112,622.00	291,307.18	39,586.80	330,893.98	980,242.00	126,380.00	1,106,622.00
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	37,000.00	1,000.00	38,000.00	28,267.83	843.62	29,111.45	31,000.00	1,000.00	32,000.00
Books and Other Reference Materials	4200	5,500.00	500.00	6,000.00	1,535.87		1,535.87	5,500.00	500.00	6,000.00
Materials and Supplies	4300	140,472.00	7,000.00	147,472.00	48,930.64	21,192.76	70,123.40	142,167.00	7,000.00	149,167.00
Noncapitalized Equipment	4400	28,000.00	1,000.00	29,000.00	20,160.08	215.33	20,375.41	24,500.00	1,000.00	25,500.00
Food	4700	7,500.00	500.00	8,000.00	2,855.57		2,855.57	7,500.00	500.00	8,000.00
Total, Books and Supplies		218,472.00	10,000.00	228,472.00	101,749.99	22,251.71	124,001.70	210,667.00	10,000.00	220,667.00
5. Services and Other Operating Expenditures										
Travel and Conferences	5200	26,000.00	6,500.00	32,500.00	15,426.74	1,035.04	16,461.78	26,000.00	6,500.00	32,500.00
Dues and Memberships	5300	11,000.00	1,000.00	12,000.00	3,434.00		3,434.00	11,000.00	1,000.00	12,000.00
Insurance	5400	63,617.00		63,617.00	35,017.47	2,123.63	37,141.10	57,256.00	6,361.00	63,617.00
Operations and Housekeeping Services	5500	102,600.00		102,600.00	23,187.51		23,187.51	102,600.00		102,600.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	202,000.00		202,000.00	60,483.60		60,483.60	202,000.00		202,000.00
Professional/Consulting Services and Operating Expend	5800	318,037.00	34,000.00	352,037.00	114,787.31	3,274.50	118,061.81	325,769.00	34,000.00	359,769.00
Communications	5900	19,600.00		19,600.00	2,319.44		2,319.44	19,600.00		19,600.00
Total, Services and Other Operating Expenditures		742,854.00	41,500.00	784,354.00	254,656.07	6,433.17	261,089.24	744,225.00	47,861.00	792,086.00

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First 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: 2018-2019

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 10/31		1st Interim Budget	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual)							
Sites and Improvements of Sites	6100	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-
Depreciation Expense (for full accrual only)	6900	237,350.00	237,350.00	96,425.72	96,425.72	237,350.00	237,350.00
Total, Capital Outlay		237,350.00	-	96,425.72	-	237,350.00	-
7. Other Outgo							
Tuition to Other Schools	7110-7143	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-	-
Debt Service:							
Interest	7438	74,670.00	-	333.73	-	74,670.00	-
Principal	7439	-	-	-	-	-	-
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	-	-
Total, Other Outgo		74,670.00	-	333.73	-	74,670.00	-
8. TOTAL EXPENDITURES		4,797,628.00	598,340.00	1,443,455.02	177,199.58	4,776,039.00	606,461.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B6)		351,764.00	(313,647.00)	(247,700.36)	(120,697.93)	330,264.00	(274,633.00)
D. OTHER FINANCING SOURCES / USES							
1. Other Sources	8930-8979	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(313,647.00)	313,647.00	(120,697.93)	120,697.93	(274,633.00)	274,633.00
4. TOTAL OTHER FINANCING SOURCES / USES		(313,647.00)	313,647.00	(120,697.93)	120,697.93	(274,633.00)	274,633.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		38,117.00	-	(368,398.29)	-	55,631.00	-
						55,631.00	

CHARTER SCHOOL

(continued)

CDS #: 04-61424-6113773

Charter Approving Entity: Chico Unified School District

County: Butte

County: 112
Charter #: 112

Fiscal Year: 2018-2019

This charter school uses the following basis of accounting:

☐

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	6,914,550.53		6,914,550.53	6,914,550.53		6,914,550.53			6,914,550.53
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		6,914,550.53	-	6,914,550.53	6,914,550.53	-	6,914,550.53			6,914,550.53
2. Ending Fund Balance, June 30 (E + F 1.c.)		6,952,667.53	-	6,952,667.53	6,546,152.24	-	6,546,152.24	6,970,181.53	-	6,970,181.53
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711	467,410.34		467,410.34	473,229.58		473,229.58			473,229.58
Reserve for Stores (equals object 9320)	9712	-		-	-		-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713									
Reserve for All Others	9719	258,700.00		258,700.00	261,134.39		261,134.39			261,134.39
General Reserve	9730	50,000.00		50,000.00	50,000.00		50,000.00			50,000.00
Legally Restricted Balance	9740		3,593,086.42	3,593,086.42	3,705,759.59		3,705,759.59			3,705,759.59
Designated for Economic Uncertainties	9770	475,000.00		475,000.00	475,000.00		475,000.00			475,000.00
Other Designations	9775, 9780	198,622.80		198,623.00	198,623.00		198,623.00			198,623.00
Undesignated / Unappropriated Amount	9790	5,502,934.39	(3,593,086.42)	1,909,847.97	5,088,165.27	(3,705,759.59)	1,382,405.68	5,512,194.56	(3,705,759.59)	1,806,434.97

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

Charter School Name: Chico Country Day School
(continued)
CDS #: 04-61424-6113773
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 112
Fiscal Year: 2018-2019

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. Revenue Limit Sources						
State Aid - Current Year	8011	2,461,165.00	449,145.00	2,377,927.00	(83,238.00)	-3.38%
Charter Schools Gen. Purpose Entitlement - State Aid	8015	671,988.00	196,465.00	723,564.00	51,576.00	7.68%
State Aid - Prior Years	8019	-	4,009.10	-	-	
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		3,133,153.00	649,619.10	3,101,491.00	(31,662.00)	-1.01%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	
Special Education - Federal	8181, 8182	63,718.00	-	63,718.00	-	0.00%
Child Nutrition - Federal	8220	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	6,000.00	3,657.01	8,000.00	2,000.00	33.33%
Total, Federal Revenues		69,718.00	3,657.01	71,718.00	2,000.00	2.87%
3. Other State Revenues						
Charter Schools Categorical Block Grant	8590	-	-	-	-	
Special Education - State	StateRevSE	165,343.00	48,552.00	165,343.00	-	0.00%
All Other State Revenues	StateRevAO	297,023.00	-	220,392.00	(76,631.00)	-25.80%
Total, Other State Revenues		462,366.00	48,552.00	385,735.00	(76,631.00)	-16.57%
4. Other Local Revenues						
Charter Schools Funding in Lieu of Property Taxes	8096	1,280,548.00	345,084.00	1,340,387.00	59,839.00	4.67%
All Other Local Revenues	LocalRevAO	488,300.00	205,344.20	538,800.00	50,500.00	10.34%
Total, Local Revenues		1,768,848.00	550,428.20	1,879,187.00	110,339.00	6.24%
5. TOTAL REVENUES		5,434,085.00	1,252,256.31	5,438,131.00	4,046.00	0.07%
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	1,416,000.00	353,377.44	1,408,000.00	(8,000.00)	-0.56%
Certificated Pupil Support Salaries	1200	334,800.00	84,554.07	325,435.00	(9,365.00)	-2.80%
Certificated Supervisors' and Administrators' Salaries	1300	270,000.00	84,228.07	260,000.00	(10,000.00)	-3.70%
Other Certificated Salaries	1900	55,700.00	13,749.59	58,870.00	3,170.00	5.69%
Total, Certificated Salaries		2,076,500.00	535,909.17	2,052,305.00	(24,195.00)	-1.17%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	106,200.00	26,431.70	116,000.00	9,800.00	9.23%
Non-certificated Support Salaries	2200	453,000.00	138,032.75	443,000.00	(10,000.00)	-2.21%
Non-certificated Supervisors' and Administrators' Sal.	2300	98,800.00	34,666.64	104,675.00	5,875.00	5.95%
Clerical and Office Salaries	2400	215,200.00	68,964.59	215,325.00	125.00	0.06%
Other Non-certificated Salaries	2900	8,800.00	3,905.38	9,800.00	1,000.00	11.36%
Total, Non-certificated Salaries		882,000.00	272,001.06	888,800.00	6,800.00	0.77%
3. Employee Benefits						
STRS	3101-3102	322,000.00	85,644.20	322,000.00	-	0.00%
PERS	3201-3202	123,000.00	39,966.36	123,000.00	-	0.00%
OASDI / Medicare / Alternative	3301-3302	93,000.00	29,579.98	93,000.00	-	0.00%
Health and Welfare Benefits	3401-3402	506,000.00	154,479.62	510,000.00	4,000.00	0.79%
Unemployment Insurance	3501-3502	29,000.00	2,603.76	29,000.00	-	0.00%

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Chico Country Day School
(continued) _____
CDS #: 04-61424-6113773
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 112
Fiscal Year: 2018-2019

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Workers' Compensation Insurance	3601-3602	39,622.00	18,620.06	39,622.00	-	0.00%
Retiree Benefits	3701-3702	-	-	-	-	-
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-
Total, Employee Benefits		1,112,622.00	330,893.98	1,116,622.00	4,000.00	0.36%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	38,000.00	29,111.45	32,000.00	(6,000.00)	-15.79%
Books and Other Reference Materials	4200	6,000.00	1,535.87	6,000.00	-	0.00%
Materials and Supplies	4300	147,472.00	70,123.40	149,167.00	1,695.00	1.15%
Noncapitalized Equipment	4400	29,000.00	20,375.41	25,500.00	(3,500.00)	-12.07%
Food	4700	8,000.00	2,855.57	8,000.00	-	0.00%
Total, Books and Supplies		228,472.00	124,001.70	220,667.00	(7,805.00)	-3.42%
5. Services and Other Operating Expenditures						
Travel and Conferences	5200	32,500.00	16,461.78	32,500.00	-	0.00%
Dues and Memberships	5300	12,000.00	3,434.00	12,000.00	-	0.00%
Insurance	5400	63,617.00	37,141.10	63,617.00	-	0.00%
Operations and Housekeeping Services	5500	102,600.00	23,187.51	102,600.00	-	0.00%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	202,000.00	60,483.60	202,000.00	-	0.00%
Professional/Consulting Services and Operating Expend.	5800	352,037.00	118,061.81	359,769.00	7,732.00	2.20%
Communications	5900	19,600.00	2,319.44	19,600.00	-	0.00%
Total, Services and Other Operating Expenditures		784,354.00	261,089.24	792,086.00	7,732.00	0.99%
6. Capital Outlay						
Sites and Improvements of Sites	6100	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-
Equipment	6400	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-
Depreciation Expense (for full accrual only)	6900	237,350.00	96,425.72	237,350.00	-	0.00%
Total, Capital Outlay		237,350.00	96,425.72	237,350.00	-	0.00%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-
Debt Service:						
Interest	7438	74,670.00	333.73	74,670.00	-	0.00%
Principal	7439	-	-	-	-	-
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	-
Total, Other Outgo		74,670.00	333.73	74,670.00	-	0.00%
8. TOTAL EXPENDITURES		5,395,968.00	1,620,654.60	5,382,500.00	(13,468.00)	-0.25%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		38,117.00	(368,398.29)	55,631.00	17,514.00	45.95%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-
3. Contributions From Unrestricted and Restricted Accounts						

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

Charter School Name: Chico Country Day School
(continued)
CDS #: 04-61424-6113773
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 112
Fiscal Year: 2018-2019

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
(must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		38,117.00	(368,398.29)	55,631.00	17,514.00	45.95%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	6,914,550.53	6,914,550.53	6,914,550.53	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		6,914,550.53	6,914,550.53	6,914,550.53	-	0.00%
2. Ending Fund Balance, June 30 (E + F.1.c.)		6,952,667.53	6,546,152.24	6,970,181.53	17,514.00	0.25%
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	467,410.34	473,229.58	473,229.58	5,819.24	1.24%
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	258,700.00	261,134.39	261,134.39	2,434.39	0.94%
General Reserve	9730	50,000.00	50,000.00	50,000.00	-	0.00%
Legally Restricted Balance	9740	3,593,086.42	3,705,759.59	3,705,759.59	112,673.17	3.14%
Designated for Economic Uncertainties	9770	475,000.00	475,000.00	475,000.00	-	0.00%
Other Designations	9775, 9780	-	198,623.00	198,623.00	198,623.00	
Undesignated / Unappropriated Amount	9790	1,909,847.97	1,382,405.68	1,806,434.97	(103,413.00)	-5.41%

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Chico County Day School	COUNTY CODE: 4	DISTRICT CODE: 61424	CHARTER NUMBER (IF APPLICABLE): 112
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Margaret Reece	COUNTY NAME: Butte		
ADDRESS: 102 West 11th Street	STATE: CA	ZIP CODE: 95928	FISCAL YEAR: 2018-19
CITY: Chico	TITLE: Chief Business Officer		
CONTACT NAME: Margaret Reece	PHONE: 530-895-2650	E-MAIL: margaret@chicocountyday.org	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input checked="" type="checkbox"/> CHARTER SCHOOL
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PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

- ☒ **SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.

- ☒ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

- ☐ **MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

- ☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

- ☐ **LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

SECTION B: SCHOOL CLOSURE
PART 1: NATURE OF EMERGENCY (Describe in detail.)

☐ Not Applicable (Proceed to Section C)
☐ Supplemental Page(s) Attached

Butte County Superintendent of Schools, Tim Taylor, ordered a school closure from November 9 through November 30, 2018 due to the Camp Fire in Butte County, CA. A state of emergency was enacted by the Governor of California.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fd/aa/pa/13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

[illegible]

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

[illegible]

SECTION C: MATERIAL DECREASE

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Not Applicable (Proceed to Section D)
☐ Supplemental Page(s) Attached

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

A	B	C	D	E	F	G+	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total					0.00		0.00

Form I-129A-12

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☐ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Chico Country Day School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Jessika Lawrence, Chair

Lowell Daun, Vice Chair

Michele Mittman, Treasurer

Chris Constantlin, Secretary

Brian Ausland, Member

Charles Thompson, Member

Suzanne Zivnуска, Member

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12 day of December, 2018

Witness: Wendy Fairon (Name) _____ (Signature) _____ Title: Director of Education of Butte County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): Kelly Staley (Name) _____ (Signature) _____ Authorizing LEA Name: Chico Unified School District

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Tim Taylor (Name) _____ (Signature) _____

Subscribed and sworn (or affirmed) before me, this _____ day of _____,

Witness: _____ (Name) _____ (Signature) _____ of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____