



Response to NCOE Staff Report: Clarifications and Submissions

Dear Dr. Nemko, Asst. Superintendent Josh Schulz, and the staff of the Napa County Office of Education:

Thank you for your staff report recommending conditional approval of Mayacamas Countywide Middle School. We appreciate all of your hard work and long hours required to review and analyze our lengthy and comprehensive petition, and we are grateful for your time and effort.

We believe that the conditions in your staff report are met by the following submission, which addresses your concerns and provides the necessary additional data you've requested. Please see below our responses to your concerns.

- 1. Sound Educational Program; Reading.** The staff reports asks for a *“plan for reading and a process for materials/curriculum adoption.”*

The staff requested that we provide additional information on how our English and Reading programs provide for “structured literacy and foundational literacy elements.” Using a novel-based approach and the other curriculum tools set forth in the Petition, we will provide a solid framework

for teaching vocabulary, fluency, and comprehension strategies. By example, we plan to engage in the following:

- **Vocabulary development:** Teach word meanings using context clues, semantic mapping, and word analysis strategies.
- **Fluency practice:** Students will read aloud regularly, focusing on accuracy and expression. The teacher provides feedback and models fluent reading, and students engage in repeated readings.
- **Comprehension strategies:** We will teach comprehension strategies such as predicting, summarizing, questioning, and visualizing. Students will learn to monitor their understanding, make connections between texts, and analyze text structures through guided reading, reciprocal teaching, and “think-alouds”.

In terms of **curriculum adoption** generally, we are a school of innovation and encourage our teachers and staff to review and assess all available curriculum tools that might help our students reach their goals and their full potential. We will ask our teachers to explore and test different tools that offer the best opportunities for differentiated and individualized learning, but that also assist students in closing the achievement gap and meeting state standards. Staff and teachers will be encouraged to explore available tools, and to bring them to the Head of School for evaluation. Those tools are then discussed with the Board, and the curriculum that is determined best-suited for our students would then be evaluated against, and included in, the annual budget, which is approved by the Board in June of each year.

For Year 1, we have an established budget already, and the Head of School, teachers and staff will work within the budget and guidance from the board to acquire any curriculum tools we need for year 1 after approval and throughout the spring and early summer of 2024.

2. Sound Education Program; Special Education. The staff report asks Mayacamas Countywide to:

- *“include training in special education elements as part of their monthly professional development calendar”;*

Mayacamas Countywide will ensure that all teachers and staff receive education and development on special education elements both during the summer professional development offerings and also throughout the year (during the weekly PD offerings on Wednesday and on the specific PD days). The special education professional development may include but is not limited to the following:

- **Special Education 101 by Special Education expert Gina Plate:** Engaging and comprehensive training session designed to equip educators with essential knowledge and tools for supporting students with diverse learning needs. This session explores core principles of special education, various disabilities, and strategies for creating inclusive classrooms. Participants gain insight into State and Federal laws, understanding IEPs, effective classroom strategies, accommodations, and the legal and ethical aspects of special education. Through real-world case studies, interactive discussions, and expert guidance, this training empowers educators to create an inclusive and supportive environment where

- every student can thrive academically and socially. We plan to insert this early in our professional development calendar, in September or October.
- Periodic Special Education training from our Special Education teacher, focused on in-classroom service and support. This would logically occur periodically during early-release Wednesdays.
 - Training and services from LACOE Charter SELPA. The timing for these training sessions will coincide with the LACOE Charter SELPA training calendar, and periodically on other dates and times dependent on trainer availability, topic, staff involved and time required. For example, training on new developments on SEIS could be conducted in increments, with one staff member at any time, while training on the latest research in behavioral management might require multiple sessions with professional staff.
- *“implement a roadmap for IEP compliance and service provision, training for use of SEIS (Special Education Information System) and timely completion and submission of all CDE reporting”*; Please see Attachment A “Roadmap for IEP compliance and service provision, training for use of SEIS and timely completion and submission of all CDE Reporting and a plan for development of any required CDE special education plans/reports”.
 - submit *“a plan for development of any required CDE special education plans/reports (e.g., corrective actions, disproportionality, or review activities)”*. Please see Attachment A.

In addition, this section asked for *“a revised budget showing movement over the five-year charter period toward a per pupil cost reflective of the average of the 5 county districts.”* We note that NVUSD makes up a majority of the student population in this exercise, and that the State Board of Education data indicates that middle school students with disabilities scored below the state average in ELA and in math in 2 of Napa County’s districts, including the largest district NVUSD (with others too small to report). Stonebridge Charter exceeded the state average in both subjects. Using the California School Dashboard DFS (difference from standard), all reporting districts in Napa County showed students with disabilities showing Low or Very Low in ELA and all reporting districts were Very Low in Math. Among the Basic Aid districts and NVUSD, there is a significant difference in the actual spend per SpEd pupil for similar results. Given that current spending has not recently translated into strong results for this demographic, we might suggest evaluating performance based on outcomes rather than dollars spent on a per ADA basis. That being said, we have revised our budget to include an increase year over year towards a per-ADA cost reflective of a weighted average of the 5 county districts. Please see **Attachment B** with the revised Budget.

Staff requested *“a description or plan for providing adaptive technology for Special Education students”*. Mayacamas Countywide will provide adaptive devices to all students whose IEPs designate this technology. For example, students with certain low incidence disabilities might require additional support to access our curriculum, for example “speech to text” and “text to speech. The budget set forth in **Attachment B** provides a specific line item for adaptive technology devices. In addition, many of our online adaptive learning curriculum tools like *Teach to One* for math, UDL across subjects and embedded in our social science and math curriculum tutoring, Learning Lab, intervention groups, and the NTN Project-Based Learning platform, plus multiple instructional aides in the classroom allow us to cater our programs and curriculum to meet students where they are, and to engage students with highly-individualized education across the numerous types of differentiated learners.

Staff has requested that we provide a number of additional assurances, which we have included in **Attachment C**.

Staff has requested that we provide evidence of LACOE Charter SELPA's acceptance of MCMS as a member. Please see documentation in **Attachment D**.

3. **Sound Educational Program; Independent Study**. Please see **Attachment C** for inclusion of additional assurances requested with respect to Independent Study.
4. **Ability to successfully implement the program set forth in the Petition; Programmatic Viability**. Please see **Attachment C** for the assurance regarding the lottery preference process, and **Attachment B** for the budget revision regarding the increase in budgeted amount for transportation costs for students living more than ten (10) miles from the school site.
5. **Ability to successfully implement the program set forth in the Petition; Administrative Viability**.
 - Regarding the Uniform Complaint Policy and Procedures, please see the Employee Handbook set forth in **Attachment G**. Please also see **Attachment E** for the Charter School Compliant Form.
 - Regarding the policies and procedures between charter and authorizer, once approved, we look forward to establishing the terms and conditions in the MOU that are beneficial to both parties.
6. **Ability to successfully implement the program set forth in the Petition; Financial Viability**.
 - **UPP**. Regarding the UPP, as you noted, our intent is to achieve a UPP of Sixty Percent (60%), which exceeds the district-wide UPP. However, given our conservative nature, we budgeted a UPP of Forty-Three percent (43%), in order to ensure financial viability. However, at your request, we have revised our budget to reflect reasonable movement over time towards our goal of 60% UPP. Please see **Attachment B**.
 - **Year 1 Enrollment**. Regarding the correct number of students in Year 1, we clarify that the number of students we are targeting for enrollment in Year 1 is 150.
 - **Transportation Budget**. Please see Item 4 above, and **Attachment B**, for the increase in transportation costs in the budget.
 - **Enrollment and Average Daily Attendance (ADA)**. Regarding the concern over enrollment and ADA, we note your concern. However, it is our informed belief that our targets for enrollment and ADA are sound. The current school run by the Foundation, Mayacamas Charter Middle School, has been under significant duress with substantial uncertainty of its future given the lawsuit filed by NVUSD and the CSBA—notably the chief critics of this Countywide Charter petition. Even so, there are 70+ families that have enrolled their students, due to the urgent need for these families to have an alternative to current public school offerings. We strongly believe that the demand is there and will continue to increase once the Countywide Charter is established. We know this in part because prior to the June trial court ruling setting aside the 2022 SBE charter approval, we had in excess of 150 students who had submitted

enrollment paperwork. We also know that for many years in recent past, River Middle School had an enrollment of almost 400 students and always had a waiting list. Based on similar principles, Mayacamas Countywide is an evolution of the River Middle School foundational beliefs, with numerous additions like the block schedule, Learning Lab, Individual Learning Plans and the College and Career Explorers Program that will appeal to many families in Napa County. If past indicators have any weight, then it's highly likely that our enrollment targets are sound, if not conservative.

Additionally, you commented, "However, if the rapid enrollment growth projected in the first 4 years is not realized, the viability of the charter could be impacted." Your first observation that our startup plan over 4 years constitutes "rapid" enrollment "growth", misconstrues the startup of a school. This type of enrollment pattern is very typical for start-up schools, whether it's a charter or a traditional district school (for example, new magnet or redesigned schools). Decades of experience in enrollment patterns reflect that a community's increased understanding and appreciation of the benefits provided by a school typically leads to confidence and growth. Your second observation is that, if enrollment projections are not realized, the viability of the charter could be impacted. This observation is true of any growth pattern in budget forecasts for any type of school, whether it's a charter, traditional public school, or private school. If enrollment is in danger of falling short of projections, Mayacamas will respond in a fiscally responsible manner by cutting expenses in a revised budget. Being a smaller school allows more flexibility with budget adjustments to meet these types of challenges.

- **Administrative Services and Operations.**

"Outline or process for how personnel transactions will be conducted": The Napa Foundation for Options in Education, which will run Mayacamas Countywide Middle School, has and will continue to have comprehensive Fiscal Policies and an Employee Handbook that will describe personnel transactions such as hiring, payroll, leaves and retirement. In addition, our contracted backoffice nonprofit *ExED* provides extensive assistance on the fiscal aspects of these transactions.

ExED has over 20 years of experience providing business management services to charter schools throughout California and currently works with over 100 charter school clients, responsible for the day-to-day accounting and management of charter school finances and cash flow. ExED staff are intimately familiar with funding rates, the timing of funding, payment schedules and calculations, and stay up to date on any changes to these, as this is critical to the success of their client schools. ExED's experience with – and day-to-day management – of charter school finances is also invaluable to creating budgets and budget forecasts that reflect realistic and current typical salaries, benefits, and all other charter school expenses, drawing upon the benchmarked expense data from charter schools of various sizes and types. ExED also stays up to date on legislative and regulatory changes, and informs clients like Mayacamas about changes that may affect their operations.

The Mayacamas agreement with ExED details procedures to ensure that all aspects of the school's finances are handled accurately, timely, and transparently. ExED also provides support for the school's annual audit and has developed processes over many years that set its

clients up for success in the auditing process, regardless of the audit firm selected. ExED also advises its client schools on best practices in the field for fiscal policies and procedures, and monitors to be sure the school is following them, as well as updating them annually. ExED assists its clients – including Mayacamas -- with risk management by providing expertise and monitoring which help to reduce fraud, avoid compliance or legal issues, and prevent audit findings.

ExED provides many training opportunities for school staff, including initial extensive onboarding or both leadership as well as school support staff, annual trainings on critical topics, regular drop-in trainings for all clients, and one-on-one sessions set up on an as needed basis throughout the year. The ExED Vice President assigned to the school meets with the school leadership regularly, usually twice a month to review a wide variety of financial and compliance areas. The ExED VP also attends board meetings, and provides training on various fiscal matters, such as financial oversight, fraud prevention, audits, etc. directly to the board. In addition, other ExED team members meet and communicate regularly with school staff members to be sure that procedures are working well and all backup documentation is being provided and saved. ExED routinely surveys clients, including board members, school leaders and any school staff who are involved with fiscal, reporting or compliance areas, in order to gain feedback, insight and suggestions for improvements.

ExED also offers a 24/7 database of detailed procedures, training videos and other resources through its secure portal. ExED provides regular newsletters and other communications, such as checklists and schedules, to all clients, addressing a variety of compliance, reporting and fiscal topics.

ExED has been working with the Napa Foundation for Options in Education for over two years and during that time, has already advised the organization as we've set up our policies and procedures. We anticipate a rapid timeline over the spring and summer of 2024 to have all systems, processes and staff in place so that the school leadership can effectively manage and oversee the financial, reporting and compliance aspects needed for the new Countywide Charter.

Below is some detailed information about certain processes, as requested by the staff.

Hiring. The Board of Directors interviews and hires the Head of School. The process of hiring the Head of School was detailed in the Petition, but essentially, the Board convenes a Hiring Committee, which then develops hiring criteria and establishes an interview process and method of evaluation. The Hiring Committee solicits candidates from a variety of sources, including but not limited to internal sources, external networks, EdJoin, the website and social media. The Hiring Committee reviews and analyzes application packets based on established criteria, discusses, and interviews those candidates who might be a potential fit. Once the Hiring Committee narrows down the number of candidates, they make a recommendation to the Board of Directors, and the Board interviews the final candidates and thereafter convenes in closed session and votes on the Head of School. The Head of School then makes all other hiring decisions, in consultation with the Board Co-Presidents and teachers and staff as the role sees fit, taking into consideration the mission and vision of the school, curriculum, culture and budget.

"Accounting and payroll processes that reflect an understanding of school business practices and expertise to carry out the necessary functions."

For additional information regarding Payroll, Leaves and Retirement, please see the draft Employee Handbook and descriptive information about our retirement and benefits packages attached as **Attachment G**. In addition:

- ExED will work in collaboration with school staff to utilize third party provider Paycom, which will manage employee payroll
- The Napa Foundation for Options in Education has contracted with Lincoln Investment to oversee employee 403(b) retirement plans. The Foundation has additionally contracted with US OMNI / TSA as the Third Party Administrator (TPA) of all investment plans on behalf of employees.
- The Foundation has contracted with Newfront, who procures health benefits on behalf of the Foundation. Health benefits offered to employees will include Delta Dental and Cal Choice (see proposal provided).

"Plan and timeline to develop and assemble school business practices and expertise." In Year 1, the Head of School and the Operations Manager will work closely with our nonprofit backoffice provider ExEd to manage school business practices and expertise. See description of services above. As both the Head of School and Operations Manager are currently working in these roles for the SBE-authorized school, they will have spent the past year gathering the necessary knowledge and expertise; the practices and expertise necessary to manage the Countywide Charter will be refined and expanded beginning in June 2024. As we grow, we will add additional personnel, including a front office administrator, to assist with these policies and processes.

"Explanation of how school intends to manage risk, including policies and procedures". The school intends to manage risk through a combination of processes, including utilization of our Comprehensive School Safety Plan and collaboration with Chartersafe, the insurance provider and risk management consultant of Napa Foundation for Options in Education. Chartersafe is a California Joint Powers Authority and public agency, which provides insurance solutions, risk management and advocacy to charter schools up and down the State of California. As paying members of this JPA, Napa Foundation for Options in Education has access to the following for use in the governance of Mayacamas Countywide Middle School:

- Risk management consulting
- Employee Training
- Safety and Loss Control Inspections
- Contract reviews
- Ergonomic evaluations and advice
- Monthly safety chats - monthly topics sent to members for circulation to employees
- Risk control evaluations

Additionally, Chartersafe provides Human Resources support to members, which Mayacamas Countywide Middle School will utilize on an as-needed basis to supplement the support that

we receive from ExEd and our legal partners. Services that NFOE/Mayacamas Countywide Middle School has access to as members of the JPA include:

- HR consulting
- HR audit
- Employment posters
- HR forms
- Customized HR courses
- On-site training, including:
 - Supervisor and non-supervisor sexual harassment prevention
 - Supervisor discipline procedures
 - Workplace civility
 - Meal/rest breaks
 - Custom courses as requested

7. Reasonably comprehensive description of the required elements; Element One

- The staff requested clarification on the intended Student Information System for Mayacamas Countywide Middle School. We clarify that we will use Powerschool, including the enrollment, lottery and registration module, for our Student Information System.

8. Reasonably comprehensive description of the required elements; Element Five

- The staff recommends the posting of past agendas and board packets to be posted on the website to facilitate public access. The Foundation discussed this with NCOE staff when negotiating the SBE-authorized charter's MOU. We would accept this recommendation as part of approval.
- The staff requested a copy of the fiscal policies. Please see **Attachment F** for a copy of the fiscal policies.

9. Reasonably comprehensive description of the required elements; Element Seven

- The staff requested a copy of the charter's comprehensive charter school safety plan. Please see **Attachment H**.
- The staff recommended that the school post health and safety policies on the MCMS website. We will ensure that all required policies are posted conspicuously on the website.

10. Reasonably comprehensive description of the required elements; Element Eight.

- The staff concern related to the UPP was addressed in a previous item
- The staff condition regarding the budget for Special Education expenditures was addressed in a previous item and in **Attachment B**
- **The staff requested we submit “the types of staff support that will be provided to maintain enrollment balance”.** While we could use a bit more clarification on what is requested here, we note initially that we are planning for a diverse student body, which will encompass many

types of diverse students. Our teachers and staff will have access to a plethora of resources to assist them in providing high-quality education and differentiated learning, meeting each student where they are. This will include teachers with applicable credentials for working with and supporting diverse students, instructional aides to assist teachers in the classroom, an ELAC committee, curriculum that supports differentiated learning for all types of learning, adaptive technology so all students can access our curriculum, AI driven curriculum tools, curriculum that supports diverse learners, and a culture of inclusion and a community that provides a strong support network. Our model also provides for extensive professional development on a wide variety of topics, which will take place before school starts, at the end of the school year, and throughout the school year on specified professional development days and every Wednesday due to early release. Our model also provides each full-time teacher with a daily 90-minute prep period, allowing time to prepare for working with our diverse students and to work with each other to support our entire student body. Please let us know if you require additional information in this regard.

11. Reasonably comprehensive description of the required elements; Element Ten. We agree that the MOU between the Foundation and NCOE describes how NCOE, as the authorizer, may be involved in expulsions/suspensions.

12. Reasonably comprehensive description of the required elements; Element Sixteen
The Foundation would continue to exist as a nonprofit public benefit corporation and an employer if the Countywide Charter were to close. Under California law, the employer (The Foundation) would retain all personnel files of former employees. There would not be any “transfer” of such files as suggested in the staff comment.



Response to NCOE Staff Report: Clarifications and Submissions/ Amendment to Items 1 and 12

Dear Dr. Nemko, Asst. Superintendent Josh Schulz, and the staff of the Napa County Office of Education:

Further to correspondence with Asst Superintendent Schulz, attached is an amended response to Item 1 and Item 12. Please advise if there are any further requests with respect to the NCOE Board Conditional Approval of Mayacamas Countywide Charter School.

- 1. Sound Educational Program; Reading.** The staff reports asks for a *“plan for reading and a process for materials/curriculum adoption.”*

The staff requested that we provide additional information on how our English and Reading programs provide for “structured literacy and foundational literacy elements.” Using a novel-based approach and the other curriculum tools set forth in the Petition, we will provide a solid framework for teaching vocabulary, fluency, and comprehension strategies. By example, we plan to engage in the following:

- Vocabulary development: Teach word meanings using context clues, semantic mapping, and word analysis strategies.
- Fluency practice: Students will read aloud regularly, focusing on accuracy and expression. The teacher provides feedback and models fluent reading, and students engage in repeated readings.
- Comprehension strategies: We will teach comprehension strategies such as predicting, summarizing, questioning, and visualizing. Students will learn to monitor their understanding, make connections between texts, and analyze text structures through guided reading, reciprocal teaching, and “think-alouds”.

In terms of **curriculum adoption** generally, we are a school of innovation and encourage our teachers and staff to review and assess all available curriculum tools that might help our students reach their goals and their full potential. We will ask our teachers to explore and test different tools that offer the best opportunities for differentiated and individualized learning, but that also assist students in closing the achievement gap and meeting state standards. Staff and teachers will be encouraged to explore available tools, and to bring them to the Head of School for evaluation. Those tools are then discussed with the Board, and the curriculum that is determined best-suited for our students would then be evaluated against, and included in, the annual budget, which is approved by the Board in June of each year.

For Year 1, we have an established budget already, and the Head of School, teachers and staff will work within the budget and guidance from the board to acquire any curriculum tools we need for year 1 after approval and throughout the spring and early summer of 2024.

Submitted separate via email on Tuesday, 03/19/24

Supplemental Information Regarding Reading Instruction – Students who are below grade-level

Providing reading instruction as part of a more comprehensive ELA model for students in middle school who are significantly under-achieving requires a combination of both a general classroom practice across disciplines to support reading skill-building for all students while providing access to the standards-based content for struggling students, and specific interventions designed for the individual student.

The need for individual student support is a strong focus of the Mayacamas Model, and we have provided the mechanism to address that need: the Individual Learning Plan. As discussed in the petition and in previous supplemental information, the ILP tracks student assessment performance in reading, math, and social-emotional wellbeing; specifically, it provides for a coordinated effort, with student-advisor-parent/guardian development of short-term and long-term goals in relation to overall development and subject-matter specific, and details the plan for students to reach those goals. This is followed by monthly one-on-one meetings between students and the advisor to review student progress and adjust the plan accordingly.

For students who have significant gaps in foundational literacy skills, the ILP should include specific learning supports that are based in the science of reading to address their assessed needs. For example, students who are struggling with foundational reading skills,

such as print concepts, phonological awareness, phonics/word recognition, and fluency would be enrolled in Amira Learning. Amira is AI software built on decades of research. It uses an evidence-based approach to reading success and demonstrates strong levels of evidence under the ESSA criteria. The program provides 1:1 reading tutoring, oral reading fluency assessment, and dyslexia risk screening in English and Spanish.

Students who need additional or different support may be placed at the appropriate level of Lexia PowerUp, a program with demonstrated success designed specifically for middle and high school students underachieving in reading.

Our early conversations with Amira/HMH indicate that they would offer Mayacamas an extremely low cost/no cost opportunity to use their product to demonstrate efficacy with the California's middle school population.

This type of evidence-based intervention would be written into the ILP. Then our ELA teacher would establish a progression of activities the student would carry out both during Learning Lab and at home. Our ELA teacher can monitor progress using the tracking software, discuss with the student at least monthly, and send updates to the Advisor. Evidence indicates that this type of systematic learning plan is effective because the student is a partner, and is aware of where his/her achievement level is in relation to the projected improvement.

Supporting extremely under-achieving student in class is also part of the equation. Teachers in all academic subjects will be trained in strategies to increase student ability to comprehend written material while supporting students who are far behind their peers in basic skills. Some strategies we might employ to assist in this universal effort include:

- *Building background knowledge prior to reading*
- *Incorporating strategies to increase reading comprehension, such as graphic organizers*
- *Including strategies to ensure student access to content, such as shared group reading*
- *Promoting academic discussion*
- *Scaffolding the instruction*
- *Providing engaging learning activities, such as project-based learning*
- *Encouraging a strong learning mindset, built into the Mayacamas culture and ethos.*

Mayacamas realizes that addressing the needs of severely under-achieving middle school readers involves taking the time to assess each child's individual needs, planning collaboratively with the student to address those needs, providing the resources, and conducting on-going reviews of progress and adjustment of plans. It also involves having all teachers use key strategies to support increased reading skills for all students. And it thrives on engaging learning activities and, most of all, the building of a strong learning mindset.

12. Reasonably comprehensive description of the required elements; Element Sixteen

The Foundation would continue to exist as a nonprofit public benefit corporation and an employer if the Countywide Charter were to close. Under California law, the employer (The Foundation) would retain all personnel files of former employees. There would be no need for any “transfer” of such files as suggested in the staff comment. *Notably, the Foundation has been in existence since the early 1990s and there is no reason to believe it will cease to exist. However, in the event the Foundation was no longer in operation, the Foundation could transfer the personnel files to the Napa County Office of Education.*

Attachment A

Roadmap for IEP compliance and service provision, training for use of SEIS and timely completion and submission of all CDE Reporting and a plan for development of any required CDE special education plans/reports

Mayacamas Countywide Charter School Board, teachers and staff understand our requirements for meeting state and federal law for compliance. However, as a small school, it is important for administrative staff to have – and to use – a guide that will ensure that all requirements and timelines are met, which will allow us to provide optimal service for our students with special needs and compliance with federal and state mandates.

We are currently developing this roadmap in consultation with experts in special education, and will seek support from LACOE Charter SELPA. The roadmap will include, *inter alia*, the following elements:

- Critical timelines, requirements, and best practices for IEP annual and triennial reviews. Support of teachers in understand and implementing IEP provisions, validation of classroom and specialist services, review of assessment data, and analysis of its effectiveness;
- Staff training in SEIS input and use of data
- All state timelines for reporting
- Outline of steps to respond to typical CDE requests and actions to prepare for and respond to CDE reviews (such as corrective action requirements and plans to address disproportionality)

In addition, in order to ensure ongoing compliance with regulations, we will institute the following:

- “Special Education 101” training by Gina Plate, Special Education Expert for Year 1, early in the school year, with annual refreshers
- Access to legal counsel for any questions or concerns about compliance with Special Education regulations
- Head of School attendance at no less than one professional development meeting, training or conference each year, which includes specific coursework on Special Education
- Leverage LACOE Charter SELPA vast knowledge and experience, including schedule of training offerings throughout the year and attendance at bi-monthly council meetings

Further, ExED, in collaboration with school administration, will handle all Special Education budget and expenditure reporting to the SELPA. ExED will also support the school with CALPADS reporting, including the integration of SEIS data into CALPADS for all required state reporting. ExED's procedures ensure timely and accurate reporting of the fiscal and data related areas of Special Education compliance.

Attachment B
Revised Budget

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

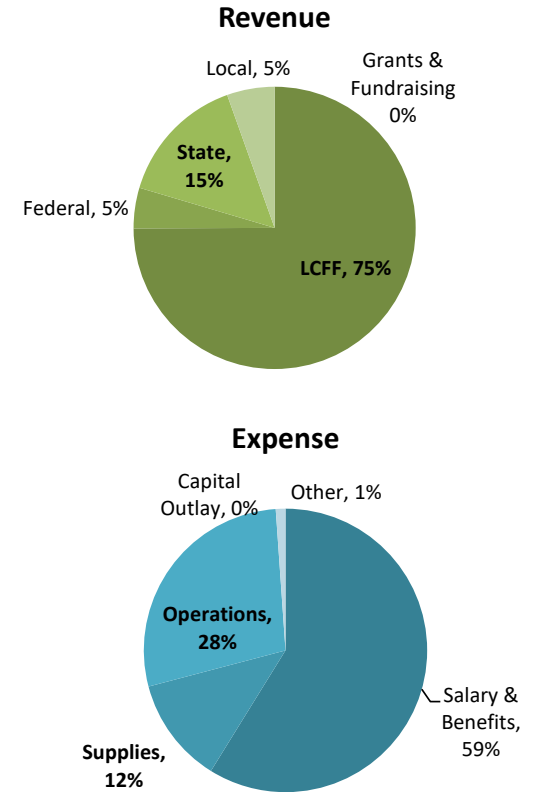
Multi-Year Budget Summary

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	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
Total Enrollment	150	220	270	324	324
ADA	142.50	209.00	256.50	307.80	307.80
% Free and Reduced	43%	48%	53%	57%	60%
% English Language Learners	24%	24%	24%	24%	24%
% Unduplicated Low Income, EL, Foster Youth	43%	48%	53%	57%	60%
INCOME					
8011-8098 · Local Control Funding Formula Sources	1,603,049	2,378,766	3,003,155	3,712,232	3,852,080
8100-8299 · Federal Revenue	99,468	174,061	238,857	301,664	329,594
8300-8599 · Other State Revenue	319,800	437,446	537,047	592,759	602,487
8600-8799 · Other Local Revenue	116,850	171,380	210,330	252,396	252,396
Grants/Fundraising	-	-	-	-	-
8999 · Other Prior Year Adjustment	-	-	-	-	-
TOTAL INCOME	2,139,168	3,161,654	3,989,389	4,859,051	5,036,558
EXPENSE					
1000 · Certificated Salaries	859,440	952,173	1,555,562	1,852,050	1,907,612
2000 · Classified Salaries	145,600	256,337	367,841	462,481	476,355
3000 · Employee Benefits	189,086	265,747	454,923	551,539	573,719
4000 · Supplies	245,092	399,390	509,835	630,956	633,197
5000 · Operating Services	568,370	756,231	862,896	1,097,719	1,435,093
6000 · Capital Outlay	-	-	-	-	-
7000 · Other Outgo	22,438	23,333	-	-	-
TOTAL EXPENSE	2,030,024	2,653,212	3,751,057	4,594,745	5,025,977
NET INCOME	109,144	508,441	238,332	264,306	10,581
Ending Cash Balance	318,935	240,969	384,792	435,118	485,454
Ending Debt Balance	450,000	-	-	-	-

Per Pupil Revenue	14,261	14,371	14,776	14,997	15,545
Per Pupil Revenue without Grants/Fundraising	14,261	14,371	14,776	14,997	15,545
Per Pupil Expense	13,533	12,060	13,893	14,181	15,512

2024-25 Revenue and Expense By Category



MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Multi-Year Budget Detail

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	0	1	2	3	4	
	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Percent of Budget
Enrollment	150	220	270	324	324	
ADA	142.50	209.00	256.50	307.80	307.80	
ADA %	95%	95%	95%	95%	95%	
UPP	43%	46%	49%	53%	57%	
Income						
8011-8098 · Local Control Funding Formula Sources						
8011 Local Control Funding Formula	1,574,549	2,336,966	2,951,855	3,650,672	3,790,520	74%
8012 Education Protection Account	28,500	41,800	51,300	61,560	61,560	1%
8096 In Lieu of Property Taxes	-	-	-	-	-	0%
Total 8011-8098 · Local Control Funding Formula Sources	1,603,049	2,378,766	3,003,155	3,712,232	3,852,080	75%
8100-8299 · Federal Revenue						
8181 Special Education - Federal (IDEA)	0	18,525	27,170	33,345	40,014	0%
8221 Child Nutrition - Federal	75,603	120,534	160,351	205,316	213,976	4%
8291 Title I	22,575	33,110	48,561	59,598	71,518	1%
8292 Title II	1,290	1,892	2,775	3,406	4,087	0%
8294 Title III	-	-	-	-	-	0%
8295 Title IV, SSAE	-	-	-	-	-	0%
8296 Title IV, PCSGP	-	-	-	-	-	0%
Total 8100-8299 · Other Federal Income	99,468	174,061	238,857	301,664	329,594	5%
8300-8599 · Other State Revenue						
8520 Child Nutrition - State	94,738	133,873	157,057	180,951	175,902	4%
8550 Mandate Block Grant	-	2,857	4,232	5,298	6,484	0%
8560 Lottery Revenue	35,483	52,041	63,869	76,642	76,642	2%
8591 SB740	178,380	172,248	175,098	178,002	178,002	8%
8592 State Mental Health	9,200	13,493	16,560	19,872	19,872	0%
8593 After School Education & Safety	-	-	-	-	-	0%
8594 Supplemental Categorical Block Grant	-	-	-	-	-	0%
8599 State Revenue - Other	2,000	62,933	120,232	131,995	145,586	0%
Total 8300-8599 · Other State Income	319,800	437,446	537,047	592,759	602,487	15%
8600-8799 · Other Local Revenue						
8692 Grants	-	-	-	-	-	0%
8695 Contributions & Events	-	-	-	-	-	0%
8792 Transfers of Apportionments - Special Education	116,850	171,380	210,330	252,396	252,396	5%
Total 8600-8799 · Other Income-Local	116,850	171,380	210,330	252,396	252,396	5%
TOTAL INCOME	2,139,168	3,161,654	3,989,389	4,859,051	5,036,558	100%
Expense						
1000 · Certificated Salaries						
1110 Teachers' Salaries	686,690	738,191	1,247,360	1,529,780	1,575,674	34%
1175 Teachers' Salaries - Stipend/Extra Duty	12,500	12,875	21,062	26,515	27,310	1%
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	0%
1213 Certificated Pupil Support - Guidance & Counseling	36,250	73,388	75,589	77,857	80,193	2%
1215 Certificated Pupil Support - Psychologist	-	-	-	-	-	0%
1300 Certificated Supervisors' & Administrators' Salaries	124,000	127,720	131,552	135,498	139,563	6%
Total 1000 · Certificated Salaries	859,440	952,173	1,555,562	1,852,050	1,907,612	42%
2000 · Classified Salaries						
2111 Instructional Aide & Other Salaries	33,800	79,583	138,256	189,209	194,885	2%
2121 After School Staff Salaries	-	-	-	-	-	0%
2200 Classified Support Salaries	18,400	54,152	75,297	114,356	117,787	1%
2300 Classified Supervisors' & Administrators' Salaries	67,000	69,010	71,080	73,213	75,409	3%
2400 Classified Office Staff Salaries	26,400	53,592	83,208	85,704	88,275	1%
Total 2000 · Classified Salaries	145,600	256,337	367,841	462,481	476,355	7%
3000 · Employee Benefits						
3111 STRS - State Teachers Retirement System	-	-	-	-	-	0%
3212 PERS - Public Employee Retirement System	-	-	-	-	-	0%
3213 PARS - Public Agency Retirement System	-	-	-	-	-	0%
3311 OASDI - Social Security	62,312	74,928	119,251	143,501	147,806	3%
3331 MED - Medicare	14,573	17,523	27,889	33,561	34,568	1%
3401 H&W - Health & Welfare	71,496	99,697	186,962	228,086	239,490	4%
3501 SUI - State Unemployment Insurance	503	604	3,847	4,629	4,768	0%

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Multi-Year Budget Detail

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	0	1	2	3	4	
	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Percent of Budget
3601 Workers' Compensation Insurance	10,050	12,569	20,804	26,035	27,889	0%
3901 Other Retirement Benefits	30,151	60,426	96,170	115,727	119,198	1%
Total 3000 · Employee Benefits	189,086	265,747	454,923	551,539	573,719	9%
4000 · Supplies						
4111 Core Curricula Materials	-	-	-	-	-	0%
4211 Books & Other Reference Materials	-	11,000	13,500	16,200	16,200	0%
4311 Student Materials	58,800	83,721	108,189	135,182	138,638	3%
4351 Office Supplies	4,500	13,200	16,200	19,440	19,440	0%
4371 Custodial Supplies	5,250	7,700	9,450	11,340	11,340	0%
4391 Food (Non Nutrition Program)	-	-	-	-	-	0%
4392 Uniforms	-	-	-	-	-	0%
4393 PE & Sports Equipment	3,750	5,500	13,500	16,200	16,200	0%
4395 Before & After School Program Supplies	-	-	-	-	-	0%
4399 All Other Supplies	4,500	6,600	8,100	9,720	9,720	0%
4390 Other Supplies	8,250	12,100	21,600	25,920	25,920	0%
4411 Non Capitalized Equipment	17,000	38,933	41,814	47,991	31,920	1%
4711 Nutrition Program Food & Supplies	151,292	232,736	299,081	374,883	389,739	7%
Total 4000 · Supplies	245,092	399,390	509,835	630,956	633,197	12%
5000 · Operating Services						
5211 Travel & Conferences	2,250	2,250	3,574	4,368	4,368	0%
5311 Dues & Memberships	5,250	7,931	10,026	12,392	12,763	0%
5451 General Insurance	22,000	33,235	42,012	51,926	53,484	1%
5511 Utilities	-	-	-	-	-	0%
5611 School Rent - Private Facility	237,840	241,752	245,752	249,827	249,827	12%
5621 Equipment Lease	-	-	-	-	-	0%
5631 Vendor Repairs	4,200	6,345	8,020	9,913	10,211	0%
5812 Field Trips & Pupil Transportation	10,125	27,648	59,667	81,949	84,407	0%
5821 Legal	7,000	8,460	10,694	13,218	13,614	0%
5823 Audit	5,500	11,500	11,845	12,200	12,566	0%
5831 Advertisement & Recruitment	11,000	11,330	11,670	16,391	16,883	1%
5841 Contracted Substitute Teachers	8,073	8,315	13,603	17,124	17,638	0%
5842 Special Education Services	56,441	104,562	68,885	194,696	505,097	3%
5843 Non Public School	-	-	-	-	-	0%
5844 After School Services	-	50,000	92,432	97,975	105,626	0%
5849 Other Student Instructional Services	5,000	5,150	5,305	5,464	5,628	0%
5852 PD Consultants & Tuition	30,000	25,300	31,850	36,212	36,848	1%
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	0%
5859 All Other Consultants & Services	102,000	135,248	155,030	183,731	192,646	5%
5861 Non Instructional Software	20,255	22,305	24,035	25,936	26,714	1%
5865 Fundraising Cost	-	-	-	-	-	0%
5871 District Oversight Fees	16,030	23,788	30,032	37,122	38,521	1%
5872 Special Education Fees (SELPA)	6,906	10,592	13,110	15,750	15,917	0%
5899 All Other Expenses	9,340	10,684	14,348	17,311	17,801	0%
5911 Office Phone	1,140	1,174	1,209	2,491	2,566	0%
5913 Mobile Phone	-	-	-	-	-	0%
5921 Internet	3,120	2,974	2,920	3,504	3,504	0%
5923 Website Hosting	600	618	637	656	675	0%
5931 Postage & Shipping	3,600	4,351	5,500	6,798	7,002	0%
Total 5000 · Operating Services	568,370	756,231	862,896	1,097,719	1,435,093	28%
6000 · Capital Outlay						
Total 6000 · Capital Outlay	-	-	-	-	-	0%
7000 · Other Outgo						
7438 Interest Expense	22,438	23,333	-	-	-	1%
Total 7000 · Other Outgo	22,438	23,333	-	-	-	1%
TOTAL EXPENSE	2,030,024	2,653,212	3,751,057	4,594,745	5,025,977	100%
NET INCOME	109,144	508,441	238,332	264,306	10,581	
Beginning Cash Balance	-	318,935	240,969	384,792	435,118	
Cash Flow from Operating Activities						

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Multi-Year Budget Detail

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	0	1	2	3	4	
	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Percent of Budget
Net Income	109,144	508,441	238,332	264,306	10,581	
Change in Accounts Receivable						
Prior Year Accounts Receivable	-	300,884	470,209	568,959	788,207	
Current Year Accounts Receivable	(300,884)	(470,209)	(568,959)	(788,207)	(752,783)	
Change in Due from						
Change in Accounts Payable	59,180	32,176	3,323	4,165	4,330	
Change in Due to	1,496	741	918	1,103	-	
Change in Accrued Vacation	-	-	-	-	-	
Change in Payroll Liabilities	-	-	-	-	-	
Change in Prepaid Expenditures	-	-	-	-	-	
Change in Deposits	-	-	-	-	-	
Change in Deferred Revenue	-	-	-	-	-	
Depreciation Expense	-	-	-	-	-	
Cash Flow from Investing Activities						
Capital Expenditures	-	-	-	-	-	
Cash Flow from Financing Activities						
Source - Loans	450,000	-	-	-	-	
Use - Loans	-	(450,000)	-	-	-	
Ending Cash Balance	318,935	240,969	384,792	435,118	485,454	

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL
2024-25 Cash Flow Forecast

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Actuals as of

	2024-25												FORECAST		
	Trend	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25		Jun-25	Accrual
Total 1000 - Certificated Salaries	859,440	10,333	89,692	75,942	75,942	75,942	75,942	75,942	75,942	75,942	75,942	75,942	75,942	-	859,440
2000 - Classified Salaries															
2111 Instructional Aide & Other Salaries	33,800	-	939	3,756	4,131	3,568	2,441	2,253	3,568	3,568	3,192	4,131	2,253	-	33,800
2121 After School Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2131 Classified Teacher Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Classified Support Salaries	18,400	-	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	-	18,400
2300 Classified Supervisors' & Administrators' Salaries	67,000	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	-	67,000
2400 Classified Office Staff Salaries	26,400	-	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	-	26,400
2900 Other Classified Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 2000 - Classified Salaries	145,600	5,583	10,595	13,412	13,787	13,224	12,097	11,909	13,224	13,224	12,848	13,787	11,909	-	145,600
3000 - Employee Benefits															
3111 STRS - State Teachers Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3212 PERS - Public Employee Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	62,312	987	6,218	5,540	5,563	5,528	5,458	5,447	5,528	5,528	5,505	5,563	5,447	-	62,312
3331 MED - Medicare	14,573	231	1,454	1,296	1,301	1,293	1,277	1,274	1,293	1,293	1,287	1,301	1,274	-	14,573
3401 H&W - Health & Welfare	71,496	1,490	6,364	6,364	6,364	6,364	6,364	6,364	6,364	6,364	6,364	6,364	6,364	-	71,496
3501 SUI - State Unemployment Insurance	503	8	50	45	45	45	44	44	45	45	44	45	44	-	503
3601 Workers' Compensation Insurance	10,050	2,513	838	838	838	838	838	838	838	838	838	838	838	-	10,050
3751 OPEB, Active Employees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3901 Other Retirement Benefits	30,151	478	3,009	2,681	2,692	2,675	2,641	2,636	2,675	2,675	2,664	2,692	2,636	-	30,151
3902 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 3000 - Employee Benefits	189,086	5,705	17,932	16,763	16,803	16,742	16,622	16,602	16,742	16,742	16,702	15,965	15,764	-	189,086
4000 - Supplies															
4111 Core Curricula Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4211 Books & Other Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4311 Student Materials	58,800	14,700	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	-	58,800
4351 Office Supplies	4,500	375	375	375	375	375	375	375	375	375	375	375	375	-	4,500
4371 Custodial Supplies	5,250	438	438	438	438	438	438	438	438	438	438	438	438	-	5,250
4391 Food (Non Nutrition Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4392 Uniforms	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4393 PE & Sports Equipment	3,750	-	1,875	188	188	188	188	188	188	188	188	188	188	-	3,750
4395 Before & After School Program Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4399 All Other Supplies	4,500	2,250	225	225	225	225	225	225	225	225	225	225	225	-	4,500
4390 Other Supplies	8,250	-	4,125	413	413	413	413	413	413	413	413	413	413	-	8,250
4411 Non Capitalized Equipment	17,000	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	-	17,000
4711 Nutrition Program Food & Supplies	151,292	-	58,405	58,405	58,405	58,405	58,405	58,405	58,405	58,405	58,405	58,405	58,405	1,681	151,292
4713 CACFP Supper Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 4000 - Supplies	245,092	21,179	14,613	19,306	20,363	22,044	18,682	22,044	21,204	22,044	20,363	19,523	22,044	1,681	245,092
5000 - Operating Services															
5211 Travel & Conferences	2,250	-	225	225	225	225	225	225	225	225	225	225	225	-	2,250
5311 Dues & Memberships	5,250	477	477	477	477	477	477	477	477	477	477	477	477	-	5,250
5451 General Insurance	22,000	5,500	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	0	477	-	22,000
5511 Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5521 Security Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531 Housekeeping Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5599 Other Facility Operations & Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5611 School Rent - Private Facility	237,840	19,820	19,820	19,820	19,820	19,820	19,820	19,820	19,820	19,820	19,820	19,820	19,820	-	237,840
5613 School Rent - Prop 39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5619 Other Facility Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5621 Equipment Lease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5631 Vendor Repairs	4,200	382	382	382	382	382	382	382	382	382	382	382	382	-	4,200
5812 Field Trips & Pupil Transportation	10,125	-	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	-	10,125
5821 Legal	7,000	-	778	778	778	778	778	778	778	778	778	778	778	-	7,000
5823 Audit	5,500	611	611	611	611	611	611	611	611	611	611	611	611	-	5,500
5831 Advertisement & Recruitment	11,000	917	917	917	917	917	917	917	917	917	917	917	917	-	11,000
5841 Contracted Substitute Teachers	8,073	-	807	807	807	807	807	807	807	807	807	807	807	-	8,073
5842 Special Education Services	56,441	-	-	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	-	56,441
5843 Non Public School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5844 After School Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5849 Other Student Instructional Services	5,000	-	500	500	500	500	500	500	500	500	500	500	500	-	5,000
5852 PD Consultants & Tuition	30,000	-	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	30,000
5854 Nursing & Medical (Non-HEP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5859 All Other Consultants & Services	102,000	-	-	11,333	11,333	11,333	11,333	11,333	11,333	11,333	11,333	11,333	11,333	-	102,000
5861 Non Instructional Software	20,255	1,688	1,688	1,688	1,688	1,688	1,688	1,688	1,688	1,688	1,688	1,688	1,688	-	20,255
5865 Fundraising Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5871 District Oversight Fees	16,030	-	4,168	1,282	1,282	1,282	1,282	2,244	748	748	748	748	748	1,496	16,030

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL
2024-25 Cash Flow Forecast

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Actuals as of

	2024-25													FORECAST	
	Trend	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	Jul-24 - Jun-25
5872 Special Education Fees (SELPA)	6,906	-	-	1,796	552	552	552	552	967	483	483	483	483	-	6,906
5881 Intra-Agency Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5895 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5899 All Other Expenses	9,340	-	849	849	849	849	849	849	849	849	849	849	849	-	9,340
5911 Office Phone	1,140	104	104	104	104	104	104	104	104	104	104	104	104	-	1,140
5913 Mobile Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5921 Internet	3,120	284	284	284	284	284	284	284	284	284	284	284	284	-	3,120
5923 Website Hosting	600	55	55	55	55	55	55	55	55	55	55	55	55	-	600
5931 Postage & Shipping	3,600	327	327	327	327	327	327	327	327	327	327	327	327	-	3,600
5999 Other Communications	700	58	58	58	58	58	58	58	58	58	58	58	58	-	700
Total 5000 - Operating Services	568,370	27,983	26,794	35,302	53,500	53,500	53,500	53,500	54,876	52,897	52,897	51,063	51,063	1,496	568,370
6000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6901 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6903 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 6000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000 - Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7438 Interest Expense	22,438	1,479	1,479	1,479	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	22,438
Total 7000 - Other Outgo	22,438	1,479	1,479	1,479	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	22,438
TOTAL EXPENSE	2,030,024	72,263	161,105	162,202	182,395	183,452	178,843	181,997	183,988	182,849	180,752	178,280	178,723	3,177	2,030,024
NET INCOME	109,144	(72,263)	(161,105)	(162,202)	409,537	(164,641)	(152,461)	233,137	(142,360)	(8,969)	43,901	(4,401)	(6,736)	297,707	109,144
Operating Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	109,144
EBITDA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,581
Beginning Cash Balance	-	-	252,737	91,632	54,430	463,966	299,326	146,865	380,002	237,641	228,672	272,573	268,172	318,935	-
Cash Flow from Operating Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	109,144	(72,263)	(161,105)	(162,202)	409,537	(164,641)	(152,461)	233,137	(142,360)	(8,969)	43,901	(4,401)	(6,736)	297,707	109,144
Change in Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Current Year Accounts Receivable	(300,884)	-	-	-	-	-	-	-	-	-	-	-	-	(300,884)	(300,884)
Change in Due from	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Accounts Payable	59,180	-	-	-	-	-	-	-	-	-	-	-	57,499	1,681	59,180
Change in Due to	1,496	-	-	-	-	-	-	-	-	-	-	-	-	1,496	1,496
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Payroll Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Prepaid Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Flow from Investing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Flow from Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Source - Loans	450,000	325,000	-	125,000	-	-	-	-	-	-	-	-	-	-	450,000
Use - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash Balance	318,935	252,737	91,632	54,430	463,966	299,326	146,865	380,002	237,641	228,672	272,573	268,172	318,935	318,935	318,935

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

2025-26 Cash Flow Forecast

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	2025-26														FORECAST	
	Trend		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Accrual	Jul-25 - Jun-26
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5859 All Other Consultants & Services	135,248	-	-	-	-	-	-	-	-	-	-	-	-	-	-	135,248
5861 Non Instructional Software	22,305	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	22,305
5865 Fundraising Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5871 District Oversight Fees	23,788	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982	23,788
5872 Special Education Fees (SELPA)	10,592	-	636	1,271	847	847	847	847	847	1,483	741	741	741	741	741	10,592
5881 Intra-Agency Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5895 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5899 All Other Expenses	10,684	890	890	890	890	890	890	890	890	890	890	890	890	890	890	10,684
5911 Office Phone	1,174	98	98	98	98	98	98	98	98	98	98	98	98	98	98	1,174
5913 Mobile Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5921 Internet	2,974	248	248	248	248	248	248	248	248	248	248	248	248	248	248	2,974
5923 Website Hosting	618	52	52	52	52	52	52	52	52	52	52	52	52	52	52	618
5931 Postage & Shipping	4,351	363	363	363	363	363	363	363	363	363	363	363	363	363	363	4,351
5999 Other Communications	721	60	60	60	60	60	60	60	60	60	60	60	60	60	60	721
Total 5000 - Operating Services	756,231	36,569	36,211	51,428	70,723	70,723	70,723	70,723	70,723	71,358	70,617	67,847	67,847	741	741	756,231
6000 - Capital Outlay																
6901 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6903 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 6000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000 - Other Outgo																
7438 Interest Expense	23,333	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	1,667	1,667	-	-	23,333
Total 7000 - Other Outgo	23,333	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	1,667	1,667	-	-	23,333
TOTAL EXPENSE	2,653,212	122,037	165,810	225,030	239,021	239,613	236,435	241,108	240,314	241,246	237,420	233,471	228,381	3,327	3,327	2,653,212
NET INCOME	508,441	(122,037)	(73,358)	(117,478)	(64,883)	(55,438)	(49,402)	54,315	(29,995)	99,303	181,289	107,077	112,167	466,881	466,881	508,441
Operating Income																
EBITDA																531,775
Beginning Cash Balance	318,935	318,935	363,511	272,866	167,690	147,401	91,963	42,561	132,359	102,364	201,667	332,956	440,033	240,969	240,969	318,935
Cash Flow from Operating Activities																
Net Income	508,441	(122,037)	(73,358)	(117,478)	(64,883)	(55,438)	(49,402)	54,315	(29,995)	99,303	181,289	107,077	112,167	466,881	466,881	508,441
Change in Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Accounts Receivable	300,884	196,202	12,302	12,302	44,595	-	-	35,483	-	-	-	-	-	-	-	300,884
Current Year Accounts Receivable	(470,209)	-	-	-	-	-	-	-	-	-	-	-	-	(470,209)	(470,209)	
Change in Due from	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Accounts Payable	32,176	(29,590)	(29,590)	-	-	-	-	-	-	-	-	-	88,769	2,586	32,176	
Change in Due to	741	-	-	-	-	-	-	-	-	-	-	-	-	741	741	
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Payroll Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Prepaid Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Flow from Investing Activities																
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Flow from Financing Activities																
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use - Loans	(450,000)	-	-	-	-	-	-	-	-	-	(50,000)	-	(400,000)	-	(450,000)	
Ending Cash Balance	240,969	363,511	272,866	167,690	147,401	91,963	42,561	132,359	102,364	201,667	332,956	440,033	240,969	240,969	240,969	240,969

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

2026-27 Cash Flow Forecast

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	2026-27		Trend												FORECAST	
	Trend		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Accrual	Jul-26 - Jun-27
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1213 Certificated Pupil Support - Guidance & Counseling	75,589	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,589
1215 Certificated Pupil Support - Psychologist	-	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	6,872	-	-
1299 Certificated Pupil Support - Other	80,000	-	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	-	80,000
1300 Certificated Supervisors' & Administrators' Salaries	131,552	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	10,963	-	131,552
1900 Other Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 1000 - Certificated Salaries	1,555,562	10,963	102,867	144,173	144,173	144,173	144,173	144,173	144,173	144,173	144,173	144,173	144,173	144,173	144,173	1,555,562
2000 - Classified Salaries																
2111 Instructional Aide & Other Salaries	138,256	-	7,681	13,826	15,362	12,289	15,362	14,594	15,362	13,826	13,057	15,362	15,362	1,536	-	138,256
2121 After School Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2131 Classified Teacher Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2200 Classified Support Salaries	75,297	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	6,275	-	75,297
2300 Classified Supervisors' & Administrators' Salaries	71,080	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	5,923	-	71,080
2400 Classified Office Staff Salaries	83,208	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	-	83,208
2900 Other Classified Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 2000 - Classified Salaries	367,841	19,132	26,813	32,958	34,494	31,421	34,494	33,726	34,494	32,958	32,190	34,494	20,668	20,668	-	367,841
3000 - Employee Benefits																
3111 STRS - State Teachers Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3212 PERS - Public Employee Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	119,251	1,866	8,040	10,982	11,077	10,887	11,077	11,030	11,077	10,982	10,934	11,077	10,220	10,220	-	119,251
3331 MED - Medicare	27,889	436	1,880	2,568	2,591	2,546	2,591	2,580	2,591	2,568	2,557	2,591	2,390	2,390	-	27,889
3401 H&W - Health & Welfare	186,962	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	15,580	-	186,962
3501 SUI - State Unemployment Insurance	3,847	60	259	354	357	351	357	356	357	354	353	357	330	330	-	3,847
3601 Workers' Compensation Insurance	20,804	5,201	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	-	20,804
3751 OPEB, Active Employees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3901 Other Retirement Benefits	96,170	1,505	6,484	8,857	8,933	8,780	8,933	8,895	8,933	8,857	8,818	8,933	8,242	8,242	-	96,170
3902 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 3000 - Employee Benefits	454,923	24,648	33,978	40,075	40,273	39,878	40,273	40,174	40,273	40,075	39,976	38,539	36,762	36,762	-	454,923
4000 - Supplies																
4111 Core Curricula Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4211 Books & Other Reference Materials	13,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	-	13,500
4311 Student Materials	108,189	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	9,016	-	108,189
4351 Office Supplies	16,200	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	-	16,200
4371 Custodial Supplies	9,450	788	788	788	788	788	788	788	788	788	788	788	788	788	-	9,450
4391 Food (Non Nutrition Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4392 Uniforms	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4393 PE & Sports Equipment	13,500	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	-	13,500
4395 Before & After School Program Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4399 All Other Supplies	8,100	4,050	368	368	368	368	368	368	368	368	368	368	368	368	-	8,100
4390 Other Supplies	21,600	5,175	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,493	-	21,600
4411 Non Capitalized Equipment	41,814	13,938	13,938	13,938	-	-	-	-	-	-	-	-	-	-	-	41,814
4711 Nutrition Program Food & Supplies	299,081	-	-	16,616	29,908	33,231	26,585	33,231	31,570	33,231	29,908	28,247	33,231	3,323	-	299,081
4713 CACFP Supper Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 4000 - Supplies	509,835	34,766	31,085	47,700	42,555	45,878	39,231	45,878	44,216	45,878	42,555	40,893	45,878	3,323	509,835	
5000 - Operating Services																
5211 Travel & Conferences	3,574	325	325	325	325	325	325	325	325	325	325	325	325	325	-	3,574
5311 Dues & Memberships	10,026	835	835	835	835	835	835	835	835	835	835	835	835	835	-	10,026
5451 General Insurance	42,012	10,503	3,501	3,501	3,501	3,501	3,501	3,501	3,501	3,501	3,501	(0)	-	-	-	42,012
5511 Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5521 Security Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531 Housekeeping Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5599 Other Facility Operations & Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5611 School Rent - Private Facility	245,752	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	20,479	-	245,752
5613 School Rent - Prop 39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5619 Other Facility Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5621 Equipment Lease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5631 Vendor Repairs	8,020	668	668	668	668	668	668	668	668	668	668	668	668	668	-	8,020
5812 Field Trips & Pupil Transportation	59,667	-	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	-	59,667
5821 Legal	10,694	-	-	1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,188	-	10,694
5823 Audit	11,845	-	-	1,316	1,316	1,316	1,316	1,316	1,316	1,316	1,316	1,316	1,316	1,316	-	11,845
5831 Advertisement & Recruitment	11,670	972	972	972	972	972	972	972	972	972	972	972	972	972	-	11,670
5841 Contracted Substitute Teachers	13,603	-	1,360	1,360	1,360	1,360	1,360	1,360	1,360	1,360	1,360	1,360	1,360	1,360	-	13,603
5842 Special Education Services	68,885	-	-	7,654	7,654	7,654	7,654	7,654	7,654	7,654	7,654	7,654	7,654	7,654	-	68,885
5843 Non Public School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5844 After School Services	92,432	-	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	-	92,432
5849 Other Student Instructional Services	5,305	-	482	482	482	482	482	482	482	482	482	482	482	482	-	5,305
5852 PD Consultants & Tuition	31,850	-	-	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	-	31,850

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL
2026-27 Cash Flow Forecast

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	2026-27													FORECAST		
	Trend	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27		Accrual	Jul-26 - Jun-27
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5859 All Other Consultants & Services	155,030	-	-	15,503	15,503	15,503	15,503	15,503	15,503	15,503	15,503	15,503	15,503	15,503	155,030	
5861 Non Instructional Software	24,035	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	2,003	24,035	
5865 Fundraising Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5871 District Oversight Fees	30,032	-	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	30,032	
5872 Special Education Fees (SELPA)	13,110	-	787	1,573	1,049	1,049	1,049	1,049	1,049	1,835	918	918	918	918	13,110	
5881 Intra-Agency Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5895 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5899 All Other Expenses	14,348	-	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	14,348	
5911 Office Phone	1,209	101	101	101	101	101	101	101	101	101	101	101	101	101	1,209	
5913 Mobile Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5921 Internet	2,920	243	243	243	243	243	243	243	243	243	243	243	243	243	2,920	
5923 Website Hosting	637	53	53	53	53	53	53	53	53	53	53	53	53	53	637	
5931 Postage & Shipping	5,500	458	458	458	458	458	458	458	458	458	458	458	458	458	5,500	
5999 Other Communications	743	62	62	62	62	62	62	62	62	62	62	62	62	62	743	
Total 5000 - Operating Services	862,896	36,379	43,408	70,210	79,843	79,843	79,843	79,843	79,843	80,630	79,712	76,211	76,211	918	862,896	
6000 - Capital Outlay																
6901 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6903 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 6000 - Capital Outlay																
7000 - Other Outgo																
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 7000 - Other Outgo																
TOTAL EXPENSE	3,751,057	125,888	238,150	335,116	341,338	341,194	338,014	343,794	342,999	343,714	338,606	334,310	323,693	4,241	3,751,057	
NET INCOME	238,332	(125,888)	(100,648)	(177,930)	(78,075)	(84,486)	(61,369)	50,802	(43,457)	43,650	134,291	53,053	63,671	564,718	238,332	
Operating Income																
EBITDA																
Beginning Cash Balance	240,969	240,969	400,179	316,491	155,522	137,281	52,795	41,917	92,719	49,262	42,421	176,713	229,766	384,792	240,969	
Cash Flow from Operating Activities																
Net Income	238,332	(125,888)	(100,648)	(177,930)	(78,075)	(84,486)	(61,369)	50,802	(43,457)	43,650	134,291	53,053	63,671	564,718	238,332	
Change in Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Prior Year Accounts Receivable	470,209	376,453	16,961	16,961	59,834	-	-	-	-	-	-	-	-	-	470,209	
Current Year Accounts Receivable	(568,959)	-	-	-	-	-	-	-	-	-	-	-	-	(568,959)	(568,959)	
Change in Due from	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Accounts Payable	3,323	(91,355)	-	-	-	50,491	-	-	(50,491)	-	-	-	91,355	3,323	3,323	
Change in Due to	918	-	-	-	-	-	-	-	-	-	-	-	-	918	918	
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Payroll Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Prepaid Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Flow from Investing Activities																
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Flow from Financing Activities																
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Cash Balance	384,792	400,179	316,491	155,522	137,281	52,795	41,917	92,719	49,262	42,421	176,713	229,766	384,792	384,792	384,792	

Total Enrollment		150	220	270	324	324
	# of Classes/ Class Size/ Total Enrollment	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
	6	Total Enrollment	56	112	108	108
Attendance Rate		95%	95%	95%	95%	95%
ADA		53.20	106.40	102.60	102.60	102.60
7	Total Enrollment	56	54	108	108	108
	Attendance Rate	95%	95%	95%	95%	95%
	ADA	53.20	51.30	102.60	102.60	102.60
8	Total Enrollment	38	54	54	108	108
	Attendance Rate	95%	95%	95%	95%	95%
	ADA	36.10	51.30	51.30	102.60	102.60
# of classroom teachers		9	9	14	17	17

Summary by Grade Span	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
Total Enrollment, TK - 3	0	0	0	0	0
Average Attendance Rate, TK - 3	0%	0%	0%	0%	0%
Total ADA, TK - 3	0.00	0.00	0.00	0.00	0.00
Total Enrollment, 4 - 6	56	112	108	108	108
Average Attendance Rate, 4 - 6	95%	95%	95%	95%	95%
Total ADA, 4 - 6	53.20	106.40	102.60	102.60	102.60
Total Enrollment, 7 - 8	94	108	162	216	216
Average Attendance Rate, 7 - 8	95%	95%	95%	95%	95%
Total ADA, 7 - 8	89.30	102.60	153.90	205.20	205.20
Total Enrollment, 9 - 12	0	0	0	0	0
Average Attendance Rate, 9 - 12	0%	0%	0%	0%	0%
Total ADA, 9 - 12	0.00	0.00	0.00	0.00	0.00
Grand Total, Enrollment	150	220	270	324	324
Grand Total, ADA	142.50	209.00	256.50	307.80	307.80

2024-25						
Enrollment Summary	Trend	2025-26	2026-27	2027-28	2028-29	
Year of Operation	1	2	3	4	5	
Enrollment	150	220	270	324	324	
TK	0	0	0	0	0	
K	0	0	0	0	0	
1	0	0	0	0	0	
2	0	0	0	0	0	
3	0	0	0	0	0	
4	0	0	0	0	0	
5	0	0	0	0	0	
6	56	112	108	108	108	
7	56	54	108	108	108	
8	38	54	54	108	108	
9	0	0	0	0	0	
10	0	0	0	0	0	
11	0	0	0	0	0	
12	0	0	0	0	0	
% Enrollment Growth	100.0%	46.7%	22.7%	20.0%	0.0%	
Grade Level Expansion	Y	N	N	N	N	

CALPADS Data		2024-25 Fall 1	2025-26	2026-27	2027-28	2028-29
Fall 1: 1.17 Report, LCFF						
Enrollment		150	220	270	324	324
Unduplicated Eligible Free/Reduced Meal Counts						
EL Funding Eligible		36.00	53	65	78	78
Total Unduplicated FRPM/EL Eligible Count		65	106	143	185	194
Fall 1: 1.18 Reports						
Fall 1: 1.18 Report, LCFF						
# of Free Lunch Eligible Students		60	85	114	148	155
# of Reduced Price Lunch Eligible Students		5	21	29	37	39
Fall 1: 1.18 Report, Title I						
# of Free Lunch Eligible Students - 5 - 17 Yrs. Old		60	88	108	130	130
# of Reduced Price Lunch Eligible Students - 5 - 17 Yrs. Old		5	7	8	10	10
Fall 1: 2.3 Report (no need to populate if school doesn't receive Title III - Immigrant)						
# of Immigrant Students		0	0	0	0	0
Percentages - if Year 1 school, enter estimated population percents in 2023-24 Column						
% Unduplicated FRPM, EL, and Foster Youth	0%	0%	43%	48%	53%	57%
3-Year UPP Average			43%	46%	49%	53%
% Free Lunch Eligible Students, All	0%	0%	40%	39%	42%	46%
% Reduced Price Lunch Eligible Students, All	0%	0%	3%	10%	11%	12%
% Free Lunch Eligible Students - 5 - 17 Yrs. Old	0%	0%	40%	40%	40%	40%
% Reduced Price Lunch Eligible Students - 5 - 17 Yrs. Old	0%	0%	3%	3%	3%	3%
% English Language Learner Students	0%	0%	24%	24%	24%	24%
% Immigrant Students	0%	0%	0%	0%	0%	0%

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL
 Schedule A - Revenue, Part 1, Local Control Funding Formula
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# of years since 12/13 (for EPA calculation)	12	13	14	15	16
	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
Formula Factors					
COLA	1.00%	1.00%	2.00%	2.00%	2.00%
Gap-Closing Increment	100.00%	100.00%	100.00%	100.00%	100.00%
K-3 Grade Span Adjustment Percentage	10.40%	10.40%	10.40%	10.40%	10.40%
9-12 Grade Span Adjustment Percentage	2.60%	2.60%	2.60%	2.60%	2.60%
Supplemental Grant Percentage	20.00%	20.00%	20.00%	20.00%	20.00%
Concentration Grant Percentage	65.00%	65.00%	65.00%	65.00%	65.00%
Concentration Grant Threshold	55.00%	55.00%	55.00%	55.00%	55.00%
School Factors					
TK-3 ADA	-	-	-	-	-
4-6 ADA	53.20	106.40	102.60	102.60	102.60
7-8 ADA	89.30	102.60	153.90	205.20	205.20
9-12 ADA	-	-	-	-	-
Total ADA	142.50	209.00	256.50	307.80	307.80
3-Year Average FRPM/EL/FY Unduplicated Percentage	43.00%	46.08%	48.98%	53.32%	56.86%
District of Residence (Napa Valley Unified) Unduplicated Percentage	59.14%	59.14%	59.14%	59.14%	59.14%
Rates					
Base LCFF Target Rates					
TK-3	\$ 10,018	\$ 10,118	\$ 10,320	\$ 10,526	\$ 10,737
4-6	\$ 10,170	\$ 10,272	\$ 10,477	\$ 10,687	\$ 10,901
7-8	\$ 10,471	\$ 10,576	\$ 10,788	\$ 11,004	\$ 11,224
9-12	\$ 12,135	\$ 12,256	\$ 12,501	\$ 12,751	\$ 13,006
Grade Span-Adjusted Target Rates (TK-3 & 9-12 adjusted by grade span adjustment percentage)					
TK-3	\$ 11,060	\$ 11,170	\$ 11,393	\$ 11,621	\$ 11,854
4-6	\$ 10,170	\$ 10,272	\$ 10,477	\$ 10,687	\$ 10,901
7-8	\$ 10,471	\$ 10,576	\$ 10,788	\$ 11,004	\$ 11,224
9-12	\$ 12,451	\$ 12,575	\$ 12,826	\$ 13,083	\$ 13,344
Supplemental Grant Rates					
TK-3	\$ 2,212	\$ 2,234	\$ 2,279	\$ 2,324	\$ 2,371
4-6	\$ 2,034	\$ 2,054	\$ 2,095	\$ 2,137	\$ 2,180
7-8	\$ 2,094	\$ 2,115	\$ 2,158	\$ 2,201	\$ 2,245
9-12	\$ 2,490	\$ 2,515	\$ 2,565	\$ 2,617	\$ 2,669
Concentration Grant Rates					
TK-3	\$ 7,189	\$ 7,261	\$ 7,405	\$ 7,554	\$ 7,705
4-6	\$ 6,611	\$ 6,677	\$ 6,810	\$ 6,947	\$ 7,086
7-8	\$ 6,806	\$ 6,874	\$ 7,012	\$ 7,153	\$ 7,296
9-12	\$ 8,093	\$ 8,174	\$ 8,337	\$ 8,504	\$ 8,674
Other Inputs					
In Lieu of Property Tax (Napa Valley Unified) Rate per ADA	\$ -	\$ -	\$ -	\$ -	\$ -
Education Protection Account % Offset	46.66%	46.66%	46.66%	46.66%	46.66%
EPA Rate for Schools Open in FY 13/14 or later	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	0.421113422				
LCFF Calculation					
LCFF Target Calculation (Full Implementation)					
Supplemental Add On Rate (Supplemental Rate * % Unduplicated)					
TK-3	\$ 951	\$ 1,029	\$ 1,116	\$ 1,239	\$ 1,348
4-6	\$ 875	\$ 947	\$ 1,026	\$ 1,140	\$ 1,240
7-8	\$ 901	\$ 975	\$ 1,057	\$ 1,173	\$ 1,276
9-12	\$ 1,071	\$ 1,159	\$ 1,256	\$ 1,395	\$ 1,517
Total Supplemental Grant	\$ 126,945	\$ 200,728	\$ 267,942	\$ 357,725	\$ 389,105
Concentration Add On Rate (Concentration Rate * % Undupl. Capped @ District of Residence %)					
TK-3	\$ -	\$ -	\$ -	\$ -	\$ 143
4-6	\$ -	\$ -	\$ -	\$ -	\$ 132
7-8	\$ -	\$ -	\$ -	\$ -	\$ 136
9-12	\$ -	\$ -	\$ -	\$ -	\$ 161
Total Concentration Grant	\$ -	\$ -	\$ -	\$ -	\$ 41,367
School Target Rates (Adjusted Base Rates Plus Supplemental and Concentration Rates)					
TK-3	\$ 12,011	\$ 12,199	\$ 12,509	\$ 12,860	\$ 13,345
4-6	\$ 11,045	\$ 11,219	\$ 11,503	\$ 11,827	\$ 12,272
7-8	\$ 11,372	\$ 11,551	\$ 11,845	\$ 12,177	\$ 12,636
9-12	\$ 13,522	\$ 13,734	\$ 14,082	\$ 14,478	\$ 15,023
LCFF Total Target (School Target Rates * ADA)	\$ 1,603,049	\$ 2,378,766	\$ 3,003,155	\$ 3,712,232	\$ 3,852,080
Average LCFF Target Rate per ADA	\$ 11,249	\$ 11,382	\$ 11,708	\$ 12,061	\$ 12,515
LCFF Floor Calculation					
Current Year ADA * FY 12/13 Base Rate	\$ -	\$ -	\$ -	\$ -	\$ -
FY 12/13 Frozen Categoricals	\$ -	\$ -	\$ -	\$ -	\$ -
Current Year ADA * FY 12/13 Non-Frozen Categorical ADA Rate	\$ -	\$ -	\$ -	\$ -	\$ -
Current Year ADA * Prior Year LCFF Funding Gap per ADA	\$ -	\$ 2,351,139	\$ 2,919,396	\$ 3,603,787	\$ 3,712,231

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL
 Schedule A - Revenue, Part 1, Local Control Funding Formula
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of years since 12/13 (for EPA calculation)

12 13 14 15 16

	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
LCFF Floor	\$ -	\$ 2,351,139	\$ 2,919,396	\$ 3,603,787	\$ 3,712,231
Current Year Funding Calculation					
Gap Between Target and Floor	\$ 1,603,049	\$ 27,627	\$ 83,759	\$ 108,445	\$ 139,849
CY Gap Closing Increment (Gap * Gap Closing Increment Percentage)	\$ 1,603,049	\$ 27,627	\$ 83,759	\$ 108,445	\$ 139,849
Gap Funding Per ADA	\$ 11,249	\$ 132	\$ 327	\$ 352	\$ 454
Current Year Local Control Funding Formula Revenue	\$ 1,603,049	\$ 2,378,766	\$ 3,003,155	\$ 3,712,232	\$ 3,852,080
CY Average LCFF Rate per ADA	\$ 11,249	\$ 11,382	\$ 11,708	\$ 12,061	\$ 12,515
Increase/Decrease	\$ 11,249	\$ 132	\$ 327	\$ 352	\$ 454

Components of Local Control Funding Formula Revenue					
In Lieu of Property Tax Funding	\$ -	\$ -	\$ -	\$ -	\$ -
School's Education Protection Account % Offset/ADA Rate	200.00	200.00	200.00	200.00	200.00
Education Protection Account Funding	\$ 28,500	\$ 41,800	\$ 51,300	\$ 61,560	\$ 61,560
LCFF, State Portion	\$ 1,574,549	\$ 2,336,966	\$ 2,951,855	\$ 3,650,672	\$ 3,790,520

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule A - Revenue, Part 3, Other Revenue Assumptions

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	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
ADA					
P1 ADA	142.50	209.00	256.50	307.80	307.80
TK-3	0.00	0.00	0.00	0.00	0.00
4-6	53.20	106.40	102.60	102.60	102.60
7-8	89.30	102.60	153.90	205.20	205.20
9-12	0.00	0.00	0.00	0.00	0.00
P2 ADA	142.50	209.00	256.50	307.80	307.80
TK-3	-	-	-	-	-
4-6	53.20	106.40	102.60	102.60	102.60
7-8	89.30	102.60	153.90	205.20	205.20
9-12	-	-	-	-	-
Annual ADA	142.50	209.00	256.50	307.80	307.80
TK-3	-	0.00	0.00	0.00	0.00
4-6	53.20	106.40	102.60	102.60	102.60
7-8	89.30	102.60	153.90	205.20	205.20
9-12	-	0.00	0.00	0.00	0.00
Demographics					
Free #	60	85	114	148	155
Reduced #	5	21	29	37	39
Total Free and Reduced #	65	106	143	185	194
Free # - 5 - 17 yr olds	60	88	108	130	130
Reduced # - 5 - 17 yr olds	5	7	8	10	10
Total Free and Reduced # - 5 -17 yr olds	65	95	116	139	139
English Language Learners #	36	53	65	78	78
Immigrant Student #	0	0	0	0	0
Special Ed Students (LACOE SELPA Only)	0	0	0	0	0
Rates*					
Statutory COLA	1.00%	1.00%	1.00%	2.00%	2.00%
Title I, New School (for estimating initial entitlement)	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Title II, New School (for estimating initial entitlement)	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Title III, LEP	\$ 114.40	\$ 114.40	\$ 114.40	\$ 114.40	\$ 114.40
Title III, Immigrant	\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70
Special Education - IDEA	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Special Education - AB 602	\$ 820.00	\$ 820.00	\$ 820.00	\$ 820.00	\$ 820.00
Special Education Fee	\$ 48.46	\$ 48.46	\$ 48.46	\$ 48.46	\$ 48.46
State Lottery - Base (Non-Prop 20)	\$ 177.00	\$ 177.00	\$ 177.00	\$ 177.00	\$ 177.00
State Lottery - Prop 20	\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00
Mandate Reimbursement Block Grant, K-8	\$ 19.85	\$ 20.05	\$ 20.25	\$ 20.65	\$ 21.07
Mandate Reimbursement Block Grant, 9-12	\$ 55.17	\$ 55.72	\$ 56.28	\$ 57.40	\$ 58.55
One Time Funding (Mandate Backlog Offset)	\$ -	\$ -	\$ -	\$ -	\$ -
Child Nutrition - Federal Breakfast Free - Especially Needy	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73
Child Nutrition - Federal Breakfast Free	\$ 2.28	\$ 2.28	\$ 2.28	\$ 2.28	\$ 2.28
Child Nutrition - Federal Breakfast Reduced - Especially Needy	\$ 2.43	\$ 2.43	\$ 2.43	\$ 2.43	\$ 2.43
Child Nutrition - Federal Breakfast Reduced	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98
Child Nutrition - Federal Breakfast Paid	\$ 0.38	\$ 0.38	\$ 0.38	\$ 0.38	\$ 0.38
Child Nutrition - Federal Lunch Free, > 60% F/RP Served in 2022-23	\$ 4.27	\$ 4.27	\$ 4.27	\$ 4.27	\$ 4.27
Child Nutrition - Federal Lunch Free	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25
Child Nutrition - Federal Lunch Reduced, > 60% F/RP Served in 2022-23	\$ 3.87	\$ 3.87	\$ 3.87	\$ 3.87	\$ 3.87
Child Nutrition - Federal Lunch Reduced	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85
Child Nutrition - Federal Lunch Paid, > 60% F/RP Served in 2022-23	\$ 0.42	\$ 0.42	\$ 0.42	\$ 0.42	\$ 0.42
Child Nutrition - Federal Lunch Paid	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40
Child Nutrition - State Free and Reduced	\$ 0.97	\$ 0.97	\$ 0.97	\$ 0.97	\$ 0.97
Child Nutrition - Snacks Free	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17
Child Nutrition - Snacks Reduced	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85
Child Nutrition - State Free, Lunch and Breakfast	\$ 0.969	\$ 0.97	\$ 0.97	\$ 0.97	\$ 0.97
Child Nutrition - Universal Meals Program - State Lunch Reduced	\$ 1.369	\$ 1.37	\$ 1.37	\$ 1.37	\$ 1.37
Child Nutrition - Universal Meals Program - State Lunch Paid	\$ 4.819	\$ 4.82	\$ 4.82	\$ 4.82	\$ 4.82
Child Nutrition - Universal Meals Program - State Breakfast Reduced - Especially Needy	\$ 1.269	\$ 1.27	\$ 1.27	\$ 1.27	\$ 1.27
Child Nutrition - Universal Meals Program - State Breakfast Paid - Especially Needy	\$ 3.319	\$ 3.32	\$ 3.32	\$ 3.32	\$ 3.32
Child Nutrition - Universal Meals Program - State Breakfast Reduced	\$ 1.269	\$ 1.27	\$ 1.27	\$ 1.27	\$ 1.27
Child Nutrition - Universal Meals Program - State Breakfast Paid	\$ 2.869	\$ 2.87	\$ 2.87	\$ 2.87	\$ 2.87
Child Nutrition - Supper Free	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25
Child Nutrition - Supper Reduced	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85
Child Nutrition - Supper Base	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40
Cash in Lieu of Commodities	\$ 0.37	\$ 0.37	\$ 0.37	\$ 0.37	\$ 0.37
Federal Funding					
IDEA Revenue	\$ 0	\$ 18,525	\$ 27,170	\$ 33,345	\$ 40,014
IDEA, Advance Apportionment Calculation (Prior Year P-2 ADA, unless Y1)	\$ 0	\$ 18,525	\$ 27,170	\$ 33,345	\$ 40,014
IDEA, P-1 Apportionment Calculation	\$ 0	\$ 18,525	\$ 27,170	\$ 33,345	\$ 40,014
Title Funding					
Title I & II Funding, Significantly Expanding Multiplier	#DIV/0!	1.47	1.47	1.23	1.20
Title I, II & IV Funding Multiplier (enter from row 74 or enter own assumption)	1.00	1.47	1.47	1.23	1.20

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule A - Revenue, Part 3, Other Revenue Assumptions

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	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	
	Title Funding, Federal Sequestration Cut Assumption					
8291	Title I Entitlement	\$ 22,575	\$ 33,110	\$ 48,561	\$ 59,598	\$ 71,518
8292	Title II Entitlement	\$ 1,290	\$ 1,892	\$ 2,775	\$ 3,406	\$ 4,087
	Title III LEP Entitlement	\$ -	\$ -	\$ -	\$ -	\$ -
	Title III Immigrant Entitlement	\$ -	\$ -	\$ -	\$ -	\$ -
8294	Title III, LEP & Immigrant	\$ -	\$ -	\$ -	\$ -	\$ -
8295	Title IV, Student Support and Academic Enrichment	\$ -	\$ -	\$ -	\$ -	\$ -
8296	Title IV, PCSGP Revenue (enter based on grant schedule or grant spending)	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Federal Revenue					
8297	Charter School Facilities Incentive Grant (If Applicable)					
	Other Federal Revenue Breakdown					
	<i>(Add more rows above Total Other Federal Revenue if Necessary)</i>					
	GEER LLMF (3215)	\$ -				
	CRF LLMF (3220)	\$ -				
	ESSER (3210)	\$ -				
	ESSER II (3212)	\$ -	\$ -	\$ -		
	21st CCLC	\$ -				
	ESSER III (321X) - reserve 20% for Learning Loss	\$ -	\$ -	\$ -		
	Enter Description					
	Enter Description					
8299	Total Other Federal Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	State Funding					
8592	State Mental Health	\$ 9,200	\$ 13,493	\$ 16,560	\$ 19,872	\$ 19,872
8593	After School Education & Safety					
8594	Supplemental Categorical Block Grant (Conversion Schools)					
8587	State Grant Pass-Through					
	Mandate Funds					
	Mandate Reimbursement Block Grant	\$ -	\$ 2,857	\$ 4,232	\$ 5,298	\$ 6,484
	Mandate Offset One Time Funds	\$ -	\$ -	\$ -	\$ -	\$ -
8550	Mandate Reimbursement Block Grant	\$ -	\$ 2,857	\$ 4,232	\$ 5,298	\$ 6,484
	Lottery					
8561	Non-Prop 20 (Unrestricted)	\$ 25,223	\$ 36,993	\$ 45,401	\$ 54,481	\$ 54,481
8562	Prop 20 (To be used for student materials)	\$ 10,260	\$ 15,048	\$ 18,468	\$ 22,162	\$ 22,162
	Other State Revenue Breakdown					
	<i>(Add more rows above Total Other State Revenue if Necessary)</i>					
	LLM State General Fund (7420)					
	AB86 In Person Instruction (7422)	\$ -	\$ -			
	AB86 Expanded Learning Opportunities (7425) - reserve 10% for paras	\$ -	\$ -			
	Prop 28 AMS (year 2)		\$ 10,000	\$ 24,200	\$ 29,700	\$ 35,640
	ELOP Funding (year 2)		\$ 50,000	\$ 92,432	\$ 97,975	\$ 105,626
	SELPA Funding for Adaptive Technology	\$ 2,000	\$ 2,933	\$ 3,600	\$ 4,320	\$ 4,320
	Enter Description					
	Enter Description					
8599	Total Other State Revenue	\$ 2,000	\$ 62,933	\$ 120,232	\$ 131,995	\$ 145,586
	Local Funding					
8631	Sale of Equipment & Supplies					
8634	Food Service Sales	\$ -	\$ -	\$ -	\$ -	\$ -
8650	Leases & Rentals					
8660	Interest & Dividend Income					
8662	Net Increase (Decrease) in Fair Value of Investments					
8681	Intra-Agency Fee Income					
8682	After School Program Fees (From After School Program Tab (If Applicable))	\$ -	\$ -	\$ -	\$ -	\$ -
8689	All Other Fees & Contracts					
8697	E-Rate					
8698	SELPA Grants					
8792	Transfers of Apportionments - Special Education (AB602)	\$ 116,850	\$ 171,380	\$ 210,330	\$ 252,396	\$ 252,396
	AB 602, Advance Apportionment Calculation (Prior Year P-2 ADA, unless Y1)	\$ 116,850	\$ 116,850	\$ 171,380	\$ 210,330	\$ 252,396
	AB 602, P-1 Apportionment Calculation	\$ 116,850	\$ 171,380	\$ 210,330	\$ 252,396	\$ 252,396

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule C - Salary

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Object & Title	Name	Year 1	Year 2	Year 3	Year 4	Year 5
1110: Teachers' Salaries	TEACHER - MATH	82,400	84,872	87,418	90,041	92,742
	TEACHER - SCIENCE	82,400	84,872	87,418	90,041	92,742
	TEACHER - 6TH	82,400	84,872	87,418	90,041	92,742
	TEACHER - ELA	87,550	90,177	92,882	95,668	98,538
	TEACHER - SOCIAL SCIENCES	80,340	82,750	85,233	87,790	90,423
	TEACHER 8 VAPA - Y1	38,000	39,140	80,628	83,047	85,539
	TEACHER 9 VAPA - Y1	41,200	42,436	87,418	90,041	92,742
	TEACHER - 6TH 2	80,000	82,400	84,872	87,418	90,041
	SPED TEACHER - Y1	82,400	84,872	87,418	90,041	92,742
	TEACHER 7 PE - Y1	30,000	61,800	63,654	65,564	67,531
	TEACHER 11 - Y3	-	-	78,000	80,340	82,750
	TEACHER 13 - Y3	-	-	85,000	87,550	90,177
	TEACHER 14 - Y3	-	-	80,000	82,400	84,872
	TEACHER 15 - Y3	-	-	80,000	82,400	84,872
	EL COORDINATOR	-	-	80,000	82,400	84,872
	TEACHER 16 - Y4	-	-	-	80,000	82,400
	TEACHER 17 - Y4	-	-	-	85,000	87,550
	TEACHER 12 PE - Y4	-	-	-	80,000	82,400
1110: Teachers' Salaries Total		686,690	738,191	1,247,360	1,529,780	1,575,674
1175: Teachers' Salaries - Stipend/Extra Duty	TEACHER SUMMER PD	12,500	12,875	21,062	26,515	27,310
1175: Teachers' Salaries - Stipend/Extra Duty Total		12,500	12,875	21,062	26,515	27,310
1213: Certificated Pupil Support - Guidance & Counseling						
	COUNSELOR	35,000	72,100	74,263	76,491	78,786
	COUNSELOR SUMMER PD	1,250	1,288	1,326	1,366	1,407
1213: Certificated Pupil Support - Guidance & Counseling Total		36,250	73,388	75,589	77,857	80,193
1299: Certificated Pupil Support - Other	SPED COORDINATOR - Y3	-	-	80,000	82,400	84,872
1299: Certificated Pupil Support - Other Total		-	-	80,000	82,400	84,872
1300: Certificated Supervisors' & Administrators' Salaries						
	HEAD OF SCHOOL	124,000	127,720	131,552	135,498	139,563
1300: Certificated Supervisors' & Administrators' Salaries Total		124,000	127,720	131,552	135,498	139,563
2111: Instructional Aide & Other Salaries						
	INSTRUCTIONAL AIDE 1	21,368	22,009	22,669	23,349	24,049
	INSTRUCTIONAL AIDE 2	12,432	12,805	22,669	23,349	24,050
	INSTRUCTIONAL AIDE 3	-	22,385	23,057	23,748	24,461
	INSTRUCTIONAL AIDE 4	-	22,385	23,057	23,748	24,461
	INSTRUCTIONAL AIDE 5	-	-	23,403	24,105	24,828
	INSTRUCTIONAL AIDE 6	-	-	23,403	24,105	24,828
	INSTRUCTIONAL AIDE 7	-	-	-	23,403	24,105
	INSTRUCTIONAL AIDE 8	-	-	-	23,403	24,105
2111: Instructional Aide & Other Salaries Total		33,800	79,583	138,256	189,209	194,885
2200: Classified Support Salaries						
	CUSTODIAN 1	18,400	18,952	39,041	40,212	41,419
	CUSTODIAN 2	-	-	-	36,800	37,904
	PARENT LIAISON	-	35,200	36,256	37,344	38,464
2200: Classified Support Salaries Total		18,400	54,152	75,297	114,356	117,787
2300: Classified Supervisors' & Administrators' Salaries						
	OPERATIONS MANAGER	67,000	69,010	71,080	73,213	75,409
2300: Classified Supervisors' & Administrators' Salaries Total		67,000	69,010	71,080	73,213	75,409
2400: Classified Office Staff Salaries						
	OFFICE ASSISTANT 1	26,400	27,192	56,016	57,696	59,427
	OFFICE ASSISTANT 2	-	26,400	27,192	28,008	28,848
2400: Classified Office Staff Salaries Total		26,400	53,592	83,208	85,704	88,275
Grand Total		1,005,040	1,208,511	1,923,403	2,314,531	2,383,967

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule C - Salary
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Paycom? Y Impacts the ID-Object formula

150	220	270	324	324
	3%	3%	3%	3%
	0%	0%	0%	0%
8.5	8.5	13.5	16.5	16.5

[Go to School Info Tab](#)

This row is not functional; added as a placeholder.

Note: If pulling from PY model, paste Object Code & Title & EE ID columns (EOL A & B)

Count of Add to Salary Forecast: 19										Position Details					2024-25 Trend					2025-26					2026-27					2027-28					2028-29				
Object Code & Title	Employee ID	ID + Object	Existing/ New	Starting in FY... (for New Positions)	Salary/ Hourly	Name	Position	Add to Salary Forecast Tab?	Work Calendar	FTE	Benefited?	Rate	Hours Per Day / Week	Days / Weeks Per Year	# of Months	CY Trend	Y2	Y3	Y4	Y5	Comments	H&W 2024-25 Trend	H&W 2025-26	H&W 2026-27	H&W 2027-28	H&W 2028-29													
1110: Teachers' Salaries	1	11110	New	2024-25	SALARY	TEACHER - 6TH	TEACHER - 6TH	Y	11-month	1	Y	82,400.00				82,400	84,872	87,418	90,041	92,742		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	2	21110	New	2024-25	SALARY	TEACHER - ELA	TEACHER - ELA	Y	11-month	1	Y	87,550.00				87,550	90,177	92,882	95,668	98,538		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	3	31110	New	2024-25	SALARY	TEACHER - SCIENCE	TEACHER - SCIENCE	Y	11-month	1	Y	82,400.00				82,400	84,872	87,418	90,041	92,742		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	4	41110	New	2024-25	SALARY	TEACHER - MATH	TEACHER - MATH	Y	11-month	1	Y	82,400.00				82,400	84,872	87,418	90,041	92,742		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	5	51110	New	2024-25	SALARY	TEACHER - SOCIAL SCIENCES	TEACHER - SOCIAL SCIENCES	Y	11-month	1	Y	80,340.00				80,340	82,750	85,233	87,790	90,423		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	6	61110	New	2024-25	SALARY	TEACHER - 6TH 2	TEACHER - 6TH	Y	11-month	1	Y	80,000.00				80,000	82,400	84,872	87,418	90,041		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	7	71110	New	2024-25	SALARY	SPED TEACHER - Y1	DIRECTED STUDIES TEACHER (SPED)	Y	11-month	1	Y	82,400.00				82,400	84,872	87,418	90,041	92,742		7,944	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	8	81110	New	2024-25	SALARY	TEACHER 7 PE - Y1	PE TEACHER	Y	11-month	0.5	N	30,000.00				30,000	61,800	63,654	65,564	67,531	Full-Time Y2	-	8,341	8,758	9,196	9,656													
1110: Teachers' Salaries	9	91110	New	2024-25	SALARY	TEACHER 8 VAPA - Y1	VAPA TEACHER PART-TIME - ART	Y	11-month	0.5	N	38,000.00				38,000	39,140	80,628	83,047	85,539	Full-Time Y3	-	-	8,758	9,196	9,656													
1110: Teachers' Salaries	10	101110	New	2024-25	SALARY	TEACHER 9 VAPA - Y1	VAPA TEACHER PART-TIME MUSIC	Y	11-month	0.5	N	41,200.00				41,200	42,436	87,418	90,041	92,742	Full-Time Y3	-	-	8,758	9,196	9,656													
1110: Teachers' Salaries	12	121110	New	2027-28	SALARY	TEACHER 12 PE - Y4	PE TEACHER	N	11-month	1	Y	80,000.00				-	-	-	80,000	82,400		-	-	-	7,944	8,341													
1110: Teachers' Salaries	13	131110	New	2026-27	SALARY	TEACHER 11 - Y3	TEACHER - 6TH	N	11-month	1	Y	78,000.00				-	-	78,000	80,340	82,750		-	-	7,944	8,341	8,758													
1110: Teachers' Salaries	15	151110	New	2026-27	SALARY	TEACHER 14 - Y3	TEACHER - 6TH	N	11-month	1	Y	80,000.00				-	-	80,000	82,400	84,872		-	-	7,944	8,341	8,758													
1110: Teachers' Salaries	16	161110	New	2026-27	SALARY	TEACHER 15 - Y3	TEACHER - ELA/SS	N	11-month	1	Y	80,000.00				-	-	80,000	82,400	84,872		-	-	7,944	8,341	8,758													
1299: Certificated Pupil Support - Other	17	171299	New	2026-27	SALARY	SPED COORDINATOR - Y3	SPED COORDINATOR (ADMIN DUTIES)	N	11-month	1	Y	80,000.00				-	-	80,000	82,400	84,872		-	-	7,944	8,341	8,758													
1110: Teachers' Salaries	18	181110	New	2027-28	SALARY	TEACHER 16 - Y4	TEACHER - ELA/SS	N	11-month	1	Y	80,000.00				-	-	-	80,000	82,400		-	-	-	7,944	8,341													
1110: Teachers' Salaries	19	191110	New	2026-27	SALARY	TEACHER 13 - Y3	TEACHER MATH/SCIENCE	N	11-month	1	Y	85,000.00				-	-	85,000	87,550	90,177		-	-	7,944	8,341	8,758													
1110: Teachers' Salaries	20	201110	New	2027-28	SALARY	TEACHER 17 - Y4	TEACHER MATH/SCIENCE	N	11-month	1	Y	85,000.00				-	-	-	85,000	87,550		-	-	-	7,944	8,341													
1110: Teachers' Salaries	23	231110	New	2026-27	SALARY	EL COORDINATOR	EL COORDINATOR	N	11-month	1	Y	80,000.00				-	-	80,000	82,400	84,872		-	-	7,944	8,341	8,758													
1175: Teachers' Salaries - Stipend/Extra Du	21	211175	New	2024-25	HOURLY	TEACHER SUMMER PD	TEACHER PD DAYS	Y	1-time stipend		N	250.00	10	5		12,500	12,875	21,062	26,515	27,310		-	-	-	-	-													
1213: Certificated Pupil Support - Guidance	22	221213	New	2024-25	SALARY	COUNSELOR	COUNSELOR	Y	11-month	0.5	N	35,000.00				35,000	72,100	74,263	76,491	78,786	Full-Time Y2	-	8,341	8,758	9,196	9,656													
1213: Certificated Pupil Support - Guidance	25	251213	New	2024-25	HOURLY	COUNSELOR SUMMER PD	COUNSELOR SUMMER PD	Y	1-time stipend		N	250.00	1	5		1,250	1,288	1,326	1,366	1,407		-	-	-	-	-													
1300: Certificated Supervisors' & Administr	31	311300	New	2024-25	SALARY	HEAD OF SCHOOL	HEAD OF SCHOOL	Y	12-month	1	Y	124,000.00				124,000	127,720	131,552	135,498	139,563		7,944	8,341	8,758	9,196	9,656													
1300: Certificated Supervisors' & Administr	33																																						
2111: Instructional Aide & Other Salaries	100	1002111	New	2024-25	HOURLY	INSTRUCTIONAL AIDE 1	INSTRUCTIONAL AIDE	Y	180 days (school year)	0.6875	N	21.00	5.5	185		21,368	22,009	22,669	23,349	24,049		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	101	1012111	New	2024-25	HOURLY	INSTRUCTIONAL AIDE 2	INSTRUCTIONAL AIDE	Y	180 days (school year)	0.4	N	21.00	3.2	185		12,432	12,805	22,669	23,349	24,050		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	102	1022111	New	2025-26	HOURLY	INSTRUCTIONAL AIDE 3	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	22.00	5.5	185		-	22,385	23,057	23,748	24,461		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	103	1032111	New	2025-26	HOURLY	INSTRUCTIONAL AIDE 4	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	22.00	5.5	185		-	22,385	23,057	23,748	24,461		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	104	1042111	New	2026-27	HOURLY	INSTRUCTIONAL AIDE 5	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	23.00	5.5	185		-	-	23,403	24,105	24,828		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	105	1052111	New	2026-27	HOURLY	INSTRUCTIONAL AIDE 6	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	23.00	5.5	185		-	-	23,403	24,105	24,828		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	106	1062111	New	2027-28	HOURLY	INSTRUCTIONAL AIDE 7	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	23.00	5.5	185		-	-	-	23,403	24,105		-	-	-	-	-													
2111: Instructional Aide & Other Salaries	107	1072111	New	2027-28	HOURLY	INSTRUCTIONAL AIDE 8	INSTRUCTIONAL AIDE	N	180 days (school year)	0.6875	N	23.00	5.5	185		-	-	-	23,403	24,105		-	-	-	-	-													
2200: Classified Support Salaries	40	402200	New	2024-25	HOURLY	CUSTODIAN 1	CUSTODIAN	Y	11.5 month	0.5	N	20.00	4	230		18,400	18,952	39,041	40,212	41,419	Full-Time Y3	-	-	8,341	8,758	9,196													
2200: Classified Support Salaries	41	412200	New	2027-28	HOURLY	CUSTODIAN 2	CUSTODIAN	Y	11.5 month	1	Y	20.00	8	230		-	-	-	36,800	37,904		-	-	-	7,944	8,341													
2200: Classified Support Salaries	42	422200	New	2025-26	HOURLY	PARENT LIAISON	PARENT LIAISON - SPANISH SPEAKING	N	11-month	1	Y	22.00	8	200		-	35,200	36,256	37,344	38,464		-	7,944	8,341	8,758	9,196													
2300: Classified Supervisors' & Administrat	50	502300	New	2024-25	SALARY	OPERATIONS MANAGER	OPERATIONS MANAGER	Y	12-month	1	Y	67,000.00				67,000	69,010	71,080	73,213	75,409		7,944	8,341	8,758	9,196	9,656													
2400: Classified Office Staff Salaries	51	512400	New	2024-25	HOURLY	OFFICE ASSISTANT 1	OFFICE ASSISTANT	Y	12-month	0.625	N	22.00	5	240		26,400	27,192	56,016	57,696	59,427	Full-Time Y3	-	-	-	8,758	9,196													
2400: Classified Office Staff Salaries	52	522400	New	2025-26	HOURLY	OFFICE ASSISTANT 2	OFFICE ASSISTANT	N	12-month	0.625	N	22.00	5	240		-	26,400	27,192	28,008	28,848		-	-	-	-	-													

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule D - Expense

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150	220	270	324	324
8.5	8.5	13.5	16.5	16.5
3%	3%	3%	3%	3%

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Go to Unit Cost Chart		Go to Increase By Chart		2024-25 Trend						
Object Code	Description	Increase by	Unit \$	Unit #	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Comments
4000 Series, Books & Supplies										
4111: Core Curricula Materials										
4111										
Total, 4111: Core Curricula Materials					\$ -	\$ -	\$ -	\$ -	\$ -	
4211: Books & Other Reference Materials										
4211	Other Books - novels, teacher reference	Enrollment	\$ 50.00			-	11,000	13,500	16,200	16,200
4211										Novels for 150 students already purchased
Total, 4211: Books & Other Reference Materials		Enrollment			\$ -	\$ 11,000	\$ 13,500	\$ 16,200	\$ 16,200	
4311: Student Materials										
4311	New Tech Network Curriculum	Constant	\$ 10,000.00	1	10,000	10,000	15,000	20,000	20,000	
4311	BrainPop	COLA & Enrollment Growth	\$ 1,800.00	1	1,800	2,719	3,437	4,249	4,376	
4311	StudySync	COLA & Enrollment Growth	\$ 1,000.00	1	1,000	1,511	1,910	2,360	2,431	
4311	Consumable Materials	COLA & Enrollment Growth	\$ 25.00	150	3,750	5,665	7,161	8,851	9,117	
4311	NWEA Assessments	COLA & Enrollment Growth	\$ 15.00	150	2,250	3,399	4,297	5,311	5,470	
4311	Other Curriculum - Teach to One, Newsela, Wayfinder, Demos	COLA & Enrollment Growth			40,000	60,427	76,385	94,412	97,244	
Total, 4311: Student Materials		Teacher Growth			\$ 58,800	\$ 83,721	\$ 108,189	\$ 135,182	\$ 138,638	
4351: Office Supplies										
4351	Office Supplies	Enrollment	\$ 30.00	150	4,500	13,200	16,200	19,440	19,440	
4351										
Total, 4351: Office Supplies		Enrollment			\$ 4,500	\$ 13,200	\$ 16,200	\$ 19,440	\$ 19,440	
4371: Custodial Supplies										
4371	Custodial Supplies	Enrollment	\$ 35.00	150	5,250	7,700	9,450	11,340	11,340	
4371										
Total, 4371: Custodial Supplies		Enrollment			\$ 5,250	\$ 7,700	\$ 9,450	\$ 11,340	\$ 11,340	
4391: Food (Non Nutrition Program)										
4391		Enrollment				-	-	-	-	
4391										
Total, 4391: Food (Non Nutrition Program)		Enrollment			\$ -	\$ -	\$ -	\$ -	\$ -	
4392: Uniforms										
4392		Enrollment				-	-	-	-	
4392										
Total, 4392: Uniforms		Enrollment			\$ -	\$ -	\$ -	\$ -	\$ -	
4393: PE & Sports Equipment										
4393	PE & Sports equipment, PE Clothes	Enrollment	\$ 25.00	150	3,750	5,500	13,500	16,200	16,200	Double in Y3
4393										
Total, 4393: PE & Sports Equipment		Enrollment			\$ 3,750	\$ 5,500	\$ 13,500	\$ 16,200	\$ 16,200	
4395: Before & After School Program Supplies										
4395		Enrollment				-	-	-	-	
4395										
Total, 4395: Before & After School Program Supplies		Enrollment			\$ -	\$ -	\$ -	\$ -	\$ -	
4399: All Other Supplies										
4399	Emergency, health, PPE, small equipment, etc	Enrollment	\$ 30.00	150	4,500	6,600	8,100	9,720	9,720	
4399										
4399										
Total, 4399: All Other Supplies		Enrollment			\$ 4,500	\$ 6,600	\$ 8,100	\$ 9,720	\$ 9,720	
4411: Non Capitalized Equipment										
4411	Student Chromebooks (refurbished)	Change in the Number of Students	\$ 300.00	15	4,500	25,500	18,214	19,671	6,600	Includes 10% replacement costs - 150 computers already purchased
4411	Teacher & Staff Computers	Change in the Number of Teachers	\$ 1,000.00	3	3,000	3,000	8,000	6,000	6,000	Most staff computers and other equipment already purchased
4411	Classroom Tech Equipment	Change in the Number of Teachers	\$ 1,500.00	2	3,000	3,000	7,500	9,000	9,000	
4411	Classroom Furniture - tables, chairs	Change in the Number of Teachers	\$ 1,500.00	2	3,000	3,000	3,000	6,000	3,000	Most furniture provided by facility, or already purchased
4411	Office and Other Furniture	Constant	\$ 1,500.00	1	1,500	1,500	1,500	3,000	3,000	
4411	Adaptive Technology	Enrollment	\$ 1,000.00	2	2,000	2,933	3,600	4,320	4,320	
4411										
4411										
4411										
Total, 4411: Non Capitalized Equipment		Teacher Growth			\$ 17,000	\$ 38,933	\$ 41,814	\$ 47,991	\$ 31,920	
4711: Nutrition Program Food & Supplies										
4711	Nutrition prog meals expense assumptions from Nutrition Tab				151,292	232,736	299,081	374,883	389,739	
4711										
Total, 4711: Nutrition Program Food & Supplies					\$ 151,292	\$ 232,736	\$ 299,081	\$ 374,883	\$ 389,739	
4713: CACFP Supper Food & Supplies										
4713						-	-	-	-	
4713										
Total, 4713: CACFP Supper Food & Supplies					\$ -	\$ -	\$ -	\$ -	\$ -	
Total, 4000 Series					\$ 245,092	\$ 399,390	\$ 509,835	\$ 630,956	\$ 633,197	
5000 Series, Operating Expenses and Services										
5211: Travel & Conferences										
5211	Teacher PD	Teacher Growth	\$ 250.00	9	2,250	2,250	3,574	4,368	4,368	
5211										
Total, 5211: Travel & Conferences		Teacher Growth			\$ 2,250	\$ 2,250	\$ 3,574	\$ 4,368	\$ 4,368	
5311: Dues & Memberships										
5311	CCSA Membership	COLA & Enrollment Growth	\$ 20.00	150	3,000	4,532	5,729	7,081	7,293	
5311	Other - Edjoin, Costco, etc.	COLA & Enrollment Growth	\$ 15.00	150	2,250	3,399	4,297	5,311	5,470	
5311										
Total, 5311: Dues & Memberships		COLA & Enrollment Growth			\$ 5,250	\$ 7,931	\$ 10,026	\$ 12,392	\$ 12,763	
5451: General Insurance										
5451	Insurance	COLA & Enrollment Growth			22,000	33,235	42,012	51,926	53,484	
5451										
Total, 5451: General Insurance		COLA & Enrollment Growth			\$ 22,000	\$ 33,235	\$ 42,012	\$ 51,926	\$ 53,484	
5511: Utilities										
5511		COLA & Enrollment Growth				-	-	-	-	Included in lease cost
5511										
Total, 5511: Utilities		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5599: Other Facility Operations & Utilities										
5599		COLA & Enrollment Growth				-	-	-	-	

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule D - Expense

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150	220	270	324	324
8.5	8.5	13.5	16.5	16.5
3%	3%	3%	3%	3%

[Go to School Info Tab](#)

Go to Unit Cost Chart		Go to Increase By Chart		2024-25 Trend						
Object Code	Description	Increase by	Unit \$	Unit #	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Comments
5599										
Total, 5599: Other Facility Operations & Utilities		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5611	School Rent - Private Facility									
5611	Private Facility Rent (Total From Schedule A - SB740)				237,840	241,752	245,752	249,827	249,827	Includes utilities and facility upgrades; 2nd Facility in Y4
Total, 5611: School Rent - Private Facility		COLA & Enrollment Growth			\$ 237,840	\$ 241,752	\$ 245,752	\$ 249,827	\$ 249,827	
5619	Other Facility Rentals									
5619					-	-	-	-	-	
Total, 5619: Other Facility Rentals		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5621	Equipment Lease									
5621					-	-	-	-	-	Copier use included in lease cost
Total, 5621: Equipment Lease		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5631	Vendor Repairs									
5631	Minor Repairs		\$ 350.00	12	4,200	6,345	8,020	9,913	10,211	
Total, 5631: Vendor Repairs		COLA & Enrollment Growth			\$ 4,200	\$ 6,345	\$ 8,020	\$ 9,913	\$ 10,211	
5812	Field Trips & Pupil Transportation									
5812	Student Bus Passes		\$ 450.00	23	10,125	7,648	9,667	11,949	12,307	Y1 for 15% of students, \$45/month - reduced by half when vans/buses added
5812	Student Transportation					20,000	50,000	70,000	72,100	Contracted vans or buses
Total, 5812: Field Trips & Pupil Transportation		COLA & Enrollment Growth			\$ 10,125	\$ 27,648	\$ 59,667	\$ 81,949	\$ 84,407	
5821	Legal									
5821	Legal Fees		\$ 7,000.00	1	7,000	8,460	10,694	13,218	13,614	
Total, 5821: Legal		COLA & Enrollment Growth			\$ 7,000	\$ 8,460	\$ 10,694	\$ 13,218	\$ 13,614	
5823	Audit									
5823	Annual Audit		\$ 11,000.00	1	5,500	11,500	11,845	12,200	12,566	
Total, 5823: Audit		COLA & Enrollment Growth			\$ 5,500	\$ 11,500	\$ 11,845	\$ 12,200	\$ 12,566	
5831	Advertisement & Recruitment									
5831	Student Recruitment		\$ 8,000.00	1	8,000	8,240	8,487	13,113	13,506	
5831	Staff Recruitment		\$ 3,000.00	1	3,000	3,090	3,183	3,278	3,377	
Total, 5831: Advertisement & Recruitment		Expense COLA			\$ 11,000	\$ 11,330	\$ 11,670	\$ 16,391	\$ 16,883	
5841	Contracted Substitute Teachers									
5841	Substitute Teachers		\$ 230.00	35	8,073	8,315	13,603	17,124	17,638	3% absence rate
Total, 5841: Contracted Substitute Teachers		COLA & Enrollment Growth			\$ 8,073	\$ 8,315	\$ 13,603	\$ 17,124	\$ 17,638	
5842	Special Education Services									
5842	Outsourced special ed services including specialists, therapists, psychologist, etc.		\$ 1,400.00	150	56,441	104,562	68,885	194,696	505,097	\$1,400 per student in Y1 - Expenses include 1 Sped teacher, 1 Sped Coordinator (Y3), 1/2 Counselor salary and Aides
Total, 5842: Special Education Services		COLA & Enrollment Growth			\$ 56,441	\$ 104,562	\$ 68,885	\$ 194,696	\$ 505,097	
5843	Non Public School									
5843					-	-	-	-	-	
Total, 5843: Non Public School		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5844	After School Services									
5844	Before/After School/Intersession contracted services				-	50,000	92,432	97,975	105,626	Begins with ELOP Funding
Total, 5844: After School Services		COLA & Enrollment Growth			\$ -	\$ 50,000	\$ 92,432	\$ 97,975	\$ 105,626	
5849	Other Student Instructional Services									
5849	Theater Program - CKT		\$ 5,000.00	1	5,000	5,150	5,305	5,464	5,628	
Total, 5849: Other Student Instructional Services		COLA & Enrollment Growth			\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	
5852	PD Consultants & Tuition									
5852	PD Consultants		\$ 10,000.00	1	10,000	10,300	16,850	21,212	21,848	
5852	NTN PD and Implementation				20,000	15,000	15,000	15,000	15,000	
Total, 5852: PD Consultants & Tuition		COLA & Enrollment Growth			\$ 30,000	\$ 25,300	\$ 31,850	\$ 36,212	\$ 36,848	
5854	Nursing & Medical (Non-IEP)									
5854					-	-	-	-	-	
Total, 5854: Nursing & Medical (Non-IEP)		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5859	All Other Consultants & Services									
5859	IT Consultant		\$ 8,000.00	1	8,000	9,668	10,999	13,595	14,003	
5859	ExED Preliminary Estimate		\$ 80,000.00	1	80,000	110,880	128,596	153,929	161,625	
5859	CALPADS/SIS Support		\$ 13,300.00	1	14,000	14,700	15,435	16,207	17,017	
Total, 5859: All Other Consultants & Services		COLA & Enrollment Growth			\$ 102,000	\$ 135,248	\$ 155,030	\$ 183,731	\$ 192,646	
5861	Non Instructional Software									
5861	Admin Software		\$ 20.00	150	3,000	4,532	5,729	7,081	7,293	
5861	PowerSchool including Enrollment		\$ 16,500.00	1	16,500	16,995	17,505	18,030	18,571	
5861	Titan - meal service software		\$ 75.00	1	75	778	801	825	850	
Total, 5861: Non Instructional Software		COLA & Enrollment Growth			\$ 20,255	\$ 22,305	\$ 24,035	\$ 25,936	\$ 26,714	
5865	Fundraising Cost									
5865					-	-	-	-	-	
Total, 5865: Fundraising Cost		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5871	District Oversight Fees									
5871	District Oversight Fee				16,030	23,788	30,032	37,122	38,521	
Total, 5871: District Oversight Fees		COLA & Enrollment Growth			\$ 16,030	\$ 23,788	\$ 30,032	\$ 37,122	\$ 38,521	
5872	Special Education Fees (SELPA)									
5872	LACOE SELPA, 1st Year Fee		2.50%		6,906	10,592	13,110	15,750	15,917	Includes Federal Fee
Total, 5872: Special Education Fees (SELPA)		COLA & Enrollment Growth			\$ 6,906	\$ 10,592	\$ 13,110	\$ 15,750	\$ 15,917	
5881	Intra-Agency Fees									
5881					-	-	-	-	-	

MAYACAMAS COUNTYWIDE MIDDLE SCHOOL

Schedule D - Expense

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150	220	270	324	324
8.5	8.5	13.5	16.5	16.5
3%	3%	3%	3%	3%

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[Go to Unit Cost Chart](#)

[Go to Increase By Chart](#)

2024-25 Trend

Object Code	Description	Increase by	Unit \$	Unit #	2024-25 Trend	2025-26	2026-27	2027-28	2028-29	Comments
Total, 5881: Intra-Agency Fees		COLA & Teacher Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5895: Bad Debt Expense										
5895		COLA & Enrollment Growth			-	-	-	-	-	
Total, 5895: Bad Debt Expense		COLA & Enrollment Growth			\$ -	\$ -	\$ -	\$ -	\$ -	
5899: All Other Expenses										
5899	Employee Fingerprinting	Change in the Number of	\$ 80.00	6	480	480	1,180	860	860	
5899	Paycom	COLA & Teacher Growth			6,500	6,695	8,762	11,030	11,361	
5899	Other Fees	COLA & Enrollment Growth	\$ 15.00	150	2,250	3,399	4,297	5,311	5,470	
5899	CA Healthy Kids Survey	Constant	\$ 110.00	1	110	110	110	110	110	
Total, 5899: All Other Expenses		COLA & Enrollment Growth			\$ 9,340	\$ 10,684	\$ 14,348	\$ 17,311	\$ 17,801	
5911: Office Phone										
5911	Office Phone	Expense COLA	\$ 95.00	12	1,140	1,174	1,209	2,491	2,566	
Total, 5911: Office Phone		Expense COLA			\$ 1,140	\$ 1,174	\$ 1,209	\$ 2,491	\$ 2,566	
5913: Mobile Phone										
5913					-					
5913										
5913										
Total, 5913: Mobile Phone		Expense COLA			\$ -	\$ -	\$ -	\$ -	\$ -	
5921: Internet										
5921	School Internet	Enrollment	\$ 260.00	12	3,120	2,974	2,920	3,504	3,504	
Total, 5921: Internet					\$ 3,120	\$ 2,974	\$ 2,920	\$ 3,504	\$ 3,504	
5923: Website Hosting										
5923	Website	Expense COLA	\$ 50.00	12	600	618	637	656	675	
5923					-					
5923										
5923										
Total, 5923: Website Hosting		Expense COLA			\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	
5931: Postage & Shipping										
5931	Postage and shipping	COLA & Enrollment Growth	\$ 300.00	12	3,600	4,351	5,500	6,798	7,002	
5931										
5931										
Total, 5931: Postage & Shipping		Expense COLA			\$ 3,600	\$ 4,351	\$ 5,500	\$ 6,798	\$ 7,002	
5999: Other Communications										
5999	FCC licensing	Expense COLA	\$ 700.00	1	700	721	743	765	788	
5999										
5999										
5999										
Total, 5999: Other Communications		Expense COLA			\$ 700	\$ 721	\$ 743	\$ 765	\$ 788	
Total, 5000 Series					\$ 569,955	\$ 757,731	\$ 864,596	\$ 1,099,719	\$ 1,438,093	

Mayacamas Countywide Middle School Start-Up & 5-Year Budget Assumptions

Overall Outlook

Mayacamas Countywide Middle School’s FY 2024-25 spending plan results in a Net Income of \$109K. In the following four years, the net income ranges from \$11K to \$508K. Mayacamas Countywide Middle School is projected to end the first year of operation with \$319K in cash or a 16% reserve and the second year with \$241K or a 9% reserve, growing to \$485K in Year 5.

Enrollment & Attendance Assumptions

In Year 1, the budget assumes Mayacamas Countywide Middle School will open with 150 students in grades 6-8th. The student-to-teacher ratio is approximately 18:1.

Average Daily Attendance (ADA)

The budget assumes a 95% attendance rate, which results in a projected ADA of 142.5 in Year 1. The school expects to maintain the attendance rate in future years.

	2024-25 Trend	2025-26	2026-27	2027-28	2028-29
Total Enrollment	150	220	270	324	324
ADA	142.50	209.00	256.50	307.80	307.80
% Free and Reduced	43%	48%	53%	57%	60%
% English Language Learners	24%	24%	24%	24%	24%
% Unduplicated Low Income, EL, Foster Youth	43%	48%	53%	57%	60%

Local Control Funding Formula (Public State Funding)

LCFF provides a base rate per ADA by grade span and additional supplemental and concentration grants for high need students defined as low income students, English learners, and foster youth.

The budget assumes the following demographic data in Year 1 based on the targeted zip codes:

Total Enrollment	150
Low Income/Free-Reduced Meal Students	65
English Language Learners	36
Foster Youth	0
Unduplicated Count of Low Income Students, English Language Learners, and Foster Youth	65
Unduplicated Percentage of Low Income Students, English Language Learners and Foster Youth	43%

Some students fall into more than one high-need category but they will be counted only once for the purpose of the supplemental and concentration grants. **This is termed the Unduplicated Count.** Year 1 assumes an Unduplicated Percentage of 43%, with an assumption that this number will gradually increase over time to be reflective of overall countywide averages, eventually reaching 60% by Year 5. The school has robust outreach and marketing plans to attract and enroll high-need students throughout Napa County.

The budgeted FY 24-25 LCFF base rate for grades 4-6 is \$10,170 and for 7-8 is \$10,471 based on the current State budget with an estimated 1% Cost of Living Adjustment (COLA) for FY 24-25.

Based on the assumptions above, for Year 1 Mayacamas Countywide Middle School is estimated to receive \$1.6MM total, or **\$11,249 per ADA**, in LCFF funds. This represents 75% of the school's revenue in Year 1.

Staffing

Salaries and benefits make up 59% of Mayacamas Countywide Middle School's Year 1 budget. In its inaugural year, Mayacamas Countywide Middle School will employ:

1 Head of School

8.5 Teacher FTE's including 2 Part-Time VAPA Teachers, 1 Special Education Teacher, and 1 part-time PE Teacher (with an average teacher salary of \$82K in Year 1)

1 part-time Counselor (full-time Y2)

2 part-time Instructional Aides (providing Special Education and English Learner support)

1 part-time Custodian

1 Operations Manager

1 part-time Office Assistant

Teacher Professional Development Stipends (5 days)

Total = 13 Full-Time Equivalent (FTE) Staff in Year 1, growing to 31 FTE by Year 5

Future Years:

Special Education Coordinator added in Year 3

El Coordinator added in Year 3

Instructional Aides (including Special Education and English Learner support) in future years (8 total)

Parent Liaison added in Year 2

Custodian (part-time) added in Year 4

Office Assistant (part-time) added in Year 2

Salaries are budgeted to increase by 3% in year 2 and beyond – State funding/budget allowing

Benefits

Mayacamas Countywide Middle School will fund employee Health & Welfare premiums up to a cap of \$7,944 per year for full-time employees, with the cap increasing by 5% each year. Mayacamas Countywide Middle School will provide up to a 3% match to employees' 403b retirement plans, increasing to a 5% match in Year 2, and will not participate in STRS or PERS at this time.

The budget also includes funding for Social Security, Medicare, State Unemployment Insurance, and workers' compensation for all eligible staff.

Special Education

Mayacamas Countywide Middle School will apply to the LA County Charter SELPA. The rates with the LA County Charter SELPA are: State AB 602 funding beginning Year 1 at a rate of approximately \$820/ADA, State Mental Health funding at a rate of \$64.56/ADA, and IDEA (Individuals with Disabilities Education Act) Federal funding beginning Year 2 at a rate of approximately \$1,000 per special education student in the prior year, based on 13% of enrollment. In Year 1, AB 602 funding is estimated to be \$116,850.

In Year 1, Mayacamas Countywide Middle School will pay the SELPA approximately \$6,906 in fees. Special Education staffing is described above, and costs for other services are described below.

Nutrition Program

Mayacamas Countywide Middle School will offer breakfast and lunch. The budget assumes the food vendor will charge \$3.00 per breakfast ordered and \$4.20 per lunch ordered. The budget calculates total expense using estimated vendor rates, the number of students who qualify for free, reduced-priced or paid meals, and the number of students estimated to participate in the meal programs. The budget also includes ordering contingencies of 10%. Based on current assumptions, meal expenses will total \$151K in Year 1.

Meal Revenue (Child Nutrition Program – Federal & State), calculated using 23/24 reimbursement rates and estimated student participation rates is estimated to total \$170K.

Facilities

Mayacamas Countywide Middle School will pay \$237,840 of rent in Year 1, based on an existing private facility lease. The rent costs are offset by \$178,380 in SB 740 (Charter Facility Grant) funding. SB 740 reimburses charter schools for rent at the lower of 75% of rent or \$1,435 per ADA. (Charter schools must serve 55% or more low-income students to qualify outright, or be located in the attendance area of a public elementary school that serves 55% or more.)

Facility costs also include utilities expenses and a copier, and the budget also includes \$4,200 for vendor repairs in Year 1.

Federal Title Programs

The Year 1 for Title I and II funds estimate is approximately \$24K but the actual funding could be somewhat higher or lower due to statewide factors that govern the funding formulas. Schools that complete a Consolidated Application in their first year and have an approved LCAP Federal Addendum are eligible for Title funding.

Supplies and Operating Services

Key expenses in Year 1 for 150 students, not already described include:

- Other Books – Year 1 books will be purchased in the prior year
- Core Student Materials (consumables = \$25/student; BrainPop = \$1,800; StudySync = \$1,000; NWEA Assessments = \$15/student; New Tech Network curriculum = \$10,000; other curriculum including TeachtoOne, Wayfinder, Newsela, Demos = \$40,000 -- \$58,800 total)
- Office Supplies - \$30/student (\$4,500 total)
- Custodial Supplies - \$35/student (\$5,250 total)
- PE & Sports Equipment - \$25/student (\$3,750 total)
- Other Supplies - \$30/student (\$4,500 total)
- Computer & Other Equipment (15 student replacement Chromebooks – 150 provided by the Foundation from existing inventory; 3 staff computers– provided by the Foundation from existing inventory; \$2,000 of adaptive technology for Special Education students; tech equipment for new classrooms) - \$12,500 total
- Furniture (most furniture provided by facility, or is provided by Foundation existing inventory) - \$4,500 total
- Travel & Conferences: \$250/teacher - \$2,250 total
- Dues & Memberships: CCSA - \$3,000; other - \$2,250 = \$5,250 total
- General Insurance - \$22,000

- Field Trips & Pupil Transportation - \$10,125 (\$450/student for 15% of students for bus passes; contracted vans or buses are added at a cost of \$20K in Year 2 and then increasing in future years)
- Legal - \$7,000
- Audit - \$5,500 (portion paid in Y1, portion in Y2)
- Student & Staff Advertising and Recruitment - \$11,000
- Substitute Teachers outsourced - \$8,073
- Special Education Services - \$56,441 (Outsourced therapists, specialists, psychologist, screenings, and other services. Special education expenses in total are equal to \$1,400 per pupil including the Special Education Teacher, half of the Counselor, and the 2 Instructional Aides; Special education expenses increase to \$3,000 per pupil by Year 5)
- Other Student Services - \$5K for Theater Program
- Professional Development - \$30,000, including New Tech Network PD/Implementation, and other PD consultants
- All Other Consultants - \$102,000
 - Technology - \$8,000
 - ExED Back-Office services - \$80K
 - CALPADS/SIS Services - \$14,000
- Non-Instructional Software & Subscriptions - \$20,255
 - PowerSchool SIS –\$16,500
 - Other - \$3,755
- District Oversight Fees - \$16,030 (1% of LCFF)
- Other Expenses/Fees - \$9K total
 - Payroll fees - \$6,500
 - Fingerprinting - \$480
 - Other fees - \$2,360
- Office Phone - \$1,140
- Internet - \$3,120
- Website - \$600
- Postage & Shipping - \$3,600
- Other Communications - \$700 (FCC Licensing)

Start-Up Funding

Financing

Mayacamas Countywide Middle School has secured a line of credit for up to \$500,000 from the Banc of California with an interest rate of 8%, and a loan of up to \$400,000 from a local foundation at an interest rate of 5%. To cover cash flow needs during Year 1 and 2 while the school is new and growing, Mayacamas Countywide Middle School will use this available financing as budgeted (\$450K in Year 1). Beginning Year 3, financing will not be necessary based on the projections.

Future Years

Most expenses described above grow with enrollment and/or COLA in future years, while some such as textbooks, equipment, or other one-time (start-up expenses) are incurred for new students and staff only.

Attachment C
Additional Assurances

SUPPLEMENTAL AFFIRMATIONS and DECLARATION

As the authorized lead petitioner, I, Lauren Daley, understand that if granted a charter, Mayacamas Countywide Middle School shall follow any and all federal, state, and local laws and regulations that apply to Mayacamas, including but not limited to:

- Mayacamas understands that it is fiscally responsible for its fair share of any encroachment on general funds;
- Mayacamas accepts responsibility for any legal fees relating to the application and assurances process;
- Mayacamas affirms the terms of the agreement will be met regarding the organization, implementation, administration, and operation of the SELPA;
- The K-12 public school guidelines for independent study will be evident in the annual audit per Education Code 47612.5(b);
- Mayacamas acknowledges that the independent study will be supervised by an appropriately credentialed teacher per EC 51747.5(a);
- Mayacamas may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certified teacher per EC 51747.5(b);
- Mayacamas agrees to amend its lottery enrollment so that the enrollment preference process lists the zip code preference second, immediately following whether the student is a resident of Napa County, as follows:
 1. Students who are residents of Napa County.
 2. Students based on zip code cluster allotment: Clusters A and B shall each receive 50% of the seats.
 3. Siblings of admitted or enrolled students
 4. Children of teachers, staff, and founding parents of Mayacamas (up to 10% of enrollment)
 5. Foster youth and/or homeless youth residing in Napa County
 6. Students who are currently enrolled in or reside in the attendance area of Shearer Elementary School

SIGNED

LAUREN DALEY, AUTHORIZED LEAD PETITIONER

DATE

Attachment D
Documentation Evidencing SELPA Membership

SELPA Membership

7 messages

Thomas_Damali <thomas_damali@lacoed.edu>
To: Jolene Yee <napawicks@gmail.com>

Fri, Aug 25, 2023 at 4:39 PM

Hi Jolene,

Hope you are well. Just circling back to a conversation, we had about SELPA membership if Mayacamas becomes a Countywide. You would not need to reapply to the SELPA in the general sense and we would reach out to our Governance Council regarding honoring your current membership. Have a good weekend.

Damali Thomas

Project Director II

Los Angeles County Charter SELPA

LACOE SELPA

562. 803.8338 Office

562. 401.5343 Direct

310. 654.1798 Cell

562. 469.4145 Fax

Thomas_damali@lacoed.edu

<http://www.lacountycharterselpa.org>



Los Angeles County Office of Education

Serving Students • Supporting Communities • Leading Educators



Los Angeles County
CHARTERSELPA
SPECIAL EDUCATION LOCAL PLAN AREA

Jolene Yee <napawicks@gmail.com>
To: Thomas_Damali <thomas_damali@lacoed.edu>

Tue, Aug 29, 2023 at 10:42 PM

Dear Damali,

Attachment E
Uniform Complaint Policy and Procedures

UNIFORM COMPLAINT POLICY AND PROCEDURES

The Napa Foundation for Options in Education, operator of the Mayacamas Countywide Middle School (“Charter School”) complies with applicable federal and state law and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state law and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint procedures (“UCP”) for the following types of complaints:

- (1) Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity;
- (2) Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - a. Accommodations for Pregnant, Parenting or Lactating Students;
 - b. Child Care and Development Programs;
 - c. Migrant Child Education Programs;
 - d. Consolidated Categorical Aid Programs;
 - e. Every Student Succeeds Act Programs;
 - f. Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
 - g. School Safety Plans
- (3) Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents or guardians, in violation of Education Code Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or

willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only, may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of unlawful pupil fees or noncompliance with Education Code sections 52060-52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
- d. If the Charter School finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal the Charter School shall provide a remedy to all affected students, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected students, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or the Charter School and other entities from providing students prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or Local Control and Accountability Plan (“LCAP”) pursuant to Education Code Sections 47606.5 and 47607.3, as applicable. If the Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580-15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

The Charter School acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) the confidentiality of the parties including but not limited to the identity of the complainant, and maintains the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Director of Student Support Services or designee on a case-by-case basis.

The Charter School shall ensure that complainants are protected from retaliation.

Compliance Officer

The Board of Directors designates the following compliance officer to receive and investigate complaints and to ensure the Charter School's compliance with law:

NAME Claire Silver
TITLE Secretary, Board of Directors
Mayacamas Countywide Middle School
ADDRESS 983 Napa Street
ADDRESS Napa, CA 94559
EMAIL Claire.silver@mayacamas.school
PHONE (707) 804-8113

The Head of School or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The Compliance Officer may have access to legal counsel as determined by the Head of School or designee.

Should a complaint be filed against the Compliance Officer or Head of School, the compliance officer for that case shall be the President of the Charter School Board of Directors.

Notifications

The Head of School or designee shall make available copies of the Charter School's UCP free of charge. The annual notice of this Policy may be made available on the Charter School's website.

The Head of School or designee shall annually provide written notification of the Charter School's UCP to employees, students, parents and/or guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English, and if fifteen percent (15%) or more of the students enrolled in the Charter School speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language(s).

The annual notice shall include the following:

- (a) A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- (b) A statement clearly identifying any California State preschool programs that the Charter School is operating.
- (c) A statement that the Charter School is primarily responsible for compliance with federal and state law and regulations.
- (d) A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (e) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (f) A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- (g) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Charter School's decision, unless the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements.
- (h) A statement that a complainant who appeals the Charter School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
- (i) A statement that if the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

(j) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3.

(k) A statement that copies of the Charter School's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Head of School or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Head of School or designee shall be made in writing. The period for filing may be extended by the Head of School or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Head of School shall respond immediately upon receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School Board of Directors approved the LCAP, or the annual update was adopted by the Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist the complainant in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Final Written Decision

The Charter School shall issue an investigation report (the “Decision”) based on the evidence. The Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the Charter School’s receipt of the complaint unless the timeframe is extended with the written agreement of the complainant. The Charter School’s decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether the Charter School is in compliance with the relevant law.
3. Corrective actions, if the Charter School finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant’s right to appeal the Charter School’s decision within thirty (30) days to the CDE, except when the Charter School has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the decision shall state that effective action was taken, and the employee was informed of the Charter School’s expectations. The report shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the California Department of Education

If dissatisfied with the Charter School’s decision, the complainant may appeal in writing to the CDE within thirty (30) days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with the Charter School and a copy of the Charter School’s decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. The Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Decision are not supported by substantial evidence.
4. The legal conclusion in the Decision is inconsistent with the law.

5. In a case in which the Decision found noncompliance; the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Head of School or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of the notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of the Charter School's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the Charter School for resolution as a new complaint. If the CDE notifies the Charter that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the Charter School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which, through no fault of the complainant, the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

DRAFT

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

Child Care and Development Programs

Every Student Succeeds Act

School Plans for School Achievement

Consolidated Categorical Aid Programs

Local Control Funding Formula/ Local Control and Accountability Plan

School Safety Plan

Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families

Migrant Child Education Programs

Pupil Fees

Pregnant, Parenting, or Lactating Students

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

Age

Gender / Gender Expression / Gender Identity

Sex (Actual or Perceived)

Ancestry

Genetic Information

Sexual Orientation (Actual or Perceived)

Color

Nationality/National Origin

Based on association with a person or group with one or more of these actual or perceived characteristics

Disability (Mental or Physical)

Race or Ethnicity

Ethnic Group Identification

Religion

Medical Condition

Immigration Status/Citizenship

Marital Status

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

Charter School Complaint Notice

California *Education Code* Requirements

California *Education Code* (EC) Section 47605(d)(4) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=47605&lawCode=EDC) states the following:

- A charter school shall not discourage a pupil from enrolling or seeking to enroll in a charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics:
 - Academically low-achieving
 - Economically disadvantaged (determined by eligibility for any free or reduced price meal program)
 - English learner
 - Ethnicity
 - Foster youth
 - Homeless
 - Nationality
 - Neglected or delinquent
 - Race
 - Sexual orientation
 - Pupils with disabilities

- A charter school shall not request a pupil's records or require the parent, guardian, or pupil to submit the pupil's records to the charter school before enrollment.

- A charter school shall not encourage a pupil currently attending the charter school to disenroll from the charter school or transfer to another school for any reason (except for suspension or expulsion).

- This notice shall be posted on a charter school's Internet website and a charter school will provide copies of this notice (1) when a parent, guardian, or pupil inquires about enrollment; (2) before conducting an enrollment lottery, and (3) before disenrollment of a pupil.

Complaint Procedures

In order to submit a complaint, complete the Charter School Complaint Form and submit the form to the charter school authorizer, electronically or in hard copy, to the following location:

Napa County Office of Education

2121 Imola Avenue

Napa, CA 94559

info@ncoe.org

(707) 253-6810

Charter School Complaint Form

Name: _____

Email Address: _____

Mailing Address: _____

Date of Problem: _____

Phone Number: _____

Charter School (include address):

California *Education Code (EC)* Section 47605(d)(4) allows a parent or guardian to submit a complaint to the charter school authorizer when a charter school discourages a pupil's enrollment, requires records before enrollment, or encourages a pupil to disenroll. Please identify the basis for this complaint below, with specific facts, which support your complaint.

Basis of complaint (check all that apply):

- Pupil was discouraged from enrolling or seeking to enroll in the charter school.
- Records were requested to be submitted to the charter school before enrollment.
- Pupil was encouraged to disenroll from the charter school or transfer to another school.

Please provide further details:

Please file this complaint with the authorizer of the charter school listed on the preceding page electronically or in hard copy.

Attachment F
Fiscal Policies

Napa Foundation for Options in Education Fiscal Policies & Procedures

Approved by the Board of Directors, 6/15/2023

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Approved by the Board of Directors, June 15, 2023

Introduction

The Governing Board of Napa Foundation for Options in Education has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of Napa Foundation for Options in Education to support its mission and to ensure that the funds are budgeted, accounted for, expended and maintained appropriately.

Napa Foundation for Options in Education has contracted with ExED for various business services including budgeting, financial reporting, and forecasting; accounting and bookkeeping; cash management; CALPADS reporting; and payroll processing and retirement reporting.

Accounting Procedures

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

Basis of Accounting

Policy: The organization uses the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

Procedures:

- Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses are recorded in the month in which they occur.
- At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
- Year-end books, inclusive of adjusting journal entries, are closed by December 15, the date by which the audit report must be submitted to the state controller and respective reporting agencies.

Bank Reconciliations

Policy: Bank reconciliation and approval will occur on a monthly basis.

Procedures:

- The ExED Accounting Associate or Senior Accounting Associate (AA/SAA) assigned to the organization will print the bank statements directly from the online banking system. If online banking is unavailable, the organization will make copies of the original statement available to ExED.
- The ExED AA/SAA will prepare the bank reconciliation using ExED's bank reconciliation workbook.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation workbook by completing the approval tab of the bank reconciliation workbook.

Record Keeping

Policy: Financial records will be retained for a minimum of seven years or as outlined in the 990 policy.

Procedures:

- ExED will retain financial records, including transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll record, and any other necessary fiscal documentation at its site until the prior year audit has been completed.
- ExED will deliver financial records to the organization for storage for the remaining years of the seven year retention period.
- At the discretion of the Governing Board or Head of School, certain documentation may be maintained for a longer period of time.
- Financial records will be shredded at the end of their retention period.
- Backup copies of electronic and/or paper documentation should be stored in a secure location.

Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

All documentation related to financial matters will be completed by computer, typewriter, or ink. Completion by pencil is not permitted. The organization employs various electronic systems and processes to complete the work associated with its fiscal operations (e.g., SpendBridge, Paycom/Paychex, Nvoicepay). The electronic systems the organization chooses to use may change over time and new electronic systems may be introduced. The organization will configure the electronic systems to ensure they align to the organization's internal controls.

Lines of Authority

Governing Board

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the Head of School.
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- Reviews annual and monthly financial statements, including the monthly check register and the ExED-prepared financial dashboard and budget-to-actual variance analysis.
- Reviews the **Head of School's** performance annually and establishes the salary.
- Reviews and approves all contracts over **\$10,000**.
- **Reviews and approves all non-budgeted expenditures over \$10,000.**
- Commissions the annual financial audit by an independent third party auditor approved by the State of California.
- Approves the annual financial audit by December 15.
- Appoints someone else to perform the duties of the **Head of School** in the case of absence.

Head of School

- Is responsible for all operations and activities related to financial management.
- Establishes a Head of School Financial Advisory Council.
- Develops the annual budget with ExED.
- Reviews and approves all contracts under **\$10,000**.
- Reviews and approves all expenditures over **\$1,000**.
- Oversees the adherence to all internal controls.
- Appoints someone else to perform his/her duties in case of absence.

Operations Manager

- Reviews and approves all expenditures **under \$1,000**.

*Add additional positions if they have authorizing/approval responsibilities.

Segregation of Duties

Policy: The organization's financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

Procedures:

- Procedures for each section of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
- All administrative employees are required to take annual vacations of at least five (5) consecutive days. During the mandatory vacation, responsibilities shall shift to another employee who has been cross-trained in those responsibilities.

Financial Planning & Reporting

Budgeting Process

Policy: In consultation with the **Head of School and Head of School Financial Advisory Council**, ExED will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

Procedures:

- The **Head of School** will work together with the **Operations Manager and all program managers** to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- ExED will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures.
- ExED, in consultation with the Governing Board, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
- ExED will present a draft budget to the **Head of School Financial Advisory Council** prior to the end of the fiscal year.
- **The Head of School Financial Advisory Council shall review and approve a recommended fiscal year budget and submit it for approval to the Governing Board.**
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- ExED will prepare financial statements displaying budget vs. actual results for presentation to the Governing Board at each board meeting.

Internal Financial Reports

Policy: The organization reviews regular financial reports on a monthly basis.

Procedures:

- ExED is responsible for producing the following year-to-date reports within **45 days** of the end of each month (in August through June): Income Statement including budget to actual variances, Balance Sheet, Financial Analysis, and Cash Flow Projection.
- ExED will also present a check register at each board meeting.
- The **Head of School, Operations Manager, and Head of School Financial Advisory Council** will review financial reports each month.
- ExED and/or the Head of School Financial Advisory Council will present the financial reports to the Governing Board at each meeting.

Audit

Policy: The Governing Board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide* (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement.

After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020).

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

Procedures:

- The Governing Board will appoint an Audit Committee of one or more persons by January 1 of each year.
- The Audit Committee may include persons who are not members of the board, but may not include any members of the staff of the corporation, including the president or CEO or the treasurer or CFO. In addition, any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee.
- The Audit Committee will include the Treasurer.
- The Audit Committee will be responsible for contracting with an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.
- The Audit Committee will be responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor.
- The Governing Board will review and approve the audit no later than December 15.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15.

Tax Compliance

Exempt Organization Returns

Policy: The audit firm contracted by the Governing Board to conduct the annual financial audit will prepare the annual Federal Form 990 and the California Form 199. The tax forms are to be filed no later than May 15 of each year.

Procedures:

- ExED will work with the tax preparer to complete the organization's tax returns.
- The Head of School will review the tax returns before submitting to the Governing Board for final approval prior to May 15.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. nonprofit companies.

Quarterly/Annual Payroll Reports

Policy: Paycom and ExED will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

Procedures:

- Paycom will prepare and file employee W2s by January 31 each year. If this date falls on a Saturday, Sunday, or legal holiday, the deadline will be the next business day.
- Paycom will deposit and file federal, state withholding and state disability taxes and quarterly tax returns.
- ExED will deposit and file state unemployment taxes and quarterly payroll tax reports by the filing deadline.
- For clients who are not members of SEF, Paycom will deposit and file all federal and state taxes and tax returns.

Revenue & Accounts Receivable

Cash Receipts

Policy: Cash receipts (including check or cash payments received via mail or in person and deposits received via Electronic Fund Transfer) shall be recorded completely and accurately to prevent the misappropriation of assets.

Procedures:

- For each fundraising or other event in which cash or checks will be collected, the **Head of School** will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- The designee will record each transaction in a receipt book or document each item sold at the time the transaction is made in a log or similar.
- The designee shall give the cash, checks, deposit summary, and any related supporting documentation to the **Operations Manager** immediately.
- The **Operations Manager** and the designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval. The **Office Assistant** will immediately put the funds in a secure, locked location.
- Cash/checks dropped off in the classroom will be held by the teacher. Each morning, the teacher will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before the end of the work day, the teacher will bring the envelope from his/her classroom to the office where the cash/checks will be counted by the teacher and the Office Assistant.
- Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a “received” stamp. If possible, the person opening the mail should not also be responsible for making bank deposits.
- **Once** a week, the **Operations Manager** will log cash or checks received into the Cash Receipts Book. Copies of Cash Receipt records should be sent to ExED for posting into the general ledger.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

Deposits

Policy: The **Head of School** is responsible for making bank deposits. Deposits totaling less than **\$2,000** will be made weekly. Deposits totaling more than **\$2,000** will be deposited within 72 hours.

Procedures:

- The **Operations Manager** will restrictively endorse each check received (e.g. For Deposit Only Napa Foundation for Options in Education).
- The **Operations Manager** will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The deposit packet will include a copy of each check and a bank deposit slip.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- The **Head of School** will review and approve the deposit packet.
- The **Head of School** will make the deposit and attach the deposit receipt to the deposit packet.
- The **Operations Manager** will forward the deposit packet to ExED.
- ExED will reconcile the cash receipts to the deposit slip and the bank statement as part of the monthly close process.

Expense & Accounts Payable

Payroll

Policy: Employees are paid on a semi-monthly basis (10th and 25th). Under the supervision of the **Head of School**, ExED will be responsible for processing payroll through a third-party provider.

Time Sheet Preparation & Approval

Policy: All non-exempt employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

Procedures:

- Non-exempt employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each non-exempt employee will approve his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and approve his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

Payroll Additions, Deletions, and Changes

Policy: The Head of School is authorized to approve all payroll changes within the scope of his/her budget authority.

Procedures:

- The Head of School or designee will submit, either physically or electronically via payroll system, new hire or employee change paperwork to ExED prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

Payroll Preparation & Approval

Policy: ExED will prepare payroll in accordance with the organization's payroll calendar.

Procedures:

- Five days prior to each check date, the Head of School will review electronic time cards within the payroll system to ensure that they are complete and approved for that pay period.
- The ExED Associate assigned to the organization will prepare payroll upon notification from the Head of School or designee that payroll for that pay period is approved.
- ExED Associate will process payroll and send the final payroll register for approval by the Head of School or designee.
- The ExED Manager or Vice President will submit payroll to the 3rd party payroll provider for check or direct deposit processing.
- If applicable, the 3rd party payroll provider will deliver the payroll package to the organization address on the file one day prior to the check date.
- The Head of School or designee will be responsible for opening the payroll package, reviewing reports for accuracy, and notifying ExED of any missing check.
- The Head of School or designee will distribute pay stubs to employees on the check date.

Pay Upon Termination

Policy: Employees who are discharged shall be paid all wages due at the time of termination. (Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours (inclusive of weekends and holidays). If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)

Procedures:

- The Head of School or designee will inform ExED of any voluntary or involuntary termination immediately and will provide an accounting of the hours/days worked since the last payroll and any accrued Paid Time Off (PTO) to be paid.
- ExED will calculate the final check based on the hours/days worked and the employee's pay rate.
- ExED or the Head of School will prepare the final check based on the final check calculation. ExED will provide ExED-generated checks to the school or Head of School will draft a manual check in accordance with the timelines required by law. The organization is responsible for obtaining the employee's signature on the final check acknowledgement.
- An employee who quits without 72 hours' notice may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The final check may not be provided via direct deposit unless agreed to by the employee and the organization.
- The organization must provide ExED with a list of non-returning staff two weeks prior to the last day of instruction to ensure that final checks are distributed in accordance with labor law.

Purchases & Procurement

Policy: All purchases must be authorized by the **Operations Manager or Head of School**. Any expenditure in excess of **\$5,000** for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds **\$150,000 (the small purchase threshold set by the US Department of Agriculture)** shall follow a competitive bid process.

Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Sub-part C (Post Award Requirements), Section 80.36 (Procurement) located at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

The Governing Board must approve any contract over **\$10,000**.

Procedures:

- All purchases **over \$100** require a purchase requisition.
- The **Operations Manager or Head of School** will approve the purchase requisition after determining:
 - If the expenditure is budgeted.
 - If funds are available for the expenditure.
 - If the expenditure is allowable under the appropriate revenue source.
 - If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.
 - If the price is competitive and prudent and proper bidding procedures have been followed.
- The Governing Board will review expenditures during each board meeting through the review of a check register that will list all checks written since the Governing Board's last meeting and will include the check #, check date, payee, and check amount.

Contracts

- The **Head of School** will consider in-house capabilities to accomplish services before contracting for them.
- The **Operations Manager** will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) for any contract over **\$5,000**.
- The **Operations Manager** will confirm that the contractor is not listed in the US government's Suspended or Disbarred list via a search of the System for Award Management (www.sam.gov). The **Operations Manager** will keep a record of all searches.
- The **Operations Manager** will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The **Head of School** may also require that contract service providers list the school as an additional insured.
- The **Head of School** will approve proposed contracts and modifications in writing.
- Contract service providers will be paid in accordance with approved contracts as work is performed.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

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- The **Head of School** will be responsible for ensuring the terms of the contracts are fulfilled.
- Potential conflicts of interest will be disclosed upfront, and the **Head of School** and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

Credit Cards

Policy: Organization credit cards shall only be issued with the formal approval of the Governing Board and may only be used for organization-related expenditures.

Procedures:

- Purchase requisition and other documentation requirements apply to credit card purchases.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts are not available, missing or contain an inappropriate expense, the individual making the charge will be held responsible for payment.
- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the **Head of School**. Should the **Head of School** be required to complete a “missing receipt” form, authorization must be granted by a member of the Governing Board.
- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.
- All reward points or discounts are property of the school. Use of such points or discounts is at the discretion of the Head of School and should be used for the benefit of the organization.
- Upon termination, the employee shall immediately return the credit card and all receipts to the **Head of School**.

Debit Cards

Policy: Organization debit cards are not permitted.

Procedures:

If a debit card is automatically issued by the bank, the **Head of School** will:

- Contact the bank to deactivate debit card service from the account.
- Destroy the physical debit card.

Independent Contractors

Policy: The organization will comply with all applicable federal and state laws relative to the use of independent contractors.

Procedures:

- The **Head of School** has the authority to establish a contract with an independent contractor and is responsible for verifying that the person is appropriately classified as an independent contractor and not as an employee and for obtaining a Form W-9.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- School employees may not serve as independent contractors.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The **Head of School** may also require that contract service providers list the school as an additional insured.
- All services performed by independent contractors will be processed as accounts payable.
- At the close of the calendar year, ExED will issue a Form 1099 to all independent contractors in accordance with IRS regulations.

Invoice Approval & Processing

Policy: The **Head of School or the Operations Manager** must approve all invoices. Any invoice over **\$10,000** must also receive approval from a **member of the Board**. The following procedures will be performed either manually or electronically.

Procedures:

- When receiving tangible goods from a vendor, the **Office Assistant** will trace the merchandise to the packing list and note any items that were not in the shipment.
- For invoices that are received manually (e.g., via email or mail)
 - The **Office Assistant** will open and review invoices and bills and will notify the **Head of School or Operations Manager** of any unexpected or unauthorized expense.
 - The **Office Assistant** will code invoices to the correct budget line.
- For electronic invoices that are sent directly from the vendor to the procurement system
 - The procurement system will automatically receive the electronic invoice against the purchase order.
 - The procurement system will copy the coding from the purchase order to the electronic invoice.
 - The procurement system will create an E-Invoice document to reflect the electronic invoice data it received from the vendor.
- Invoices are then routed to the **Head of School or Operations Manager** for payment approval.
- ExED will review the invoice for sufficient supporting documentation, verify the coding, and process payment.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the **Office Assistant** will obtain a W-9 from the vendor prior to submitting any requests for payments to ExED.

Cash Disbursements

Policy: Vendor payments will be issued upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.).

Procedures: Two methods are used to issue vendor payments:

Approved by the Board of Directors, June 15, 2023

Bank Check

- Once an invoice is approved by the **Head of School or Operations Manager** for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.
- The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the **Head of School's** facsimile signature stamp, which is maintained in a secured location when not in use.
- ExED will distribute the check as follows:
 - Original – mailed or delivered to payee
 - Duplicate or voucher – saved electronically by an ExED accountant.
- Should a check need to be voided, “VOID” will be written in ink on the signature line of the check.

Nvoicepay (outsourced payment provider)

- Once an invoice is approved by the **Head of School or Operations Manager** for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
- After ExED AM or VP has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.
- Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
- Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.

Wire Transfers

Policy: Wire transfers initiated by the client or ExED will be executed upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.). Any wire transfer over **\$10,000** must also receive approval from a **member of the Board**.

Procedures for ExED executed wire transfers:

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- ExED will initiate and execute wire transfers with supporting documentation for the following:
 - Routine wires initiated and executed by ExED:
 - Semi-monthly Payroll
 - Retirement contributions
- All other ExED executed wire transfers will adhere to the following procedures:
 - Head of School or Operations Manager (up to \$1,000) will review all supporting documentation and approve. The school will then send all documentation to ExED
 - ExED will execute the wire transfer

Procedures for client initiated and executed wire transfers:

- Someone other than the Head of School or Operations Manager (wire approver) shall prepare all supporting documentation for the wire transfer
- Head of School or Operations Manager will review all supporting documentation and approve in writing
- School will send all documentation to ExED

Petty Cash

Policy: The Office Assistant will keep a petty cash box not to exceed \$100. Petty cash will be kept in a lockbox that is stored in a secure location. Access to the cash box should be limited to authorized personnel. Petty cash shall only be used for reasonable and allowable school purposes (not advances, personal uses, reimbursements, etc.).

Procedures:

- The Office Assistant will manage the petty cash fund.
- The Office Assistant will maintain a log of all disbursements made from the petty cash fund and will use a petty cash slip for all disbursements. The petty cash slip must be signed by the Office Assistant and the petty cash recipient.
- Within 48 hours of the petty cash withdrawal, the petty cash recipient will submit an original receipt to the Office Assistant who will attach the receipt to the petty cash slip and store in the petty cash box.
- At all times the petty cash box must contain receipts, petty cash slips, and cash totaling \$100.
- When the petty cash balance is low the Office Assistant will prepare a petty cash reimbursement form, totaling all the petty cash disbursements and attaching the original petty cash slips and receipts to the form. The Operations Manager will review and approve the petty cash reimbursement form and supporting documentation.
- The Office Assistant will forward the petty cash reimbursement form and original supporting documentation to ExED.
- The ExED Accounting Analyst will record the petty cash disbursements in the general ledger and issue a check made payable to the Office Assistant in the amount of the total petty cash disbursement.
- It is the Office Assistant's responsibility to cash the check and to keep track of funds in the box. Reconciliation must occur when funds are replenished, and/or at a minimum, annually.
- ExED will conduct surprise counts of the petty cash fund.
- Loans will not be made from the petty cash fund.

Employee and Volunteer Expense Reimbursements

Policy: The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation. Only the **Head of School** may incur school-related expenses without pre-approval.

Procedures:

- An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from the **Head of School**.
- Employees will submit signed expense reports monthly, as necessary, to the **Head of School** for approval. Original receipts or other appropriate documentation (e.g. e-mail receipt) must be attached to the expense report.
- **Head of School** expense reports must be approved by a **member of the board**.
- The **Office Assistant** will submit the approved expense report and supporting documentation to ExED.
- ExED will issue a reimbursement check within **five business days** of receipt of appropriate and complete documentation.
- Employees will submit expense reports within the fiscal year in which the expenses were incurred.
- The organization reserves the right to refuse reimbursement for any inappropriate expenses made.

Travel Expenses

Policy: **The Head of School** must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.

Procedures:

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than **50** miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Employees will be reimbursed up to the established per diem rate found at (<http://www.gsa.gov/portal/category/100120> - US Government Rates) for any breakfast, lunch, dinner, or incidental expense that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
- Transportation expenses such as airfare will be purchased at the lowest rate available.
- Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis may be more economical. Employees should choose between long-term parking or a taxi based on whichever is the more economical for the organization.
- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the **Head of School** for approval and then on to ExED for processing.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

Governing Board Expenses

- The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report and attach original receipts.
- **The Head of School and/or another board member** will approve and sign the expense report, and submit it to ExED for payment.

Asset Management

Cash Management and Investments

Policy: All funds will be maintained in high quality financial institution or invested with the following objectives in order of priority; preservation and safety of principal, liquidity, and yield.

Procedures:

- The **Head of School** will obtain Governing Board approval before opening or closing a bank account.
- **Governing Board will adopt an investment policy before funds are to be invested.**

Capital Equipment

Policy: The organization capitalizes any item, purchased or donated, with a value of **\$1,000** or more and with a useful life of more than one year.

Procedures:

- ExED will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
- The organization will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
- The Head of School will be notified of all cases of theft, loss, damage or destruction of assets.
- The **Operations Manager** will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.

Loans

Policy: The Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents. Employee loans, including salary advances, are not allowed.

Procedures:

- **The Head of School** and/or Governing Board designee shall review and sign the promissory note before funds are borrowed.
- Loan agreements should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- Loan covenants and reporting requirements are to be acknowledged by the board at the time of adoption.

Insurance

Policy: The organization will maintain insurance with a high quality insurance agency at all times for:

- General Liability
- Property
- Workers' Compensation
- Professional Liability
- Directors' and Officers' Coverage

Umbrella and student accident policies are considered prudent add-ons.

Procedures:

- The **Head of School** will carefully review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer and any applicable loan covenant requirements.
- The **Operations Manager** will forward to ExED all insurance policies and related documents (e.g. certificates of insurance, claim forms, etc.).

Parking Lot Liability

Policy: Parking lot related incidences are not covered under any school insurance policy. The organization assumes no liability for damage to cars unless a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity.

Procedures:

- If a student willfully causes damage the student's parent or guardian is responsible.
- If a parent or other visitor causes damage, that individual is responsible.
- If an employee causes damage, the employee is responsible.
- If an unknown person causes damage and there is no witness, the affected individual would determine if he/she has applicable coverage through his/her individual insurance policies.

Operating Reserves

Policy: The organization will ensure adequate cash balances to meet annual cash flow needs. The target minimum operating reserve fund is recommended to be equal to 3 months of average operating costs. The amount of Operating Reserves will be calculated each year after approval of the annual budget and included in monthly financial reports.

Procedures:

- ExED will monitor the organization's reserve level and will report the reserve level to the **Head of School** and the Governing Board on a monthly basis.

Napa Foundation for Options in Education FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, June 15, 2023

- It is the responsibility of the **Head of School** and the Governing Board to understand the organization's cash situation and it is the responsibility of the **Head of School** to prioritize payments as necessary to manage cash flow.
- The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- The Governing Board may develop an additional Operating Reserve Policy to specify use of the Operating Reserves.

Attachment G
Draft Employee Handbook



Employee Handbook 2024-2025

**983 Napa St.
Napa, CA 94559**

Phone: (707) 804-8113

Website:

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE HEAD OF SCHOOL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

Please sign/date, tear out, and return to the School, and retain this Handbook for your reference.

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INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Mayacamas Countywide Middle School (hereinafter referred to as “MCMS” or the “School”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. MCMS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Head of School.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to the Head of School. This will provide the School with a record that each employee has received this Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

MCMS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties

the disability impairs. MCMS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. MCMS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

MCMS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Head of School.

Tuberculosis Testing

All employees of the School must submit written proof from a health care provider of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Immigration Compliance

MCMS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MCMS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Professional Boundaries: Staff/Student Interaction Policy

MCMS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.

- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Head of School about situations that have the potential to become more severe.

- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

MCMS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MCMS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

MCMS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Head of School or designee.

When MCMS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Head of School) or the Head of School or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making

complaints in good faith or participating in an investigation. MCMS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

MCMS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is

encouraged to immediately report such harassment to the Head of School. See **Appendix A** for the “Harassment/Discrimination/Retaliation Complaint Form.” See **Appendix B** for the general “Internal Complaint Form.”

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MCMS policy.

Whistleblower Policy

MCMS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug and Alcohol Free Workplace

MCMS is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other MCMS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Head of School, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Smoking

The MCMS facility is a no smoking facility.

THE WORKPLACE

Work Schedule

Business hours are normally 7:00 a.m. – 5:00 p.m., Monday through Friday. The regular workday schedule for nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are also generally expected to be present during business hours, as applicable, and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and MCMS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MCMS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

MCMS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning.

If it is necessary to be absent or late, employees are expected to telephone the Head of School as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep the Head of School sufficiently informed of the situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Head of School will be considered a voluntary resignation from employment.

Time Tracking (e.g., time clock or electronic system)/Records

By law, MCMS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall keep be required to utilize the School's time card system.

Nonexempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time tracking system indicates when the employee arrived and when the employee departed. All nonexempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Nonexempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to clock their time in the system or on the card or makes an error, the employee must contact the Head of School to make the correction and such correction must be approved by both the employee and the Head of School.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's worksheet. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Use of Email, Voicemail and Internet Access

MCMS will permit employees to use its email, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as

harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.

3. Employees should not attempt to gain access to another employee's personal file or email or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. MCMS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

Personal Business

MCMS's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Social Media

If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including School computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be strictly followed;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential or proprietary information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

Personal Appearance/Standards of Dress

MCMS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Hems should be no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Head of School.
- 3) Clothes should be worn so that no undergarments are showing.
- 4) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 5) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 6) Appropriate shoes must be worn at all times.

Health and Safety Policy

MCMS is committed to providing and maintaining a healthy and safe work environment for all employees.

Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Head of School any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

MCMS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Head of School. Employee desk or office should be

secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Head of School when keys are missing or if security access codes or passes have been breached.

Occupational Safety

MCMS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MCMS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Head of School or Operations Manager to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Head of School. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Head of School and to fill out a new W-4 form.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee’s job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. MCMS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Head of School. MCMS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee’s regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

Paydays are scheduled twice per month. If an employee observes any error in his or her check, it should be reported immediately to the Head of School.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee’s earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Head of School will discuss the situation with the employee.

Medical Benefits

Eligibility

An employee is eligible for medical coverage if he or she is a regular employee working for the School at least thirty (30) hours per week.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

When Coverage Starts

Employee coverage will begin on the first day of employment or if hired mid-month or later, it will start on the first day of the next month. An enrollment form must be submitted to the Head of School as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MCMS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MCMS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- MCMS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD KEEPING

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by the Head of School. Performance evaluations will be conducted at least annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, an employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with the Head of School, and that they are aware of its contents.

Newly hired employees may have their performance goals reviewed by the Head of School within the first ninety (90) days of employment.

Salary and potential for advancement will be based largely upon job performance. On a periodic basis, the Head of School will review employee job performance with an employee in order to establish goals for future performance and to discuss current performance. MCMS's evaluation system will in no way alter the at-will employment relationship.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Head of School advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MCMS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Head of School. Only the Head of School or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, VACATIONS AND LEAVES

Holidays

MCMS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Head of School. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. vacation, personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

Vacation

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session.

Regular full-time employees are entitled to vacation terms based upon date of hire, length of service and status with the School. Full-time clerical staff shall accrue five (5) days of paid vacation each year, beginning after six (6) months of service. Paid vacation time for administrators will be established in the administrator's employment contract. Employees working on part-time basis (less than full-time) shall not earn vacation days.

Any vacation time taken during the school year or otherwise should be coordinated and cleared by the Head of School subject to scheduling and seniority. No vacation time may be taken by clerical staff during the last two weeks of August or first two of June unless specifically authorized by the Head of School.

For clerical employees, vacation days should be taken when school is not in session, preferably between the last week of June to August 1st. Vacation time is figured on a school year beginning with the opening of school rather than on a fiscal year.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of fifteen (15) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Unpaid Leave of Absence

MCMS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) or a designated person (i.e., one who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees shall be credited with ~~twenty-four (24)~~ forty (40) hours of sick leave at the beginning of each work year. Furthermore, all full-time employees will accrue additional sick leave per month worked for a total of six (6) days per full work year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Accrued sick leave does not carry over from year to year and the School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- **Employee Eligibility Criteria**

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

- **Events That May Entitle an Employee To FMLA/CFRA Leave**

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or

her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).

- a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5)

eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.

2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
3. The “twelve month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MCMS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen [15] days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.

3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
 4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.
- Procedures for Requesting and Scheduling FMLA/CFRA Leave
 1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Head of School. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
 2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be

counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 $\frac{1}{3}$ weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 $\frac{1}{3}$ weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 $\frac{1}{3}$ weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

MCMS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. MCMS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
 2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
 1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Head of School. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
 - Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is

requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with MCMS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

MCMS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and

- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Head of School;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Head of School; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. MCMS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Head of School and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

MCMS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting

military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MCMS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MCMS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). Exempt employees are entitled to up to three (3) days of pay during bereavement leave. For all other employees, bereavement leave shall be unpaid unless an employee elects to use available accrued/unused paid leave. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. ~~Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.~~ Upon request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events occurring within a twelve (12) month period.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all nonexempt employees, the School will pay for up to three (3) days if an employee is called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Head of School at least two (2) days notice.

School Appearance and Activities Leave

As required by law, MCMS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MCMS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

MCMS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee’s own health, safety or welfare, that of the employee’s child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MCMS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MCMS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MCMS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Head of School.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Head of School thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Head of School.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Unprofessional conduct.
3. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
4. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
5. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
6. Fighting or instigating a fight on School premises.
7. Violations of the drug and alcohol policy.
8. Using or possessing firearms, weapons or explosives of any kind on School premises.
9. Gambling on School premises.
10. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
11. Recording the clock card, or entering data into an electronic time clock system, when applicable, of another employee or permitting or arranging for another employee to record the clock card or enter data into an electronic time clock system.
12. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
13. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
14. Excessive absenteeism or tardiness excused or unexcused.
15. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
16. Immoral or indecent conduct.
17. Conviction of a criminal act.
18. Engaging in sabotage or espionage (industrial or otherwise)
19. Violations of the sexual harassment policy.
20. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
21. Sleeping during work hours.

22. Release of confidential information without authorization.
23. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
24. Refusal to speak to supervisors or other employees.
25. Dishonesty.
26. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are discouraged. Specifically, the following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. MCMS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Head of School regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay, if any. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Head of School or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Head of School or designee:

1. The complainant will bring the matter to the attention of the Head of School as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Head of School or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Head of School, the complainant may file his or her complaint in a signed writing to the President of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Head of School or the Board Co-Presidents (if the complaint concerns the Head of School) as soon as possible after the events that give rise to the complainant’s concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Head of School (or designee) shall abide by the following process:

1. The Head of School or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Head of School (or designee) finds that a complaint against an employee is valid, the Head of School (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Head of School (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Head of School's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

2. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Head of School) or the Head of School or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MCMS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Head of School or a Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

MCMS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

Attachment H
Comprehensive Charter School Safety Plan



Mayacamas Countywide Middle School Comprehensive School Safety Plan

2024-2025

Napa Campus (Grades 6-8):

983 Napa Street
Napa, CA 94559

(707) 804-8113

**Mayacamas Countywide Middle School
Comprehensive School Safety Plan
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I. The Comprehensive School Safety Plan Overview

The Comprehensive School Safety Plan (CSSP) is prepared to support the requirement of Education Code section 47605.6(b)(5)(G). It will be reviewed and updated by March 1 annually by a School Site Council or School Safety Planning Committee. This CSSP includes the safety topics listed in subparagraphs (A) to (J), inclusive, of paragraph (2) of subdivision (a) of Education Code section 32282.

- Development of the 2024-25 School Safety Plan took place in April 2024
- A hearing was held on the School Safety Plan on May 17 at 983 Napa Street, Napa CA.
- The most current copy of the plan will be available in the school office for public review.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Cathy Adams, Head of School
(707) 804-8113
cathy.adams@mayacamas.school
983 Napa Street
Napa, CA 94559

Reviewed and approved by the undersigned members of The Napa Foundation for Options in Education, serving as the initial Mayacamas Countywide Middle School Safety Committee:

Authorized Representative Signature	Date
Jolene Yee, Co-President	
Lauren Daley, Co-President	
Claire Silver, Secretary	
Richard Lang, Treasurer	
Claudia Solorio, Board Member	
Deirdre C. Wheeler, Board Member	

II. General School Information

School Profile

Mayacamas Countywide Middle School is a diverse-by-design school that serves students in 6th through 8th grade in a small school environment. The school is steeped in a culture of social emotional learning and uses a project-based learning approach coupled with an innovative highly-individualized learning model.

2024-25 enrollment: 150

Grades: 6-8

Certificated teachers (Admin included): 9

Classified staff number: 5

Safe School Mission

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The Head of School and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

School Site Council:

The Initial School Site Council is the Board of Napa Foundation for Options in Education until such time during the first year of operation that the Board and Head of School appoint the School Site Council.

School Crime Status:

To ensure an accurate and up-to-date picture of campus safety, Mayacamas Countywide Middle School shall annually review disciplinary and crime-related data and adapt as necessary to changing trends. There is currently no data to review for the present school year, but in subsequent years the following types of data shall be reviewed:

Office Referral

MCMS is a new charter school, so there have been no previous office referrals. In future years, the following table will be used.

Fighting or aggression	N/A
Theft	N/A
Cheating/Academic Integrity	N/A
Disruption or defiance	N/A
Others	N/A

Attendance rates/SARB data

School Year	Attendance Rate
2024-2025	N/A

Suspension/Expulsion data

School Year	Suspension rate	Expulsion rate
2024-2025	N/A	N/A

III. Emergency Response Plan

Emergency Situation Parent Communication

In an emergency situation, the Head of School or Director of Operations will gather immediately to draft a plan to communicate with families. When deemed necessary, the Safety Response Team will send out an urgent alert text message and phone call to every parent registered on the platform.

Emergency Supplies

Emergency Backpack Location

- Each classroom (including music room, art room, intervention room, wellness room, etc.)
- Gym/Hall
- Each office area
- Front office

Emergency Backpack Supplies

Item	Recommended Quantity
Backpack	1
Flashlight	1
Batteries	2
Pair of scissors	1
First Aid instruction summary sheet	1
Pad of paper (for name tags, etc.)	1
Pen	1

Pencil	1
Light stick	1
Whistle	1
Sewing kit	1
Package of safety pins	1 package
Package of plastic trash bags	6 packages
Package of small paper bags	2 packages
Package of paper cups	2 packages
Package of pre-moistened towelettes	1 package
Bottle of hydrogen peroxide	1
Ammonia inhalants	4
Ziploc sandwich bags	2
Box of Telfa pads	1
Box of Band-Aids	1
Cold packs	2
Roll of adhesive tape	1
Pair of disposable gloves	10
Pack of toilet tissue	1

Emergency Response Plans

Each school site's safety coordinator (Director of Operations) is responsible for assigning staff to the safety response team, and for ensuring that the list is updated regularly. It is required by fire codes to exhibit an evacuation map specific to the school site in each and every classroom and office room by the door, as well as by each fire extinguisher and fire exits.

Please note: make sure to share the procedures with them and collect contact information for any after school staff. Please instruct any night custodial staff to assist after school staff with emergency supplies as needed.

Fire Emergency

Fire Emergency Response - Staff Members and Safety Response Team Combined	
Step 1 Fire Alarm	<ul style="list-style-type: none"> If there is a fire and the alarm has not been set off, any member witnessing the fire may initiate the fire alarm.
Step 2 Announcement	<ul style="list-style-type: none"> Safety Response Team Member will announce via walkie talkie and text group chat <i>"Attention please, leave the building. Evacuate the building. Leave the building. Evacuate the building and listen for further instructions."</i>
Step 3 Walkie Talkie and backpacks	<ul style="list-style-type: none"> If walkie talkies are not already on, turn on walkie talkies to Channel 1. Classroom teachers to take Emergency Backpack and Emergency Contact Roster
Step 4 Evacuate	<ul style="list-style-type: none"> Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area: <ul style="list-style-type: none"> Fenced-in Hall parking lot across Napa Street from the school Safety Response Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. Safety Response Team will search for any missing students and staff.
Step 5 Take roll	<ul style="list-style-type: none"> Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students. Stay in meeting area for further instruction.
Step 6 Further instructions & Return	<ul style="list-style-type: none"> Await further instructions from the Fire Department

Earthquake Emergency

Earthquake Emergency Response - Staff Members and Safety Response Team Combined	
Step 1 Announcement	<ul style="list-style-type: none"> At the onset of an earthquake, Safety Response Team Member will announce via walkie talkie: <i>"Earthquake. Duck and cover. Earthquake. Duck and cover. Earthquake. Duck and cover."</i>
Step 2 Immediate response	<p>If indoors...</p> <ul style="list-style-type: none"> Turn away from windows, suspended objects or outside walls Drop to the floor, take cover under a desk, table or against an interior wall. Make your body as small as possible; cover head and neck while protecting chest. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation. If an aftershock occurs while you are exiting the building, "Drop, Cover and Hold On" until the shaking stops. <p>If outdoors...</p> <ul style="list-style-type: none"> Teachers get to a clear space (away from buildings, poles, overhead wires and other tall objects) call out to student, "Duck and cover" Students drop to the ground and cover their head and neck with arms. Watch for dangers that may demand movement. Be prepared to duck and cover again due to aftershocks. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation.
Step 3 Walkie Talkie and	<ul style="list-style-type: none"> If walkie talkies are not already on, turn on walkie talkies to Channel 1. Classroom teachers to take Emergency Backpack and Emergency Contact

backpacks	Roster
Step 4 Evacuate	<ul style="list-style-type: none"> Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area: <ul style="list-style-type: none"> Fenced-in Hall parking lot across Napa Street from the school Safety Response Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. Safety Response Team will search for any missing students and staff.
Step 5 Take roll	<ul style="list-style-type: none"> Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students. Stay in the meeting area for further instruction.
Step 6 Further instructions & Return	<p>If there is minimal damage:</p> <ul style="list-style-type: none"> Safety Response Team will announce <i>"All Clear. All Clear. Please return to your normal activity."</i> Staff and students will return to classrooms in a quiet and orderly fashion. <p>If there is damage to the campus:</p> <ul style="list-style-type: none"> Safety Response Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.

Active Shooter or Intruder Emergency

Active Shooter Emergency Response - For Staff Members	
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Active Shooter Emergency Response - For Safety Response Team in drill	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]
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Active Shooter Emergency Response - For Safety Response Team in a real active shooting	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Bomb Emergency

Bomb Threat (By Phone) Emergency Response	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Bomb Threat (By Suspicious Object) Emergency Response	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Other Emergency Situations

Flood/Severe Weather

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

1. The Head of School will assess the situation
2. Safety Response Team will make an announcement over the walkie talkie to evacuate, stand by, stay indoors or may release students to go home.
3. Safety Response Team will listen to the battery or crank-operated radio for further emergency information.

Electrical/Gas/Water Failure

1. Director of Operations will notify the electrical company (**PG&E**) at **800-743-5000**, **Napa Water Utility** at **(707) 257-9521** and/or the **Fire Department** at **(707) 257-9593**.
2. Safety Response Team will make an announcement via walkie talkie and text group chat to evacuate or stand by.
3. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Chemical Spill/Biological Threat

If substance released indoors:

1. Safety Response Team will make an announcement over the walkie talkie and group text chat to evacuate the building.
2. Safety Response Team will call **911** and the **Office of Environmental Health Hazard Assessment (OEHHA)** at **916-323-2514** to check chemical safety data.
3. Safety Response Team locks or ropes off area – **DO NOT TOUCH ANYTHING.**
4. Evacuate room and **TURN OFF** air conditioning system.
5. If N95 masks are accessible, all staff and students should place them over their noses and mouths.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school population. A list of contaminated persons should be provided to the Principal.
7. Safety Response Team should check for chemical safety data to determine clean-up procedure with custodians.

If substance released outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Head of School and Director of Operations will determine if students should be evacuated.
2. Safety Response Team will make an announcement over walkie talkie and group text chat to evacuate the building or stay indoors.
3. Close doors and windows and **TURN OFF** air conditioning / HVAC system.
4. If N95 masks are accessible, all staff and students should place them over their nose and mouth.
5. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school population. A list of the contaminated people should be provided to the Principal.
7. Give first aid.
8. Do not reopen the school campus until **ALL CLEAR** response is activated by the Safety Response Team.

Explosion

If explosion is indoors on school campus:

1. All drop down to the floor and **DROP AND COVER.**
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.

5. After the initial blast, the Safety Response Team will consider the possibility of another imminent explosion, **call 911** and elect the appropriate response which may include staying indoors or evacuating the building.
6. Once safely assembled in the Emergency Meeting Area, Teachers will take roll and report missing persons to the Safety Response Team.

If explosion is outdoors in surrounding areas:

1. Safety Response Team will activate **STAY INDOORS**.
2. Safety Response Team will **call 911**.
3. All remain indoors until the **ALL CLEAR** signal is given by the Safety Response Team.

Death/Suicide

1. The Head of School will be notified in the event of a death or suicide on campus.
2. Safety Response Team will **call 911** and the Napa County Office of Education.
3. Safety Response Team will activate **STAY INDOORS**.
4. The Director of Operations will control and organize media.
5. Safety Response Team or Head of School will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
6. The Head of School will ensure that counseling services are available as soon as possible.

Adaptation for Students with Disabilities

In the event of an emergency, students with disabilities will have an additional staff person assigned to their classroom. The additional staff person will assist the student and teacher during the emergency response.

Students with disabilities will also have a pre-designated location in their classrooms that are reserved for them during lockdown, shelter in place and earthquakes.

Reunification Plan

After an emergency situation is resolved, if deemed necessary, we will initiate the reunification process where all students must be picked up by a parent, guardian, or authorized caregiver.

Reunification from Classrooms

Step 1 Return	<ul style="list-style-type: none"> • Teachers will lead their students to return to Advisory classrooms quietly.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> • (1) Identifier: to located at Point of Entry, equipped with a list of students and their parents • (2) Runners: to retrieve students from classrooms • (1) Guard at Point of Exit: to prevent unauthorized entrance
Step 3	The Safety Response Team will designate the following areas and mark with signage

Area Designation	<ul style="list-style-type: none"> ● Napa Campus <ul style="list-style-type: none"> ○ Point of Entry - Entry Door from Parking Lot ○ Reunification Point - Classrooms ○ Point of Exit - Front Door onto Napa Street ○ First Aid Station - Office
Step 4 Student Release Procedure	<ul style="list-style-type: none"> ● Parents will come to the Point of Entry and fill out a Student Release Form with the student name, grade and class and provide proof of identity. ● The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. ● Once identity is verified, a Runner will collect the Student Release Form and retrieve the student from their classroom and bring them to the Reunification Point. The parent will be directed to the Reunification Point as well. ● Support Services will be available at the Reunification Point ● Once the parent and the student are ready to leave, they will be escorted through the Point of Exit.

Reunification from Evacuation Point

Step 1 Line-up	<ul style="list-style-type: none"> ● Students will line up with their Advisory teacher and sit quietly. Classes will be lined up according to grade.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> ● (1) Identifier: to located at Point of Entry, equipped with a list of students and their parents ● (2) Runners: to retrieve students from classrooms ● (1) Guard at Point of Exit: to prevent unauthorized entrance
Step 3 Area Designation	<p>The Safety Response Team will designate the following areas and mark with signage</p> <ul style="list-style-type: none"> ● Napa Campus <ul style="list-style-type: none"> ○ Point of Entry - Entrance to Hall Parking Lot ○ Reunification Point - Hall or Hall Parking Lot ○ Point of Exit - Exit of Hall Parking Lot ○ First Aid Station - Hall or Hall Side Door Entrance Platform
Step 4 Student Release Procedure	<ul style="list-style-type: none"> ● Parents will come to the Point of Entry and fill out a Student Release Form with the student name, grade and class and provide proof of identity. ● The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. ● Once identity is verified, a Runner will collect the Student Release Form and retrieve the student from their classroom and bring them to the Reunification Point. The parent will be directed to the Reunification Point as well. ● Support Services will be available at the Reunification Point ● Once the parent and the student are ready to leave, they will be escorted through the Point of Exit.

Safety Response Team

Name	Role
Napa Campus	
Cathy Adams	Head of School
Laura Cendejas	Director of Operations
Alec Clark	Teacher

Emergency Drill Schedule

It is the Operations Team's responsibility to schedule emergency drills throughout the year and record the date and time of each drill. The following drills are required:

- **Fire Drill:** At least once per quarter, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building.
- **Earthquake Drop & Cover Drill:** This drill should be performed twice per school year.
- **Major Disaster Drill:** This drill should be performed twice per school year so personnel are oriented to the School's Major Disaster Plan.
- **Lock Down Drill:** This drill should be performed twice per school year.

Below is the drill schedule for our 2024-25 school year:

Drill	Date	Day	Time
Fire 1	8/29/24	TH	9:15am
Lock Down 1	9/10/24	TU	1:20pm
Fire 2	9/27/24	FR	12:50pm
Earthquake 1	10/16/24	WE	10:30am
Major Disaster	11/7/24	TH	11:10am
Earthquake 2	1/14/25	TU	2:05pm
Fire 3	2/12/25	WE	1:10pm
Lockdown 2	3/20/25	TH	9:30am
Fire 4	4/21/25	MO	10:00am

**Dates and times are subject to change.*

Training

We will provide training on emergency drills to teachers and staff during our beginning of the year professional learning days as well as on the professional learning day on each Wednesday before the drill. We also send out email reminders on the drill procedures one day before the drill to remind the teachers.

Teachers conduct training for students according to their own schedule.

Safety Response Team will develop checklists for every type of drill. We consolidate feedback for improvement after each drill, update our drill procedures as needed, and re-train the teachers and students accordingly.

Emergency Contact Datasheet

Emergency Phone Numbers

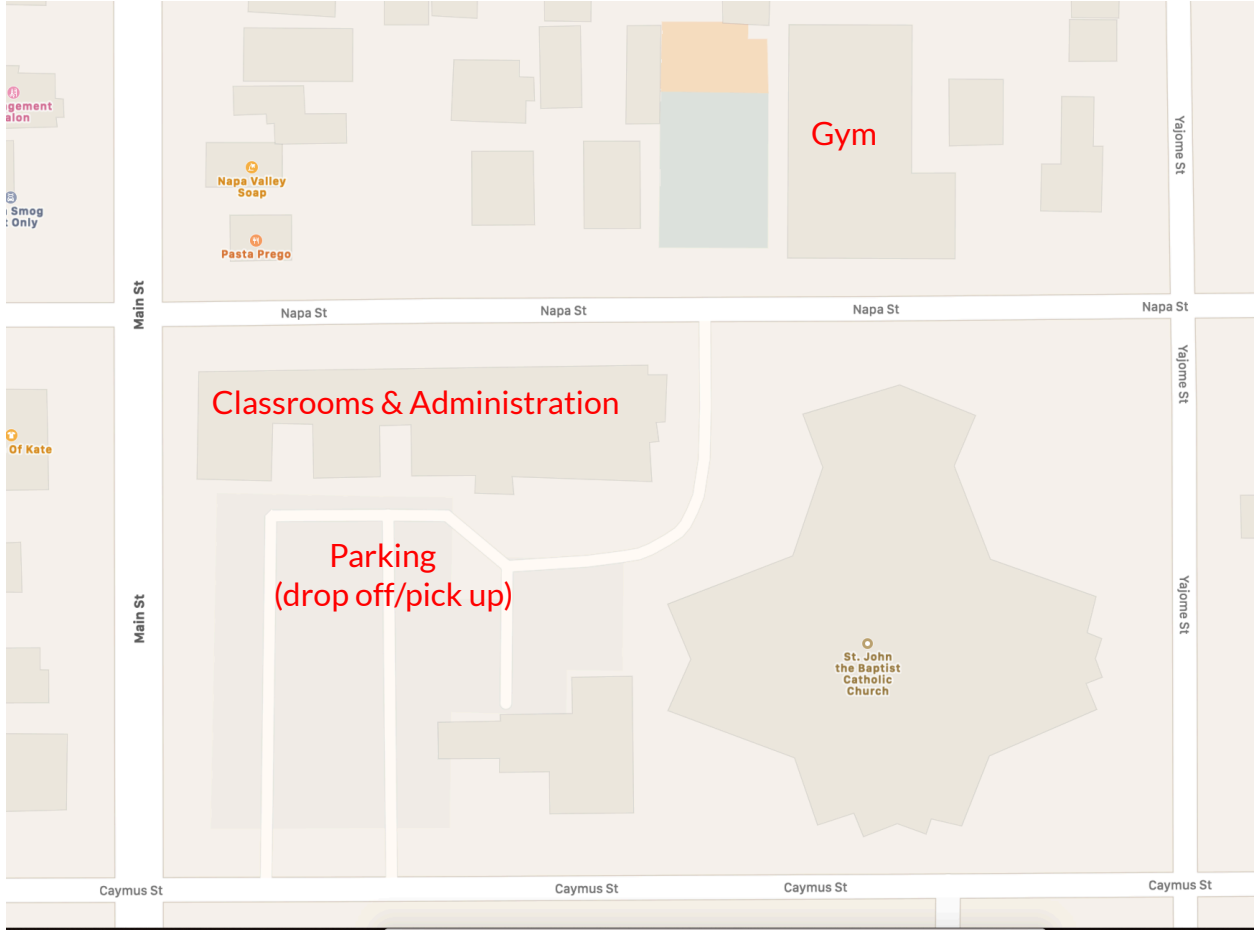
Entity	Number
Emergency	911
Napa City Police Department	707-257-9223
Napa City Fire Department	707-257-9593
American Red Cross	707-257-2900
Napa County Office of Emergency Services	707-299-1892
Queen of the Valley Hospital	707-252-4411
Pacific Gas And Electric	800-743-5000
Napa Water Utility	707-257-9521
Poison Control Center	800-222-1222
Office of Environmental Health Hazard Assessment	916-323-2514
Napa County Office of Education	707-253-6810

Emergency Broadcast Stations

- FM 99.3
- AM 1440

School Maps

Napa Campus



IV. SEMS (Standardized Emergency Management System Plan)

Roles and Responsibilities

Incident Commander

- Napa Campus: Cathy Adams, Head of School

The Incident Commander is the decision maker for the impacted school who is responsible for emergency operations to ensure safety of students, staff and others who are on campus. The Incident Commander (IC) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

1. Assume command
2. Communicate a "signal" to the students and staff identifying the type of emergency
3. Call 911
4. Notify Director of Operations, Teachers and other Staff of the emergency
5. Activate the Emergency Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
6. Conduct initial briefing with the Command Staff
7. Monitor local emergency radio stations for local news
8. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
9. Create an action plan with specific objectives including strategies to review and evaluate
10. Make provisions for language translators
11. Release teachers, as appropriate
12. Review all incident information before release to the news media, parents or general public
13. Signal all-clear (Police Only will signal; if present)
14. Begin "Student Release Procedures" when appropriate.
15. Create an action plan with specific objectives for returning to normal operations
16. Debrief staff, parents/community, and students

Deputy Incident Commander

- Napa Campus: Laura Cendejas

The Deputy Incident Commander assists the IC and takes over the duties of the IC if the IC is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

1. Report to, attend briefings from, and assist the IC
2. Keep unauthorized people away from the IC
3. Responsible for Emergency Plans

Command Staff - Emergency Operations Coordinator

- Napa Campus: Alec Clark

The Emergency Operations Coordinator facilitates the overall functioning of the Command Staff. Below is a checklist of responsibilities.

1. Coordinate outside agencies and define roles/responsibilities
2. Report to IC and attend briefings
3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed
4. Indicate the process for emergency declarations
5. Develop status boards
6. Maintain a "position" log of staff
7. Monitor Command Staff for signs of stress or under-performance
8. Fill any unstaffed positions

Command Staff - Safety Officer

- Napa Campus: Laura Cendejas

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances. The Safety Officer is the only person other than the IC who has the authority to stop an authorized plan from being put into action. Below is a checklist of responsibilities.

1. Attend briefings with IC
2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
3. Monitor stress levels of personnel involved in the response
4. If directed by IC, turn off gas supply, water supply and/or electricity
5. Oversee "Logistics" for equipment and supplies

Command Staff - Training Coordinator – Principal/Student Support Services

- Napa Campus: Laura Cendejas

The Training Coordinator is responsible for all training prior to the incident. Below is a checklist of responsibilities.

1. Attend briefings with IC
2. Train staff prior to an emergency

Command Staff - Public Information Officer

- Napa Campus: Cathy Adams

The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the school PIO is not available or forthcoming. Below is a checklist of responsibilities.

1. Contact the School Board, Principals, and families as appropriate.
2. Contact contracted non-public agency to assign psychologists and counselors to the site.
3. Identify yourself as the "PIO" with a vest, visor, or sign.
4. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.
5. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.
6. Convey that everything is going to be okay. Answer questions completely and truthfully. Avoid speculation, bluffing, inaccuracies, talking off the record, arguing and using the phrase "no comment." Repeat what you want the press to hear.
7. Ensure announcements and other information are translated into other languages as needed.
8. Assist with rumor control.
9. Keep all documentation to support the history of the event.
10. Remind staff and volunteers to refer all questions from media or waiting parents to the PIO.
11. Monitor new broadcasts about the incident; correct any misinformation heard.

Plans Chief

- Napa Campus: Cathy Adams

The Plans Chief oversees the function of the action plan by documenting, disseminating information, assessing the seriousness of the incident, demobilization, etc. Staff is assigned to assist with these jobs. Below is a checklist of responsibilities.

1. Attend briefings with team
2. Documentation Team
 - a. Develop, distribute, and document all actions and site maps
 - b. Receive and record student/staff attendance rosters
 - c. Collect completed student release forms from the Parent Emergency pick-up location
 - d. Complete a list of students/staff missing, absent, and medical for Emergency pick-up location
3. Message Team

- a. Maintain a message board
4. Communication Team
 - a. Record, collect, and evaluate information (keep all original notes – they are legal documents)
 - b. Monitor radio for local news
 - c. Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.
5. Damage Assessment Team
 - a. Report damage to Plans Chief who will report to IC
 - b. Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)
6. Demobilization Team
 - a. Deploy and supervise personnel as needed to gather and assess intelligence information
7. Disaster Plan Update Team
 - a. Provide ongoing analysis of situation to Plans Chief who will report it to IC
 - b. Report status of resources
 - c. Prepare estimates of incident escalation or de-escalation
 - d. Report missing, absent, and medical students/staff to IC
8. Web Page Update Team
 - a. Using the school’s or district’s web page, communicate disaster updates to the community

Operations Chief

- Napa Campus: Alec Clark

The Operations Chief exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities

1. Attend briefings with IC
2. Search and Rescue Team
 - a. Remain in contact with Operations Chief by radio
 - b. Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
 - c. As rooms are reported clear, radio to Operations Chief to mark “C” on site map
 - d. Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
 - e. Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)
3. Facilities/Hazardous Materials Team

- a. Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC. Use yellow caution tape where necessary)
 - b. Record assessment of facilities and hazardous materials on site map
 - c. Photograph damage if possible before repair
4. Security Team
- a. Lock gates and secure major external doors
 - b. Verify that campus is locked down to Operations Chief, who will report it to IC
 - c. Report non-staff and non-students to Operations Chief, who will report it to IC
 - d. Route all parents to "Parent Pick-up Area"
5. Patient Transport and Morgue Team
- a. Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
 - b. Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag
6. Medical-First Aid Team
- a. Keep accurate records
 - b. Report deaths immediately to Operations Chief who will report it immediately to IC
 - c. Establish what I-Immediate and D-Delayed treatments will be
 - d. Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
 - e. Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment
7. Parent Pick-up Team (in reunification process)
- a. Designate "Request Area/Gate" and "Release Area/Gate" for parents to pick-up; mark with signs
 - b. Verify that adult completing student release form is on student's emergency card; retain form for record
 - c. If student is in class, have runner go to class and bring student to pick-up area
 - d. Release younger students first
 - e. Escort parent to Safety Response Team if student is missing or with Search and Rescue Team
 - f. Escort parent to medical area if student is receiving treatment
 - g. Teachers/Staff Wing Leaders

- h. Liaison between teams and students/staff for communication, assistance, etc.
 - i. Assist teachers with attendance; buddy system and supervisor, if needed
8. Shelter Set-up Team
- a. Sleeping/living areas should be 40 square feet per person and good ventilation
 - b. Designate storage area for food and supplies that can be accessed by truck
 - c. Improve toilets, if necessary using 5 gallon buckets/trash cans and trash liners
 - d. Keep medication locked up, if possible

Logistics Chief

- Napa Campus: Alec Clark

The Logistics Chief is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

1. Attend briefings with IC
 - a. Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
 - b. Maintain a visible chart of resources
 - c. Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
 - d. Determine food supply needs (2500 calories/day/person/; approximately 3 ½ pounds unprepared food)
 - e. Obtain supplies other than food and water
 - f. Provide ability to transport staff/students if necessary throughout the city (i.e. medical, etc.)
2. Builders/Sanitation Team
 - a. Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
 - b. Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
 - c. Maintain computer support

Finance Chief

- Napa Campus: Cathy Adams

The Finance Chief is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

1. Attend briefings with team

2. Claims/Procurements /Community Helpers Team
 - a. Track financial records, staff hours, purchasing, etc.
 - b. Complete state and federal claim forms for IC
 - c. Make prior agreements with close stores (i.e. Safeway, etc.) for supplies
 - d. Make prior arrangements with community helpers (i.e. retired doctors, etc.)
 - e. Do a cost analysis of incident/disaster

Providing Shelter During An Emergency

Mayacamas Countywide Middle School will provide its facility as an Emergency shelter for its staff and students and families during an emergency. It will consult with the Red Cross as to whether its campus is sufficient to be used as an Emergency Community Shelter.

V. School Safety Practices, Policies and Procedures

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Mayacamas Countywide Middle School will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Bullying

All students have a right to a safe and healthy school environment. Our community has an obligation to promote mutual respect, tolerance, and acceptance. Mayacamas Countywide Middle School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.

Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
 - Cyberbullying
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures
- Sexual Harassment, can include relational and physical bullying, involves hurting someone's reputation or physical violation. Sexual harassment includes:
 - Derogatory comments
 - Name calling
 - Talking about others sexual and/or gender identification
 - Physical touching
 - Cyberbullying

Mayacamas Countywide Middle School requires students and/or staff to immediately report incidents of bullying to the Head of School. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during a school-sponsored activity. To ensure that bullying does not occur on campus, Mayacamas Countywide Middle School will provide staff development training in bullying prevention

and cultivate acceptance and understanding in all students. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so.

People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Suspension and Expulsion Policy and Procedures

Suspensions and Expulsions Students will be subject to discipline for misconduct occurring a) on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or returning from a school-sponsored activity according to enumerated offenses listed in the California Code of Education. Statutory grounds for suspension and expulsion are on file in the front office of the school.

All offenses for which students **must** be suspended

Category 1 Offenses – Student Offenses with NO School Leader Discretion (except as otherwise precluded by law)

Category 1 offenses require that the School Leader shall immediately suspend and recommend expulsion when the following occur at school or at a school activity off campus. Education Code Section (“EC”) 48915(c):

1. Possessing, selling, or furnishing a firearm. EC 48915(c)(1); 48900(b)
2. Brandishing a knife at another person. EC 48915(c)(2); 48900(a)(1); and 48900(b)
3. Unlawfully selling a controlled substance. EC 48915(c)(3); 48900(c)
4. Committing or attempt to commit a sexual assault or committing a sexual battery (as defined in EC 48900(n); 48915(c)(4); and 48900(n)).
5. Possession of an explosive. EC 48915(c)(5); 48900(b)

All offenses for which students may be suspended

Category 2 Offenses – Student Offenses with LIMITED School Leader Discretion

Category 2 offenses require that the School Leader suspend and must recommend expulsion when the following occur at school or at a school activity off campus unless the School Leader determines that the expulsion is inappropriate. EC 48915(a).

1. Causing serious physical injury to another person, except in self-defense. EC 48915(a)(1); 48900(a)(1)
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. EC 48915(a)(2); 48900(b)
3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication). EC 48915(a)(3); 48900(c)
4. Robbery or extortion. EC 48915(a)(4); 48900(e)
5. Assault or battery (or attempt thereof) upon any school employee. EC 48915(a)(5); 48900(a)(1); and 48900(a)(2)

Category 3 Offenses – Student Offenses with BROAD School Leader Discretion School

Leader may suspend and recommend expulsion when the following occur at any time, including but not limited to, while on school grounds, while going to or coming from school, during the lunch period, whether on or off the campus; or while going to or coming from, a school sponsored activity. EC 48915(b) and (e):

1. Caused, attempted to cause, or threatened to cause physical injury to another person (unless, in the case of “caused,” the injury is serious). EC 48900(a)(1); 48915(b)
2. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
3. Sold, furnished, or offered a substitute substance represented as a controlled substance. EC 48900(d); 48915(b)
4. Caused or attempted to cause damage to school or private property. EC 48900(f); 48915(e)
5. Stole or attempted to steal school or private property. EC 48900(g); 48915(e)
6. Possessed or used tobacco. EC 48900(h); 48915(e)
7. Committed an obscene act or engaged in habitual profanity or vulgarity. EC 48900(i); 48915(e)
8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. EC 48900(j); 48915(e)

9. Knowingly received stolen school or private property. EC 48900(l); 48915(e)
10. Possessed an imitation firearm. EC 48900(m); 48915(e)
11. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. EC 48900.4; 48915(e) (Grades four through twelve inclusive)
12. Engaged in sexual harassment. EC 48900.2; 48915(e) (Grades four through twelve inclusive)
13. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. EC 48900.3; 48915(e) (Grades four through twelve inclusive)
14. Made terrorist threats against school officials or school property, or both. EC 48900.7; 48915(e)
15. Willfully used force or violence upon the person of another, except in self-defense. EC 48900(a)(2); 48915(b)
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. EC 48900(o); 48915(e)
17. Any behavior listed in Category 1 or 2 that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. EC 48915(b)
18. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. EC 48900(p); 48915(e)
19. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. EC 48900(q); 48915(e)
20. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. EC 48900(r); 48915(e)
21. Aided or abetted the infliction of physical injury to another person (suspension only). EC 48900(t); 48915(e)

For Categories 2 and 3, the school must provide evidence of one or both of the following additional findings:

- (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and
- (2) due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

All offenses for which students **must** be recommended for expulsion

Category 1 Offenses – Student Offenses with NO School Leader Discretion (except as otherwise precluded by law)

Category 1 offenses require that the School Leader shall immediately suspend and recommend expulsion when the following occur at school or at a school activity off campus. Education Code Section (“EC”) 48915(c):

1. Possessing, selling, or furnishing a firearm. EC 48915(c)(1); 48900(b)
2. Brandishing a knife at another person. EC 48915(c)(2); 48900(a)(1); and 48900(b)
3. Unlawfully selling a controlled substance. EC 48915(c)(3); 48900(c)
4. Committing or attempt to commit a sexual assault or committing a sexual battery (as defined in EC 48900(n); 48915(c)(4); and 48900(n)).
5. Possession of an explosive. EC 48915(c)(5); 48900(b)

All offenses for which students **may** be recommended for expulsion

Category 2 Offenses – Student Offenses with LIMITED School Leader Discretion

Category 2 offenses require that the School Leader suspend and must recommend expulsion when the following occur at school or at a school activity off campus unless the School Leader determines that the expulsion is inappropriate. EC 48915(a).

1. Causing serious physical injury to another person, except in self-defense. EC 48915(a)(1); 48900(a)(1)
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. EC 48915(a)(2); 48900(b)
3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication). EC 48915(a)(3); 48900(c)
4. Robbery or extortion. EC 48915(a)(4); 48900(e)
5. Assault or battery (or attempt thereof) upon any school employee. EC 48915(a)(5); 48900(a)(1); and 48900(a)(2)

Category 3 Offenses – Student Offenses with BROAD School Leader Discretion School

Leader may suspend and recommend expulsion when the following occur at any time, including but not limited to, while on school grounds, while going to or coming from school, during the lunch period, whether on or off the campus; or while going to or coming from, a school sponsored activity. EC 48915(b) and (e):

1. Caused, attempted to cause, or threatened to cause physical injury to another person (unless, in the case of “caused,” the injury is serious). EC 48900(a)(1); 48915(b)
2. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

3. Sold, furnished, or offered a substitute substance represented as a controlled substance. EC 48900(d); 48915(b)
4. Caused or attempted to cause damage to school or private property. EC 48900(f); 48915(e)
5. Stole or attempted to steal school or private property. EC 48900(g); 48915(e)
6. Possessed or used tobacco. EC 48900(h); 48915(e)
7. Committed an obscene act or engaged in habitual profanity or vulgarity. EC 48900(i); 48915(e)
8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. EC 48900(j); 48915(e)
9. Knowingly received stolen school or private property. EC 48900(l); 48915(e)
10. Possessed an imitation firearm. EC 48900(m); 48915(e)
11. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. EC 48900.4; 48915(e) (Grades 4 through 12 inclusive)
12. Engaged in sexual harassment. EC 48900.2; 48915(e) (Grades 4 through 12 inclusive)
13. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. EC 48900.3; 48915(e) (Grades 4 through 12 inclusive)
14. Made terrorist threats against school officials or school property, or both. EC 48900.7; 48915(e)
15. Willfully used force or violence upon the person of another, except in self-defense. EC 48900(a)(2); 48915(b)
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. EC 48900(o); 48915(e)
17. Any behavior listed in Category 1 or 2 that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. EC 48915(b)
18. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. EC 48900(p); 48915(e)
19. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. EC 48900(q); 48915(e)
20. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. EC 48900(r); 48915(e)
21. Aided or abetted the infliction of physical injury to another person (suspension only). EC 48900(t); 48915(e)

For Categories 2 and 3, the school must provide evidence of one or both of the following additional findings: (1) other means of correction are not feasible or have repeatedly failed

to bring about proper conduct; and (2) due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

Notification of teachers

Pursuant to EC Section 49079, teachers at the Charter School are informed if one of their students is suspended, suspended pending an expulsion hearing, or expelled.

Notification of Dangerous Pupils

Mayacamas Countywide Middle School desires to provide a safe, orderly working environment for all employees. The school shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Pursuant to Welfare & Institution Code section 827(b) and Education Code section 48267, a criminal court will notify school administration when a student has engaged in certain criminal conduct. This information is forwarded to the site Principal, who is responsible for prompt notification of the student's teachers, other administrators, and the student's counselor. This information must be kept confidential and may not be disseminated by any employee receiving such a notification to any other person.

When violence is directed against an employee by any individual and the employee so notifies the school, the School Principal or Assistant Principal shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the School Principal or Assistant Principal of a threat of bodily harm, the school shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds. The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The school shall provide such communications devices in classrooms to the extent possible.

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the school may allow the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures. Reporting of Injurious Objects The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal.

When informing the Head of School or Director of Operations about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Anti-Discrimination/Anti-Harassment Policy and Hate Crime Reporting

Harassment, Intimidation & Discrimination Policy

Mayacamas Countywide Middle School Non-Discrimination Statement

Under the terms of our charter petition, Title IX of the federal Civil Rights Act, the California Constitution, the requirements of California Education Code sections 220 and 221.5, and the requirements of California Penal Code section 422.55, Mayacamas Countywide Middle School prohibits discrimination, harassment, bullying and intimidation based on an individual's actual or perceived race or ethnicity, gender (including gender identity and gender expression), sex (including pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion (including religious accommodation), color, national origin, ancestry, disability (mental or physical), marital status, registered domestic partner status, age, genetic information, political belief or affiliation, a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Discrimination on any of these bases, or perception of these bases, results in violation of the fundamental civil rights of members of our school and community. When this occurs, not only is the person or group being discriminated against hurt, but the entire community is made worse off. Discrimination results in fear, ignorance, lowered performance, bullying and many other negative outcomes.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by Mayacamas Countywide Middle School. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

Mayacamas Countywide Middle School prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. Students do not need to be afraid of trying to correct a situation by speaking to a school administrator, counselor, or trusted adult at school, or filing a complaint. Students who believe they are being

discriminated against have the right to take action. Students are encouraged whenever possible to try to resolve their complaints directly at the school site.

Mayacamas Countywide Middle School consistently works to implement and ensure non-discriminatory practices in order to provide our students the very best learning environment and a school culture of high academic standards, caring and understanding faculty, and good citizenship. In order to do so, Mayacamas Countywide Middle School maintains non-discriminatory access to its facilities, including classrooms, restroom facilities, offices, and fields, and abides by legal requirements regarding sex-segregated facilities and program offerings as outlined in California Education Code 221.5 (f)

Hate Crime Reporting Procedures and Policies

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the Head of School, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the Head of School, who is responsible for coordinating the school's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Opioid Prevention and Life-Saving Response Procedures

Mayacamas Countywide Middle School will partner with Napa County Office of Education to provide parent and student education about the dangers of synthetic drugs, including Fentanyl, by posting information on the MCMS website, referring families to the NCOE website and promoting informational speakers hosted by NCOE. As part of NCOE's training process, MCMS staff are trained yearly as to the dangers of synthetic drugs, identifying students who may be under the influence, and responding in the case of an emergency situation.

Step 1: Identify overdose. Suspected overdose signs include a person who is unresponsive and not breathing, struggling to breathe, or making a snoring sound. The person does not wake up if you shake them or call their name, their skin may be pale or blue, and pupils of eyes small.

Step 2: Call 9-1-1 and alert them of possible overdose. Alert the administration.

Step 3: Administer NARCAN nasal spray if available; **if NARCAN is NOT available, skipt to Step 5.**

Give 1st dose in the nose
HOLD the nasal spray devise with your thumb on the bottom of the plunger
INSERT the nozzle into either nostril
PRESS the plunger firmly to give the 1st dose
1 nasal spray device contains 1 dose

Step 4: WAIT 2-3 minutes after the 1st dose to give the medicine time to work
if the person wakes up: Go to Step 5
if the person does not wake up: Administer CPR
Continue to give doses 2-3 minutes until the person wakes up
It is safe to keep giving doses

Step 5: Stay
PLACE victim on their side in the recovery position
STAY until ambulance arrives: even if the person wakes up
GIVE another dose if the person becomes very sleepy again

School Dress Code

Any clothing, signs, attire, or paraphernalia which are identified by site administration as being “gang related” or which cause rival gangs to be openly hostile to each other or create an atmosphere of intimidation on campus may be forbidden. Students are prohibited from wearing gang-related apparel, carrying gang paraphernalia, or making gestures that symbolize gang membership when there is evidence of a gang presence that disrupts or threatens to disrupt the school’s activities.

Safe Ingress/Egress Procedures

Classroom and School Volunteer, Visitation, and Removal Policy

While Mayacamas Countywide Middle School encourages parents/guardians and interested members of the community to visit the charter school and view the educational program. Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, Mayacamas Countywide Middle School has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with the school office a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
3. Volunteering must be arranged with the classroom teacher and Principal or designee, at least forty-eight (48) hours in advance.
4. Except for special circumstances, approved by the Principal, a volunteer may not volunteer in the classroom for more than three (3) hours per month.
5. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
7. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
8. Volunteer hours are applied to the non-mandatory 30 hours of volunteering requested in the Student-Family Handbook.
9. This Policy does not authorize Mayacamas Countywide Middle School to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
10. Volunteers must show proof of COVID vaccination prior to entering the school premises.

Visitation

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.

2. All visitors shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. Mayacamas Countywide Middle School shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by the school consistent with the law. The Governing Board and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.
4. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.
5. Except for unusual circumstances, approved by the Principal, visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
6. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Principal's written permission.
7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
8. The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
9. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
10. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall

inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.

11. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal within fourteen (14) days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to the Board of Directors. The Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
12. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
13. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

Drop-off And Pick-up Policy

Napa Campus (Grades 6-8)

By car:

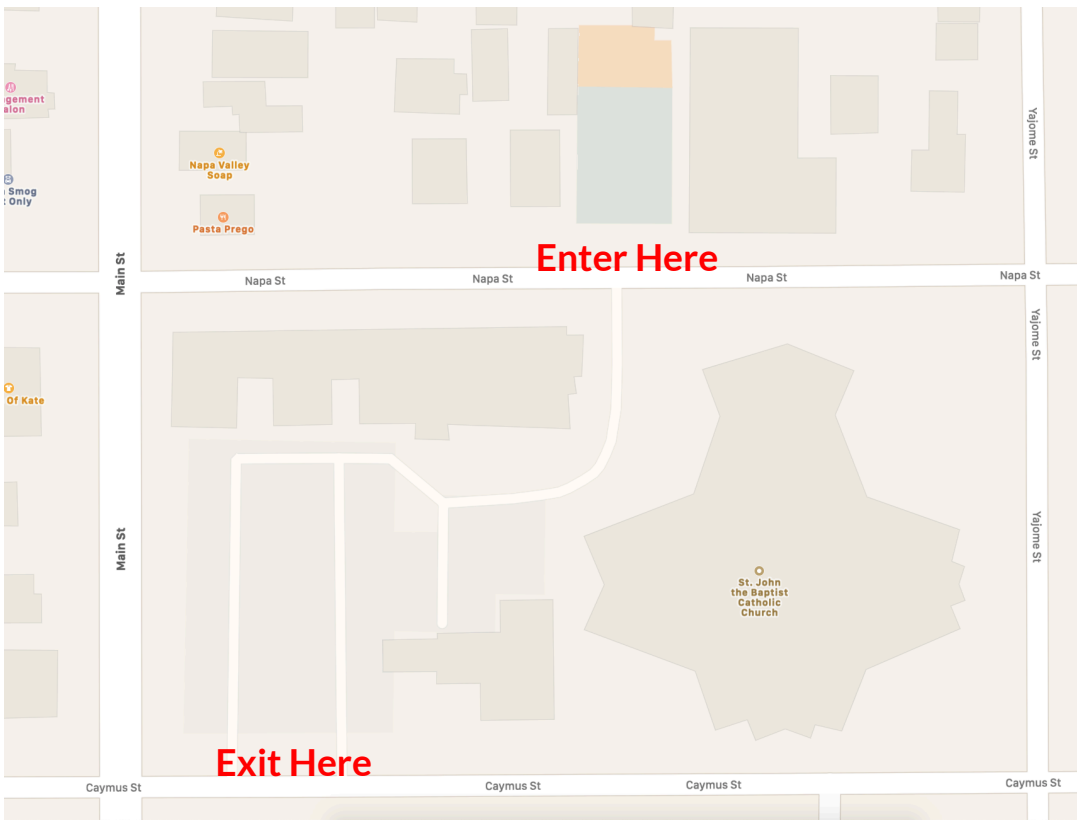
Drivers will SLOWLY enter into the gate on Napa Street and pull into the parking lot. Cars will proceed to the right along the school building and drop students off by the door that opens onto the parking lot. Students will enter via the door on the parking lot. Drivers will

drive SLOWLY out the opposite gate on Caymus Street and exit onto Caymus Street. Drivers dropping off should not enter the parking lot on Caymus Street and should not exit the parking lot on Napa Street.

Drivers picking up will follow the same procedure, pulling in on Napa Street and driving out on Caymus Street.

Walking:

Students who are walking can enter the parking lot via the gate on Napa Street. Stay on the sidewalk and walk around to the school entrance in the parking lot (next to the playground and picnic tables). If students enter on Caymus Street, there is no sidewalk. Stay to the left hand side and watch for cars exiting.



Campus Security

Mayacamas Countywide Middle School is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds.

Mayacamas Countywide Middle School will provide a safe and secure campus by, among other things, using an Alarm system that utilizes video monitoring and a link to the fire department. Mayacamas Countywide Middle School will do annual maintenance on all systems including burglar and fire alarms.