GRANITE MOUNTAIN CHARTER SCHOOL
10535 Foothill Blvd #100, Rancho Cucamonga, CA 91730
Phone (909) 906-3593
Fax (909) 324-2720

Regular Scheduled Board Meeting and Board Training
Granite Mountain Charter School
September 12th, 2020, 12 p.m.
10535 Foothill Blvd. #100
Rancho Cucamonga, CA 91730

Through Teleconference
https://us02web.zoom.us/j/81607757517?pwd=T28zRVpTelVXU1ZJSDZTNVFEdWJZQT09

Meeting ID: 816 0775 7517
Passcode: granite

AGENDA

1. Call to Order
2. Approval of the Agendam-p.1
3. Public Comments
4. Closed Session - Anticipated Litigation 54956.9 - 1 issue
5. Executive Director's Report

a. Enrollment Update

b. Procurify Update

c. Charter Technical Services (IT) Update

d. Curriculum Update

e. HR Update -p. 3

6. Approval of Minutes - 9/3/20 - p. 4
7. Discussion and Potential Action on the Adoption of the Learning Continuity Plan -p. 6
8. Discussion and Potential Action on the EPA Resolution p. 28
9. Board Training - Fiscal Policies and Procedures (12:45 p.m.)
10. Discussion and Potential Action on the Revised Fiscal Policies and Procedures Manual -p. 30

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11. Discussion and Potential Action on the Revised 20-21 Budget p. 60
12. Discussion and Potential Action on the Amazon Corporate Account line of credit application p. 65
13. Discussion and Potential Action on the Amendment to the ordering guidelines (Amazon) p. 68
14. Discussion and Potential Action on the PPP Loan p. 69
15. Discussion and Potential Action on the Factoring of Receivables p. 78
16. Discussion and Potential Action on the Unaudited Actuals Report
17. Board Training - Conflict of Interest and Brown Act (2:30 p.m.)
18. Discussion and Potential Action on the Student Teacher/Volunteer Policy p. 96
19. Discussion and Potential Action on Attending the CSDC Leadership Update Conference p. 97
20. Board of Directors' Requests
21. Announcement of Next Regularly Scheduled Board Meeting
22. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Granite Mountain Charter School Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 951-290-3013 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Staff Updates

Employee Name	Position
Marcus Anderson	Assistant Director of IMS – Supply Bundles, Purchase Orders, and Assistive Technology
Stacie Beadel	Assistant Director of IMS – Curriculum Bundles

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Regular Board Meeting - Granite Mountain Charter School September 3, 2020 – 12PM
10535 Foothill Blvd. #100, Rancho Cucamonga, CA 91730
Attendance: Luke Kibler, Wendy Maldonado, Huda Haddad, Kristyn Orr - Teleconference
Absent: Valarie Campa
Also, Present: Brook MacMillan

Call to Order:

Luke Kibler called the meeting to order at 12:10PM.

Approval of the Agenda:

Wendy Maldonado motioned to approve the agenda. Huda Haddad seconded.
-Unanimous

Public Comments:

Vanessa Pack commented on her positive experience with EXL classes and how much her son is enjoying EXL.

Closed Session:

a. **Anticipated Litigation 54956.9 - 1 issue**

Wendy Maldonado motioned to move into closed session at 12:12PM. Huda Haddad seconded.
-Unanimous

Kristyn Orr motioned to move out of closed session at12:47PM. Wendy Maldonado seconded.
-Unanimous

Action taken in closed session:
The Board proceeded to file a complaint against Provenance.

Executive Director's Report:

The Executive director gave a report on the following:

a. Enrollment Update
b. Procurify Update
c. Charter Technical Services (IT) Update
d. Curriculum Update
e. HR Update

Approval of Minutes - 8/13/20:

Wendy Maldonado motioned to approve the 8/13/20 minutes. Huda Haddad seconded.
-Unanimous

Huda Haddad Motioned to go out of order. Wendy Maldonado seconded.
-Unanimous

Discussion and Potential Action on the Approval of Technical Modifications to Vendor Contract:

Wendy Maldonado motioned to approve the Technical Modifications to Vendor Contract. Huda Haddad seconded.
-Unanimous

Discussion and Potential Action on the Board Reimbursement Request Guidelines:

Kristyn Orr motioned to approve the Board Reimbursement Request Guidelines. Huda Haddad seconded.
-Unanimous

Local Continuity and Attendance Plan Presentation and Public Hearing:

Kristy Phillips presented the Local Continuity and Attendance Plan Presentation.

Discussion and Potential Action on the Expense Reimbursement Policy:

Huda Haddad motioned to approve the Expense Reimbursement Policy. Wendy Maldonado seconded.
-Unanimous

Discussion and Potential Action on the Amendment of the 2020-2021 Compensation Policy:

Wendy Maldonado motioned to approve the Amendment of the 2020-2021 Compensation Policy with the request of change on page 6 of the policy from "Student Stipend" to "Stipends for extra students." Huda Haddad seconded.
-Unanimous

Discussion and Potential Action on the Amendment of the Withdrawal Policy:

Wendy Maldonado motioned to approve the Amendment of the Withdrawal Policy. Kristyn Orr seconded.
-Unanimous

Discussion and Potential Action on the Board Meeting Calendar:

Huda Haddad motioned to approve the Board Meeting Calendar with the removal of all Thursday meetings and the addition of two meetings, Saturday November 21st, 2020 and December 12th, 2020 at 12PM. Wendy Maldonado seconded.
-Unanimous

Board of Directors' Requests:

-List of vendors for school spirit items.

Announcement of Next Regularly Scheduled Board Meeting:

Next Regularly Scheduled Board Meeting will be on September 12th, 2020 at 12PM.

Adjournment:

Wendy Maldonado motioned to adjourn the meeting at 3:05PM. Huda Haddad seconded.
-Unanimous

Prepared by: Charlotte Hodgson
Noted by:

Board Secretary

Learning Continuity and Attendance Plan Instructions (2020–21)

Senate Bill 98 (SB 98) established the Learning Continuity and Attendance Plan (Learning Continuity Plan), which is intended to balance the needs of all stakeholders, including educators, parents, students and community members, while streamlining meaningful stakeholder engagement and condensing several preexisting plans. In particular, it was important to combine (1) the intent behind Executive Order N-56-20 (https://www.gov.ca.gov/wp-content/uploads/2020/04/EO-N-56-20-text.pdf), which required a written report and envisioned an off-cycle Local Control and Accountability Plan (LCAP) due December 15th, and (2) the ongoing need for local educational agencies (LEAs) to formally plan for the 2020–21 school year in the midst of the uncertainty caused by the COVID-19 pandemic. The Learning Continuity Plan replaces the LCAP for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20. This plan is intended to memorialize the planning process that is already underway for the 2020–21 school year. All LEAs, which includes school districts, county offices of education, and charter schools are required to complete the Learning Continuity Plan.

Instructions

The following resources, among others, may be helpful to LEAs when answering prompts within the Learning Continuity Plan:

- California Department of Public Health Website (https://www.cdph.ca.gov/)
- California Department of Education (CDE) Coronavirus Response and School Reopening Guidance web page (https://www.cde.ca.gov/ls/he/hn/coronavirus.asp)
- CDE Stronger Together, A Guidebook to the Safe Reopening of California's Public Schools (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf)
- California Collaborative for Education Excellence (CCEE), *The Continuity of Learning Playbooks* (https://k12playbook.ccee-ca.org/) and Supporting Families and Communities in Distance Learning CCEE Supporting Families and Communities (https://ccee-ca.org/wp-content/uploads/2020/05/CCEE-Webinar-Community-Engagement-Initiative-Supporting-Families-and-Communities-in-Distance-Learning.pdf)
- CCEE COVID-19 Distance Learning Technical Assistance resources (https://ccee-ca.org/distance-learning.asp#TechnicalAssistance)
- Support for English learners in response to COVID-19 (https://www.cde.ca.gov/sp/el/er/covidelresources.asp)
- Special Education Guidance in response to COVID-19 (https://www.cde.ca.gov/ls/he/hn/specialedcovid19guidance.asp)
- Support for Foster Youth in response to COVID-19 (https://www.cde.ca.gov/ls/pf/fy/fyscpcovid19.asp)
- Support for Students and Families Experiencing Homelessness in response to COVID-19 (https://www.cde.ca.gov/sp/hs/cy/)

Additional Guidance and Resources can be found at the CDE Learning Continuity and Attendance Plan web page (https://www.cde.ca.gov/re/lc/learningcontattendplan.asp)

Responses to the prompts below should be specific, concise and clear, with the overall goal of promoting stakeholder understanding.

In responding to the prompts throughout the Learning Continuity Plan, an LEA may include information from an existing plan to the degree that it addresses the prompt and related instructions.

General Information

A description of the impact the COVID-19 pandemic has had on the LEA and its community.

Briefly provide information deemed relevant to enable a reader to more fully understand how the LEA's Learning Continuity Plan has been informed by the impacts the LEA and its community have experienced from the COVID-19 pandemic.

Stakeholder Engagement

Purpose

Stakeholder engagement has long been recognized as an important component of school planning and improvement. Meaningful stakeholder engagement has been linked to:

- An improved understanding of current needs and possible solutions
- More informed decision-making
- Greater trust between parties
- Stronger and longer lasting partnerships

An LEA must consult with parents, pupils, teachers, principals, administrators, other school personnel, and local bargaining units, in developing its Learning Continuity Plan.

During the consultation and stakeholder feedback process regarding the development of the Learning Continuity Plan, LEAs shall include efforts to reach pupils, families, educators, and other stakeholders who do not have internet access, or speak languages other than English.

Specifically, an LEA shall:

- Solicit recommendations and comments regarding the specific actions and expenditures proposed to be included in the Learning Continuity Plan, using the most efficient method of notification possible.

- Provide the opportunity to submit written comments regarding specific actions and expenditures proposed to be included in the Learning Continuity Plan.
- Present the Learning Continuity Plan to the Parent Advisory Committee and the English Learner Parent Advisory Committee separately for review and comment*
    - District and County Office of Education (COE) superintendents must respond in writing to comments received from these committees.
- Present the Learning Continuity Plan to the community at a public hearing of the governing board of the school district, the county office of education, or charter school for review and comment (the agenda must be posted at least 72 hours prior to the public hearing and include the location where the learning continuity and attendance plan will be available for public inspection).
- Adopt the Learning Continuity Plan in a public meeting of the governing board of the school district, the county office of education, or charter school that is held after, but not on the same day as, the public hearing held pursuant to California *Education Code* (*EC*) 43509.

*Applicable to School Districts and COEs only

Given the impacts of the COVID-19 pandemic on California's school communities, there has been an increased awareness of the importance and necessity for meaningful and timely stakeholder engagement. Information and resources that support effective stakeholder engagement, define student consultation, and provide the requirements for advisory group composition, can be found under *Resources* on the following web page of the CDE's website: https://www.cde.ca.gov/re/lc.

Senate Bill 98 (Statutes of 2020, Chapter 24) established the requirement for LEAs to develop a Learning Continuity Plan that is informed by stakeholder engagement. Furthermore, the bill codified provisions to promote remote participation and to address language accessibility.[8]

Instructions

A description of the efforts made to solicit stakeholder feedback.

A sufficient response to this prompt will describe the overall stakeholder engagement process, including the efforts to reach pupils, families, educators, and other stakeholders who do not have internet access, or who speak languages other than English; and a description of how stakeholder engagement was considered before finalizing the Learning Continuity Plan.

A description of the options provided for remote participation in public meetings and public hearings.

A sufficient response to this prompt will describe how the LEA promoted stakeholder engagement, and the option(s) provided that allowed remote participation in the public hearings and local governing board meetings.

- A local governing board/body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or

state body consistent with the flexibility afforded by Executive Order N-29-20 (https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf), published on March 18, 2020.

A summary of the feedback provided by specific stakeholder groups.

A sufficient response to this prompt will describe and summarize the stakeholder feedback provided by specific stakeholders. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from stakeholders.

A description of the aspects of the Learning Continuity Plan that were influenced by specific stakeholder input.

A sufficient response to this prompt will provide stakeholders and the public with clear, specific information about how the stakeholder engagement process influenced the development of the Learning Continuity Plan. This response must describe aspects of the Learning Continuity Plan that were influenced by or developed in response to stakeholder feedback.

- For the purposes of this prompt, "aspects" may include sections or specific actions within a section of the Learning Continuity Plan that may have been influenced by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

Purpose

In-person instruction is defined in California *Education Code* (*EC*) Section 43500(b) to mean instruction under the immediate physical supervision and control of a certificated employee of the LEA.

Given the uncertainty of the impact of the COVID-19 pandemic, in-person instruction may not be immediately allowable under state and local health orders. However, LEAs must be prepared to offer in-person instruction when possible. A sufficient response will address the actions the LEA will take when health and safety allows a return to in-person instruction.

Instructions

A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.

A sufficient response to this prompt will describe the LEA's classroom-based instructional schedule model, including how the LEA will ensure student learning and competency development while also considering a student's social–emotional well-being.

- The LEA's classroom-based instructional schedule model should include plans and protocols to ensure the safety of students and staff, consistent with public health guidance, including considerations for campus access, hygiene practices, protective equipment, physical distancing, and cleaning and disinfecting to ensure physical health and safety in school facilities and vehicles.
- To identify students who have experienced significant learning loss due to the school closures in 2019-20, LEAs should consider and solidify a systematic cycle of assessments, including initial screenings and formative and summative assessments. LEAs may use this data to develop an instructional schedule model to address student needs with a focus on implementation of intervention strategies to accelerate learning for students at risk of experiencing continued learning challenges due to the impacts of COVID-19 and ongoing distance learning.

Actions Related to In-Person Instructional Offerings

For each action related to in-person instructional offerings, please enter the following information in the table:

- A description of what the action is. This may include a succinct description of how the action contributes to meeting the increased or improved services requirement for foster youth, English learners, or low-income students, as applicable. Enter the total amount of expenditures associated with this action; and
- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No.

Please add additional rows, as necessary.

10

Distance Learning Program

Continuity of Instruction

A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.

A sufficient response to this prompt will:

- Include specific information that explains how the LEA will provide continuity of instruction and learning to ensure that pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery; and
- Provide a succinct description of the curriculum and instructional resources that will be developed or utilized that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.

Access to Devices and Connectivity

A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.

A sufficient response to this prompt will describe how the LEA will ensure access to devices and connectivity for all pupils to support distance learning whenever it occurs, including:

- The process used to ascertain the needs of students. In doing so, the LEA may consider the needs of teachers and families in order to ensure that students have access to devices and connectivity.
- The plan for ensuring access to devices and connectivity for all pupils to support distance learning, whenever it occurs, and for providing technological support to ensure access to devices and connectivity.
- Descriptions of the efforts of the LEA to ensure students and families with unique circumstances have access to devices and connectivity.
- Description of methods used to reach students and families who were unable to access devices and connectivity following school closure in the 2019-20 school year.

Pupil Participation and Progress

A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.

11

A sufficient response to this prompt will provide specific information about how the LEA will track and monitor student progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of student work.

- Instructional time for distance learning is calculated based on the time value of synchronous and/or asynchronous assignments made and certified by a certificated employee of the LEA.

Distance Learning Professional Development

A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.

A sufficient response to this prompt will provide specific information about the professional development and resources the LEA will provide to staff to support the distance learning program, including technological support.

- When responding to this prompt, an LEA may find it helpful to refer to the “Professional Learning and Relationships” section in the CDE’s *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf). This section includes essential questions for LEA planning, as well as models and best practices related to professional learning.

Staff Roles and Responsibilities

A description of the new roles and responsibilities of affected staff as a result of COVID-19.

A sufficient response to this prompt will describe how the LEA has adapted the roles and responsibilities of employees that have necessarily changed as a result of COVID-19 such as, but not limited to:

- Modifications made to staff roles and responsibilities to meet the academic and social-emotional needs of students while ensuring the health and safety of staff and students.
- Changes to an employee's original role or responsibility when that original role or responsibility is not feasible in a remote environment.

Supports for Pupils with Unique Needs

A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.

A sufficient response to this prompt must describe the additional support that the LEA will provide during distance learning to assist pupils with unique needs, including additional supports provided to the following groups:

- English learners;
- Pupils with exceptional needs served across the full continuum of placements;
- Pupils in foster care; and
- Pupils who are experiencing homelessness.

12

Actions Related to Distance Learning Program

For each action related to the Distance Learning Program, please enter the following information in the table:

- A description of what the action is. This may include a description of how the action contributes to meeting the increased or improved services requirement for foster youth, English learners, or low-income students, as applicable. Enter the total amount of expenditures associated with this action; and
- Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No.

Please add additional rows, as necessary.

Pupil Learning Loss

A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.

A sufficient response to this prompt will describe how, with what tools, and at what frequency the LEA will assess pupils to measure learning status, within any instructional delivery model, particularly in the following areas:

- English language arts
- English language development (ELD)
- Mathematics

Pupil Learning Loss Strategies

A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils who are experiencing homelessness.

A sufficient response to this prompt will include specific actions and describe the strategies used to address learning loss and accelerate learning progress. In addition, the response must include a description as to how these strategies differ for:

13

- English Learners;
- Low-income pupils;
- Foster youth;
- Pupils with exceptional needs; and
- Pupils who are experiencing homelessness.

Effectiveness of Implemented Pupil Learning Loss Strategies

A description of how the effectiveness of the services or supports provided to address learning loss will be measured.

A sufficient response to this prompt will describe how and by what methods the LEA will measure the effectiveness of services or supports provided to address learning loss.

- When responding to this prompt, an LEA may find it helpful to refer to the "Instructional Programs" section in the CDE's *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf)

Actions to Address Pupil Learning Loss

For each action addressing Pupil Learning Loss, please enter the following information in the table below:

- A description of what the action is. This may include a description of how the action contributes to meeting the increased or improved services requirement for foster youth, English learners, or low-income students, as applicable. Enter the total amount of expenditures associated with this action; and
- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No.

Please add additional rows, as necessary.

14

Mental Health and Social and Emotional Well-Being

A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

A sufficient response to this prompt will describe how the LEA will support mental health and social and emotional well-being of pupils during the school year which includes:

- What professional development will be provided to staff.
- What resources will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

When responding to this prompt, LEAs may find it helpful to consider the guidance provided on pages 34–36 in the "Mental Health and Well-Being of All" section in the CDE's *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf).

Pupil and Family Engagement and Outreach

A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.

A sufficient response to this prompt will provide a description of pupil engagement and outreach including:

- The procedures for tiered reengagement strategies for pupils who are absent from distance learning.
- How the LEA will provide outreach to all pupils and their parents and guardians, including in languages other than English, when pupils are not meeting compulsory education requirements or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.

School Nutrition

A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.

A sufficient response to this prompt will describe how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.

- When responding to this prompt, LEAs may find it helpful to consider the changes in food service operations provided on pages 43–44 in the "School Services" section in the CDE's *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf).

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

This table should include additional actions related to the implementation of the Learning Continuity Plan that are not already included in the plan, including any actions related to the Mental Health and Social Emotional Well Being, Pupil and Family Engagement and Outreach, and School Nutrition Sections of the plan if needed. If applicable, please enter the following information in the table:

- The section of the Learning Continuity Plan related to the action described. If the actions and expenditures described in this table do not apply to one particular section the LEA may put "N/A."
- A description of what the action is. This may include a succinct description of how the action contributes to meeting the increased or improved services requirement for foster youth, English learners, or low-income students, as applicable.

- Enter the total amount of expenditures associated with this action; and
- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No.

Please add additional rows, as necessary.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Purpose

EC Section 43509 maintains the requirement for LEAs to describe how they are increasing or improving services for unduplicated pupils pursuant to *California Code of Regulations*, Title 5 (5 *CCR*) Section 15496. In developing the Learning Continuity Plan, LEAs are to consider the unique needs of foster youth, English learners, and low-income students.

The responses to the prompts in the Increased or Improved Services section of the Learning Continuity Plan provide stakeholders and the LEA community with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students as compared to all students.

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of stakeholders to facilitate their ability to provide input.

Requirements and Instructions

Percentage to Increase or Improve Services

Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the Learning Continuity Plan year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income Students

Specify the estimate of the amount of funds apportioned on the basis of the number and concentration of unduplicated pupils for the Learning Continuity Plan.

Required Descriptions

For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.

For the actions included in the Learning Continuity Plan and marked as contributing to the increased or improved services requirement for foster youth, English learners, and low-income students and that are being provided on an LEA-wide or schoolwide basis, provide a general explanation of these actions consistent with 5 *CCR* Section 15496(b).

Principally Directed and Effective: For these actions, explain how:

- The LEA considered the needs, conditions, or circumstances of its unduplicated pupils as a result of COVID-19;
- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to meet the needs of the students in response to the COVID-19 pandemic.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Consistent with the requirements of 5 *CCR* Section 15496, describe how the services marked in the Learning Continuity Plan as contributing to the increased or improved services requirement for foster youth, English learners, and low-income students contribute to meeting the percentage calculated as compared to the services provided for all students. Additionally, consistent with the requirements of 5 *CCR* Section 15496, please describe any other actions or services that contribute towards meeting the increased or improved services requirement.

- To improve services means to grow services in quality and to increase services means to grow services in quantity.

A sufficient description to this prompt must address how the action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students.

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Granite Mountain Charter School	Brook MacMillan	Brook@granitemountainschool.com 951-479-2609

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

Granite Mountain Charter School has sought out information regarding the needs of all stakeholders. Throughout the COVID-19 crisis, Granite Mountain has sent surveys to families to identify stakeholders in need of crisis intervention and support. Granite Mountain has actively made efforts to review the survey input from all stakeholders to ensure all needs are met. Granite Mountain has ensured that all students were given access to online curriculum via universal offerings such as Accelerated Reader, MyOn Reader, MyOn Reader News, XL and Brain Pop that makes the curriculum accessible. Granite Mountain has also provided all staff and students with gmail and google accounts to stay connected with, and has provided admin with zoom accounts to ensure engagement between student and teacher is uninterrupted. Granite Mountain actively communicates with all stakeholders with regard to the continuance of operations throughout the COVID-19 situation. Families continue to be given choice in curriculum selection, teachers are supported through online trainings, and extracurricular activities such as virtual field trips, clubs, and extracurricular classes such as cooking and Spanish classes have been moved to online platforms to ensure students are still active in our school activities and are supported at the highest level possible,

18

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Stakeholders have been consistently informed of all changes in operations due to COVID-19 via school wide mass emails, social media, and direct teacher contact. As the Covid crisis continues, Granite Mountain seeks to ensure communication is as fluid as ever. Additional staffing has been created to ensure a direct line of communication goes from upper admin, to regional directors, to regional coordinators, to teachers, and ultimately to families. Virtual teacher training has increased. Virtual family info sessions have increased, and messaging has been intentional and purposeful. Granite Mountain has actively engaged all stakeholders with intentional and purposeful communication. Our public comment time, during our public stakeholder hearing, brought to our attention the need of a Family Support Specialist-3 to support our SPED students as a roving/instructional associate. Furthermore, Granite Mountain has initiated a family support committee that will

serve as additional stakeholder engagement that will supply Granite Mountain with a committee of stakeholders that include, admin, staff, students, and parents that can work together to discuss school policies and current issues and needs.

[A description of the options provided for remote participation in public meetings and public hearings.]

In an effort to allow all stakeholders the opportunities to engage in our meetings, Granite Mountain has shared the dates to virtual meetings on our website and social media forums. All stakeholders including staff, parents, and community are encouraged to attend our virtual board meetings and informational sessions. The board meeting agendas and meetings are posted on our website to ensure access to all stakeholders that may not be able to attend the live virtual meetings.

[A summary of the feedback provided by specific stakeholder groups.]

In an effort to meet the needs of all stakeholders during the COVID 19 crisis, Granite Mountain is actively surveying staff and families regarding their specific needs. Throughout the surveys and access to technology, Granite Mountain has learned that there is an expressed need for clubs and extracurricular activities to engage our students. Since learning this, we have established several clubs and extracurricular programs to engage students virtually. It is the plan of Granite Mountain to resume these events in person once the pandemic subsides and in person contact is allowed. Furthermore, Granite Mountain stakeholders have expressed a desire to continue utilizing a vast array of curriculum tailored to meet the individual learning needs of the students. Granite Mountain has continued to offer a curriculum aligned to state standards that meets the needs of our independent study nature.

19

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Through the Covid-19 crisis, Granite Mountain has sought out the feedback of stakeholders and have gathered data from various surveys. Surveys have been utilized to confirm the families needing crisis intervention, the families impacted due to illness, the nutritional needs, and the academic expectations through the crisis. Specifically the Learning Continuity and Attendance Plan was influenced by the need to continue the independent study model, virtual services, and the formation of family and staff community committees.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Granite Mountain is an independent study homeschool charter and as such, does not offer classroom-based instruction. Granite Mountain teachers make individual student appointments to meet with families face to face and ensure learning goals are being met. Throughout the COVID-19 crisis, teachers will continue those meetings virtually in order to maintain social distancing regulations as well as meet the needs of all students. Granite Mountain provides universal access curriculum to all students and also activities such as in person and virtual clubs, field trips and activities via in person vendors. These activities have been continued through a virtual platform such as zoom and google classroom meetups, and also include additional virtual activities such as virtual clubs in order to keep students connected and to provide support for students in crisis. To assist in support of these activities, Granite Mountain employs Family Support Specialists, Assistant Directors of Family Relations and Community Life, and a vendor support team to assist with orders of these activities. Furthermore, Granite Mountain has established an intervention model through our student support services that assist students with learning gaps and provide additional, targeted instruction and provide support and intervention as needed. Granite Mountain also continues to offer professional development to staff through the use of our staff development coordinator focused on training related to MTSS and socio-emotional wellbeing of students.

20

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Development of in person clubs and activities including staffing and resources for the activity	$180,000	Y
Development of universal curriculum and staff Professional Development	$14,895	Y
Provision and research of safe access to vendors, events, and field trips through Family Support Specialists, ADs of Family Relations and Community Life, and Vendor Support team	$192,120	Y

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

As an independent study school, Granite Mountain will continue to offer a vast array of curriculum that meet the needs of our families and students. Since the COVID-19 crisis, Granite Mountain has included a set of universal offerings such as IXL, BrainPop, MyOn Reader/News, and Accelerated Reader, and customized curriculum options available to all students to ensure access to a standards aligned curriculum and offer tier 1 support. Granite Mountain seeks to continue to provide high-quality teaching and learning that promotes opportunity for applying knowledge within an independent study/online curriculum structure. Granite Mountain also seeks to create systems and structures that provide multiple personalized learning paths to increase the cohort graduation rate and College and Career Readiness to close the achievement gap.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

As an independent study model, Granite Mountain has always maintained that students have access to the technology needed to engage in their curriculum, both on and off line. Prior to COVID-19, many of our students were already utilizing online curriculum, so post COVID-19 the curriculum choices of our students and the access to the technology to access that curriculum has not changed. Granite Mountain continues to offer laptops and tablets to students who request them.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

21

As an independent study charter school, through the COVID-19 crisis, Granite Mountain will continue to provide access to a variety of curriculum that caters to the individual student needs. Students will continue to meet virtually with their teacher once a learning period to ensure learning goals are being met and standards are mastered. Students will continue to provide teachers with work samples indicative of their learning, they will continue to claim attendance for each day of instruction, and teachers will continue to monitor student abilities through online assessments such as the STAR 360 exam that is taken at home.

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Throughout the COVID-19 crisis, Granite Mountain has maintained increased efforts to connect and engage all stakeholders, including their staff. Granite Mountain has increased info sessions for teachers, has conducted virtual and recorded training, and has implemented training office hours for staff to come to get assistance with all issues. Staff are encouraged to join the staff social media page to access each other

throughout the day to ensure they are supported. Granite Mountain staff have all been given school issued laptops and are provided with access to technical support throughout the business day.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

Granite Mountain has seen the need for additional curriculum support personnel, additional regional support staff, and content area specialists and instructional support for Special Education. The addition of these positions have created additional resources for teachers and families to access.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

As an independent study charter school, Granite Mountain has several supports in place to support our independent study, homeschool students specifically students experiencing poverty, homelessness, and EL students to provide universal access to curriculum and support. These supports have been carried over from previous years, but serve as systems to combat the needs that have come from the COVID-19 crisis. Students have access to their homeschool teacher on a daily basis with a formal meeting every learning period (20 days). Our Student Support Services department has come together to offer interventions and a system of support to ensure struggling students have the resources needed for achievement. We have continued to provide an EL intervention specialist with a team of individuals to support the EL population and are actively working on an EL parent committee. We have continued to provide a homeless/foster youth intervention coordinator to ensure the needs of this population are met. We have contracted with Charter Technical Services to implement IT support for troubleshooting and development for staff and families and have included a zoom room and internet stipend for staff. We have created a staff development coordinator to implement professional development on trauma and a variety of topics that focus on assisting our students with unique needs as well as a staff wellness program to support the needs of our staff. We support student growth by offering universal curriculum options and have acquired additional technology devices to meet the needs of students with unique needs. In order to assess the student levels, we utilize the STAR 360 program and have professional development to educate teachers on how to use the program to meet the needs of their students.

Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Development and implementation of student and staff wellness programs	$20,000	Y

Expenditures associated with our universal curriculum options: IXL, BrainPop, MyOn, Accelerated Reader	$106,236	Y
Additional technology devices and hotspots for students in crisis, EL, low socioeconomic students, homelessness, foster care	$200,000	Y
STAR 360 program and professional development	$45,870	Y
BrainPop EL implementation for EL students	$795	Y
Zoom accounts	$9,750	Y
IT Contract newly developed to meet needs of staff and students	$201,600	N
Internet stipends for staff	$91,000	N
Additional School Psychologist to meet needs	$92,709	Y
Addition of Family Support Specialist-3 to help in SPED department	$43,120	Y

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

To combat learning loss during the 2019-2020 school year, Granite Mountain teachers connected with their students to support them through the temporary school closure. As an independent study model, all Granite Mountain students had access to their curriculum through the school closure. Teachers worked with families to ensure learning needs were met and supports were provided as needed.

23

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

For the 2020-2021 school year, Granite Mountain will assess students using the STAR 360 assessment for reading and math and target students who are not proficient in these areas. Granite Mountain has acquired licenses for the intervention program, Freckle, and seeks to utilize that as an intervention program for students below grade level. Granite Mountain has given universal access to curriculum such as IXL, Moby Max and BrainPop. We have employed specific subject matter experts as HQTs to service all high school students with daily office hours. We have created student support services who will provide tier 1-3 supports and intervention. We have developed support roles for staff in positions such as Crisis Intervention Coordinator, Speech Intervention contract to further support students while we are seeking an in house intervention Speech and Language Pathologist, Achievement Administrators that focus on data, SST and 504 coordinators, Director of Student Achievement, School Counselor who also serves as a guidance tech, Assistant Director of Student Support, and high school coordinators, content specialists with daily office hours, Regional Directors, and Regional Coordinators, to serve the needs of students. Granite Mountain provides MTSS training for staff and families through Professional Learning Communities and also ELL strategies,

training on assessments and scope and sequences guided by Regional Directors, and Regional Coordinators. We provide professional development in the STAR 360 program.

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Students will be assessed using the STAR 360 assessment in reading and math at the beginning of the school year. Students will then be placed on intervention supports, monitored by our student support services team. They will meet with students and place them on intervention programs such as Freckle to increase student achievement. Students will be reassessed at the end of the school year using the STAR 360 assessment. Results will be compared from each test to analyze progress. Granite Mountain has also employed Tier 2 Intervention Coordinators for direct instruction in math, reading and writing.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Granite Mountain provides MTSS training for staff and families through Professional Learning Communities and also ELL strategies, training on assessments and scope and sequences guided by Regional Directors, and Regional Coordinators	$119,000	Y
Professional development on the use of STAR 360 as an assessment tool	$4,250	Y
SST/504 Coordinators	$170,000	Y
Staff Development Coordinator, Crisis Intervention Coordinator	$129,000	Y
Implementation and development of Freckle for Tier 2 support	$30,730	Y
Assistant Director of Student Support Services	$71,250	Y
Intervention Coordinators in Reading, Math, Writing	$340,000	Y
Intervention curriculum such as Explode the Code, Moby Max, IEW, etc	$1000	Y
EL Coordinator, EL curriculum and parent and staff training for implementation	$90,000	Y
Content Specialists offering daily office hours	$260,400	Y
Director of Student Achievement	$115,000	Y
Achievement Administrator focusing on data analysis	$80,750	Y
School Counselor serving as guidance tech	$75,000	Y
Contracting with Speech Intervention vendor for SST speech intervention until in house SLP is secured	$10,400	Y
Intervention Speech Language Pathologist	$82,157	Y

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

In an effort to maintain healthy staff and students, Granite Mountain has taken several initiatives to provide quality support in the area of social and emotional support. Staff and students are encouraged to take time each day for personal well being. Suggestions are included during staff training and shared with families during virtual meetings. The increase in virtual extracurricular activities are meant to combat some of the isolation felt by families during the COVID-19 crisis. Our counselor has made herself more accessible by holding virtual office hours and making one-one calls to all high school students. The crisis intervention survey is continued to be utilized by staff and students and will inform the school of specific stakeholder needs as they arise. We will also be providing a tiered social and emotional program for all students ensuring emotional wellness resources throughout the school year. Granite Mountain has also implemented staff-wide wellness courses where teachers have volunteered to share classes such as yoga, healthing eating, and etc with other staff members. These classes focus on maintaining physical and mental wellness. Granite Mountain has increased our support staff by adding a 3rd school psychologist to serve students. Granite Mountain is a family and seeks to serve all stakeholders in the more supportive ways possible.

Pupil and Family Engagement and Outreach

25

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

As an independent charter school, we have previously served students in a distance education model and have continued operations as such. In order to ensure students are engaged and learning, teachers maintain constant communication and meet virtually with the families every learning period (20 days). Compliance protocols have been continued which allow accountability for the family to maintain academic accountability in the areas of attendance and work completion. Students who fail to meet the compliance standards will be given written warnings, phone and virtual support, but may ultimately be withdrawn for failure of compliance. These systems are part of our LEA board policy as an operating independent homeschool charter. Granite Mountain also provides assistant directors of family and support and family support specialists who provide support to families, assists in maintaining engagement and gets families excited about learning. They also assist with compliance issues and protocols to ensure a seamless implementation. During the COVID -19 crisis, staff makes additional efforts to reach out to families to ensure non compliance is not a crisis situation and also provides staff and student wellness plans to ensure their needs are all being met. We have developed a staff and student wellness program to meet the needs of all stakeholders.

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Granite Mountain provides a crisis intervention survey that allows staff and families to share specific needs with the school, this includes nutritional needs. Families that are in need of nutritional support can fill out the survey and assistance be given as needed.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
School Nutrition	Meals provided to families in crisis	[$ 0.00]	[Y/N]

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
8.46%	$2,254,948

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

The needs of Granite Mountain's foster youth, English learners, and low income students were assessed during this pandemic and were targeted as essential. We know that if we are meeting the needs of these sub groups, and providing equitable access to the general population, we are serving our students well. We have specifically taken into consideration the needs of unduplicated groups while making this plan in order to ensure all students are being served well and supported to the fullest degree.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Granite Mountain seeks to serve all students to the fullest, including our foster youth, ELs and low income students. In order to do this, we specifically take their needs into consideration and focus on improving the quality of instruction and services that are needed to promote their academic achievement. Specifically, Granite Mountain has hired a Student support services team with SST/504 coordinators, we have hired

a Director of Student Achievement and Achievement Administrators, we have hired an EL Coordinator and Staff development administrator, and we have targeted training for staff on MTSS. All these measures seek to ensure that students with unique needs are met.

Education Protection Account Resolution

IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2020-21 in the estimated amount of $636,364.00 will be used solely for instructional non-administrative expenses.

Expenditures through: June 30, 2021
For Granite Mountain Charter School, Object 8012 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Revenue Limit Sources - EPA Payment	8012	636,364.00
TOTAL AVAILABLE		636,364.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)	**SACS Object**	
Instruction	1100	461,880.00
Instruction-Related Services		
Instructional Library, Media, and Technology	1200, 2200, 2900	0.00
Other Instructional Resources (Including Parent Participation)	2900	0.00
Pupil Services		
Guidance and Counseling Services	1200	0.00
Psychological Services	1200	0.00
Attendance and Social Work Services	2900	0.00
Health Services	1200, 2200	0.00
Speech Pathology and Audiology Services	1100	0.00
Pupil Testing Services	1100, 1900, 2100	0.00
Pupil Transportation	2200	0.00
Food Services	2200, 2900	0.00
Other Pupil Services		0.00
Ancillary Services		0.00
Community Services		0.00
Plant Services	2200	0.00
Benefits	3000-3999	174,484.00
Other Outgo		0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		636,364.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

GRANITE MOUNTAIN CHARTER SCHOOL

2020-2021 Fiscal Policies and Procedures

September 12th, 2020

Table of Contents

101 Introduction 5

102 Compliance with Laws 5

200 Organizational Conflict of Interest or Self-Dealing (Related Parties) 6

202 Signature Authorities 7

203 Government Access to Records 8

204 Security of Financial Data 8

205 Security of School Documents 8

206 Use of School Assets 8

207 Use of School Credit Cards 8

208 Use of School Debit Card 9

FINANCIAL MANAGEMENT POLICIES 9

301 Basis of Accounting 9

302 Accounting Policies 9

303 Basis of Presentation 9

304 Revenues 9

305 Expenditures 10

306 Incurred Costs 10

307 Cash Management 10

309 Budgets 10

310 Insurance and Bonding 10

311 Record Retention and Disposal 11

312 Financial Reporting 11

313 Audit 11

314 Audit/Finance Committee 12

400 POLICIES RELATED TO ASSETS, LIABILITIES AND Fund equity 12

401 ASSETS 12

402 Bank Accounts 12

404 LIABILITIES and Fund equity 12

405 Accounts Payable 12

406 Accounts Payable Payment Policy 12
407 Accrued Liabilities 12
408 Liability for Compensated Absences 13
409 Debt 13
Revenue 13
501 Revenue Recognition 13
600 FACILITIES 13
601 Disposal of Property and Equipment 13
700 PROCUREMENT POLICIES 14
701 The School adheres to the following objectives: 14
800 TRAVEL POLICIES 15
802 Mileage Reimbursement 16
803 Cellular Telephone, Internet, and Utilities Usage 17
900 CONSULTANTS AND CONTRACTORS 17
901 Consultant Utilization 17
902 Independent Contractors 17
903 Contracts 18
Part II 18
1000 GENERAL ACCOUNTING PROCEDURES 18
GENERAL LEDGER ACTIVITY 18
Control Objective 18
Major Controls 18
Procedures 18
GENERAL LEDGER CLOSE-OUT 19
Control Objective 19
Major Controls 19
Procedures 19
1100 CASH MANAGEMENT PROCEDURES 19
CASH RECEIPTS 19

Control Objective 19
Procedures 20
General 20
CASH DISBURSEMENTS 20
Control Objective 20
Major Controls 21
Procedures 21
PETTY CASH FUNDS 22
Control Objective 22
Major Controls 22
1200 PAYROLL PROCEDURES 22
PERSONNEL REQUIREMENTS 22
Control Objective 22
Major Controls 22
New Employees 22
Paid Time Off and Sick Pay 22
PERSONNEL DATA 23
TIMEKEEPING 23
Control Objective 23
Major Controls 23
Timekeeping Policies 23
Time Sheet 23
Internal Accounting Controls 23
Procedures 24
Time Sheet Preparation 24
Reconciliation of Payroll to Time Sheets 24
PREPARATION OF PAYROLL 24
Major Controls 24
Procedures 24
PAYROLL PAYMENT 25

Control Objective 25
PAYROLL WITHHOLDINGS 25
Control Objective 25
Major Controls 25
Procedures 25
1300 DEPRECIATION 26
Procedures 26
1400 EXPENSE REIMBURSEMENT 26
Control Objective 26
Employee Expense Reimbursement Documentation 26
B. Internal Accounting Controls 27
Expense Advance or Reimbursement 27
Teacher Induction Policy 27
1500 MANAGEMENT REPORTING PROCEDURES 27
ANNUAL BUDGET 27
Control Objective 27
Major Controls 28
Procedures 28
FINANCIAL REPORTING 28
Control Objective 28
Procedures 29
PAYROLL TAX COMPLIANCE 29
CONTROL OBJECTIVE 29
Procedures 29

100 INTERNAL CONTROL POLICIES

101 Introduction

Internal control policies provide **Granite Mountain Charter School** with the foundation to properly safeguard their assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Additionally, as a publicly funded entity, the Charter School has additional responsibilities to ensure the public's confidence and the integrity of School's activities.

The following are specific policies of the **Granite Mountain Charter School**:

102 Compliance with Laws

Granite Mountain Charter School will follow all the relevant laws and regulations that govern the Charter School. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of the organization:

Political Contributions:

No funds or assets of the Charter School may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Charter School for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Charter School also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in kind, such as lending employees to political parties or using the School assets in political campaigns. School assets include, but are not limited to, facilities, copy machines, etc.

A. Record Keeping

To provide an accurate, transparent, and auditable record of all financial transactions, the School's books, records, and accounts are maintained in conformity with **Generally Accepted Accounting Principles (GAAP Accounting)** as applicable to Charter Schools.

B. Further, the School specifically requires that:

1. All financial transactions and financial records will be kept in accordance with GAAP Accounting.

2. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Charter School.
3. Receipts and disbursements must be fully and accurately described in the books and records.
4. No false entries may be made on the books or records nor any false or misleading reports issued.
5. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

200 Organizational Conflict of Interest or Self-Dealing (Related Parties)

The School will not be operated for the benefit of any affiliated or unaffiliated organization or any individual in his or her own private capacity or individuals related to the Charter School or members of its management, unless the private benefit is considered merely incidental. This private benefit preclusion will extend to:

A. Sale or exchange, or leasing, of property between the agency (Charter School) and an affiliated or unaffiliated organization or a private or related individual.
B. Lending of money or other extension of credit between the agency (Charter School) and an affiliated or unaffiliated organization or a private or related individual.
C. Furnishing of goods, services, or facilities between the agency and an affiliated or unaffiliated organization or a private or related individual.
D. Payment of compensation, unless authorized by the Governing Board or its governing body, by the School to an affiliated or unaffiliated organization or a private or related individual.
E. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the School.

Thus, the Charter School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s).

Related party transactions shall include but not limited to transactions between a school and members of the board, management, contracted management organization, employees, related individuals, and affiliated contractors/consultants. Examples of related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father in law, mother in law, sister in law and brother in law of a board member or school employee. No Governing Board member or School employee or their spouse may be financially interested in any contract made by a Governing Board member or school employee in their official capacity.

201 Governing Board Authorities

The Governing Board shall have the sole authority to approve and will incorporate into its own minutes such matters as:

A. Change of the School's name, with **their authorizer's** pre-approval,
B. Adoption of the annual operating and capital budgets,
C. Selection or termination of the organization's **Executive Director**,
D. **Executive Director** salary and salary changes,
E. Incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter,
F. Investment policies,
G. Depository and investment banks,
H. Purchase or sale of property,
I. Opening or closing checking or savings accounts,
J. Selection of the Charter School's certified public accountants/auditors, and
K. Other activities associated with the operations of the Charter School.

The Governing Board will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, and subcommittee reports as applicable.

202 Signature Authorities

To properly segregate duties within the Charter School, **Board Treasurer** and **Executive Director** are the only individuals with signatory authority and are responsible for authorizing all cash/checking/banking transactions regardless of amount or quantity. Individual checks for non-recurring expenses greater than **$10,000** are required to be approved by the Board Treasurer.

Examples of recurring expenses include:

A. Adopted Curriculum
B. Utilities
C. Expenditures listed and awarded in Grants
D. Execution of an agreed upon board approved contract (Fiscal Back Office, Ordering System, Technology Services)
E. Outsourced services (e.g. special education services)
F. Payment of health and welfare benefits
G. Risk management costs (e.g. insurance)
H. Payroll taxes
I. Facility costs pursuant to a Board-approved lease

203 Government Access to Records

The **Executive Director,** or contracted business back office services provider, will provide access to the organization's records to the charter school's **authorizer** or the designee and provide supporting records, as requested, in a timely manner.

204 Security of Financial Data

A. The system's accounting data must be backed up daily by the Charter School or business back office services provider to ensure the recoverability of financial information in case of hardware failure. The backup will be stored in a fire safe area and properly secured.
B. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the **Chief Business Officer** from unauthorized access.

205 Security of School Documents

Originals of the following corporate documents are maintained, and their presence is verified on a periodic basis:

A. Charter and all related amendments
B. Minutes of the Governing Board and subcommittees
C. Banking agreements
D. Leases
E. Insurance policies
F. Vendor invoices
G. Grant and contract agreements
H. Fixed asset inventory list

206 Use of School Assets

A. No Governing Board member or employee may use any School property, equipment, material or supplies for personal use.

207 Use of School Credit Cards

A. Charter School credit cards are issued through the pre-paid PEX system and should only be issued with the formal approval of the Board of Trustee and with proper justification.
B. Virtual cards will be issued to the following positions: Ordering Specialistsand Family Support Specialists (temporarily assigned seasonally when processing orders) for procurement of instructional materials and supplies.
C. Physical credit cards will be issued to Chief Business Officer, Chief of Staff, and Chief Academic Officer for pre-approved departmental purchases and Assistant Directors of Instructional Materials and Services for pre-approved instructional materials and supplies. Departmental transactions are limited to $1000 per transaction.
D. The cost/benefit to the Charter School should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued, they should be assigned only to the Board of Trustee approved Charter School employees and used only for school-related expenditures. All charges must be supported by invoices/receipts or travel reports to be eligible for payment by the Charter School. Any accidental

non-school-related expenditures are the responsibility of the individual to be reimbursed to the Charter School.

E. Monthly PEX statements are reconciled within two weeks of receipt to invoices and travel reports and are approved by the Chief Business Officer, unless not deemed independent than the approval would be by the Governing Board.

All charges must be supported by invoices/receipts. Monthly credit card statements are reconciled within two weeks of receipt to invoices, receipts, and travel reports, and are approved by the **Chief Business Officer** to ensure all purchases are necessary and appropriate.

Receipt of materials, goods and services will be verified by someone designated other than the one making the purchase or a member of those respective departments, maintenance and I.T.

208 Use of School Debit Card

A. **Granite Mountain Charter School** has no Debit Card. Debit Cards are not authorized.

300 FINANCIAL MANAGEMENT POLICIES

301 Basis of Accounting

The Charter School will maintain their accounting records and related financial reports on the accrual basis of accounting.

302 Accounting Policies

The accounting policies and financial reporting adopted are consistent with the not-for-profit requirements of the Financial Accounting Standards Board (FASB). FASB is the recognized standard setting body for establishing not-for-profit accounting and financial reporting principles.

303 Basis of Presentation

The accounts of the Charter School are organized on a basis of the California School Account Code Structure or SACS. The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues, and expenditures. The Charter School uses the following fund:

General Operating Fund- This fund of the Charter School is used to account for all financial resources associated with the operation of the school. In addition, all activities relating to Student Activities/Clubs should be separately identified and recorded within this fund.

304 Revenues

Under the accrual basis of accounting, revenues are recognized when earned.

305 Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred, or goods are received or ordered.

306 Incurred Costs

For the purposes of invoicing funding sources for allowable costs under cost reimbursement contracts, the term "costs incurred" is defined as follows:

A. Costs related to items or services incurred directly for the contract and received at the time of the request for reimbursement and is not specifically disallowed by the funding source.

307 Cash Management

A. The School maintains cash accounts at the following banks:
   1. Pacific Western Bank

308 Grant/Contract Invoicing

A. When applicable, invoices are submitted to the funding sources by dates specified in the grant or contract agreement.
B. When applicable, the invoicing format is that specified by the funding source.

309 Budgets

A. The Charter School prepares an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projections and budget notes and assumptions are reviewed and approved by the Governing Board, prior to June 30th each year and modified, as necessary.

B. All financial budget, cash flow, budget vs. actual, balance sheet, income statement, and other primary financial reports prepared internally, or by the CSMC team, are reviewed by the **Executive Director** and presented to the Governing Board at each applicable board meeting.

310 Insurance and Bonding

A. The School maintains minimum levels of coverage, as deemed appropriate by the Governing Board, for the following policies:
   1. General liability
   2. Business & personal property (including auto/bus)
   3. Computer equipment
   4. Workers' compensation
   B. Personal injury liability

B. The School requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Governing Board.

311 Record Retention and Disposal

A. Records are maintained for the following indicated minimum periods:

   1. Books, records, documents and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets and other public documents are retained for seven years after the original entry date.

B. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.
C. All financial records are maintained in chronological order, organized by fiscal year.
D. In connection with the disposal of any records, a memorandum of record disposal is prepared by the **Executive Director** listing the record or the class of records disposed of. The Governing Board certifies this memorandum of records disposal.

312 Financial Reporting

The back-office support provider, Charter School Management Corporation (CSMC) maintains supporting records in sufficient detail to prepare the School's financial reports, including:

A. Annually:
   1. Financial statements for audit
   2. Annual budget
B. Monthly:
   1. Trial balance
   2. Internally generated budget vs. actual financial statements
   3. Updating the cash flow projection

C. Periodically:
   1. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns
   2. Other reports upon request

313 Audit

The Governing Board arranges annually for a qualified certified public accounting firm to conduct an independent audit of the Charter School's financial statements in accordance with ***Generally Accepted Accounting Principles*** and the ***Financial Accounting Standards Board***.

The audit reports will be submitted to the granting agency, (starting 2002) California Department of Education, (starting 2003) County Superintendent of Schools, and State Controller's Office by December 15 of each year. (Education Code 47605(m))

314 Audit/Finance Committee

The full Governing Board acts as the audit/finance committee. This committee will nominate the independent auditor and review the scope and results of the audit. The audit/finance committee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, the committee will develop a corrective action plan to address all relevant weaknesses identified by the auditor. The audit/finance committee will also review all financial information of the Charter School and provide recommendations to the Governing Board.

400 POLICIES RELATED TO ASSETS, LIABILITIES AND Fund equity

401 ASSETS

402 Bank Accounts

A. Bank accounts for the indicated purpose and limitation(s) have been authorized by the Governing Board of the School at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks:

1. **Pacific Western Bank**

(i) Business Checking

(ii) Money Market Savings

403 Petty Cash Payments

A. Charter School does not have petty cash accounts.

404 LIABILITIES and Fund equity

405 Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports or other approved documentation are recorded as accounts payable.

406 Accounts Payable Payment Policy

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis or as determined by the **Chief Business Officer** .

407 Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as an accrued liability when entitlement to payment occurs.

408 Liability for Compensated Absences

A. Compensated absences arise from employees' absences from employment due to vacation leave. If compensated absences, such as vacation leave, are offered, the Charter School will expect to pay an employee for such compensated absences. A liability for the estimated probable future payments is accrued if all the following conditions are met:
   1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
   2. The employee's right to receive the compensation for the future absences is vested or accumulated.
   3. It is probable that the compensation will be paid.
   4. The amount of compensation is reasonably estimable.

B. Compensated absences not required to be paid upon employee termination is only recorded when paid.

409 Debt

A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year and is recorded in the general ledger.

B. Loan agreements approved by the Governing Board should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

500 Revenue

501 Revenue Recognition

The School records revenue on the accrual basis of accounting, consistent with generally accepted accounting principles applicable to not-for-profit Organizations.

600 FACILITIES

601 Disposal of Property and Equipment

A. No item of property or equipment shall be removed from the premises without prior approval from the **Executive Director**.

B. The School has adopted standard disposition procedures for Charter School staff to follow, which include an ***Asset Sale and Disposal Form***, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.

C. When property is retired, the appropriate asset in the fixed asset schedule will be adjusted and properly reflected in the general ledger.

700 PROCUREMENT POLICIES

701 The School adheres to the following objectives:

A. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
B. Make all purchases in the best interests of the School and its funding sources.
C. Obtain quality supplies/services needed for delivery at the time and place required.
D. Buy from responsible sources of supply.
E. Obtain maximum value for all expenditures.
F. Deal fairly and impartially with all vendors.
G. Maintain dependable sources of supply.
H. Be transparent and above suspicion of unethical behavior at all times. Avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.
I. **Granite Mountain Charter School** staff request at least the number of bids (outlined below as one, two, or three written proposals) from reputable companies. A reputable company is a company with no history of workers compensation complaints and no criminal convictions.
J. Bids are Received and Opened by a minimum of two staff
K. Most cost-effective Bidders or Bidders who best meet the bid objectives are evaluated
L. **Granite Mountain Charter School** Awards Contract
M. **Granite Mountain Charter School** Staff Reviews and Recommends Contract
N. Board Votes to Approve

CSMC Charter School procurement and Competitive Bidding Process	
Procurement Threshold	Bidding Process
$ 0 to $4,999	At least one (1) written proposal.
	Requests for Bids must include all information obtained.
	Verbal quotes should include company name, items, and amounts requested and price.
$5,000 to $25,000	At least two (2) written proposals.
	Requests for Bids must include all information obtained.
	Verbal quotes should include company name, items, and amounts requested and price.
$25,001 and above	At least three (3) written proposals.
	Requests for Bids must include all information obtained.
	Verbal quotes should include company name, items, and amounts requested and price.

A. **Granite Mountain Charter School** will execute a pre-approval for all purchases and it shall be approved by the **Executive Director** for purchases less than **$25,000** and by the Governing Board if greater than **$25,000**. If the transaction is for or to be benefited by the **Executive Director**, it must be approved by the Governing Board regardless of the amount.
B. The Charter School will execute a pre-approval for all purchases and it shall be approved by the **Chief Business Officer** for purchases less than **$5,000** by the **Executive Director** for amounts between **$5,000** and **$25,000**, and the Governing Board if greater than **$25,000**. If the transaction is for or to be benefited by the **Chief Business Officer** , it must be approved by the **Executive Director** or the Governing Board regardless of the amount.
C. The Charter School will execute a pre-approval for all purchases and it shall be approved by the departments for amounts less than **$1,000**, **Chief Business Officer** for purchases up to **$5,000** by the **Executive Director** for amounts between **$5,000** and $25,000, and the Governing Board if greater than **$25,000**. If the transaction is for or to be benefited by the **Chief Business Officer**, it must be approved by the **Executive Director** or the Governing Board regardless of the amount.
D. All lease agreements will be evidenced by a lease or sublease agreement approved by the Governing Board and signed by the **Executive Director**. The agreement will identify all the terms and conditions of the lease.
E. Each student has an annual budget for the purchase of instructional materials and supplies. Requests for student materials and supplies must align with an HST prepared learning plan. The HST approves the request made for these items in accordance with the approved Trailblazer Ordering Guidelines. The Secondary Approval Administrator and committee may consider requests made for exceptions to orders that do not align with the ordering guidelines. Order requests are procured through the ordering system by the IMS team. Monthly funding amounts for PEX for procurement of these items is not to exceed $150,000.

800 TRAVEL POLICIES

The **Executive Director** must pre-approve all out of town travel.

Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than **100** miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.

Requests for reimbursement of travel expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the employee attaching originals of supporting documentation.

The employee's expense reimbursement form and credit card purchases invoices or receipts are reviewed and approved by the Chief Business Officer.

School complies with IRS regulations, which require that all travel expenses be substantiated with adequate records. This substantiation must include information relating to:

1) the amount of the expenditure,
2) the time and place of the expenditure,
3) the purpose of the expenditure.

Requests for reimbursement lacking complete information will be returned to the requesting employee.

Reimbursement requests shall be submitted in no event more than **30** days after the expense.

801 Meal Reimbursement

Employees are reimbursed up to the per diem rates as listed by the US General Services Administration for travel related meal expenses for their travel destination. Receipts are required for reimbursement of travel meals using per diem rates.

The **Chief Business Officer** must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed the per diem rates, will be reimbursed. The rates include food and non-alcoholic beverages.

Employees will not be reimbursed for:

- Meal expenses exceeding the maximum meal rate.
- Any portion of the per diem that covers meals which are also provided as part of the conference fees or conference provided meals unless there is a business or health reason for an alternate meal.

To qualify for meal reimbursement, school employees shall submit an employee expense report for reimbursement to the **Chief Business Officer .** An original receipt must be submitted with the expense report regardless of the amount. If no receipt is provided, the employee must provide other proof of purchase.

802 Mileage Reimbursement

A. All employees are reimbursed either at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel or at a flat monthly rate which is taxable under IRS rules. In addition, parking fees and tolls paid are reimbursable if supported by invoices or receipts.

B. All employees requesting mileage reimbursement are required to furnish a reimbursement request form containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by invoices or receipts, if applicable.

803 Cellular Telephone, Internet, and Utilities Usage

Granite Mountain Charter School has an approved expense reimbursement policy.

900 CONSULTANTS AND CONTRACTORS

901 Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

A. Details of all agreements (e.g., work requirements, rate of compensation, and nature of services and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
B. As deemed appropriate by the Governing Board, invoices or billings submitted by consultants include sufficient detail as to the time expended and nature of the actual services performed.
C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the Charter School's rights to educational curricula and intellectual property developed.

902 Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, consultants will:

A. Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
B. Adhere to a precise contract scope of services, recomputed or at least adjusted annually. Consultant agreements will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.
C. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
D. Not be assigned a permanent workstation.
E. Make their services available or work for a number of firms or persons at the same time.
F. Will use his or her own stationery or time sheet in billing for services.
G. Will be evidenced by a completed and signed IRS form W-9
H. Expenses paid to approved vendors providing instructional services will be approved by the HST in alignment with the student's learning plan and in accordance with the board approved vendor policies and procedures and vendor contract.

I. Performs work that is outside the work of the school business

J. Is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

903 Contracts

A. Consideration will be first given to the organization's in-house capabilities before contracting them out or starting a bidding process.

B. The **Chief Business Officer** will keep and maintain a contract file evidencing the competitive bids obtained and the justification for need for any contracts above **$5,000**.

Part II

1000 GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for the Charter School.

GENERAL LEDGER ACTIVITY

Control Objective

To ensure that all General Ledger entries are current, accurate and complete.

Major Controls

A. **Timeliness of Entries**
All entries are made soon after the underlying accounting event to ensure the financial records and reporting is current.

A. **Support Documentation**
All entries are supported by adequate documentation that clearly shows the justification and authorization for the transaction.

B. **Audit Trail**
A complete audit trail is maintained by use of reference codes from source documentation through the books of original entry and General Ledger, to periodic reporting statements.

Procedures

1. Financial data on source documentation is verified against original documents (e.g., invoice, purchase order (for items priced $500 or higher), etc.) by the CSMC Account Manager before entering into the accounting system.
2. Each entry in the accounting system is reviewed and approved by the CSMC Account Manager.
3. Provision is made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.

4. Non-recurring entries, such as for correcting entries, recording accruals and recording non-cash transactions, are prepared as circumstances warrant and on a monthly basis or as considered necessary.
5. All entries in the books of original entry (e.g., cash receipts journal and checkbook) are made soon after the accounting event from authorized forms and are prepared and reviewed by qualified accounting personnel.
6. The **Executive Director** has oversight ability and responsibility for all general journal entries.

GENERAL LEDGER CLOSE-OUT

Control Objective

To ensure the accuracy of financial records and reports.

Major Controls

A. **Trial Balance**
Monthly, a trial balance is prepared to ensure the accuracy of the General Ledger account balances.

B. **Reconciliation of General Ledger Control Accounts with Subsidiary Ledgers**
Reconciliations are prepared on a monthly basis.

Procedures

1. At the end of each month, a trial balance of all General Ledger accounts is prepared by the CSMC Account Manager for the **Executive Director** review and approval.
2. Reconciliation between the General Ledger control accounts and the subsidiary ledgers are completed by the CSMC Account Manager.
3. At fiscal year end and after the annual audit, all audit adjusting journal entries are added, all income and expense accounts are closed out, and the general ledger balances are agreed to the audited financial statements.

1100 CASH MANAGEMENT PROCEDURES

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

CASH RECEIPTS

Control Objective

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

A. **Cash Flow Projection**

The Charter School annually prepares and updates monthly a cash flow projection for operations and capital cash needs to monitor and ensure adequate cash flow.

B. Cash Receipts Policies

The School has internal control systems in place to monitor cash receipts and ensure that deposits are made in a timely manner. The School also uses electronic fund transfers to accelerate deposits.

C. **Internal Accounting Controls**

(i) Opening of mail assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
(ii) Listed receipts and credits compared to accounts receivable and bank deposits.
(iii) General Ledger control accounts reconciled with Accounts Receivable Subsidiary Ledger.

Procedures

General

1. Mail is opened by the Family Support Specialist 4 (Office Manager) who sorts the checks and forwards them to the **Chief Business Officer** for appropriate recipients.
2. All checks are restrictively endorsed immediately by the **Chief Business Officer.**
3. The CSMC Account Manager prepares journal entries.
4. A copy of each check to be deposited is made and attached to a copy of the deposit slip and filed to provide support for all deposits.
5. The CSMC Account Manager reviews and signs off on journal entries.
6. The CSMC Account Manager inputs journal entries.
7. The **Chief Business Officer** makes deposits no later than on a biweekly basis. If deposits are made other than daily, the deposit should be maintained in a locked safe with limited access. In the event that the Chief Business Officer is unavailable, the Executive Director will designate a designee.
8. Reconciliation of cash receipts to deposit slips and bank statements are performed by the **Chief Business Officer** and the CSMC Account Manager on a monthly basis.

CASH DISBURSEMENTS

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

1. **Cash Disbursement Policies**

   Check preparation and signatures are delayed until the due date, consistent with available discounts if available.

2. **Internal Accounting Controls**
   (i) Pre-numbered checks and special check protective paper.
   (ii) Match disbursement records against accounts payable/open invoice files.
   (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by the CSMC Account Manager, if applicable.
   (iv) Supporting documentation canceled to prevent resubmission for payment.
   (v) Detailed comparison of actual vs. budget disbursements on a periodic basis.
   (vi) Separation of duties to the extent possible for an organization the size of the School.
   (vii) CSMC accounting system does not allow duplicate invoices to be input and each invoice must have a unique non-recurring invoice number on it.

Procedures

1. When the transaction is complete, and payment is due, a pre-numbered check is prepared by the CSMC Account Manager who attaches all supporting documentation: (e.g. vendor invoice, purchase order (for items priced $500 or higher), purchase requisition, etc.) and submits the package to the **Chief Business Officer** for approval.
2. All invoices submitted for payment will include approvals for payment, check stub with check number and date of payment visible.
3. The **Chief Business Officer** approves checks, after examining the supporting documentation. All checks over **$10,000** must bear two approvals either manually or electronically, from the **Executive Director** and the Board Treasurer (except recurring payments that are detailed in the approved budget).
4. After having been approved and/or signed, the checks are mailed directly to the payee by CSMC Account Manager.
5. All supporting documents are filed by back-office business services providers.
6. On a periodic basis, cash disbursement records are matched against accounts payable/open invoice files for any discrepancies.
7. Bank statements are reconciled within two weeks of receipt from the bank by the CSMC Account Manager and are available for review by the **Chief Business Officer** .

PETTY CASH FUNDS

Control Objective

To control the use of petty cash funds for valid transactions.

Major Controls

A. Internal Accounting Controls

(i) The Charter School does not have Petty Cash Funds.

1200 PAYROLL PROCEDURES

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, preparation of payroll, payroll payment, and payroll withholdings.

PERSONNEL REQUIREMENTS

Control Objective

To ensure that the School hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Policies

Procedures

New Employees

1. Requests for new employees are initiated by the **Executive Director** and compared with the approved annual personnel budget.
2. New employees complete an *Application for Employment*.
3. New employees complete all necessary paperwork for payroll.
4. Employee is fingerprinted and has undergone a tuberculosis risk assessment, or if necessary, a tuberculosis test (TB). ***Fingerprint and TB clearance must be received by the school before any employee may start work.***

Paid Time Off and Sick Pay

1. If applicable, employees accrue Paid Time Off (PTO) time based on personnel policy of the Charter School.
2. If applicable, the employee is required to provide at least two weeks advance notice to supervisors for a vacation request.

3. If applicable, regular part-time employees will accrue sick leave based on personnel policy of the Charter School which meets the minimum requirements stated Labor Code 245.
4. If applicable, employees' earned vacation balances are adjusted monthly to reflect vacation time earned and taken and reviewed by the Regional Directors for teachers and the Director of each department for staff under their supervision.
5. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet and reviewed by the Regional Director for teachers and Department Director for office staff. If planned in advance, sick leave is requested via a Sick Leave Request form, otherwise sick leave is requested via e-mail and approved by the Principal or Department Director.
6. If applicable, before PTO is paid, a *Vacation Authorization Request* is to be prepared by the employee, which is reviewed and approved by the supervising department head or Director.
7. The back-office service provider, CSMC monitors vacation and sick time by maintaining a log for each individual.
8. If applicable, a General Journal entry is prepared at year-end to record the accrued vacation liability.
9. If applicable, unused vacation time is based on personnel policy of the Charter School.

PERSONNEL DATA

TIMEKEEPING

Control Objective

To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

A. Timekeeping Policies

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

B. Time Sheet

Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.

C. Internal Accounting Controls

(i) Reconciliation of hours charged on time sheets to attendance records.

Procedures

Time Sheet Preparation

1. Hourly employees prepare time sheets on a semi-monthly basis. Time sheets are approved by the employee's supervisor.
2. In preparing time sheets, employees:
   (i) School uses an electronic system for timekeeping
   (ii) Make all corrections manually or via email to the Assistant Director of HR for approval.
   (iii) Submit the completed timesheet to the Assistant Director of HR.
   (iv) Exempt employees submit attendance calendars on a monthly basis.

Approval and Collection of Time Sheets

1. Each employee's timesheet is forwarded to the Assistant Director of HR on a semi-monthly basis, which ensures all the timesheets are submitted in a timely manner. The Department Director forwards the approved timesheets to the Assistant Director of HR for final review.
2. Authorized timesheets are collected by the Director of HR and hours worked for each employee is provided to the CSMC Payroll Team for processing.

Reconciliation of Payroll to Time Sheets

Hours shown on time sheets are reconciled to the hours recorded on the Payroll Register by the Assistant Director of HR or their designee for each timesheet period.

PREPARATION OF PAYROLL

Control Objective

To ensure that payment of salaries and wages is accurately calculated.

Major Controls

A. **Internal Accounting Controls**

(i) Time records are periodically reconciled with payroll records.

Procedures

1. The Assistant Director of HR forwards approved timesheets to the CSMC Payroll Tech.
2. The total time recorded on time sheets and the number of employees is calculated by the CSMC Payroll Tech.
3. Recorded hours from the semi-monthly time sheets are accumulated by the CSMC Payroll Tech. and communicated to the Payroll Service.
4. The payroll documents received from the in-house payroll software (e.g., calculations, payrolls, and payroll summaries) are compared with time

sheets, pay rates, payroll deductions, compensated absences etc. by the CSMC Payroll Tech.

5. The CSMC Payroll Tech verifies gross pay and payroll deductions.
6. The total hours and number of employees are compared with the totals in the Payroll Register by the CSMC Payroll Tech.
7. The Payroll Register is reviewed and approved by the Chief of Staff.

PAYROLL PAYMENT

Control Objective

To ensure payment for salaries and wages by check, direct deposit, cash, or other means is made only to employees entitled to receive payment.

PAYROLL WITHHOLDINGS

Control Objective

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

A. **Reconciliation of Payment and Payroll Withholdings**
Payroll withholdings are recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.

B. **Internal Accounting Controls**
The Assistant Director of HR determines payroll withholdings and the CSMC Payroll Tech verifies.

Procedures

1. The Assistant Director of HR determines payroll withholdings and the CSMC Payroll Tech verifies payroll withholdings for each employee. These are summarized by pay period and recorded in the General Ledger.
1. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger control accounts by the CSMC Account Manager.
3. The CSMC Account Manager reviews the accuracy and timeliness of payments made to third parties for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, are prepared by employee and reviewed and approved on a periodic basis by the CSMC Account Manager and the Chief of Staff.

Granite Mountain Charter School does not provide salary advances.

1300 DEPRECIATION

Procedures

The School capitalizes all fixed assets when acquired and records the historical cost of these items in the general ledger. In accordance with generally accepted accounting principles and under FASB guidelines, depreciation expenses must be recorded in the statement of revenue, expenditures, and changes in net assets. The Charter School uses the straight-line method of depreciation over the assets useful life as determined as follow:

Computers	3 years
Office Equipment	5 years
Vehicles	5 years
Office Furniture	7 years
Leasehold Improvements	Life of lease or 5 years whichever is greater
Building Improvements	20 years
Building	30 years

1400 EXPENSE REIMBURSEMENT

Control Objective

To ensure the School pays for only authorized business expenses.

A. Employee Expense Reimbursement Documentation

Employees are required to obtain and furnish documentation for individual expenses and company credit card purchases.

- Reimbursements shall be made only for actual and necessary business and school-related expenses.
- Reimbursements shall not be used as an alternative to the purchase requisition system.
- Reimbursement requests shall contain a receipt, invoice and/or record of sale, and other relevant documentation, such as prior approval and/or a purchase order (for items priced $500 or higher).
    - Purchases of the following items (including but not limited to) are not eligible for reimbursement by the Charter School:
    - Donations or sponsorships,
    - Flowers, gifts, or gift cards,

- Non-school-related purchases are prohibited. The use of the Charter Schools funds for personal use is prohibited, including the submission of any non-school-related purchases for reimbursement. Individuals who use or attempt to use the Charter Schools funds or seek reimbursement for non-school related purposes shall be subject to disciplinary action. Any individual who the Executive Director or his/her designee determines has sought reimbursement for irregular or unauthorized transactions, whether personal or unauthorized business transactions, will be subject to disciplinary action.

B. Internal Accounting Controls

(i) Justification for travel approved by Executive Director
(ii) Documentation for incurred employee expenses
(iii) Documentation for school PEX purchases.

Expense Advance or Reimbursement

Expense Reimbursement:

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses completes a reimbursement request form detailing the expenses incurred, including detail of mileage driven, and attaching originals of supporting documentation.
2. All credit card purchases are supported by receipt and or invoices in order to be reimbursed. Receipts must be original receipts, clearly legible and only contain items for which the employee is being reimbursed. Personal items should be purchased separately.
3. The employee's reimbursement request form and purchase invoices are reviewed and approved by the Principal.

Teacher Induction Policy

Granite Mountain Charter School has a board approved Teacher Induction Policy whereby teachers are supported in expenditures related to the clearing of their credential.

1500 MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget, financial reporting, and tax compliance.

ANNUAL BUDGET

Control Objective

To effectively support the preparation of the annual budget and its periodic review.

Major Controls

A. **Budget Process**
The **Chief Business Officer** works with the CSMC Assigned School Business Manager and prepares the annual operating and capital budgets and cash flow projection, with input from the school's community. The budgets and projection are submitted to the Governing Board for approval.

B. **Internal Accounting Controls**
Accuracy and completeness of the budget and projections

Procedures

1. In preparation of the annual operating and capital budget and cash flow projection, the CSMC Assigned School Business Manager prepares a preliminary budget and projection for review by the **Executive Director** in consultation with stakeholders as appropriate.
2. To support budgets and projection estimates, the CSMC Assigned School Business Manager prepares current year-to-date financial data with projections of year-end totals.
3. The CSMC Assigned School Business Manager and the **Executive Director** review the budgets and projection submitted for completeness and reasonableness.
4. The Governing Board approves and adopts the final budgets and projection.
5. The adopted budget totals are entered in the General Ledger by the CSMC Assigned School Business Manager for the new fiscal year, in order to prepare the budget to actual report.

FINANCIAL REPORTING

Control Objective

To ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

Major Controls

A. **Schedule**
Monthly managerial reports are prepared based on a schedule.

B. **Review and Approval**
The **Executive Director** and **Chief Business Officer** review all financial reports for accuracy and completeness.

C. **Audit**
The annual financial statements of the School are audited by a certified public accounting firm.

Procedures

1. The CSMC Assigned School Business Manager prepares monthly budget vs. actual financial reports and cash flow projection for the Governing Board meetings.
2. The Charter School submits to an audit of its financial statements by a qualified certified public accounting firm.
3. The School shall automatically submit all financial reports required under Education Code Section 47604.33 and 47605(m).

PAYROLL TAX COMPLIANCE

CONTROL OBJECTIVE

To accurately prepare and file required tax documents on a timely basis.

Procedures

1. The School maintains a schedule of required filing due dates for:
    i. *IRS Form W-2* - Wage and Tax Statement.
    ii. *IRS Form W-3* - Transmittal of Income and Tax Statements.
    iii. *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
    iv. *IRS Form 1099 MISC* (also *1099-DIV, 1099-INT, 1099-OID*) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
    v. Quarterly and annual state(s) unemployment tax return(s).

2. Before submission, all payroll tax documents, and the supporting schedules are reviewed and approved by the CSMC Payroll Tech. for accuracy and completeness.

Granite Mountain Charter School

CSMC

	NAME	2020-21 ADOPTED	2020-21 REVISED	VARIANCE
	TOTAL ENROLLMENT	3,748	3,449	(299)
	AVERAGE DAILY ATTENDANCE	3,675	3,382	(293.2)
REVENUE	State LCFF Revenue	$ 30,720,872	$ 28,915,481	$ (1,805,391)
REVENUE	Federal Revenue	$ 382,200	$ 833,513	$ 451,313
REVENUE	Other State Revenue	$ 2,693,400	$ 2,748,794	$ 55,393
REVENUE	Local Revenue	$ -	$ -	$ -
REVENUE	**TOTAL REVENUE**	**$ 33,796,473**	**$ 32,497,788**	**$ (1,298,685)**
EXPENSES	Certificated Salaries	$ 12,328,985	$ 13,123,165	$ 794,180
EXPENSES	Classified Salaries	$ 1,377,073	$ 1,582,289	$ 205,216
EXPENSES	Benefits	$ 4,362,780	$ 4,308,038	$ (54,742)
EXPENSES	*TOTAL PERSONNEL EXPENSES*	*$ 18,068,838*	*$ 19,013,492*	*$ 944,655*
EXPENSES	Books and Supplies	$ 4,493,943	$ 4,676,300	$ 182,357
EXPENSES	Services and Other Operating Expenses	$ 9,242,588	$ 7,748,843	$ (1,493,744)
EXPENSES	Capital Outlay	$ 300	$ 300	$ -
EXPENSES	Other Outgoing	$ 730,140	$ 730,140	$ -
EXPENSES	*TOTAL OTHER EXPENSES*	*$ 14,466,971*	*$ 13,155,583*	*$ (1,311,388)*
EXPENSES	**TOTAL EXPENSES**	**$ 32,535,809**	**$ 32,169,076**	**$ (366,733)**
SUMMARY	SURPLUS\(DEFICIT)	$ 1,260,664	$ 328,712	$ (931,952)
SUMMARY	*% of LCFF Revenue*	*4.1%*	*1.1%*	*-3.2%*
SUMMARY	BEGINNING FUND BALANCE	$ -	$ -	$ -
SUMMARY	**ENDING BALANCE**	**$ 1,260,664**	**$ 328,712**	**$ (931,952)**
SUMMARY	*% of LCFF Revenue*	*4%*	*1%*	*0.0%*

STUDENT ENROLLMENT INFORMATION

GRADE	2020-21 ADOPTED	2020-21 REVISED
ENROLLMENT BY GRADE		
K	601	379
1	395	342
2	373	363
3	334	344
4	363	292
5	321	313
6	346	263
7	297	286
8	251	244
9	187	196
10	135	164
11	142	150
12	3	113
OTHER (CTC)	0	0
TOTAL	3748	3449

GRADE	2020-21 ADOPTED	2020-21 REVISED
DAILY ATTENDANCE RATE		
K	98.1%	98.1%
1	98.1%	98.1%
2	98.1%	98.1%
3	98.1%	98.1%
4	98.1%	98.1%
5	98.1%	98.1%
6	98.1%	98.1%
7	98.1%	98.1%
8	98.1%	98.1%
9	98.1%	98.1%
10	98.1%	98.1%
11	98.1%	98.1%
12	98.1%	98.1%
OTHER (CTC)	98.1%	98.1%
TOTAL	98.1%	98.1%

GRADE	2020-21 ADOPTED	2020-21 REVISED
AVG DAILY ATTENDANCE BY GRADE		
K	589.3	371.6
1	387.3	335.3
2	365.7	355.9
3	327.5	337.3
4	355.9	286.3
5	314.7	306.9
6	339.3	257.9
7	291.2	280.4
8	246.1	239.2
9	183.4	192.2
10	132.4	160.8
11	139.2	147.1
12	2.9	110.8
OTHER (CTC)	-	-
TOTAL	3,675.0	3,381.8

UNDUPLICATED %	42.3%	42.3%

GRADE	2020-21 ADOPTED	2020-21 REVISED
AVG DAILY ATTENDANCE BY GRADE RANGE		
K-3	1,669.8	1,400.2
4-6	1,009.94	851.1
7-8	537.33	519.7
9-12	457.90	610.9
TOTAL	3,675.00	3381.823827

SALARIES AND BENEFITS - SUMMARIZED

DEPT	FULL NAME	TOTAL SALARY	TOTAL UNRESTRICTED	TOTAL RESTRICTIONS	STRS	Certificated OASDI & Medicare	Classified OASDI & Medicare	Certificated Health and Welfare	Classified Health and Welfare	Certificated SUI	Classified SUI	Certificated Worker's Comp	Classified Worker's Comp	TOTAL BENEFITS
1100	TEACHERS	7,640,717.90	6,457,063.70	1,183,654.20	1,233,975.94	110,790.41	-	986,200.06	-	48,578.00	-	57,305.38	-	2,436,849.79
1120	SUBSTITUTES	-	-	-	-	-	-	-	-	-	-	-	-	-
1200	CERTIFICATED SUPPORT	1,528,870.00	750,074.00	778,796.00	246,912.51	22,168.62	-	172,976.70	-	8,172.00	-	11,466.53	-	461,696.36
1300	CERTIFICATED SUPERVISORS	2,517,922.86	2,248,422.86	269,500.00	406,644.54	36,509.88	-	202,348.56	-	10,896.00	-	18,884.42	-	675,283.40
1900	OTHER CERTIFICATED	1,435,654.00	1,435,654.00	-	231,858.12	20,816.98	-	160,845.84	-	7,264.00	-	10,767.41	-	431,552.35
2100	INSTRUCTIONAL AIDES	113,989.00	-	113,989.00	-	-	1,652.84	-	20,757.60	-	908.00	-	854.92	24,173.36
2200	CLASSIFIED SUPPORT	674,689.40	617,819.40	56,870.00	-	-	9,783.00	-	129,507.56	-	6,810.00	-	5,060.17	151,160.73
2300	CLASSIFIED SUPERVISORS	564,500.00	564,500.00	-	-	-	8,185.25	-	41,384.16	-	2,724.00	-	4,233.75	56,527.16
2400	CLERICAL OFFICE	229,111.00	229,111.00	-	13,929.38	-	3,322.11	9,536.12	40,473.12	-	1,816.00	-	1,718.33	70,795.06
2900	OTHER CLASSIFIED	-	-	-	-	-	-	-	-	-	-	-	-	-
		14,705,454.16	12,302,644.96	2,402,809.20	2,133,320.48	190,285.89	22,943.20	1,531,907.28	232,122.44	74,910.00	12,258.00	98,423.74	11,867.17	4,308,038.19

REVENUE INPUT

ACCT	ACCOUNT NAME	2020-21 ADOPTED	2020-21 REVISED	VARIANCE
	LCFF			
8011	LCFF; state aid	$ 29,087,665	$ 27,437,557	$ (1,650,108)
8012	LCFF; EPA	$ 735,000	$ 636,364	$ (98,636)
8096	In-Lieu of Property Taxes	$ 898,207	$ 841,560	$ (56,647)
8019	Prior Year Income/Adjustments	$ -	$ -	$ -
80XX	0	$ -	$ -	$ -
	TOTAL LCFF REVENUE	$ 30,720,872	$ 28,915,481	$ (1,805,391)
	FEDERAL			
8181	Special Education - Federal	$ 382,200	$ 347,344	$ (34,856)
8220	Federal Child Nutrition	$ -	$ -	$ -
8290	All Other Federal Revenue	$ -	$ 447,177	$ 447,177
8291	Title I	$ -	$ -	$ -
8292	Title II	$ -	$ -	$ -
8293	Title III	$ -	$ -	$ -
8294	Title IV	$ -	$ -	$ -
8295	Title V	$ -	$ -	$ -
8299	Prior Year Federal Revenue	$ -	$ -	$ -
8XXX	0	$ -	$ -	$ -
	TOTAL FEDERAL REVENUE	$ 382,200	$ 833,513	$ 451,313
	OTHER STATE			
8520	State Nutrition	$ -	$ -	$ -
8550	Mandate Block Grant	$ 65,775	$ 65,773	$ (2)
8560-22	Lottery	$ 760,725	$ 477,273	$ (283,452)
8560-12	Restricted Lottery	$ -	$ 155,909	$ 155,909
8590	Other State Revenue	$ -	$ -	$ -
8591	SB 740 Rent re-imbursement program	$ -	$ -	$ -
8599	Prior Year State Revenues	$ -	$ -	$ -
8791	Special Education - AB 602	$ 1,866,900	$ 1,829,547	$ (37,354)
8XXX	0	$ -	$ -	$ -
	TOTAL OTHER STATE REVENUE	$ 2,693,400	$ 2,748,794	$ 55,393
	LOCAL			
8660	Interest	$ -	$ -	$ -
8682	Foundation Grants	$ -	$ -	$ -
8684	Student Body (ASB) Fundraising Revenue	$ -	$ -	$ -
8685	School Site Fundraising	$ -	$ -	$ -
8693	Field Trips	$ -	$ -	$ -
8699	All Other Local Revenue	$ -	$ -	$ -
8701	Foreign Exchange Program	$ -	$ -	$ -
8639	Student Lunch Revenue	$ -	$ -	$ -
8986	Rental Income	$ -	$ -	$ -
8910	Transfer in from LLC Charitable Contributions	$ -	$ -	$ -
8999	Revenue Suspense	$ -	$ -	$ -
8698	Erate Revenues	$ -	$ -	$ -
8980	Student Lunch Revenue	$ -	$ -	$ -
8XXX	0	$ -	$ -	$ -
	TOTAL LOCAL REVENUE	$ -	$ -	$ -
	TOTAL REVENUE	$ 33,796,473	$ 32,497,788	$ (1,298,685)

EXPENSES INPUT

ACCT	ACCOUNT NAME	2020-21 ADOPTED	2020-21 REVISED	VARIANCE
	4000 - BOOKS AND SUPPLIES			
4100	Approved Textbooks and Core Curricula Materials	$ -	$ 1,207,400	$ 1,207,400
4200	Books and Other Reference Materials	$ -	$ -	$ -
4300	Materials and Supplies	$ -	$ -	$ -
4315	Classroom Materials and Supplies	$ 3,702,688	$ 3,022,200	$ (680,488)
4325	Instructional Materials (Core - Math/Science)	$ -	$ -	$ -
4326	Instructional Materials (Core - Art/Music/Theatre)	$ -	$ -	$ -
4330	Office Supplies	$ 30,700	$ 30,700	$ -
4342	Materials for Athletics	$ -	$ -	$ -
4350	Uniforms	$ -	$ -	$ -
4354	Other Office Supplies	$ -	$ -	$ -
4381	Materials for Plant Maintenance	$ -	$ -	$ -
4400	Noncapitalized Equipment	$ 528,955	$ 40,000	$ (488,955)
4410	Software and Software License	$ 224,600	$ 72,000	$ (152,600)
4430	General Student Equipment	$ -	$ 300,000	$ 300,000
4700	Food and Food Supplies	$ -	$ -	$ -
4720	Other Food (meetings/events/non-NSLP)	$ 7,000	$ 4,000	$ (3,000)
4XXX	0	$ -	$ -	$ -
	TOTAL BOOKS AND SUPPLIES	$ 4,493,943	$ 4,676,300	$ 182,357
	5000 - SERVICES AND OTHER OPEX			
5200	Travel and Conferences	$ 15,200	$ 10,000	$ (5,200)
5210	Professional Development	$ 19,500	$ 9,500	$ (10,000)
5223	Facility & Staff Parking	$ -	$ -	$ -
5300	Dues and Memberships	$ -	$ 10,000	$ 10,000
5400	Insurance	$ 60,800	$ 276,039	$ 215,239
5450	Property Tax	$ -	$ -	$ -
5500	Operation and Housekeeping Services/Supplies	$ 2,300	$ 2,300	$ -
5501	Utilities	$ 5,000	$ 5,000	$ -
5505	Student Transportation / Field Trips	$ -	$ -	$ -
5600	Space Rental/Leases Expense	$ 106,671	$ 116,841	$ 10,170
5601	Building Maintenance	$ -	$ -	$ -
5602	Other Space Rental	$ 11,300	$ 11,300	$ -
5603	Theater rentals	$ -	$ -	$ -
5605	Equipment Rental/Lease Expense	$ -	$ -	$ -
5610	Equipment Repair	$ 23,100	$ 23,100	$ -
5800	Professional/Consulting Services and Operating Expenditures	$ 22,700	$ 0	$ (22,700)
5803	Banking and Payroll Service Fees	$ 26,234	$ 26,234	$ -
5805	Legal Services	$ 29,000	$ 120,000	$ 91,000
5806	Audit Services	$ -	$ 22,015	$ 22,015
5807	Legal Settlements	$ -	$ -	$ -
5810	Educational Consultants	$ 6,221,358	$ 5,037,000	$ (1,184,358)
5811	Student Transportation / Events	$ -	$ 2,070	$ 2,070
5815	Advertising / Recruiting	$ 500	$ 500	$ -
5820	Fundraising Expense	$ 2,070	$ 0	$ (2,070)
5830	Field Trips	$ 1,057,911	$ 335,800	$ (722,111)
5836	Transportation Services	$ -	$ -	$ -
5842	Services Student Athletics/Activities	$ -	$ -	$ -
5850	Scholarships	$ -	$ -	$ -
5873	Financial Services	$ 663,438	$ 620,000	$ (43,438)
5874	Personnel Services	$ -	$ -	$ -
5875	District Oversight Fee	$ 921,626	$ 867,464	$ (54,162)
5877	IT Services	$ 1,800	$ 201,600	$ 199,800
5885	Summer School Program	$ -	$ -	$ -
5890	Interest Expense / Misc. Fees	$ 49,680	$ 49,680	$ -
5900	Communications	$ 2,400	$ 2,400	$ -
5999	Expense Suspense	$ -	$ -	$ -
7141	Special Education Encroachment	$ -	$ -	$ -
5XXX	0	$ -	$ -	$ -
	TOTAL SERVICES AND OTHER OPEX	$ 9,242,588	$ 7,748,843	$ (1,493,744)
	6000 - CAPITAL OUTLAY			
6900	Depreciation Expense	$ 300	$ 300	$ -
6XXX	0	$ -	$ -	$ -
	TOTAL DEPRECIATION	$ 300	$ 300	$ -
	7000 - OTHER OUTGOING			
7000	Misc Expense	$ -	$ -	$ -
7438	Debt	$ 730,140	$ 730,140	$ -
7XXX	0	$ -	$ -	$ -
	TOTAL OTHER OUTGOING	$ 730,140	$ 730,140	$ -
	TOTAL EXPENSES	$ 14,466,971	$ 13,155,583	$ (1,311,388)

Welcome to the Amazon.com Online Credit Center operated by Synchrony Bank ("SYNCB"), the issuer of your Amazon Business Line of Credit. Apply below to get 55 day payment terms on Amazon Business with a pay-in-full line of credit with no interest and no annual fee. Other key benefits include:

- **Consolidated, easy to read, monthly statement with invoice, purchase order, and SKU level detail**
- **Ability to set-up separate accounts under your organization's total credit line for different departments, locations, and companies**
- **Access to a dedicated account management team to help setup and service your account**

Please complete the form below.

About Your Organization or Business

*Indicates a Required Field

*Business or Organization Full Legal Name:

Doing Business As Name(if different than legal name):

*Business Address: Street address required. No Post Office Boxes.

*City: *State: *Zip:

* Business Phone Number: - - Ext

You authorize Synchrony Bank to contact you at each phone number you have provided. By providing a cell phone number and/or email address, you agree to receive account updates and information, including text messages, from Amazon.com and Synchrony Bank. Standard text messaging rates may apply.

* Business Email Address:

☑ Yes! I want to receive emails from Amazon.com, Synchrony Bank and their affiliates

*Billing Contact *Year Business Started: *Total Number of Employees:

*Business Type:

*Annual Revenue:$

*Tax ID or (FEIN) Number: 9-digit number

Promo Code

☐ Is your Billing Address Different than Above?

Authorized Representative/Owner One individual with significant responsibility for managing the applicant (e.g., CEO, President, CFO, General Partner, Vice President, or Treasurer)

*Title:

*First Name: MI: *Last Name:

To increase the likelihood of approval, you should be able to answer 'YES' to one of the following statements.

✓ **The company has been in business for more than two years.**

or

✓ **I am willing to Personally Guarantee this account.(Only applicable to private organizations.)**

or

✓ **The company has been in business for more than two years but does not have established business credit history. I am willing to Personally Guarantee this account.(Only applicable to private organizations.)**

Personal Guarantee (optional) Federal law requires us to obtain, verify and record information that identifies you when you open an account. We will use your name, address, date of birth and other information for this purpose.

☐ **I Agree to the Personally Guarantee the performance of all obligations of this account.I agree to the terms of the Personal Guarantee.**

Note: You must also be the Authorized Representative/owner listed above

Agreement Please check the box below to proceed with this application.

☐ **I Agree to the Terms and Conditions of this application. The Terms and Conditions can be printed by clicking here.**

THE KEY CREDIT TERMS OF THE AMAZON BUSINESS LINE OF CREDIT CHARGE ACCOUNT ARE AS FOLLOWS:
PAYMENT DUE IN FULL EACH BILLING PERIOD
LATE PAYMENT FEE
2% per month (annualized rate 24%)
METHOD OF COMPUTING LATE PAYMENT FEE
Adjusted Balance — Late Payment Fee is only imposed on past due amount

Returned Check Fee: $29.

The information about the costs of the Account described above is accurate as of July 1, 2020. This information may have changed after that date. To find out what may have changed, write us at Synchrony Bank, Amazon Business Line of Credit at P.O. Box 965013, Orlando, FL 32896-5013. The terms of the Agreement may be changed by us as provided in the Agreement. All Accounts are owned, and credit is extended, by Synchrony Bank.

By clicking 'Accept and Submit' on behalf of your business, you are applying for a Amazon Business Line of Credit Account and you agree that

- You represent that your business is a valid business entity, all purchases made on this Account, if approved, will be for business purposes and not for personal, family or household use and you are an authorized representative of the business with authority to enter into contractual agreements to borrow money.
- On behalf of the business, you certify, to the best of your knowledge, that all information provided in this Application, including the Beneficial Owners section, is complete and correct, you understand that the Amazon Business Line of Credit Account will govern the Account and that the applicable Agreement will be provided to you upon approval of the Application. You can review the full agreement by clicking on the Terms and Conditions link above. The Amazon Business Line of Credit Account Agreement is governed by federal and Utah Law.
- You consent to Synchrony Bank and any other owner or servicer of the Account contacting you about the Account, including using any contact information or cell phone numbers you provide, and you consent to the use of any automatic telephone dialing system and/or an artificial or prerecorded voice when calling you, even if you are charged for the call under your phone plan.
- You authorize us and our assignees to obtain information about you personally for purposes of updates, renewals or extension of credit granted as a result of this Application, or in receiving or collecting the Account. You also understand that credit on this Account, once approved, will be extended by Synchrony Bank and that there is no binding contract between us until your Application is approved.
- Federal Law requires us to obtain, verify and record information that identifies you when you open an account. We will use your name, address taxpayer ID# and other information for this purpose.

Your security is important to us and we take

Accept & Submit

great care to protect your information. We protect your information by using 128 bit secure socket layer technology.

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Amazon

Items of educational quality may be requested through Amazon. HST's are responsible for monitoring Procurify on contracted days to ensure effective workflow of Amazon material and supply requests. Teachers are also responsible for designating an alternative contact if unable to respond in the required response time designated by the below policies.

Out of Stock Items
In the event an item is out of stock the Ordering Specialist will cancel the item and contact the HST to request a suitable replacement. The HST will then have 1 business day to connect with the requester and respond to the Ordering Specialist with their newly submitted request for the approved replacement. If after 1 business day no communication has been made, the requested replacement will no longer be expedited and sent to the back of the ordering queue.

Requested Price Increases
In the event an item's price has increased more than $10 or is no longer of educational value, the HST will be contacted and have 1 business day to place a request for a replacement that supports the student's learning plan. If after 1 business day no communication has been made, the item will be cancelled without a replacement.

Secondary Order Review
In the event an item on your request requires additional review by the Secondary Approval Administrator, that item is subject to a delay in processing. The ordering team will process the remaining items on the request so as to not delay the receiving of the other educational materials. If the delayed item is found as an acceptable purchase by the SA, it will then be processed at that time.

harvest

NOTE

SBA Loan #	2052378008
SBA Loan Name	Granite Mountain Charter School
Date	06/23/2020
Loan Amount	$2,052,725.00
Interest Rate	1% fixed
Borrower	Granite Mountain Charter School
Lender	Harvest Small Business Finance, LLC

1. PROMISE TO PAY:

In return for the Loan, Borrower promises to pay to the order of Lender the amount of

Two Million Fifty-Two Thousand Seven Hundred Twenty-Five Dollars

Dollars, plus interest on the unpaid principal balance at the rate set forth below, and all other amounts required by this Note. Before the funding of the Loan, the following conditions must be satisfied:

A. Lender has approved the request for the Loan.

B. Lender has received approval from SBA to fund the Loan.

2. DEFINITIONS:

"Loan" means the loan evidenced by this Note.

"Loan Documents" means the documents related to this Loan signed by Borrower.

"SBA" means the Small Business Administration, an Agency of the United States of America.

3. PAYMENT TERMS:

Borrower must make all payments at the place Lender designates. The payment terms for this Note are:

Initial Deferment Period ("Deferment Period"): No payments are due on this Loan for the period beginning on the date of the first disbursement of this Loan and terminating on the date the forgiven amount of the Loan, as determined under section 1106 of the CARES Act, is

remitted to Lender or forgiveness of the Loan is denied. Notwithstanding the foregoing, if Borrower fails to apply for forgiveness of the Loan on or prior to the date that is 10 months after the last day of the Covered Period (as defined below), the Deferment Period shall immediately terminate and Borrower shall make payments of principal, interest, and fees on the Loan commencing on such date. Interest will continue to accrue during the Deferment Period.

Loan Forgiveness: Borrower may apply to Lender for forgiveness of the amount due on this Loan in an amount equal to the sum of the following costs incurred by Borrower during the period commencing on the date of first disbursement of this Loan and ending upon the earlier of (i) the date that is 24 weeks after the date of the first disbursement of this Loan and (ii) December 31, 2020 (such period, the "Covered Period"):

A. Payroll costs
B. Any payment of interest on a covered mortgage obligation (which shall not include any prepayment of or payment of principal on a covered mortgage obligation)
C. Any payment on a covered rent obligation
D. Any covered utility payment

The amount of loan forgiveness shall be calculated (and may be reduced) in accordance with the requirements of the Paycheck Protection Program, including the provisions of Section 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (P.L. 116-136). Not more than 40% of the amount forgiven can be attributable to non-payroll costs.

If any portion of the Loan refinances an Economic Injury Disaster Loan advance, an amount equal to the lesser of (a) such portion of the Loan and (b) $10,000 shall be subtracted from the loan forgiveness amount.

In the event that the Loan, or any portion thereof, is forgiven pursuant to the CARES Act, the amount so forgiven shall be applied to principal and any interest accrued thereon. Forgiveness of the Loan is only available for principal that is used for the limited purposes that qualify for forgiveness under SBA requirements, and to obtain forgiveness, Borrower must request it and must provide documentation in accordance with the SBA requirements, and certify that the amounts Borrower is requesting to be forgiven qualify under those requirements. Borrower is not relying on Lender for its understanding of the requirements for forgiveness such as eligible expenditures, necessary records/documentation, or possible reductions due to changes in number of employees or compensation. Rather, Borrower will consult the SBA's program materials.

Maturity: This Note will mature five years from the date on which the Borrower applies for loan forgiveness under section 1106 of the CARES Act.

Repayment Terms: The interest rate on this Note is one percent per year. The interest rate is fixed and will not be changed during the life of the loan. Interest payable under this Note shall be calculated on the basis of a 365-day year for the actual days elapsed.

Commencing on the first day of the next month after the expiration of the Deferment Period, and continuing on the first day of each month thereafter until the Maturity Date, Borrower shall pay to Lender monthly payments of principal and interest, each in such equal amount required to fully amortize the principal amount outstanding on the Loan on the last day of the Deferment Period by the Maturity Date. If any payment is due on a day that is not a Business Day, the payment will be made on the next Business Day. The term "Business Day" means a day other

than a Saturday, Sunday or any other day on which national banking associations are authorized to be closed.

Lender will apply each installment payment first to pay interest accrued to the day Lender received the payment, then to bring principal current, then to pay any late fees, and will apply any remaining balance to reduce principal.

If any payment under this Note is made more than ten days late, after the date such payment is due under this Note, Borrower shall pay to Lender a fully-earned, non-refundable late fee of the lesser of 5% or the maximum amount, if any, allowed by applicable law, of the portion of such payment that was not made when due.

Loan Prepayment: Notwithstanding any provision in this Note to the contrary: Borrower may prepay this Note at any time without penalty. Borrower may prepay 20 percent or less of the unpaid principal balance at any time without notice. If Borrower prepays more than 20 percent and the Loan has been sold on the secondary market, Borrower must: a. Give Lender written notice; b. Pay all accrued interest; and c. If the prepayment is received less than 21 days from the date Lender received the notice, pay an amount equal to 21 days interest from the date Lender received the notice, less any interest accrued during the 21 days and paid under b. of this paragraph. If Borrower does not prepay within 30 days from the date Lender received the notice, Borrower must give Lender a new notice.

Non-Recourse: Lender and SBA shall have no recourse against any individual shareholder, member or partner of Borrower for non-payment of the Loan, except to the extent that such shareholder, member or partner uses the loan proceeds for an unauthorized purpose.

4. DEFAULT:

Borrower is in default under this Note if Borrower does not make a payment when due under this Note, or if Borrower:

A. Fails to do anything required by this Note and other Loan Documents;

B. Defaults on any other loan with Lender;

C. Does not disclose, or anyone acting on their behalf does not disclose, any material fact to Lender or SBA;

D. Makes, or anyone acting on their behalf makes, a materially false or misleading representation to Lender or SBA, or Borrower makes a false certification under paragraph 10 of this Note;

E. Defaults on any loan or agreement with another creditor, if Lender believes that the default may then materially affect Borrower's ability to pay this Note, as compared to the time when the Loan is made;

F. Fails to pay any taxes when due;

G. Becomes the subject of a proceeding under any bankruptcy or insolvency law;

H. Has a receiver or liquidator appointed for any part of their business or property;

I. Makes an assignment for the benefit of creditors;

J. Has any adverse change in financial condition or business operation that Lender believes may then materially affect Borrower's ability to pay this Note, as compared to the time when the Loan is made;

K. Reorganizes, merges, consolidates, or otherwise changes ownership or business structure without Lender's prior written consent; or

L. Becomes the subject of a civil or criminal action that Lender believes may then materially affect Borrower's ability to pay this Note, as compared to the time when the Loan is made.

5. LENDER'S RIGHTS IF THERE IS A DEFAULT:

Without notice or demand and without giving up any of its rights, Lender may:

A. Require immediate payment of all amounts owing under this Note;

B. Collect all amounts owing from any Borrower; and

C. File suit and obtain judgment.

6. LENDER'S GENERAL POWERS:

Without notice and without Borrower's consent, Lender may:

A. Incur expenses to collect amounts due under this Note, and enforce the terms of this Note or any other Loan Document. Among other things, the expenses may include payments for property taxes, prior liens, insurance, appraisals, environmental remediation costs, and reasonable attorney's fees and costs. If Lender incurs such expenses, it may demand immediate repayment from Borrower;

B. Release anyone obligated to pay this Note; or

C. Take any action necessary to collect amounts owing on this Note.

7. CHOICE OF LAW, JURISDICTION AND VENUE:

When SBA is the holder, this Note will be interpreted and enforced under federal law, including SBA regulations. Lender or SBA may use state or local procedures for filing papers, recording documents, giving notice, foreclosing liens, and other purposes. By using such procedures, SBA does not waive any federal immunity from state or local control, penalty, tax, or liability. As to this Note, Borrower may not claim or assert against SBA any local or state law to deny any obligation, defeat any claim of SBA, or preempt federal law.

If SBA is not the holder, this Note shall be governed by and construed in accordance with federal law and California state law with respect to determining interest and otherwise the laws of the State of California without regard to its conflicts of law provisions. This Note has been accepted by Lender in the State of California. Borrower agrees that, upon a request by Lender, any legal action or proceeding with respect to any of its obligations under this Note may be brought by Lender in any state or federal court located in the State of California, as Lender in its sole discretion may elect. Upon a request by Lender, Borrower submits to and accepts in respect of its property, generally and unconditionally, the non-exclusive jurisdiction of those courts. Borrower waives any claim that the

State of California is not a convenient forum or the proper venue for any such suit, action or proceeding.

8. ***Borrower waives the right to trial by jury in any proceeding or dispute of any kind relating in any way to any Loan or Loan Documents. If any action, litigation or proceeding relating to any Loan or Loan Documents is filed in a court sitting in or applying the laws of California, the court shall, and is hereby directed to, make a general reference pursuant to Cal. Civ. Proc. Code §638 to a referee (who shall be an active or retired judge) to hear and determine all issues in the case (whether fact or law) and to report a statement of decision. Nothing in this Section shall limit the right of Lender to exercise self-help remedies, such as setoff or to obtain provisional or ancillary remedies from a court of competent jurisdiction before, during or after any judicial reference. The exercise of a remedy does not waive the right of any party to require judicial reference.***

9. SUCCESSORS AND ASSIGNS:

Under this Note, Borrower includes its successors, and Lender includes its successors and assigns.

10. GENERAL PROVISIONS:

A. All individuals and entities signing this Note are jointly and severally liable.

B. Borrower waives all suretyship defenses.

C. Borrower must sign all documents necessary at any time to comply with the Loan Documents.

D. Lender may exercise any of its rights separately or together, as many times and in any order it chooses. Lender may delay or forgo enforcing any of its rights without giving up any of them.

E. Borrower may not use an oral statement of Lender or SBA to contradict or alter the written terms of this Note.

F. If any part of this Note is unenforceable, all other parts remain in effect.

G. To the extent allowed by law, Borrower waives all demands and notices in connection with this Note, including presentment, demand, protest, and notice of dishonor.

H. Borrower's liability under this Note will continue with respect to any amounts SBA may pay Lender based on an SBA guarantee of this Note. Any agreement with Lender under which SBA may guarantee this Note does not create any third party rights or benefits for Borrower and, if SBA pays Lender under such an agreement, SBA or Lender may then seek recovery from Borrower of amounts paid by SBA.

I. Lender reserves the right to modify the Loan Amount based on documentation received from Borrower.

11. STATE SPECIFIC PROVISIONS:

A. If any Borrower is a resident of Delaware: **WARRANT OF ATTORNEY/CONFESSION OF JUDGMENT. In addition to any other remedies Lender may possess, Borrower knowingly, voluntarily and**

intentionally authorizes any attorney to appear on behalf of Borrower, from time to time, in any court of record possessing jurisdiction over this Note and to waive issuance and service of process and to confess judgment in favor of Lender against Borrower, for the unpaid principal, accrued interest, accrued charges, reasonable attorney fees and court costs and such other amounts due under this Note.

B. If any Borrower is a resident of Iowa: **IMPORTANT: READ BEFORE SIGNING. The terms of this agreement should be read carefully because only those terms in writing are enforceable. No other terms or oral promises not contained in this written contract may be legally enforced. You may change the terms of this agreement only be another written agreement.**

C. If any Borrower is a resident of Maryland: **WARRANT OF ATTORNEY/CONFESSION OF JUDGMENT. Borrower authorizes an attorney to appear in a court of record and confess judgment, without process, against Borrower in favor of Lender for all indebtedness owed in connection with the Loan, including but not limited to service charges, other charges and reasonable attorney's fees.**

D. If any Borrower is a resident of Missouri: **Oral or unexecuted agreements or commitments to loan money, extend credit or to forbear from enforcing repayment of a debt including promises to extend or renew such debt are not enforceable, regardless of the legal theory upon which it is based that is in any way related to the credit agreement. To protect you (Borrowers(s)) and us (Creditor) from misunderstanding or disappointment, any agreements we reach covering such matters are contained in this writing, which is the complete and exclusive statement of the agreement between us, except as we may later agree in writing to modify it.**

E. If any Borrower is a resident of Ohio: **WARRANT OF ATTORNEY/CONFESSION OF JUDGMENT. In addition to any other remedies Lender may possess, Borrower knowingly, voluntarily and intentionally authorizes any attorney to appear on behalf of Borrower from time to time, in any court of record possessing jurisdiction over this Note and to waive issuance and service of process and to confess judgment in favor of Lender against Borrower, for the unpaid principal, accrued interest, accrued charges, reasonable attorney fees and court costs and such other amount due under this Note. WARNING: BY SIGNING THIS PAPER, YOU GIVE UP YOUR RIGHT TO NOTICE AND COURT TRIAL. IF YOU DO NOT PAY ON TIME, A COURT JUDGMENT MAY BE TAKEN AGAINST YOU WITHOUT YOUR PRIOR KNOWLEDGE AND THE POWERS OF THE COURT CAN BE USED TO COLLECT FROM YOU REGARDLESS OF ANY CLAIMS YOU MAY HAVE AGAINST THE CREDITOR WHETHER FOR RETURNED GOODS, FAULTY GOODS, FAILURE ON HIS PART TO COMPLY WITH THE AGREEMENT OR ANY OTHER CAUSE.**

F. If any Borrower is a resident of Oregon: **UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY [BENEFICIARY]/US CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY, OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY GRANTOR'S/BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS**

CONSIDERATION AND BE SIGNED BY [AN AUTHORIZED REPRESENTATIVE OF BENEFICIARY]/US TO BE ENFORCEABLE.

G. If any Borrower is a resident of Pennsylvania: **WARRANT OF ATTORNEY/CONFESSION OF JUDGMENT. Borrower irrevocably authorizes and empowers the prothonotary, any attorney or any clerk of any court of record, upon default, to appear for and confess judgment against Borrower for such sums as are due and/or may become due under this Note including costs of suit, without stay of execution, and for attorney's fees and costs as set forth in this Note and knowingly, voluntarily and intentionally waives any and all rights Borrower may have to notice and hearing under the state and federal laws prior to entry of judgment. To the extent permitted by law, Borrower releases all errors in such proceedings. If a copy of this Note, verified by or on behalf of the holder, shall have been filed in such action, it shall not be necessary to file the original Note as a warrant of attorney. The authority and power to appear for and confess judgment against Borrower shall not be exhausted by the initial exercise thereof and may be exercised as often as the holder shall find it necessary and desirable and this Note shall be a sufficient warrant for such authority and power.**

H. If any Borrower is a resident of Utah: **This is a final expression of the agreement between the creditor and debtor and the written agreement may not be contradicted by evidence of any alleged oral agreement.**

I. If any Borrower is a resident of Virginia: **IMPORTANT NOTICE: THIS INSTRUMENT CONTAINS A CONFESSION OF JUDGMENT PROVISION WHICH CONSTITUTES A WAIVER OF IMPORTANT RIGHTS YOU MAY HAVE AS A DEBTOR AND ALLOWS THE CREDITOR TO OBTAIN A JUDGMENT AGAINST YOU WITHOUT ANY FURTHER NOTICE. WARRANT OF ATTORNEY/CONFESSION OF JUDGMENT. In addition to any other remedies Lender may possess, Borrower knowingly, voluntarily and intentionally authorizes to appear on behalf of Borrower, from time to time, in the District Court of Alexandria, Virginia and to waive issuance and service of process and to confess judgment in favor of Lender against Borrower, for the unpaid principal, accrued interest, accrued charges, reasonable attorney fees and court costs and such other amount due under this Note.**

J. If any Borrower is a resident of Washington: **Oral agreements or oral commitments to loan money, extend credit, or to forbear from enforcing repayment of a debt are not enforceable under Washington law.**

12. **BORROWER CERTIFICATIONS:**

Borrower certifies as follows:

A. Current economic uncertainty makes this Loan necessary to support the ongoing operations of Borrower.

B. Loan funds will be used only to retain workers and to maintain payroll or make mortgage payments, lease payments, and utility payments.

C. Unless as otherwise permitted under applicable law including as permitted under the CARES Act, the Paycheck Protection Program, or any subsequent amendment to these programs, during the period beginning on February 15, 2020 and ending on December 31, 2020, Borrower has not applied for, and has not and will not receive another loan under this program.

D. Borrower was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes.

13. ADDITIONAL BORROWER AGREEMENTS:

Borrower understands and agrees, and waives and releases Lender, as follows:

A. The Loan would be made under the SBA's Paycheck Protection Program. Accordingly, it must be submitted to and approved by the SBA. There is limited funding available under the Paycheck Protection Program and so all applications submitted will not be approved by the SBA. The Loan also remains subject to the SBA issuing an SBA loan number.

B. Lender does not represent or guarantee that it will submit the application before SBA funding is no longer available or at all.

You agree that Lender is not responsible or liable to you (i) if the application is not submitted to the SBA until after SBA stops approving applications, for any reason or (ii) if the application is not processed. You forever release and waive any claims against Lender concerning failure to obtain the Loan. This release and waiver applies to but is not limited to any claims concerning Lender's (i) pace, manner or systems for processing or prioritizing applications, or (ii) representations by Lender regarding the application process, the Paycheck Protection Program, or availability of funding.

This agreed-to release and waiver supersedes any prior communications, understandings, agreements or communications on the issues set forth herein.

14. BORROWER'S NAME(S) AND SIGNATURE(S):

By signing below, each individual or entity becomes obligated under this Note as Borrower.

IN WITNESS WHEREOF, the undersigned have caused this Note to be executed under seal to be effective on the day and year first written above.

Granite Mountain Charter School

By:_____
Signature of PPP Applicant/Authorization Representative

Print Name: _____

ACH Information Request Form

To enable Harvest Small Business Finance, LLC ("Harvest") to pay you via the Automated Clearing House (ACH) method and be notified via e-mail of the payment, please complete this form and submit it to Harvest per the instructions below. If you have questions while completing the form, please contact the your PPP Processor.

Bank Account Name: _____

Banking Institution: _____

Transit/Routing Number: _____

Bank Account Number: _____

Type of Account: (check one) _____ Savings _____Checking

Borrower Contact: _____ Title: _____

Borrower Phone Number: _____ E-mail: _____

E-mail Payment Notifications to: _____

Harvest is hereby authorized to directly deposit to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Borrower Authorized Signer: _____

Please send the completed, executed documents, along with a copy of a voided check directly to your PPP Processor in order to finalize the process. Thank you.

Growth & Deferral Funding with Charter Asset Management

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About CAM

CAM's mission is to help all charter schools reach their full potential via sound lending and investing practices.

Since 2012, Charter Asset Management has provided over $700 million in funding to charter schools nationwide. We strive to be the best source of capital for all charter schools.

CAM offers a variety of short to medium term products including revolving credit facilities, term loans, factoring, revenue anticipation notes, and custom financial solutions for charter schools and charter school networks.

National Leader in Charter School Financing

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Sustaining Enrollment Growth While Managing State Aid Deferrals

Charter schools have limited options for sustaining enrollment growth while also managing state aid deferrals, including:

- Use of financial reserves
- Budget cuts
- Applying for deferral exemption (specific to deferrals)
- Revenue Anticipation Notes (RANs) via conduit issuer
- Private financing
- Receivables factoring

State aid receivables factoring provides schools with a flexible and cost-effective method to avoid:

- Turning away interested students/families
- Eroding financial reserves
- Making difficult budget cuts

Charter Asset Management is a national leader in growth and deferral funding and prepared to work quickly to meet your school's needs.

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Growth & Deferral Funding Solution from CAM

The CAM team has developed a comprehensive multi-year state aid receivables factoring solution that enables schools to:

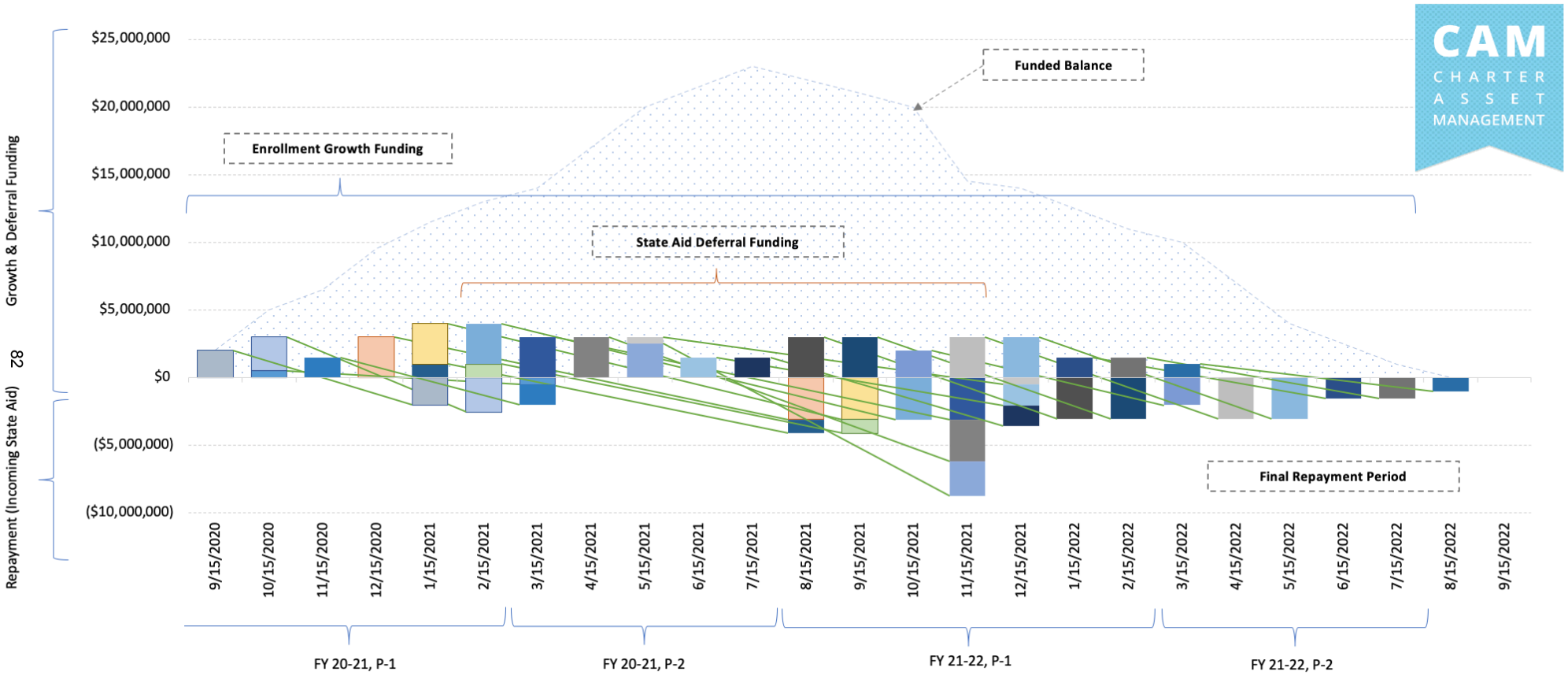
- Achieve growth now
- Bridge impending state aid deferrals
- Reduce and eventually eliminate need to factor or borrow

We meet your immediate or impending growth funding needs and support your organization through state aid deferrals using a single, **flexible master financing agreement**. This structure allows 18-24 months for state aid to catch up with enrollment and operational budgets to normalize.

If your school's enrollment stabilizes or state aid deferral schedules change, we will quickly adjust our funding to match your reality. Similarly, if a second round of state aid deferrals are announced next year, you'll be all set to access additional funding under the original agreement.

Our funding plans are fully customizable. Our solution is designed to accommodate your funding needs as long as they exist, with the option to roll off at any time without penalty.

A visual representation of how our growth and deferral funding solution works over time can be found on the following page.


Growth & Deferral Funding
Repayment (Incoming State Aid)
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
$0
($5,000,000)
($10,000,000)
Funded Balance
Enrollment Growth Funding
State Aid Deferral Funding
Final Repayment Period
9/15/2020
10/15/2020
11/15/2020
12/15/2020
1/15/2021
2/15/2021
3/15/2021
4/15/2021
5/15/2021
6/15/2021
7/15/2021
8/15/2021
9/15/2021
10/15/2021
11/15/2021
12/15/2021
1/15/2022
2/15/2022
3/15/2022
4/15/2022
5/15/2022
6/15/2022
7/15/2022
8/15/2022
9/15/2022
FY 20-21, P-1
FY 20-21, P-2
FY 21-22, P-1
FY 21-22, P-2

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Mechanics & Pricing of Growth & Deferral Funding

The illustrative funding plan presented here offers a weighted average discount rate of 2.37% which is equivalent to $1,119,952 of factoring expense for an overall funded working capital amount of $47,500,000.

The annual effective rate is **4.90%** as committed to for the entire 2020-21 and 2021-22 school years.

Funding Phase		Tranche 1	Tranche 2	Tranche 3	Tranche 4	Tranche 5	Total
1	*Date*	9/23/20	10/21/20	11/18/20	12/23/21	1/20/21	--
	Funding	$2,000,000	$3,000,000	$1,500,000	$3,000,000	$4,000,000	$13,500,000
	Discount %	1.53%	1.63%	1.57%	3.15%	3.10%	2.38%
	Discount $	$30,608	$49,000	$23,560	$94,644	$123,641	$321,453
2	*Date*	2/17/21	3/24/21	4/21/21	5/19/21	6/23/21	--
	Funding	$4,000,000	$3,000,000	$3,000,000	$3,000,000	$1,500,000	$14,500,000
	Discount %	3.12%	3.17%	2.79%	2.65%	2.35%	2.89%
	Discount $	$124,849	$95,047	$83,770	$74,507	$35,240	$413,412
3	*Date*	7/21/21	8/18/21	9/22/21	10/20/21	11/17/21	--
	Funding	$1,500,000	$3,000,000	$3,000,000	$2,000,000	$3,000,000	$12,500,000
	Discount %	1.97%	2.01%	1.96%	1.96%	2.00%	1.98%
	Discount $	$29,601	$60,411	$58,800	$39,200	$60,008	$248,021
4	*Date*	12/22/21	1/19/22	2/16/22	3/23/22	--	--
	Funding	$3,000,000	$1,500,000	$1,500,000	$1,000,000	--	$7,000,000
	Discount %	1.93%	1.97%	2.00%	1.95%	--	1.96%
	Discount $	$57,995	$29,601	$30,004	$19,466	--	$137,066

Growth & Deferral Funding Timeline

Growth Funding Factoring Transaction

–

ASAP

Proposal & Agreements Review

–

1 week

Agreements Finalized & Executed

–

1 week

Due Diligence & Underwriting

–

1 week

Wire Issued

CAM Provides Memos of Understanding for Subsequent Agreements

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Next Steps

Contact the Charter Asset Management team to discuss your options before turning away new students or making budget cuts to accommodate state aid funding deferrals.

We are here to help and can quickly provide indicative financial structures and pricing specific to your school's unique situation.

Next Steps

1. **Presentation of Funding Package to Granite's Board**
2. **Granite Board Approval and Action**
3. **Gather Additional Documentation**
4. **Execute Agreements**
5. **Fund**

In order to get started, we will request the following documents:

- FY20 P-1 ADA Reports (P-2 received)
- Monthly Income Statement
- Balance Sheet
- Banks Statements
- Current AP Aging List
- Current Enrollment
- Lease Agreement, if applicable

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Thank You!

Your CAM Support Team

Emily Peterson - Head of Client Services

Thomas Shuster - Director, Charter & Public Finance

Paul Im - Managing Partner

General Inquiries:
(213) 335-6275

Email:
client.services@charterassetmanagement.com

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CAM Master Factoring Proposal

September 10, 2020

Ms. Brook MacMillan
Ms. Jessica Ronquillo
Granite Mountain Charter School
8560 Aliento Road, Lucerne Valley, CA 92356

Dear Ms. MacMillan,

Charter Asset Management Fund, L.P. ("Purchaser") appreciates this opportunity to expand our relationship with Granite Mountain Charter School ("Seller"). We would like to propose the following terms and conditions for the growth and deferral factoring transaction under discussion. Please note that this letter is not intended to constitute a commitment to factor on the part of the Purchaser, but to summarize for discussion purposes the working capital accommodation that we are interested in considering. Notwithstanding the foregoing, the terms under the heading "Confidentiality and Expenses" as set forth below in this letter shall constitute a binding and legally enforceable agreement between the parties.

The terms and conditions set forth within this letter correspond to those contractually established within the Master Factoring and Security Agreements. Additional future funding installments will be made available to the Seller, at the Seller's discretion, under the terms set forth within the Master Factoring and Security Agreements.

Purchaser	Charter Asset Management Fund, L.P.
Seller	Granite Mountain Charter School
Purchase Amount	$28,734,865.75
Cost of Capital	$734,865.75
Net Amount Funded	**$28,000,000.00**
Annual Effective Rate	4.90% for the entire 2020-21 and 2021-22 school years

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Confidentiality and Expenses

This proposal letter is provided solely for the purpose described herein and may not be disclosed to or relied upon by any other party without the Purchaser's prior written consent. This proposal is intended to form the basis for a discussion of a working capital accommodation, and further negotiations adding to or modifying the general scope of the major terms shall not be precluded by the issuance of this Proposal Letter. This Proposal Letter is confidential and proprietary for the sole purpose of discussions between the parties hereunder.

Purchaser reserves the right to issue press releases, advertisements, and other promotional materials describing any successful outcome of services provided on your behalf. The Seller agrees that Purchaser shall have the right to identify the Seller by name in those materials.

Whether or not the transaction contemplated herein is consummated for any reason, by your signature to this Proposal Letter: (a) you agree to bear all reasonable out-of-pocket expenses of Purchaser and all fees and disbursements of Purchaser's counsel (including the allocated costs of inside counsel) relating to the preparation of this Proposal Letter and of the proposed financing documentation and to the transaction contemplated hereby and thereby, if applicable, and (b) you agree to indemnify Purchaser, its affiliates, and their respective directors, officers and employees and to defend and hold Purchaser, its affiliates and such other persons harmless from and against all losses, claims, damages, liabilities and expenses (including expenses of litigation or preparation thereof) which Purchaser or any such affiliates or such other persons in connection with or arising out of the matters referred to herein, except for damages resulting from the gross negligence or willful misconduct of Purchaser.

Funding Schedule

Installment	Date	Amount Purchased	Amount Funded	Cost of Capital
1	9/23/2020	$2,030,608.22	$2,000,000.00	$30,608.22
2	10/21/2020	$3,049,000.00	$3,000,000.00	$49,000.00
3	11/18/2020	$1,523,560.27	$1,500,000.00	$23,560.27
4	12/23/2020	$3,094,643.84	$3,000,000.00	$94,643.84
5	1/20/2021	$4,123,641.09	$4,000,000.00	$123,641.09
6	2/17/2021	$4,124,849.31	$4,000,000.00	$124,849.31
7	3/24/2021	$3,095,046.58	$3,000,000.00	$95,046.58
8	4/21/2021	$3,083,769.86	$3,000,000.00	$83,769.86
9	5/19/2021	$3,074,506.85	$3,000,000.00	$74,506.85
10	6/23/2021	$1,535,239.73	$1,500,000.00	$35,239.73
Total		**$28,734,865,75**	**$28,000,000**	**$734,865,75**

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Receivables Schedules

Installment 1 - September 23, 2020

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Dec PMT - LCFF State Aid. CDS# 36-75051-0139188	$2,030,608.22	-	1.53%	$30,608.22	-$2,000,000.00

Installment 2 - October 21, 2020

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Jan PMT - LCFF State Aid. CDS# 36-75051-0139188	$2,539,267.12	-	1.57%	$39,267.12	-$2,500,000.00
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Feb PMT - LCFF State Aid. CDS# 36-75051-0139188	$509,732.88	-	1.95%	$9,732.88	-$500,000.00
Total		**$3,049,000.00**	**-**		**$49,000.00**	**-$3,000,000.00**

Installment 3 - November 18, 2020

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Feb PMT - LCFF State Aid - 2nd Tranche CDS# 36-75051-0139188	$1,523,560.27	-	1.57%	$23,560.27	-$1,500,000.00

Installment 4 - December 23, 2020

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Jun PMT - LCFF State Aid - deferred to 2021 Jul CDS# 36-75051-0139188	$3,094,643.84	-	3.15%	$94,643.84	-$3,000,000.00

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Installment 5 - January 20, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment May PMT - LCFF State Aid - deferred to 2021 Aug CDS# 36-75051-0139188	$3,095,852.05	-	3.20%	$95,852.05	-$3,000,000.00
San Bernardino County Superintendent of Schools	FY 21-22 Advance Apportionment Jul PMT - LCFF State Aid.CDS# 36-75051-0139188	$1,027,789.04	-	2.78%	$27,789.04	-$1,000,000.00
Total		**$4,123,641.09**			**$123,641.09**	**-$4,000,000.00**

Installment 6 - February 17, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Apr PMT - LCFF State Aid - deferred to 2021 Sep CDS# 36-75051-0139188	$3,096,657.53	-	3.22%	$96,657.53	-$3,000,000.00
San Bernardino County Superintendent of Schools	FY 21-22 Advance Apportionment Aug PMT - LCFF State Aid.CDS# 36-75051-0139188	$1,028,191.78	-	2.82%	$28,191.78	-$1,000,000.00
Total		**$4,124,849.31**			**$124,849.31**	**-$4,000,000.00**

Installment 7 - March 24, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Mar PMT - LCFF State Aid - deferred to 2021 Oct CDS# 36-75051-0139188	$3,095,046.58	-	3.17%	$95,046.58	-$3,000,000.00

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Installment 8 - April 21, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Feb PMT - LCFF State Aid - deferred to 2021 Nov CDS# 36-75051-0139188	$3,083,769.86	-	2.79%	$83,769.86	-$3,000,000.00

Installment 9 - May 19, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 21-22 Advance Apportionment Oct PMT - LCFF State Aid. CDS# 36-75051-0139188	$2,560,410.96	-	2.42%	$60,410.96	-$2,500,000.00
San Bernardino County Superintendent of Schools	FY 21-22 Advance Apportionment Nov PMT - LCFF State Aid. CDS# 36-75051-0139188	$514,095.89	-	3.82%	$14,095.89	-$500,000.00
Total		**$3,074,506.85**			**$74,506.85**	**-$3,000,000.00**

Installment 10 - June 23, 2021

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 21-22 Advance Apportionment Nov PMT - LCFF State Aid - 2nd Tranche. CDS# 36-75051-0139188	$1,535,239.73	-	2.35%	$35,239.73	-$1,500,000.00

*** Additional subsequent funding installments available as needed under the terms set forth within this Master Factoring Proposal and the associated Master Financing Agreement.**

* Disbursement timing for federal, state, county, and local state aid can vary. Account receivables sold to CAM are due when disbursed.

Borrower
Granite Mountain Charter School

By: _____
Name: Brook MacMillan
Title: Executive Director
Dated: _____

Lender
Charter Asset Management Fund, L.P.

By: Charter Asset Management GP, LLC.
Its: General Partner

By: _____
Name: Paul Im
Title: Managing Partner

By: _____
Name: David Park
Title: Managing Partner

Thank you for choosing to fund with Charter Asset Management.

_____

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CAM Factoring Proposal

September 10, 2020

Ms. Brook MacMillan
Ms. Jessica Ronquillo
Granite Mountain Charter School
8560 Aliento Road, Lucerne Valley, CA 92356

Dear Ms. MacMillan,

Charter Asset Management Fund, L.P. ("Purchaser") appreciates this opportunity to expand our relationship with Granite Mountain Charter School ("Seller"). We would like to propose the following terms and conditions for the factoring transaction under discussion. Please note that this letter is not intended to constitute a commitment to factor on the part of the Purchaser, but to summarize for discussion purposes the working capital accommodation that we are interested in considering. Notwithstanding the foregoing, the terms under the heading "Confidentiality" as set forth below in this letter shall constitute a binding and legally enforceable agreement between the parties.

Factoring is a common financing transaction used in many industries where future revenues, in this case, state-aid receivables, are purchased at a discount to advance capital for use in the present. In other words, CAM will provide capital to your charter school now by purchasing a portion of the state-aid due to your school in the future.

Purchaser	Charter Asset Management Fund, L.P.
Seller	Granite Mountain Charter School
Purchase Amount	$2,030,608.22
Cost of Capital	$30,608.22
Net Amount Funded	**$2,000,000.00**
Funding Date	September 23, 2020
Repayment Schedule	Pursuant to Repayment Schedule Below
Offer Expiration	September 15, 2020

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Receivables Schedule

Account Authority / Payor	Account Receivable	Amount Purchased	Admin Fee	Discount %	Discount	Amount Funded
San Bernardino County Superintendent of Schools	FY 20-21 Advance Apportionment Dec PMT - LCFF State Aid. CDS# 36-75051-0139188	$2,030,608.22	-	1.53%	$30,608.22	-$2,000,000.00

Repayment Schedule

Account Receivable	Repayment Date
FY 20-21 Advance Apportionment Dec PMT - LCFF State Aid. CDS# 36-75051-0139188	*Circa early Jan 2021

*Disbursement timing for federal, state, county, and local state aid can vary. Account receivables sold to CAM are due when disbursed.

Borrower
Granite Mountain Charter School

By: _____
Name: Brook MacMillan
Title: Executive Director
Dated: _____

Lender
Charter Asset Management Fund, L.P.

By: Charter Asset Management GP, LLC.
Its: General Partner

By: _____
Name: Paul Im
Title: Managing Partner

By: _____
Name: David Park
Title: Managing Partner

Thank you for choosing to fund with Charter Asset Management.

This proposal letter is provided solely for the purpose described herein and may not be disclosed to or relied upon by any other party without the Purchaser's prior written consent. This proposal is intended to form the basis for a discussion of a working capital accommodation, and further negotiations adding to or modifying the general scope of the major terms shall not be precluded by the issuance of this Proposal Letter. This proposal is confidential and proprietary for the sole purpose of discussions between the parties hereunder.

Purchaser reserves the right to issue press releases, advertisements, and other promotional materials describing any successful outcome of services provided on your behalf. The Seller agrees that the Purchaser shall have the right to identify the Borrower by name in those materials.

Whether or not the transaction contemplated herein is consummated, by your acceptance hereof: (a) you agree to bear all reasonable out-of-pocket expenses of Purchaser and all fees and disbursements of Purchaser's counsel (including the allocated costs of inside counsel) relating to the preparation of this letter and of the proposed financing documentation and to the transaction contemplated hereby and thereby, if applicable, and (b) you agree to indemnify Purchaser, its affiliates, and their respective directors, officers and employees and to defend and hold Purchaser, its affiliates and such other persons harmless from and against all losses, claims, damages, liabilities and expenses (including expenses of litigation or preparation thereof) which Purchaser or any such affiliates or such other persons in connection with or arising out of the matters referred to herein, except for damages resulting from the gross negligence or willful misconduct of the Lender.

Student/Teacher Volunteer Policy

Granite Mountain Charter School

Granite Mountain Charter School allows the support of volunteers in our in person and virtual events while also maintaining a safe environment for students and staff. Granite Mountain values volunteers as important partners in supporting student achievement.

Definition of volunteer:

A volunteer is defined as an individual 18 years and older performing regularly scheduled services for Granite Mountain Charter School who does not receive compensation for her/his services. Individuals who volunteer to perform services for the school are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An individual is classified as a volunteer as long as the individual is not regularly employed to perform the same services for the school. (Education Code 35021)

Parents/guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in California Education Code, Section 51101(a)(3), indicating parents/guardians have the right “to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including , but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.”

Volunteer Requirements:

- Volunteers in this category are never left alone unsupervised with students and can be in a group session only either virtual or in person. Megan’s Law website will be checked on all volunteers, visitors, guests and parent observers.
- Volunteer supervision must be by a Granite Mountain Staff member.
- Complete a Live Scan Fingerprint clearance through the U.S. Department of Justice
- Submit completed Tuberculosis (TB) Risk Assessment Questionnaire or provide proof of a negative Tuberculosis (TB) Test (Test must have been administered within the past four years) to Granite Mountain’s Human Resource department.
- Volunteer application must be completed and approved before volunteers can engage in supervised student interaction.
- Student Teachers: In addition to the above requirements, voluntary student observation and class participation, due to university course enrollment, will require documentation from the university stating class participation is requested.

CHARTER SCHOOLS DEVELOPMENT CENTER

2020 CONFERENCE

california charter schools leadership update

Leadership Conference

OCTOBER 26-29, 2020

10AM - 6PM • DIGITAL EVENT

CHARTERDEVTR #CHARTERLEADERSHIP2020

CHARTER SCHOOLS DEVELOPMENT CENTER

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