

Walden Academy, Inc. Board of Directors' Meeting Agenda

Monday February 27, 2023, 4:00 p.m. – Regular Meeting

The meeting will be held at the Walden Main Campus, 1149 W. Wood Street, Willows, California

Call to Order and Attendance at:

Board Members

H. Geroy
S. Maben
M. Martin
N. Michaud

Pledge of Allegiance

Review & Approval of Agenda

Public Comments:

- COMMENTS FROM THE FLOOR - At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board of Directors.
- COMMENTS ON AGENDA ITEMS – Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation to the Board of Directors.

Consent Agenda

Approval of Minutes: January 23, 2023
Approval of Check Register: December 2022 & January 2023
Approval of Financials: January 2023
Staff: None
Committee Developed Policy/Procedures: None

Administrator/Board Member Reports

Financial Update
Leadership Team Report
PTC Update
Board Member Reports
Governance Committee
Planning Committee

Discussion/Action Items

1. ARI Service Contract for 2023-2024 (Vanderwaal) - Board will review and take action as needed.
2. IRS Form 990 and California Form 199 for 2021-2022 (Vanderwaal) - Board will review and take action as needed.
3. Second Interim Budget for 2022-23 (Vanderwaal) - Board will review and take action as needed.
4. Proposal for Employee Retention Credits (Vanderwaal) - Board will review and take action as needed.

5. Review and discuss potential Board Member questionnaires and possibly vote new member in. (Board Member) - Board will review and take action as needed.
6. Discuss changing Board Meeting time. (Board Member) - Board will review and take action as needed.
7. Discuss revised Family/Volunteer Handbook.

Pending/Upcoming Items

1. None

Announcements

1. Next Regular Meeting: Monday March 27, 2023

Adjournment

Vision: Creating a Confident Community Passionate About Lifelong Learning.

Mission: Walden Academy provides an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life, as modeled by family, school, and community.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Walden Academy at 1149 W. Wood Street, Willows, CA 95988, (530)361-6480, or smaben@waldenacademy.org, as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

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Walden Academy
1149 W. Wood St.
Willows, CA 95988
(530)361-6480

Creating a confident community passionate about lifelong learning

Director's Report and LCAP Update

February 2023

The mission of Walden Academy is to provide an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life as modeled by family, school, and community.

I. LCAP Goal 1: Through the implementation of state academic content, performance, and ELD standards, Walden Academy will provide engaging and challenging learning opportunities in a broad course of study emphasizing science and instructed by highly qualified professionals with sufficient instructional material on a well maintained campus.

Conditions of Learning

1. Basic

A. Credentialed teachers

Teachers are preparing for report cards and parent conferences. .

B. Access to standards-aligned instructional materials

We continue to provide standards-aligned material to all Walden Academy students.

C. Facilities in good repair

Facilities remain in excellent condition. We have requested permission to extend the sewer line to classroom 7 to install a bathroom for Transitional Kindergarten classes.

2. State Standards Implementation---English language development standards and academic content & performance standards

A. CAASPP preparation

Teachers will start preparing students for CAASPP testing with interim assessments.

3. Course Access---broad course of study

Broad Course of Study

A. Teachers will continue to provide a broad course of study within the classroom.

B. 6th grade students attended Alliance Redwood Camp.

II. LCAP Goal 2: Through the implementation of CCSS, Walden Academy will provide learning opportunities that result in increased academic achievement for all groups of students.

Pupil Outcomes

4. Student Achievement

A. Me Time (grades 1-5) and OTI (middle school) is on a break while staff completes benchmark and I-Ready assessments.

III. LCAP Goal 3: A positive school climate with all stakeholders participating in activities which increase student engagement and parental involvement.

Engagement

5. Parent Involvement---*efforts to seek parent input in decision making & parent participation in programs for special need subgroups*

A. Parents that request a conference may sign up for conferences on March 9 and 10.

B. School Site Council meets next week to approve the Safety Plan.

C. The Walden Showcase is scheduled for later in the week. We usually have a great turn out.

D. We held 2 Toolbox Program parent education sessions. We are excited about this program and already see the positive effects of it.

6. Pupil Engagement---*attendance rates/chronic absenteeism*

A. This year, we sent out XX attendance warning letters and five 1st letters and 2 second letters and 2 attendance contracts. Mr. Bobadilla and I have made two home visits regarding attendance.

7. School Climate---*suspension/expulsion, school safety & connectedness*

A. Behavior:

We continue to use the Walden Academy Behavior Matrix when working with students that struggle with appropriate behavior.

1. Collaboration meetings were held with teaching and aide staff. Each group is working to identify the strengths and weaknesses in regards to students behavior and behavior management at Walden.

B. Suspensions:

So far, 3 of our students have been suspended 1 or more times this year. As an alternative to out of school suspension, we have opted to have students spend the day at school working in the office. They don't have access to their peers, their teacher gives them work to complete and it gives us time to work with them and really focus on changing their behavior. Suspension numbers contributed to Walden's placement in CSI.

Prior year numbers:

| 2017 | 2018 | 2019 | 2022 |
|--|--|--|--|
| 2.9% of students suspended at least 1 time | 2.8% of students suspended at least 1 time | 4.5% of students suspended at least 1 time | 1.6% of students suspended at least 1 time |

Due to COVID, the state did not collect data for 2020 and 2021.

C. CAR²ES Store is open on Fridays.

D. Sports: Boys and girls basketball coming to a close this month.

E. Student Council planned activities for Valentine's Day.

Current Enrollment

2022-23:

| TK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|----|----|----|----|----|----|----|----|----|
| 8 | 24 | 26 | 23 | 17 | 21 | 24 | 20 | 13 | 13 |

TOTAL ENROLLMENT for 2022-23: 189

Additional information:

- A. Open Enrollment TK/K has brought in 2 registrations for TK and 12 kinder students. New guidelines expand TK. Students who turn 5 between September 2, 2023 and April 2, 2024 are eligible for TK. We have 8 TK rolling over into kindergarten.
- B. We hosted February Camp for 55 students February 22 and 23 through the Expanded Learning Opportunities Grant. These days will go towards the additional 30 days of learning schools are now required to provide. It enables us to support working families and provide academic/recreation/enrichment opportunities for students.
- C. We are officially out of CSI for the 2022-23 school year. This took a great deal of focused work by all our staff and was a huge accomplishment. However, it means I won't be able to apply for funds next year. This will impact next year's budget negatively by approximately \$190,000-\$200,000.

Respectfully submitted,

Suzanne Tefs

Walden Academy, Inc. Board of Directors' Meeting Agenda

Monday January 23, 2023, 4:00 p.m. – Regular Meeting

The meeting will be held at the Walden Main Campus, 1149 W. Wood Street, Willows, California

Call to Order and Attendance at: 4:07 PM

Board Members

H. Geroy Present

S. Maben Present

M. Martin Present

N. Michaud Present

Pledge of Allegiance Led by Sera Maben

Review & Approval of Agenda

Motion to approve made by M. Martin, 2nd by H. Geroy. Unanimous

Public Comments:

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- COMMENTS ON AGENDA ITEMS – Any person wishing to speak to any item on the agenda will be granted **five** minutes to make a presentation to the Board of Directors.

Consent Agenda

Approval of Minutes: December Regular Meeting

Approval of Check Register: November & December 2022 Move December to Next meeting

Approval of Financials: November 2022

Committee Developed Policy/Procedures: None

Staff:

1. PUBLIC EMPLOYMENT: Classroom Aide: Gina Martinez
2. PUBLIC EMPLOYMENT: Office Assistant: Raquel Bose

Motion to Approve Consent Agenda by H. Geroy, 2nd by M. Martin. Unanimous

Administrator/Board Member Reports

Financial Update

1. Merilee provided updates for the November Financials. Asked to move the review of December financials to the next meeting.

Leadership Team Report

1. Review of great success for Mad Science Night.
2. Introducing "Me Time" program with Kindergarten
3. Middle School sending out Progress Reports
4. Implementing Power School on Parent Square for middle school
5. Taking time during Teacher Collaboration meetings to talk more about refining methods to address behavior issues in and out of the classroom.
6. Also using collaboration to help teacher aides assist with classroom behaviors as well.

7. Expanded Opportunities Grant program did not meet expectations during the winter break. Looking into ideas to increase student participation, or reducing the amount of days offered going forward.

Board Member Reports

1. Holly- Nothing to report
2. Sera- Nothing to report
3. Michael- Nothing to report
4. Nathan- Nothing to report

Planning Committee

1. Form returned from state to move forward with county approval of exemption of environmental report.
2. Property is zoned Residential.
3. Also looking into using C.U.P.(Change of Use Permit) if zoning issues become a problem.

PTC Update

1. Sera gave a report for PTC. Last meeting was very short and there was nothing new to report.
2. Merilee asked as well if PTC has received the schools invoice from 1/13/23.
3. PTC having a book fair during Read Across America week.
4. Also Walden Showcase March 1st, 2023

Discussion/Action Items

1. 2021-2022 Audited Financial Statement approval (Vanderwaal). Board will review and take action as necessary.
 - a. Merilee gave a report of the audit information.
 - i. Motion to Approve by M. Martin, 2nd by H. Geroy. Unanimous
2. Succession Planning Committee - Create a team of individuals who will participate in the process of hiring of our next Directors (Maben) - Board will discuss and take action as needed.
 - a. Board members and members of the public discussed routes to take in creating a committee.
 - i. How many members, timeline, and hiring process.
 - b. Amy Alves, Brian Lohse, Pedro Bobadilla and Merilee Vanderwaal expressed their interest in being members of the Administration Hiring Committee.
 - c. Board Members Sera Maben and Nathan Michaud offered to be the two members of the board to be part of the Administration Hiring Committee.
 - d. Merilee gave guidance on administrator pay based on area schools of the same size or caliber. Advised to also look in the surrounding community as much as possible.
 - e. Discussed step and column systems similar to other schools vs. range increases based on performance.
 - f. Benefits packages and PTO also discussed. Medical, 403B Match and PTO.
 - g. Comparing administration salary for a single administrator salary vs. the prior years of multiple administrators.
 - h. Agreed upon \$105,000-127,000 starting range for administrator's position.
 - i. Succession Planning Committee meeting scheduled for Monday, January 30th, 2023.
3. Open Position on the School Board (Maben) - Board will discuss & take action as needed.
 - a. Andrew Ontiveros attended the meeting to express interest in filling the

- position.
- b. Rachael Wood also expressed interest via a completed Board member questionnaire but was unable to attend.
4. School Plan for Student Achievement (Leadership) - Board will review and take action as needed.
- a. Mrs. Teffs reviewed the SPSA with information complete to this point. SPSA will need to be approved going forward as more information is provided.
Motion to approve as is currently by M. Martin, 2nd by H. Geroy.
Unanimous
5. Safe Return to In Person Learning Plan Update (Leadership) - Board will review and take action as needed.
- a. Mrs. Teffs updated the plan to reflect that we are not currently in a pandemic situation, and left the previous attached plan in the event of a future pandemic or pandemic return.
Motion to approve by H. Geroy, 2nd M. Martin. Unanimous
6. What Matters to You Survey Results (Leadership) - Leadership will share results of survey.- Information only.
- a. Results are not ready, forward to the next meeting.
7. Williams Report (Leadership) - Information only.
- a. Mrs. Teffs reported there have been zero complaints to report this year.
8. School Accountability Report Card (Leadership) - Board will review and take action as needed.
- a. Current data for 2022/2023 unavailable at this point. Mrs. Teffs will update as more information is available and the board will review and take action at that point.
- b. Mr. Bobadilla and Mr. Medina have made updates to facilities and facilities are in good working order.
Motion to approve with current information by H. Geroy, 2nd by M. Martin. Unanimous

Adjournment

- Meeting adjourned at 5:37 PM.

Closed Session

1. Succession planning (Board)
No closed session meeting was held.

Pending/Upcoming Items

1. None

Announcements

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Walden Academy
Account Reconciliation
As of Dec 31, 2022
9110000000000000 - Cash in Bank-Tri Cty x0950
Bank Statement Date: December 31, 2022

Filter Criteria includes: Report is prin

| Check # | Date | Payee | Cash Account | Amount |
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| 7242 | 12/2/22 | ALHAMBRA | 9110000000000000 | 185.37 |
| 7243 | 12/2/22 | ABSOLUTE HEATING & AIR, INC. | 9110000000000000 | 138.00 |
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| 7245 | 12/2/22 | AMAZON CAPITAL SERVICES | 9110000000000000 | 2,422.63 |
| 7246 | 12/2/22 | APPLE INC. | 9110000000000000 | 12,965.52 |
| 7247 | 12/2/22 | PACIFIC ONESOURCE INC. | 9110000000000000 | 11,473.71 |
| 12/05/22-EFT | 12/5/22 | AFLAC | 9110000000000000 | 294.44 |
| 12/05/22-WIRE FEE | 12/5/22 | TRI COUNTIES BANK | 9110000000000000 | 15.00 |
| 12/06/22-TFR | 12/6/22 | WALDEN ACADEMY | 9110000000000000 | 3,500.00 |
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| 7250 | 12/8/22 | LAW OFFICES OF YOUNG, MINNEY & CORR LLP | 9110000000000000 | 657.50 |
| 7251 | 12/8/22 | MERRILEE VANDERWAAL | 9110000000000000 | 1,300.00 |
| 7252 | 12/8/22 | JENNY NOFFSINGER | 9110000000000000 | 248.90 |
| 7253 | 12/8/22 | NORTH STATE PARENT | 9110000000000000 | 155.00 |
| 7254 | 12/8/22 | GCOE-SUCCESS PRINTING | 9110000000000000 | 113.06 |
| 7255 | 12/8/22 | RODRIGO RAYGOZA | 9110000000000000 | 92.54 |
| 7256 | 12/8/22 | AMY ALVES | 9110000000000000 | 289.83 |
| 7257 | 12/8/22 | WILLOWS ACE HARDWARE | 9110000000000000 | 30.78 |
| 7258 | 12/8/22 | AMAZON CAPITAL SERVICES | 9110000000000000 | 908.18 |
| 11997 | 12/9/22 | JOENNE S. BOSE | 9110000000000000 | 1,801.23 |
| 12011 | 12/9/22 | LORALEE KNIGHT | 9110000000000000 | 182.50 |
| 12018 | 12/9/22 | AUDREY G. PERKES | 9110000000000000 | 646.63 |
| 12026 | 12/9/22 | ALEJANDRA RODRIGUEZ | 9110000000000000 | 803.32 |
| 12031 | 12/9/22 | NEWPORT TRUST COMPANY FBO#10199352# | 9110000000000000 | 4,032.72 |
| 12/09/22-EFT | 12/9/22 | PAYCHEX OF NEW YORK, LLC | 9110000000000000 | 169.29 |
| 12/09/22-1-EFT | 12/9/22 | CHARTERSAFE | 9110000000000000 | 4,076.00 |
| 7259 | 12/16/22 | ST MONICAS CHURCH | 9110000000000000 | 11,359.00 |
| 7260 | 12/16/22 | ANTHEM BLUE CROSS | 9110000000000000 | 4,258.28 |
| 7261 | 12/16/22 | DEPARTMENT OF JUSTICE | 9110000000000000 | 32.00 |
| 7262 | 12/16/22 | WASTE MANAGEMENT | 9110000000000000 | 521.15 |
| 7263 | 12/16/22 | TSC GROUP, INC. | 9110000000000000 | 3,625.00 |
| 7264 | 12/16/22 | SARAH BUCHER (SNIDER) | 9110000000000000 | 42.87 |
| 7265 | 12/16/22 | VERIZON WIRELESS | 9110000000000000 | 107.54 |
| 7266 | 12/16/22 | ALEJANDRA RODRIGUEZ | 9110000000000000 | 63.61 |
| 7267 | 12/16/22 | TOOLBOX PROJECT | 9110000000000000 | 301.19 |
| 7268 | 12/16/22 | AMBER CALONICO | 9110000000000000 | 53.01 |
| 12/16/22-EFT | 12/16/22 | PAYCHEX OF NEW YORK, LLC | 9110000000000000 | 176.52 |
| 12033 | 12/16/22 | JOENNE S. BOSE | 9110000000000000 | 1,801.23 |
| 12034 | 12/16/22 | JOENNE S. BOSE | 9110000000000000 | 1,040.18 |
| 12047 | 12/16/22 | RHIANNON R. CARLSON | 9110000000000000 | 191.62 |
| 12050 | 12/16/22 | EILEEN JACOBS | 9110000000000000 | 180.62 |
| 12051 | 12/16/22 | LORALEE KNIGHT | 9110000000000000 | 365.01 |
| 12057 | 12/16/22 | AUDREY G. PERKES | 9110000000000000 | 1,357.26 |
| 12066 | 12/16/22 | ALEJANDRA RODRIGUEZ | 9110000000000000 | 1,197.16 |
| 12071 | 12/16/22 | NEWPORT TRUST COMPANY FBO#10199352# | 9110000000000000 | 4,250.80 |
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| 12072 | 12/19/22 | NEWPORT TRUST COMPANY FBO#10199352# | 9110000000000000 | 57.00 |
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| 12/01/22-2-POS | 12/1/22 | WALMART | 9120000000000000 | 24.93 |
| 12/01/22-3-POS | 12/1/22 | AMAZON | 9120000000000000 | 167.81 |

Walden Academy
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As of Dec 31, 2022
9110000000000000 - Cash in Bank-Tri Cty x0950
Bank Statement Date: December 31, 2022

Filter Criteria includes: Report is prin

| Check # | Date | Payee | Cash Account | Amount |
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| 12/05/22-6-POS | 12/5/22 | AMAZON | 9120000000000000 | 67.56 |
| 12/05/22-7-POS | 12/5/22 | AMAZON | 9120000000000000 | 250.40 |
| 12/05/22-8-POS | 12/5/22 | AMAZON | 9120000000000000 | 21.84 |
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| 12/08/22-POS | 12/8/22 | AMAZON | 9120000000000000 | 442.77 |
| 12/08/22-1-POS | 12/8/22 | TEACHERS PAY TEACHERS | 9120000000000000 | 1,400.00 |
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| 12/12/22-2-POS | 12/12/22 | THERAPRO | 9120000000000000 | 17.98 |
| 12/12/22-3-POS | 12/12/22 | THERAPRO | 9120000000000000 | 35.96 |
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| 1122 | 12/15/22 | CSU, CHICO | 9120000000000000 | 338.00 |
| 1123 | 12/15/22 | CSU, CHICO | 9120000000000000 | 188.00 |
| 12/15/22-POS | 12/15/22 | WALMART | 9120000000000000 | 28.89 |
| 12/15/22-1-POS | 12/15/22 | WALMART | 9120000000000000 | 4.65 |
| 1121 | 12/16/22 | ALLIANCE REDWOODS CONFERENCE GROUNDS | 9120000000000000 | 1,361.25 |
| 12/16/22-POS | 12/16/22 | POSITIVE PROMOTIONS, INC | 9120000000000000 | 205.85 |
| 1126 | 12/19/22 | AMBER SAWYER | 9120000000000000 | 621.65 |
| 1127 | 12/19/22 | JESSICA HANSEN | 9120000000000000 | 225.85 |
| 12/19/22-NSF | 12/19/22 | TRI COUNTIES BANK | 9120000000000000 | 34.00 |
| 12/21/22-POS | 12/21/22 | WEBSTaurantSTORE.COM | 9120000000000000 | 193.02 |
| 12/21/22-1-POS | 12/21/22 | WALMART | 9120000000000000 | 199.93 |
| 12/22/22-POS | 12/22/22 | RESPONSIVE CLASSROOM | 9120000000000000 | 859.00 |
| 12/22/22-1-POS | 12/22/22 | DOLLAR TREE | 9120000000000000 | 16.29 |
| 12/22/22-2-POS | 12/22/22 | DOLLAR TREE | 9120000000000000 | 6.80 |
| 12/23/22-POS | 12/23/22 | HOME DEPOT USA., INC. | 9120000000000000 | 26.28 |
| 12/27/22-POS | 12/27/22 | HOME DEPOT USA., INC. | 9120000000000000 | 93.22 |
| 12/28/22-POS | 12/28/22 | WALMART | 9120000000000000 | 47.70 |
| 12/29/22-POS | 12/29/22 | AMAZON | 9120000000000000 | 80.18 |
| 12/30/22-POS | 12/30/22 | AMAZON | 9120000000000000 | 71.25 |
| Total | | | | 97,516.83 |

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As of Jan 31, 2023
9110000000000000 - Cash in Bank-Tri Cty x0950
Bank Statement Date: January 31, 2023

Filter Criteria includes: Report is print

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| 7270 | 1/5/23 | CO POWER | 9110000000000000 | 1,346.41 |
| 7271 | 1/5/23 | EDTEC, INC. | 9110000000000000 | 4,160.00 |
| 7272 | 1/5/23 | GLENN COUNTY OFFICE OF EDUCATION | 9110000000000000 | 20.00 |
| 7273 | 1/5/23 | EVERGREEN JANITORIAL SUPPLY INC | 9110000000000000 | 391.28 |
| 7274 | 1/5/23 | ALHAMBRA | 9110000000000000 | 97.44 |
| 7275 | 1/5/23 | MERRILEE VANDERWAAL | 9110000000000000 | 1,300.00 |
| 7276 | 1/5/23 | SACRAMENTO VALLEY MIRROR | 9110000000000000 | 159.00 |
| 7277 | 1/5/23 | SARAH SNIDER | 9110000000000000 | 50.54 |
| 7278 | 1/5/23 | CLIFTON LARSON ALLEN, LLP | 9110000000000000 | 1,680.00 |
| 7279 | 1/5/23 | GCOE-SUCCESS PRINTING | 9110000000000000 | 102.96 |
| 7280 | 1/5/23 | WEED MAN | 9110000000000000 | 102.00 |
| 7281 | 1/5/23 | MELISSA M. ROACH | 9110000000000000 | 65.66 |
| 7282 | 1/5/23 | SCHOOL SPECIALTY LLC | 9110000000000000 | 705.76 |
| 7283 | 1/5/23 | GOPHER | 9110000000000000 | 715.92 |
| 7284 | 1/5/23 | CANON FINANCIAL SERVICES INC | 9110000000000000 | 970.79 |
| 7285 | 1/5/23 | MARCELLA WHITE | 9110000000000000 | 72.24 |
| 7286 | 1/5/23 | ERICA PUENTE | 9110000000000000 | 56.89 |
| 7287 | 1/5/23 | WILLOWS ACE HARDWARE | 9110000000000000 | 406.39 |
| 7288 | 1/5/23 | AMAZON CAPITAL SERVICES | 9110000000000000 | 3,917.65 |
| 7289 | 1/5/23 | ARI SERVICE INC | 9110000000000000 | 3,562.50 |
| 01/05/23-EFT | 1/5/23 | AFLAC | 9110000000000000 | 294.44 |
| ATR-00739169 | 1/6/23 | WALDEN ACADEMY | 9110000000000000 | 5,000.00 |
| 12074 | 1/10/23 | PAYROLL | 9110000000000000 | 1,822.55 |
| 12075 | 1/10/23 | PAYROLL | 9110000000000000 | 779.33 |
| 12092 | 1/10/23 | PAYROLL | 9110000000000000 | 182.90 |
| 12093 | 1/10/23 | PAYROLL | 9110000000000000 | 182.90 |
| 12095 | 1/10/23 | PAYROLL | 9110000000000000 | 548.71 |
| 12103 | 1/10/23 | PAYROLL | 9110000000000000 | 754.11 |
| 12112 | 1/10/23 | PAYROLL | 9110000000000000 | 983.74 |
| 12116 | 1/10/23 | NEWPORT TRUST COMPANY FBO#10199352# | 9110000000000000 | 3,931.84 |
| 01/10/23-EFT | 1/10/23 | CHARTERSAFE | 9110000000000000 | 4,077.00 |
| 01/10/23-1-EFT | 1/10/23 | PAYCHEX OF NEW YORK, LLC | 9110000000000000 | 707.75 |
| 01/11/23-WIRE FEE | 1/11/23 | TRI COUNTIES BANK | 9110000000000000 | 15.00 |
| 7290 | 1/12/23 | SUZANNE TEFS | 9110000000000000 | 21.34 |
| 7291 | 1/12/23 | WILLOWS HARDWARE INC. | 9110000000000000 | 36.55 |
| 7292 | 1/12/23 | NILES BIOLOGICAL, INC | 9110000000000000 | 62.34 |
| 7293 | 1/12/23 | SCHOLASTIC INC | 9110000000000000 | 201.52 |
| 7294 | 1/12/23 | MARCELLA WHITE | 9110000000000000 | 45.85 |
| 7295 | 1/12/23 | WILLOWS ACE HARDWARE | 9110000000000000 | 24.85 |
| 7296 | 1/12/23 | GOTO COMMUNICATIONS, INC. | 9110000000000000 | 1,012.72 |
| 7297 | 1/20/23 | LARRY'S PEST & WEED CONTROL | 9110000000000000 | 295.00 |
| 7298 | 1/20/23 | ST MONICAS CHURCH | 9110000000000000 | 11,359.00 |
| 7299 | 1/20/23 | ANTHEM BLUE CROSS | 9110000000000000 | 424.28 |
| 7300 | 1/20/23 | CO POWER | 9110000000000000 | 911.46 |
| 7301 | 1/20/23 | GLENN COUNTY OFFICE OF EDUCATION | 9110000000000000 | 7,000.00 |
| 7302 | 1/20/23 | TSC GROUP, INC. | 9110000000000000 | 3,625.00 |
| 7303 | 1/20/23 | CPM EDUCATIONAL PROGRAM | 9110000000000000 | 904.46 |
| 7304 | 1/20/23 | WILLOWS ACE HARDWARE | 9110000000000000 | 63.07 |
| ATR-00751088 | 1/20/23 | WALDEN ACADEMY | 9110000000000000 | 5,000.00 |
| 7305 | 1/26/23 | ALHAMBRA | 9110000000000000 | 116.43 |
| 7306 | 1/26/23 | CATAPULTK12 | 9110000000000000 | 831.60 |
| 7307 | 1/26/23 | VERIZON WIRELESS | 9110000000000000 | 100.38 |
| 7308 | 1/26/23 | CANON FINANCIAL SERVICES INC | 9110000000000000 | 970.79 |
| 7309 | 1/26/23 | MARCELLA WHITE | 9110000000000000 | 385.80 |

Walden Academy
Account Reconciliation
As of Jan 31, 2023
91100000000000 - Cash in Bank-Tri Cty x0950
Bank Statement Date: January 31, 2023

Filter Criteria includes: Report is print

| Check # | Date | Payee | Cash Account | Amount |
|-------------------|---------|-------------------------------------|-----------------|----------|
| 7310 | 1/26/23 | WILLOWS ACE HARDWARE | 911000000000000 | 15.81 |
| 7311 | 1/26/23 | ALEXIA L. VELAZQUEZ | 911000000000000 | 7.99 |
| 7312 | 1/26/23 | GOTO COMMUNICATIONS, INC. | 911000000000000 | 267.05 |
| 12118 | 1/26/23 | PAYROLL | 911000000000000 | 1,822.56 |
| 12119 | 1/26/23 | PAYROLL | 911000000000000 | 196.40 |
| 12131 | 1/26/23 | PAYROLL | 911000000000000 | 365.81 |
| 12132 | 1/26/23 | PAYROLL | 911000000000000 | 210.33 |
| 12134 | 1/26/23 | PAYROLL | 911000000000000 | 867.56 |
| 12135 | 1/26/23 | PAYROLL | 911000000000000 | 365.81 |
| 12136 | 1/26/23 | PAYROLL | 911000000000000 | 196.61 |
| 12137 | 1/26/23 | PAYROLL | 911000000000000 | 182.90 |
| 12140 | 1/26/23 | PAYROLL | 911000000000000 | 435.31 |
| 12145 | 1/26/23 | PAYROLL | 911000000000000 | 1,112.14 |
| 12153 | 1/26/23 | PAYROLL | 911000000000000 | 975.38 |
| 12158 | 1/26/23 | NEWPORT TRUST COMPANY FBO#10199352# | 911000000000000 | 4,588.62 |
| 01/26/23-EFT | 1/26/23 | PAYCHEX OF NEW YORK, LLC | 911000000000000 | 180.13 |
| 01/26/23-WIRE FEE | 1/26/23 | TRI COUNTIES BANK | 911000000000000 | 15.00 |
| 01/03/23-POS | 1/3/23 | THERAPRO | 912000000000000 | 17.98 |
| 01/03/23-1-POS | 1/3/23 | AMAZON | 912000000000000 | 108.31 |
| 01/05/23-POS | 1/5/23 | WALMART | 912000000000000 | 41.33 |
| 01/05/23-1-POS | 1/5/23 | AMAZON | 912000000000000 | 88.29 |
| 01/06/23-POS | 1/6/23 | WALMART | 912000000000000 | 109.40 |
| 01/06/23-1-POS | 1/6/23 | DOLLAR TREE | 912000000000000 | 8.04 |
| 01/06/23-2-POS | 1/6/23 | AMAZON | 912000000000000 | 99.68 |
| 01/09/23-POS | 1/9/23 | WALMART | 912000000000000 | 249.25 |
| 01/09/23-1-POS | 1/9/23 | WALMART | 912000000000000 | 6.36 |
| 01/09/23-2-POS | 1/9/23 | AMAZON | 912000000000000 | 19.24 |
| 01/09/23-3-POS | 1/9/23 | AMAZON | 912000000000000 | 71.23 |
| 01/09/23-4-POS | 1/9/23 | AMAZON | 912000000000000 | 64.32 |
| 01/09/23-5-POS | 1/9/23 | AMAZON | 912000000000000 | 28.95 |
| 01/09/23-6-POS | 1/9/23 | AMAZON | 912000000000000 | 40.74 |
| 01/09/23-7-POS | 1/9/23 | AMAZON | 912000000000000 | 22.10 |
| 01/09/23-8-POS | 1/9/23 | AMAZON | 912000000000000 | 144.28 |
| 01/10/23-POS | 1/10/23 | AMAZON | 912000000000000 | 24.66 |
| 01/10/23-1-POS | 1/10/23 | WALMART | 912000000000000 | 5.12 |
| 01/10/23-2-POS | 1/10/23 | U.S. POSTAL SERVICE | 912000000000000 | 60.00 |
| 01/10/23-3-POS | 1/10/23 | AMAZON | 912000000000000 | 38.82 |
| 01/10/23-4-POS | 1/10/23 | AMAZON | 912000000000000 | 7.50 |
| 01/10/23-5-POS | 1/10/23 | AMAZON | 912000000000000 | 68.64 |
| 01/10/23-6-POS | 1/10/23 | AMAZON | 912000000000000 | 159.26 |
| 01/10/23-7-POS | 1/10/23 | AMAZON | 912000000000000 | 147.96 |
| 01/11/23-POS | 1/11/23 | HEGGERTY | 912000000000000 | 530.72 |
| 01/11/23-1-POS | 1/11/23 | AMAZON | 912000000000000 | 25.72 |
| 01/12/23-POS | 1/12/23 | WALMART | 912000000000000 | 22.57 |
| 1125 | 1/13/23 | VOID CHECKS | 912000000000000 | |
| 01/13/23-POS | 1/13/23 | WEBSTRAUTANTSTORE.COM | 912000000000000 | 2,627.93 |
| 01/13/23-1-POS | 1/13/23 | LINDAMOOD-BELL LEARNING PROCESS | 912000000000000 | 850.00 |
| 01/17/23-POS | 1/17/23 | WALMART | 912000000000000 | 32.00 |
| 01/17/23-1-POS | 1/17/23 | AMAZON | 912000000000000 | 89.96 |
| 01/17/23-2-POS | 1/17/23 | AMAZON | 912000000000000 | 87.88 |
| 01/17/23-3-POS | 1/17/23 | AMAZON | 912000000000000 | 8.57 |
| 01/17/23-4-POS | 1/17/23 | AMAZON | 912000000000000 | 50.39 |
| 01/19/23-POS | 1/19/23 | WALMART | 912000000000000 | 23.96 |
| 01/19/23-1-POS | 1/19/23 | GOPHER | 912000000000000 | 336.10 |
| 01/20/23-POS | 1/20/23 | GOTO COMMUNICATIONS, INC. | 912000000000000 | 267.05 |

Walden Academy
Account Reconciliation
As of Jan 31, 2023
911000000000000 - Cash in Bank-Tri Cty x0950
Bank Statement Date: January 31, 2023

Filter Criteria includes: Report is print

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|-------------------------|-----------------|------------------|
| 01/23/23-POS | 1/23/23 | AMAZON | 912000000000000 | 9.64 |
| 01/23/23-1-POS | 1/23/23 | AMAZON | 912000000000000 | 1,327.20 |
| 1128 | 1/23/23 | VINA ELEMENTARY SCHOOL | 912000000000000 | 150.00 |
| 01/25/23-POS | 1/25/23 | HOME DEPOT USA., INC. | 912000000000000 | 8.56 |
| 01/25/23-1-POS | 1/25/23 | EDTEC, INC. | 912000000000000 | 80.00 |
| 01/25/23-2-POS | 1/25/23 | WALMART | 912000000000000 | 21.39 |
| 01/25/23-3-POS | 1/25/23 | WALMART | 912000000000000 | 59.90 |
| 01/25/23-4-POS | 1/25/23 | HOME DEPOT USA., INC. | 912000000000000 | 203.76 |
| 01/25/23-5-POS | 1/25/23 | HOME DEPOT USA., INC. | 912000000000000 | 8.87 |
| 01/26/23-POS | 1/26/23 | WALMART | 912000000000000 | 197.77 |
| 01/26/23-1-POS | 1/26/23 | AMAZON | 912000000000000 | 379.20 |
| 1129 | 1/26/23 | WILLOWS JIU JITSU & MMA | 912000000000000 | 250.00 |
| 01/27/23-POS | 1/27/23 | AMAZON | 912000000000000 | 11.79 |
| 01/27/23-1-POS | 1/27/23 | WALMART | 912000000000000 | 102.16 |
| 01/30/23-POS | 1/30/23 | WALMART | 912000000000000 | 29.99 |
| 01/30/23-1-POS | 1/30/23 | AMAZON | 912000000000000 | 133.30 |
| 01/31/23-POS | 1/31/23 | WALMART | 912000000000000 | 50.03 |
| 01/31/23-1-POS | 1/31/23 | AMAZON | 912000000000000 | 82.74 |
| 01/31/23-2-POS | 1/31/23 | AMAZON | 912000000000000 | 38.15 |
| Total | | | | 94,214.51 |

Walden Academy
2022-23 Financial Overview

Current Financial Position as of: **12/31/22**

| Approved Budget | Net Increase/Decrease (including depreciation) |
|------------------------|---|
| Jul 1 | -\$86,235 |
| 1st Interim | \$320,195 |
| 2nd Interim | \$0 |
| 2nd Interim rev P-2 | \$0 |

Long-Term Financial Health:

| | |
|---|--------------------|
| Beginning Fund Balance at 07/01/22: | \$1,777,537 |
| Projected Ending Fund Balance at 06/30/23: | \$2,097,732 |

22/23 Budget Projections

Enrollment projected at 190
 ADA projected at 180.50
 LCFF funding per ADA is projected at \$10,179

Cash Position:

| | |
|--------------------|------------------|
| Ending Cash | \$900,641 |
|--------------------|------------------|

Outstanding Accrued Payables:

Forecast Update:

22/23 P-1 First Interim budget revisions:
 LCFF revenues increased by \$129.1k (increase in COLA/est ADA since Jul 1)
 Federal revenues decreased by \$106.2k (unbudgeted ESSER/GEER revenues removed at 1st Interim)
 Other State revenues increased by \$154k (ELO-P funds \$151.5k, increase to State Lottery funds, and addition of PY State Lottery)
 Other Local revenues increased by \$1.5k (increase to Misc revenues & addition of T-Shirt sales)
 Certificated salaries increased by \$28.5k
 Classified salaries increased by \$11.1k
 Employee benefits increased by \$23.3k
 Books/Supplies increased by \$19.9k
 Services/Operating expenses decreased by \$279.9k (Insurance \$3.7k, undefined expenses removed from expenses)
 SpEd expense decreased by 30.8k
 Net change (increase) to Fund Balance increased by \$233.9k

Year to Date

Revenue:

LCFF revenues have been paid to date
 Federal revenues have been paid to date according to the state schedules
 Other state revenues have been paid to date according to the state schedules
 Other local revenues are at 47.54% of the projected budget
 After school revenue is at 71.72% of the projected budget

Salaries & Benefits:

Certificated salaries are at 45.52% of the projected budget
 Classified salaries are at 47.01% of the projected budget
 Benefits are at 40.95% of the projected budget

Other Expenses:

Books and Supplies are at 60.13% of the projected budget
 Services/Operating Expenses are at 41.71% of the projected budget
 Special Ed encroachment is at 0% of the projected budget

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>July 1 Budget</u> | <u>First Interim Budget</u> | <u>Actuals to Date</u> | <u>Remaining Budget</u> | <u>Percent</u> |
|------------------------------------|----------------------|---------------------------------|----------------------------|-----------------------------|----------------|
| Revenues | | | | | |
| LCFF Sources | 1,837,396 | 1,966,582 | 636,634 | 1,329,948 | 32.37 |
| Federal Revenues | 582,952 | 476,731 | 208,920 | 267,811 | 43.82 |
| Other State Revenues | 138,683 | 292,699 | 57,224 | 235,475 | 19.55 |
| Other Local Revenues | 30,700 | 32,200 | 15,308 | 16,892 | 47.54 |
| Total Revenues | 2,589,731 | 2,768,212 | 918,086 | 1,850,126 | 33.17 |
| Expenses | | | | | |
| <i>Certificated Salaries</i> | | | | | |
| Teacher Salaries | 705,194 | 719,134 | 321,801 | 397,333 | 44.75 |
| Administrator Salaries | 161,681 | 176,219 | 85,779 | 90,440 | 48.68 |
| <i>Total Certificated Salaries</i> | <i>866,875</i> | <i>895,353</i> | <i>407,580</i> | <i>487,773</i> | <i>45.52</i> |
| <i>Classified Salaries</i> | | | | | |
| Paraeducator Salaries | 192,759 | 203,491 | 87,253 | 116,238 | 42.88 |
| Support Services Salaries | 78,380 | 74,858 | 36,285 | 38,573 | 48.47 |
| Office/Technical Salaries | 65,574 | 76,089 | 37,414 | 38,675 | 49.17 |
| Other Classified Salaries | 25,425 | 18,824 | 14,518 | 4,306 | 77.12 |
| <i>Total Classified Salaries</i> | <i>362,138</i> | <i>373,262</i> | <i>175,470</i> | <i>197,792</i> | <i>47.01</i> |
| <i>Employee Benefits</i> | | | | | |
| OASDI/Medicare | 94,030 | 97,060 | 43,880 | 53,180 | 45.21 |
| Health and Welfare | 26,170 | 48,723 | 17,818 | 30,905 | 36.57 |
| Unemployment Insurance | 9,184 | 8,210 | (810) | 9,020 | (9.87) |
| Workers' Compensation | 18,188 | 15,614 | 6,823 | 8,791 | 43.70 |
| Other Benefits | 38,531 | 39,786 | 18,033 | 21,753 | 45.32 |
| <i>Total Employee Benefits</i> | <i>186,103</i> | <i>209,393</i> | <i>85,744</i> | <i>123,649</i> | <i>40.95</i> |
| <i>Books and Supplies</i> | | | | | |
| Books/Reference | 23,975 | 29,625 | 15,407 | 14,218 | 52.01 |
| Instructional Materials/Suppli | 29,740 | 37,787 | 30,582 | 7,205 | 80.93 |
| Supplies/Stores | 28,941 | 34,460 | 19,989 | 14,471 | 58.01 |
| Non-Capitalized Equipment | 58,025 | 59,251 | 29,075 | 30,176 | 49.07 |
| Non-Capitalized Furniture | 9,000 | 9,000 | 6,001 | 2,999 | 66.68 |
| Food Service Supplies | 4,117 | 3,639 | 3,421 | 218 | 94.01 |
| <i>Total Books and Supplies</i> | <i>153,798</i> | <i>173,762</i> | <i>104,475</i> | <i>69,287</i> | <i>60.13</i> |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>July 1 Budget</u> | <u>First Interim Budget</u> | <u>Actuals to Date</u> | <u>Remaining Budget</u> | <u>Percent</u> |
|--|----------------------|-----------------------------|------------------------|-------------------------|----------------|
| <i>Services/Operating Expenses</i> | | | | | |
| Subagreements for Services | 12,000 | 12,000 | 0 | 12,000 | 0.00 |
| Travel/Conferences | 2,912 | 2,139 | 681 | 1,458 | 31.84 |
| Dues/Memberships | 4,270 | 4,270 | 6,121 | (1,851) | 143.35 |
| Insurance | 35,226 | 38,939 | 22,619 | 16,320 | 58.09 |
| Operations/Housekeeping | 43,624 | 43,667 | 18,439 | 25,228 | 42.23 |
| Rentals/Leases/Repairs | 198,154 | 193,271 | 106,030 | 87,241 | 54.86 |
| Professional Services | 555,764 | 280,648 | 85,218 | 195,430 | 30.36 |
| Communications | 9,421 | 6,499 | 3,380 | 3,119 | 52.01 |
| <i>Total Services/Operating Expenses</i> | <i>861,371</i> | <i>581,433</i> | <i>242,488</i> | <i>338,945</i> | <i>41.71</i> |
| <i>Capital Outlay</i> | | | | | |
| Sites/Site Improvements | 0 | 0 | 0 | 0 | 0.00 |
| Buildings/Building Improvement | 0 | 0 | 0 | 0 | 0.00 |
| Capital Equipment | 0 | 0 | 0 | 0 | 0.00 |
| Depreciation | 117,882 | 117,882 | 0 | 117,882 | 0.00 |
| <i>Total Capital Outlay</i> | <i>117,882</i> | <i>117,882</i> | <i>0</i> | <i>117,882</i> | <i>0.00</i> |
| <i>Other Outgo</i> | | | | | |
| Other Transfers | 127,799 | 96,932 | 0 | 96,932 | 0.00 |
| Direct Support/Indirect Transf | 0 | 0 | 0 | 0 | 0.00 |
| <i>Total Other Outgo</i> | <i>127,799</i> | <i>96,932</i> | <i>0</i> | <i>96,932</i> | <i>0.00</i> |
| Total Expenses | 2,675,966 | 2,448,017 | 1,015,757 | 1,432,260 | 41.49 |
| Other Sources and Uses | | | | | |
| <i>Other Sources</i> | | | | | |
| Other Sources | 0 | 0 | 0 | 0 | 0.00 |
| Charter School Loans | 0 | 0 | 0 | 0 | 0.00 |
| <i>Total Other Sources</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0.00</i> |
| <i>Other Uses</i> | | | | | |
| Debt Service Interest | 0 | 0 | 0 | 0 | 0.00 |
| Debt Service Principal | 0 | 0 | 0 | 0 | 0.00 |
| <i>Total Other Uses</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0.00</i> |
| Total Other Sources and Uses | 0 | 0 | 0 | 0 | 0.00 |
| Net Increase/Decrease in Fund Balance | (86,235) | 320,195 | (97,671) | 417,866 | (30.50) |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|---|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| Revenues | | | | | |
| State and Local Revenues | | | | | |
| <i>LCFF Sources</i> | | | | | |
| 8011000000000000 State Aid Entitlement | 65,652 | 807,114 | 269,902 | 537,212 | 33.44 |
| 8012140000000000 EPA Funding | 0 | 454,456 | 101,694 | 352,762 | 22.38 |
| 8096000000000000 In-Lieu Tax Transfers | 100,966 | 705,012 | 265,038 | 439,974 | 37.59 |
| <i>Total LCFF Sources</i> | <i>166,618</i> | <i>1,966,582</i> | <i>636,634</i> | <i>1,329,948</i> | <i>32.37</i> |
| <i>Federal Revenues</i> | | | | | |
| 8290301000000000 Other Federal Revenues-Title I | 0 | 42,787 | 0 | 42,787 | 0.00 |
| 8290318200000002 Other Federal Rev-CSI Yr 21/22 | 17,872 | 207,483 | 91,461 | 116,022 | 44.08 |
| 8290321200000000 Other Federal Revenue-ESSER II | 0 | 26,015 | 26,014 | 1 | 100.00 |
| 8290321300000000 Other Federal Rev-ESSER III | 39,590 | 185,756 | 90,739 | 95,017 | 48.85 |
| 8290321400000000 Other Federal Rev-ESSER III | 662 | 0 | 706 | (706) | 0.00 |
| 8290403500000000 Other Federal Revenue-Title II | 0 | 4,690 | 0 | 4,690 | 0.00 |
| 8290412700000000 Other Federal Revenue-Title IV | 0 | 10,000 | 0 | 10,000 | 0.00 |
| <i>Total Federal Revenues</i> | <i>58,124</i> | <i>476,731</i> | <i>208,920</i> | <i>267,811</i> | <i>43.82</i> |
| <i>Other State Revenues</i> | | | | | |
| 8550000000000000 Mandated Cost Reimburse-Block | 0 | 2,988 | 0 | 2,988 | 0.00 |
| 8560110000000000 State Lottery Revenue-Non-Prop | 0 | 24,820 | 0 | 24,820 | 0.00 |
| 8560110000000001 State Lottery Rev-Non-Prop-PY | 0 | 548 | 548 | 0 | 100.00 |
| 8560630000000000 State Lottery Revenue-Prop 20 | 0 | 9,782 | 0 | 9,782 | 0.00 |
| 8560630000000001 State Lottery Rev-Prop 20-PY | 0 | 600 | 600 | 0 | 100.00 |
| 8590000000000000 Other State Revenue | 0 | 350 | 0 | 350 | 0.00 |
| 8590260000000003 Other State Rev-ELO-P 22/23 | 13,640 | 151,554 | 56,076 | 95,478 | 37.00 |
| 8590603000000000 Oth State Rev-SB740-Lease Cost | 0 | 102,057 | 0 | 102,057 | 0.00 |
| <i>Total Other State Revenues</i> | <i>13,640</i> | <i>292,699</i> | <i>57,224</i> | <i>235,475</i> | <i>19.55</i> |
| <i>Other Local Revenues</i> | | | | | |
| 8698000000000000 Donations | 0 | 200 | 65 | 135 | 32.50 |
| 8698914000000000 Donations-PTC | 1,400 | 10,000 | 1,400 | 8,600 | 14.00 |
| 8699000000000000 Other Local Revenues-Misc | 1,032 | 1,000 | 1,761 | (761) | 176.10 |
| 8699531000000000 Oth Loc Rev-Student Meals | 0 | 7,500 | 0 | 7,500 | 0.00 |
| 8699912600000000 Oth Local Revenue-Fundraising | 1,878 | 1,000 | 1,878 | (878) | 187.80 |
| 8699913700000000 Oth Loc Rev-T Shirt Sales | 60 | 1,000 | 1,006 | (6) | 100.60 |
| 8699915400000000 Other Local Rev-After School | 1,273 | 11,500 | 8,248 | 3,252 | 71.72 |
| 8699915500000000 Other Loc Rev-Water Grant | 950 | 0 | 950 | (950) | 0.00 |
| <i>Total Other Local Revenues</i> | <i>6,593</i> | <i>32,200</i> | <i>15,308</i> | <i>16,892</i> | <i>47.54</i> |
| Total Revenues | 244,975 | 2,768,212 | 918,086 | 1,850,126 | 33.17 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> | <u>First Interim</u> | <u>Actuals to</u> | <u>Remaining</u> | <u>Percent</u> |
|--|----------------|----------------------|-------------------|------------------|-----------------|
| | <u>Actuals</u> | <u>Budget</u> | <u>Date</u> | <u>Budget</u> | <u>to Total</u> |
| | | | | | <u>Budget</u> |
| Expenses | | | | | |
| Certificated Salaries | | | | | |
| <i>Teacher Salaries</i> | | | | | |
| 110100001110000 Cert Teacher | 46,630 | 6,487 | 105,462 | (98,975) | 1,625.74 |
| 110114001110000 Cert Teacher-EPA | 0 | 454,456 | 101,694 | 352,762 | 22.38 |
| 110131821110002 Cert Teacher-CSI | 5,298 | 48,000 | 22,596 | 25,404 | 47.08 |
| 110132121110000 Cert Teacher-ESSER II | 0 | 10,800 | 10,800 | 0 | 100.00 |
| 110132131110000 Cert Teacher-ESSER III | 8,002 | 61,201 | 23,204 | 37,997 | 37.91 |
| 110162661110000 Cert Teacher-Ed Effect | 0 | 2,679 | 2,679 | 0 | 100.00 |
| 110200001110000 Cert Teacher Substitute | 1,400 | 12,700 | 5,118 | 7,582 | 40.30 |
| 110232131110000 Cert Teach Sub-ESSER III | 2,400 | 2,300 | 7,700 | (5,400) | 334.78 |
| 110299981110000 Cert Teacher Substitute-LCAP | 0 | 25,200 | 910 | 24,290 | 3.61 |
| 110500001110000 Cert Teacher Medical Stipend | 4,233 | 42,330 | 19,049 | 23,281 | 45.00 |
| 110531821110002 Cert Teacher Medical Stipend | 0 | 4,980 | 1,245 | 3,735 | 25.00 |
| 110532121110000 Cert Teacher Medical Stipend | 0 | 1,121 | 1,121 | 0 | 100.00 |
| 110532131110000 Cert Teacher Medical Stipend | 0 | 6,349 | 747 | 5,602 | 11.77 |
| 117500001110000 Cert Teacher Mile/Mast Stipend | 665 | 6,651 | 3,058 | 3,593 | 45.98 |
| 117532121110000 Cert Teacher M/M Stpn-ESSER II | 0 | 83 | 83 | 0 | 100.00 |
| 117532131110000 Cert Teacher M/M Stp-ESSER III | 0 | 468 | 55 | 413 | 11.75 |
| 117600001110000 Cert Teacher Stipend | 1,760 | 14,320 | 6,675 | 7,645 | 46.61 |
| 117626001110003 Cert Teacher Stipend-ELO-P | 0 | 2,609 | 2,609 | 0 | 100.00 |
| 117699981110000 Cert Teacher Stipend-LCAP | 2,023 | 16,400 | 6,996 | 9,404 | 42.66 |
| <i>Total Teacher Salaries</i> | <i>72,411</i> | <i>719,134</i> | <i>321,801</i> | <i>397,333</i> | <i>44.75</i> |
| <i>Administrator Salaries</i> | | | | | |
| 130100001127000 Cert School Director | 8,597 | 93,760 | 42,181 | 51,579 | 44.99 |
| 130131821127002 Cert School Director-CSI | 4,727 | 52,000 | 23,636 | 28,364 | 45.45 |
| 130162661127000 Cert School Director-Ed Effect | 0 | 801 | 801 | 0 | 100.00 |
| 130500001127000 Cert Director Medical Stipend | 886 | 8,856 | 4,428 | 4,428 | 50.00 |
| 130531821127002 Cert Director Medical Stipend | 590 | 5,904 | 2,952 | 2,952 | 50.00 |
| 137500001127000 Cert Director Mile/Mas Stipend | 36 | 360 | 180 | 180 | 50.00 |
| 137600001127000 Cert Director Stipend | 2,413 | 10,000 | 7,063 | 2,937 | 70.63 |
| 137600001127001 Cert Director Stipend-PY | 0 | 3,500 | 3,500 | 0 | 100.00 |
| 137626001127003 Cert Director Stipend-ELO-P | 0 | 4,538 | 4,538 | 0 | 100.00 |
| 137662661127001 Cert Director Stipnd-Ed Eff PY | 0 | (3,500) | (3,500) | 0 | 100.00 |
| <i>Total Administrator Salaries</i> | <i>17,249</i> | <i>176,219</i> | <i>85,779</i> | <i>90,440</i> | <i>48.68</i> |
| <i>Other Certificated Salaries</i> | | | | | |
| <i>Total Other Certificated Salaries</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0.00</i> |
| Total Certificated Salaries | 89,660 | 895,353 | 407,580 | 487,773 | 45.52 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|---|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| Classified Salaries | | | | | |
| <i>Paraeducator Salaries</i> | | | | | |
| 210100001110000 Class Instruct Aide | 7,064 | 70,006 | 34,308 | 35,698 | 49.01 |
| 210126001110003 Class Instr Aide-ELO-P | 0 | 2,246 | 2,246 | 0 | 100.00 |
| 210130101110000 Class Instruct Aide-Title I | 1,335 | 13,459 | 5,888 | 7,571 | 43.75 |
| 210131821110002 Class Instruct Aide-CSI | 3,288 | 34,429 | 14,488 | 19,941 | 42.08 |
| 210132121110000 Class Instruct Aide-ESSER II | 0 | 53 | 53 | 0 | 100.00 |
| 210132131110000 Class Instruct Aide-ESSER III | 0 | 1,949 | 1,949 | 0 | 100.00 |
| 210162661110000 Class Instruct Aide-Ed Effect | 0 | 1,329 | 1,329 | 0 | 100.00 |
| 210199981110000 Class Instruct Aide-LCAP | 5,497 | 59,179 | 25,541 | 33,638 | 43.16 |
| 210200001110000 Class Instruct Aide Substitute | 0 | 3,000 | 0 | 3,000 | 0.00 |
| 210441271110000 Class Teacher-Music-Title IV | 0 | 4,641 | 264 | 4,377 | 5.69 |
| 210500001142000 Class Teacher-PE Coach | 0 | 7,500 | 0 | 7,500 | 0.00 |
| 210600001110000 Class Teacher-Elective | 0 | 400 | 0 | 400 | 0.00 |
| 210632131110000 Class Teacher-Elect-ESSER III | 0 | 5,000 | 0 | 5,000 | 0.00 |
| 217500001110000 Class Instruct Aide-Stipend | 29 | 200 | 1,042 | (842) | 521.00 |
| 217500001137000 Class Instruct Aide-Stip-Lunch | 0 | 100 | 66 | 34 | 66.00 |
| 217532131110000 Class Instr Aide Stp-ESSER III | 50 | 0 | 50 | (50) | 0.00 |
| 217562661110000 Class Teach-Stipend-Ed Eff | 0 | 0 | 29 | (29) | 0.00 |
| <i>Total Paraeducator Salaries</i> | <i>17,263</i> | <i>203,491</i> | <i>87,253</i> | <i>116,238</i> | <i>42.88</i> |
| <i>Support Services Salaries</i> | | | | | |
| 220131821137002 Class Food Service-CSI | 936 | 12,243 | 4,789 | 7,454 | 39.12 |
| 220199981137000 Class Food Service-LCAP | 830 | 10,857 | 4,247 | 6,610 | 39.12 |
| 221000001181000 Class Maintenance | 4,758 | 49,980 | 25,471 | 24,509 | 50.96 |
| 221099981181000 Class Maintenance-LCAP | 0 | 1,778 | 1,778 | 0 | 100.00 |
| <i>Total Support Services Salaries</i> | <i>6,524</i> | <i>74,858</i> | <i>36,285</i> | <i>38,573</i> | <i>48.47</i> |
| <i>Supervisor Salaries</i> | | | | | |
| <i>Total Supervisor Salaries</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0.00</i> |
| <i>Office/Technical Salaries</i> | | | | | |
| 240100001127000 Class Clerical/Office | 4,182 | 48,275 | 22,716 | 25,559 | 47.06 |
| 240130101127000 Class Clerical/Office-Title I | 626 | 6,728 | 2,777 | 3,951 | 41.28 |
| 240131821127002 Class Clerical/Office-CSI | 833 | 7,053 | 4,056 | 2,997 | 57.51 |
| 240132121127000 Class Clerical/Office-ESSER II | 0 | 1,184 | 1,184 | 0 | 100.00 |
| 240132131127000 Class Clerical/Office-ESSER III | 0 | 941 | 941 | 0 | 100.00 |
| 240199981127000 Class Clerical/Office-LCAP | 626 | 6,728 | 3,105 | 3,623 | 46.15 |
| 240500001127000 Class Clerical Medical Stpnd | 453 | 4,980 | 2,490 | 2,490 | 50.00 |
| 247500001127000 Class Clerical Stipend | 0 | 200 | 145 | 55 | 72.50 |
| <i>Total Office/Technical Salaries</i> | <i>6,720</i> | <i>76,089</i> | <i>37,414</i> | <i>38,675</i> | <i>49.17</i> |
| <i>Other Classified Salaries</i> | | | | | |
| 290162661139000 Classified After School Staff | 0 | 868 | 868 | 0 | 100.00 |
| 290191541139000 Classified After School | 3,367 | 17,956 | 13,650 | 4,306 | 76.02 |
| <i>Total Other Classified Salaries</i> | <i>3,367</i> | <i>18,824</i> | <i>14,518</i> | <i>4,306</i> | <i>77.12</i> |
| Total Classified Salaries | 33,874 | 373,262 | 175,470 | 197,792 | 47.01 |
| Employee Benefits | | | | | |
| <i>STRS/PERS</i> | | | | | |
| Total STRS/PERS | 0 | 0 | 0 | 0 | 0.00 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|--|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| <i>OASDI/Medicare</i> | | | | | |
| 330100001110000 Social Security/Medicare Cert | 4,155 | 44,165 | 18,443 | 25,722 | 41.76 |
| 330100001127000 Social Security/Medicare Cert | 894 | 8,644 | 3,831 | 4,813 | 44.32 |
| 330100001127001 Social Sec/Medicare Cert-PY | 0 | 268 | 268 | 0 | 100.00 |
| 330126001110003 Social Security/Medicare Cert | 0 | 200 | 200 | 0 | 100.00 |
| 330126001127003 Social Security/Medicare Cert | 0 | 347 | 347 | 0 | 100.00 |
| 330131821110002 Social Security/Medicare Cert | 402 | 4,053 | 1,810 | 2,243 | 44.66 |
| 330131821127002 Social Security/Medicare Cert | 407 | 4,430 | 2,034 | 2,396 | 45.91 |
| 330132121110000 Social Security/Medicare Cert | 0 | 822 | 822 | 0 | 100.00 |
| 330132131110000 Social Security/Medicare Cert | 791 | 5,301 | 2,446 | 2,855 | 46.14 |
| 330162661110000 Social Security/Medicare Cert | 0 | 205 | 205 | 0 | 100.00 |
| 330162661127000 Social Security/Medicare Cert | 0 | 61 | 61 | 0 | 100.00 |
| 330162661127001 Social Security/Medicare Cert | 0 | (268) | (268) | 0 | 100.00 |
| 330199981110000 Social Security/Medicare Cert | 155 | 276 | 605 | (329) | 219.20 |
| 330200001110000 Social Security/Medicare Class | 538 | 6,162 | 2,384 | 3,778 | 38.69 |
| 330200001127000 Social Security/Medicare Class | 355 | 4,074 | 1,939 | 2,135 | 47.59 |
| 330200001142000 Social Security/Medicare Class | 0 | 574 | 0 | 574 | 0.00 |
| 330200001181000 Social Security/Medicare Class | 364 | 3,823 | 1,948 | 1,875 | 50.95 |
| 330226001110003 Social Security/Medicare Class | 0 | 172 | 172 | 0 | 100.00 |
| 330230101110000 Social Security/Medicare Class | 102 | 1,030 | 450 | 580 | 43.69 |
| 330230101127000 Social Security/Medicare Class | 48 | 515 | 212 | 303 | 41.17 |
| 330231821110002 Social Security/Medicare Class | 252 | 2,634 | 1,108 | 1,526 | 42.07 |
| 330231821127002 Social Security/Medicare Class | 64 | 540 | 310 | 230 | 57.41 |
| 330231821137002 Social Security/Medicare Class | 72 | 937 | 369 | 568 | 39.38 |
| 330232121110000 Social Security/Medicare Class | 0 | 4 | 4 | 0 | 100.00 |
| 330232121127000 Social Security/Medicare Class | 0 | 91 | 91 | 0 | 100.00 |
| 330232131110000 Social Security/Medicare Class | 4 | 149 | 153 | (4) | 102.68 |
| 330232131127000 Social Security/Medicare Class | 0 | 72 | 72 | 0 | 100.00 |
| 330241271110000 Social Security/Medicare Class | 0 | 222 | 2 | 220 | 0.90 |
| 330262661110000 Social Security/Medicare Class | 0 | 101 | 103 | (2) | 101.98 |
| 330262661139000 Social Security/Medicare Class | 0 | 65 | 65 | 0 | 100.00 |
| 330291541139000 Social Security/Medicare Class | 255 | 1,376 | 1,038 | 338 | 75.44 |
| 330299981110000 Social Security/Medicare Class | 420 | 4,527 | 1,954 | 2,573 | 43.16 |
| 330299981127000 Social Security/Medicare Class | 48 | 515 | 238 | 277 | 46.21 |
| 330299981137000 Social Security/Medicare Class | 64 | 837 | 328 | 509 | 39.19 |
| 330299981181000 Social Security/Medicare Class | 0 | 136 | 136 | 0 | 100.00 |
| <i>Total OASDI/Medicare</i> | <i>9,390</i> | <i>97,060</i> | <i>43,880</i> | <i>53,180</i> | <i>45.21</i> |
| <i>Health and Welfare</i> | | | | | |
| 340100001110000 Health & Welfare Certificated | 3,510 | 27,546 | 10,428 | 17,118 | 37.86 |
| 340100001127000 Health & Welfare Certificated | 755 | 9,060 | 3,465 | 5,595 | 38.25 |
| 340132121110000 Health & Welfare Certificated | 0 | 605 | 605 | 0 | 100.00 |
| 340132131110000 Health & Welfare Certificated | 783 | 8,790 | 2,349 | 6,441 | 26.72 |
| 340200001127000 Health & Welfare Classified | 112 | 1,346 | 627 | 719 | 46.58 |
| 340200001181000 Health & Welfare Classified | 172 | 1,376 | 344 | 1,032 | 25.00 |
| <i>Total Health and Welfare</i> | <i>5,332</i> | <i>48,723</i> | <i>17,818</i> | <i>30,905</i> | <i>36.57</i> |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|--|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| <i>Unemployment Insurance</i> | | | | | |
| 350100001110000 Unemployment Insurance Cert | 20 | 3,897 | 537 | 3,360 | 13.78 |
| 350100001127000 Unemployment Insurance Cert | 0 | 269 | 0 | 269 | 0.00 |
| 350131821110002 Unemployment Insurance Cert | 0 | 224 | 0 | 224 | 0.00 |
| 350131821127002 Unemployment Insurance Cert | 0 | 179 | 0 | 179 | 0.00 |
| 350132131110000 Unemployment Insurance Cert | 5 | 336 | 9 | 327 | 2.68 |
| 350199981110000 Unemployment Insurance Cert | 0 | 23 | 23 | 0 | 100.00 |
| 350200001110000 Unemployment Insurance Class | 4 | 2,224 | 34 | 2,190 | 1.53 |
| 350200001127000 Unemployment Insurance Class | 1 | 672 | 26 | 646 | 3.87 |
| 350200001137000 Unemployment Insurance Class | 0 | 96 | 0 | 96 | 0.00 |
| 350200001181000 Unemployment Insurance Class | 0 | 224 | 0 | 224 | 0.00 |
| 350226001110003 Unemployment Insurance Class | 0 | 16 | 16 | 0 | 100.00 |
| 350231821137002 Unemployment Insurance Class | 0 | 128 | 183 | (55) | 142.97 |
| 350262661139000 Unemployment Insurance Class | 0 | 14 | 14 | 0 | 100.00 |
| 350291541139000 Unemployment Insurance Class | 23 | 1,330 | 61 | 1,269 | 4.59 |
| 350400001110000 SUI-ETT Refund | (291) | (1,422) | (1,713) | 291 | 120.46 |
| <i>Total Unemployment Insurance</i> | <i>(238)</i> | <i>8,210</i> | <i>(810)</i> | <i>9,020</i> | <i>(9.87)</i> |
| <i>Workers' Compensation</i> | | | | | |
| 360100001110000 Workers Compensation Cert | 639 | 7,095 | 2,794 | 4,301 | 39.38 |
| 360100001127000 Workers Compensation Cert | 138 | 1,255 | 585 | 670 | 46.61 |
| 360100001127001 Workers Compensation Cert-PY | 0 | 43 | 43 | 0 | 100.00 |
| 360126001110003 Workers Compensation Cert | 0 | 32 | 32 | 0 | 100.00 |
| 360126001127003 Workers Compensation Cert | 0 | 56 | 56 | 0 | 100.00 |
| 360131821110002 Workers Compensation Cert | 59 | 652 | 297 | 355 | 45.55 |
| 360131821127002 Workers Compensation Cert | 65 | 713 | 295 | 418 | 41.37 |
| 360132121110000 Workers Compensation Cert | 0 | 147 | 147 | 0 | 100.00 |
| 360132131110000 Workers Compensation Cert | 124 | 985 | 366 | 619 | 37.16 |
| 360162661110000 Workers Compensation Cert | 0 | 32 | 32 | 0 | 100.00 |
| 360162661127000 Workers Compensation Cert | 0 | 9 | 9 | 0 | 100.00 |
| 360162661127001 Workers Compensation Cert | 0 | (43) | (43) | 0 | 100.00 |
| 360199981110000 Workers Compensation Cert | 25 | 44 | 97 | (53) | 220.45 |
| 360200001110000 Workers Compensation Class | 85 | 1,025 | 428 | 597 | 41.76 |
| 360200001127000 Workers Compensation Class | 56 | 658 | 307 | 351 | 46.66 |
| 360200001137000 Workers Compensation Class | 0 | 0 | 1 | (1) | 0.00 |
| 360200001142000 Workers Compensation Class | 0 | 92 | 0 | 92 | 0.00 |
| 360200001181000 Workers Compensation Class | 56 | 616 | 299 | 317 | 48.54 |
| 360226001110003 Workers Compensation Class | 0 | 28 | 28 | 0 | 100.00 |
| 360230101110000 Workers Compensation Class | 16 | 166 | 70 | 96 | 42.17 |
| 360230101127000 Workers Compensation Class | 8 | 83 | 34 | 49 | 40.96 |
| 360231821110002 Workers Compensation Class | 40 | 424 | 175 | 249 | 41.27 |
| 360231821127002 Workers Compensation Class | 10 | 87 | 48 | 39 | 55.17 |
| 360231821137002 Workers Compensation Class | 12 | 151 | 59 | 92 | 39.07 |
| 360232121110000 Workers Compensation Class | 0 | 1 | 1 | 0 | 100.00 |
| 360232121127000 Workers Compensation Class | 0 | 14 | 14 | 0 | 100.00 |
| 360232131110000 Workers Compensation Class | 1 | 23 | 24 | (1) | 104.35 |
| 360232131127000 Workers Compensation Class | 0 | 11 | 11 | 0 | 100.00 |
| 360262661110000 Workers Compensation Class | 0 | 16 | 16 | 0 | 100.00 |
| 360262661139000 Workers Compensation Class | 0 | 11 | 11 | 0 | 100.00 |
| 360291541139000 Workers Compensation Class | 40 | 221 | 164 | 57 | 74.21 |
| 360299981110000 Workers Compensation Class | 70 | 728 | 314 | 414 | 43.13 |
| 360299981127000 Workers Compensation Class | 5 | 83 | 36 | 47 | 43.37 |
| 360299981137000 Workers Compensation Class | 10 | 135 | 52 | 83 | 38.52 |
| 360299981181000 Workers Compensation Class | 0 | 21 | 21 | 0 | 100.00 |
| <i>Total Workers' Compensation</i> | <i>1,459</i> | <i>15,614</i> | <i>6,823</i> | <i>8,791</i> | <i>43.70</i> |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|---|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| <i>Other Benefits</i> | | | | | |
| 390100001110000 Other Benefits Certificated | 2,367 | 21,074 | 9,750 | 11,324 | 46.27 |
| 390100001127000 Other Benefits Certificated | 519 | 5,675 | 2,561 | 3,114 | 45.13 |
| 390131821110002 Other Benefits Certificated | 240 | 2,400 | 1,080 | 1,320 | 45.00 |
| 390132121110000 Other Benefits Certificated | 0 | 360 | 360 | 0 | 100.00 |
| 390132131110000 Other Benefits Certificated | 240 | 2,040 | 720 | 1,320 | 35.29 |
| 390162661110000 Other Benefits Certificated | 0 | 97 | 97 | 0 | 100.00 |
| 390162661127000 Other Benefits Certificated | 0 | 34 | 34 | 0 | 100.00 |
| 390200001110000 Other Benefits Classified | 114 | 3,079 | 579 | 2,500 | 18.80 |
| 390200001127000 Other Benefits Classified | 75 | 1,657 | 438 | 1,219 | 26.43 |
| 390200001181000 Other Benefits Classified | 217 | 2,251 | 1,149 | 1,102 | 51.04 |
| 390230101110000 Other Benefits Classified | 40 | 109 | 187 | (78) | 171.56 |
| 390231821110002 Other Benefits Classified | 63 | 155 | 280 | (125) | 180.65 |
| 390231821127002 Other Benefits Classified | 25 | 78 | 122 | (44) | 156.41 |
| 390232121110000 Other Benefits Classified | 0 | 3 | 3 | 0 | 100.00 |
| 390232121127000 Other Benefits Classified | 0 | 34 | 34 | 0 | 100.00 |
| 390232131110000 Other Benefits Classified | 0 | 40 | 40 | 0 | 100.00 |
| 390232131127000 Other Benefits Classified | 0 | 20 | 20 | 0 | 100.00 |
| 390241271110000 Other Benefits Classified | 0 | 1 | 1 | 0 | 100.00 |
| 390262661110000 Other Benefits Classified | 0 | 8 | 8 | 0 | 100.00 |
| 390291541139000 Other Benefits Classified | 63 | 460 | 213 | 247 | 46.30 |
| 390299981110000 Other Benefits Classified | 62 | 122 | 268 | (146) | 219.67 |
| 390299981181000 Other Benefits Classified | 0 | 89 | 89 | 0 | 100.00 |
| <i>Total Other Benefits</i> | <i>4,025</i> | <i>39,786</i> | <i>18,033</i> | <i>21,753</i> | <i>45.32</i> |
| Total Employee Benefits | 19,968 | 209,393 | 85,744 | 123,649 | 40.95 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> <u>Actuals</u> | <u>First Interim</u> <u>Budget</u> | <u>Actuals to</u> <u>Date</u> | <u>Remaining</u> <u>Budget</u> | <u>Percent</u> <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
|--|----------------------------------|---------------------------------------|----------------------------------|-----------------------------------|--|
| Books and Supplies | | | | | |
| <i>Books/Reference</i> | | | | | |
| 411000001110000 Textbooks/Core Curricula | 0 | 6,492 | 5,018 | 1,474 | 77.30 |
| 411030101110000 Textbooks/Core Curric-Title I | 0 | 10,000 | 76 | 9,924 | 0.76 |
| 411032131110000 Textbooks/Core Curr-ESSER III | 502 | 1,500 | 1,696 | (196) | 113.07 |
| 411063001110000 Textbooks/CoreCurricula-Prop20 | 0 | 7,008 | 7,008 | 0 | 100.00 |
| 421000001110000 Books/Reference Materials | 62 | 4,625 | 1,145 | 3,480 | 24.76 |
| 421032131110000 Books/Reference Mtls-ESSER III | 121 | 0 | 121 | (121) | 0.00 |
| 421062661110000 Books/Reference Mtls-Ed Effect | 0 | 0 | 343 | (343) | 0.00 |
| <i>Total BooksReference</i> | <i>685</i> | <i>29,625</i> | <i>15,407</i> | <i>14,218</i> | <i>52.01</i> |
| <i>Instructional Materials/Supplies</i> | | | | | |
| 431000001110000 Instructional Mtls/Supplies | 450 | 3,273 | 1,506 | 1,767 | 46.01 |
| 431032131110000 Instruct Mtls/Supply-ESSER III | 449 | 3,033 | 3,482 | (449) | 114.80 |
| 431041271110000 Instruct Mtls/Supp-Title IV | 0 | 5,000 | 0 | 5,000 | 0.00 |
| 431063001110000 Instruct Mtls/Supply-Prop 20 | 0 | 2,533 | 2,533 | 0 | 100.00 |
| 431100001110000 Teacher Supplies | 0 | 3,326 | 3,302 | 24 | 99.28 |
| 431132131110000 Teacher Supplies-ESSER III | 357 | 2,000 | 475 | 1,525 | 23.75 |
| 431132141110000 Teacher Supplies-ESSER III | 662 | 0 | 662 | (662) | 0.00 |
| 431163001110000 Teacher Supplies-Prop 20 | 0 | 174 | 174 | 0 | 100.00 |
| 431231821110002 Educational Software-CSI | 0 | 7,500 | 7,500 | 0 | 100.00 |
| 431232131110000 Educational Software-ESSER III | 0 | 4,934 | 4,934 | 0 | 100.00 |
| 431241271110000 Educational Software-Title IV | 0 | 5,347 | 5,347 | 0 | 100.00 |
| 431263001110000 Educational Software-Prop 20 | 0 | 667 | 667 | 0 | 100.00 |
| <i>Total Instructional Materials/Supplies</i> | <i>1,918</i> | <i>37,787</i> | <i>30,582</i> | <i>7,205</i> | <i>80.93</i> |
| <i>Supplies/Stores</i> | | | | | |
| 432000001127000 All Other Mtls/Supplies-Admin | 2,994 | 19,172 | 10,322 | 8,850 | 53.84 |
| 432000001142000 All Other Mtls/Supplies-PE | 64 | 100 | 106 | (6) | 106.00 |
| 432000001181000 All Oth Mtls/Supply-Custodial | 354 | 5,750 | 2,649 | 3,101 | 46.07 |
| 432026001139003 All Other Mtls/Supplies-ELO-P | 1,233 | 0 | 1,233 | (1,233) | 0.00 |
| 432030101127000 All Other Mtls/Sup-Admin-Ttl I | 0 | 2,500 | 135 | 2,365 | 5.40 |
| 432031821127002 All Other Mtls/Supplies-CSI | 490 | 0 | 490 | (490) | 0.00 |
| 432032131127000 All Oth Mtl/Sup-Admin-ESSERIII | 0 | 1,834 | 1,894 | (60) | 103.27 |
| 432032131142000 All Oth Mtl/Sup-PE-ESSERIII | 773 | 2,628 | 1,660 | 968 | 63.17 |
| 432091541139000 All Oth Mtls/Supplies-Aft Sch | 355 | 500 | 724 | (224) | 144.80 |
| 432100001110000 Professional Develop Supplies | 0 | 1,200 | 0 | 1,200 | 0.00 |
| 432130101110000 Profess. Develop Sup-Title I | 0 | 776 | 776 | 0 | 100.00 |
| <i>Total Supplies/Stores</i> | <i>6,263</i> | <i>34,460</i> | <i>19,989</i> | <i>14,471</i> | <i>58.01</i> |
| <i>Non-Capitalized Equipment</i> | | | | | |
| 441000001110000 Non-Cap Equip-Instructional | 0 | 1,326 | 1,326 | 0 | 100.00 |
| 441000001127000 Non-Capitalized Equip-Admin | 0 | 3,000 | 1,735 | 1,265 | 57.83 |
| 441032131110000 Non-Cap Equip-Instr-ESSER III | 0 | 5,000 | 0 | 5,000 | 0.00 |
| 442000001110000 Non-Capitalized Computer-Instr | 0 | 375 | 0 | 375 | 0.00 |
| 442000001127000 Non-Capitalized Computer-Admin | 128 | 2,200 | 128 | 2,072 | 5.82 |
| 442032131110000 Non-Cap Cptr-Inst-ESSER III | 24,988 | 40,750 | 24,988 | 15,762 | 61.32 |
| 442032131127000 Non-Cap Cptr-Adm-ESSER III | 0 | 6,600 | 898 | 5,702 | 13.61 |
| <i>Total Non-Capitalized Equipment</i> | <i>25,116</i> | <i>59,251</i> | <i>29,075</i> | <i>30,176</i> | <i>49.07</i> |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly Actuals</u> | <u>First Interim Budget</u> | <u>Actuals to Date</u> | <u>Remaining Budget</u> | <u>Percent Actuals to Total Budget</u> |
|--|----------------------------|---------------------------------|----------------------------|-----------------------------|--|
| <i>Non-Capaltized Fixed Assets</i> | | | | | |
| 445000001110000 Non-Cap Furniture-Instr | 0 | 6,000 | 5,105 | 895 | 85.08 |
| 445000001127000 Non-Cap Furniture-Admin | 0 | 3,000 | 896 | 2,104 | 29.87 |
| <i>Total Non-Capaltized Fixed Assets</i> | <i>0</i> | <i>9,000</i> | <i>6,001</i> | <i>2,999</i> | <i>66.68</i> |
| <i>Food Service Supplies</i> | | | | | |
| 470026001139003 Food Expenses-ASP-ELO-P | 0 | 708 | 886 | (178) | 125.14 |
| 470091541139000 Food Expenditures-After School | 546 | 1,973 | 1,397 | 576 | 70.81 |
| 472000001127000 Food Expenditures-Other | 185 | 927 | 1,107 | (180) | 119.42 |
| 472062661127000 Food Expenditures-Ed Effect | 0 | 31 | 31 | 0 | 100.00 |
| <i>Total Food Service Supplies</i> | <i>731</i> | <i>3,639</i> | <i>3,421</i> | <i>218</i> | <i>94.01</i> |
| Total Books and Supplies | 34,713 | 173,762 | 104,475 | 69,287 | 60.13 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly Actuals</u> | <u>First Interim Budget</u> | <u>Actuals to Date</u> | <u>Remaining Budget</u> | <u>Percent Actuals to Total Budget</u> |
|--|----------------------------|---------------------------------|----------------------------|-----------------------------|--|
| Services/Operating Expenses | | | | | |
| <i>Subagreements for Services</i> | | | | | |
| 510031821184002 Subagreements for Svc-CSI | 0 | 12,000 | 0 | 12,000 | 0.00 |
| <i>Total Subagreements for Services</i> | <i>0</i> | <i>12,000</i> | <i>0</i> | <i>12,000</i> | <i>0.00</i> |
| <i>Travel/Conferences</i> | | | | | |
| 522000001127000 Travel & Conference-Admin | 0 | 141 | 141 | 0 | 100.00 |
| 522062661127000 Travel & Conf-Admin-Ed Effect | 0 | 216 | 216 | 0 | 100.00 |
| 523000001110000 Travel & Lodging-Instr | 0 | 1,701 | 243 | 1,458 | 14.29 |
| 523000001127000 Travel & Lodging-Admin | 0 | 81 | 81 | 0 | 100.00 |
| <i>Total Travel/Conferences</i> | <i>0</i> | <i>2,139</i> | <i>681</i> | <i>1,458</i> | <i>31.84</i> |
| <i>Dues/Memberships</i> | | | | | |
| 531000001127000 Dues & Memberships | 138 | 4,270 | 6,121 | (1,851) | 143.35 |
| <i>Total Dues/Memberships</i> | <i>138</i> | <i>4,270</i> | <i>6,121</i> | <i>(1,851)</i> | <i>143.35</i> |
| <i>Insurance</i> | | | | | |
| 540000001127000 Insurance | 3,072 | 38,939 | 22,619 | 16,320 | 58.09 |
| <i>Total Insurance</i> | <i>3,072</i> | <i>38,939</i> | <i>22,619</i> | <i>16,320</i> | <i>58.09</i> |
| <i>Operations/Housekeeping</i> | | | | | |
| 551500001181000 Janitorial,GardeningSvc/Supply | 0 | 7,000 | 800 | 6,200 | 11.43 |
| 551532131181000 Jan,Garden Exp-ESSER III | 0 | 8,000 | 0 | 8,000 | 0.00 |
| 551591451181000 Janitorial,GardeningSvc/Supply | 309 | 1,500 | 1,754 | (254) | 116.93 |
| 551691451181000 Janitorial-Carpet Cleaning-Bea | 0 | 3,054 | 1,527 | 1,527 | 50.00 |
| 552000001181000 Security | 0 | 100 | 0 | 100 | 0.00 |
| 553500001181000 Utilities | 1,912 | 24,013 | 14,358 | 9,655 | 59.79 |
| <i>Total Operations/Housekeeping</i> | <i>2,221</i> | <i>43,667</i> | <i>18,439</i> | <i>25,228</i> | <i>42.23</i> |
| <i>Rentals/Leases/Repairs</i> | | | | | |
| 561000001127000 Equipment Rental/Lease | 888 | 10,227 | 5,412 | 4,815 | 52.92 |
| 562000001187000 Property/Building Rental | 0 | 29,971 | 0 | 29,971 | 0.00 |
| 562060301187000 Property/Building Rental-SB740 | 9,719 | 89,913 | 68,033 | 21,880 | 75.67 |
| 562100001187000 Property Taxes - New property | 0 | 3,700 | 0 | 3,700 | 0.00 |
| 562500001187000 Modular Lease | 3,625 | 31,356 | 13,231 | 18,125 | 42.20 |
| 562560301187000 Modular Lease-SB740 | 0 | 12,144 | 12,144 | 0 | 100.00 |
| 563000001127000 Repairs/Maintenance-Computers | 0 | 35 | 0 | 35 | 0.00 |
| 563000001187000 Repairs/Maintenance-Building | 204 | 2,721 | 2,724 | (3) | 100.11 |
| 563032121187000 Repair/Maint-Build-ESSER II | 0 | (242) | (242) | 0 | 100.00 |
| 563091451187000 Repairs/Maint-Beautification | (209) | 10,000 | 3,592 | 6,408 | 35.92 |
| 563100001127000 Repairs/Maintenance-Othr Equip | 0 | 446 | 314 | 132 | 70.40 |
| 563100001187000 Grounds Upkeep & Improvement | 0 | 3,000 | 822 | 2,178 | 27.40 |
| <i>Total Rentals/Leases/Repairs</i> | <i>14,227</i> | <i>193,271</i> | <i>106,030</i> | <i>87,241</i> | <i>54.86</i> |
| <i>Direct Costs Transfers</i> | | | | | |
| <i>Total Direct Costs Transfers</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0.00</i> |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly</u> | <u>First Interim</u> | <u>Actuals to</u> | <u>Remaining</u> | <u>Percent</u> |
|--|----------------|----------------------|-------------------|------------------|--|
| | <u>Actuals</u> | <u>Budget</u> | <u>Date</u> | <u>Budget</u> | <u>Actuals</u> <u>to Total</u> <u>Budget</u> |
| <i>Professional Services</i> | | | | | |
| 58030000071910 Accounting/Audit Services | 0 | 15,043 | 9,475 | 5,568 | 62.99 |
| 580500001127000 Advertising Fees | 0 | 1,000 | 0 | 1,000 | 0.00 |
| 580600001127000 Assemblies | 0 | 1,000 | 800 | 200 | 80.00 |
| 580900001127000 Banking Fees | 49 | 450 | 145 | 305 | 32.22 |
| 581200000073000 Business Services | 3,563 | 43,200 | 21,375 | 21,825 | 49.48 |
| 581200000073001 Business Services-Edtec | 0 | 9,298 | 0 | 9,298 | 0.00 |
| 582000001127000 Consultants-Admin | 1,300 | 18,200 | 6,597 | 11,603 | 36.25 |
| 582165005711900 Contract Services-Instr-SpEd | 0 | 11,972 | 0 | 11,972 | 0.00 |
| 582199985711900 Contract Services-Instr-SpEd | 0 | 26,157 | 0 | 26,157 | 0.00 |
| 582400000076000 District Oversight Fee | 0 | 19,666 | 0 | 19,666 | 0.00 |
| 583091401110000 Field Trip-PTC | 0 | 10,000 | 3,471 | 6,529 | 34.71 |
| 583600001127000 Fingerprinting | 0 | 750 | 552 | 198 | 73.60 |
| 583691401127000 Fingerprinting-PTC | 32 | 750 | 578 | 172 | 77.07 |
| 583991201127000 Fundraising Expense-MS | 0 | 450 | 0 | 450 | 0.00 |
| 583991261127000 Fundraising Expense | 0 | 35 | 0 | 35 | 0.00 |
| 583991371127000 Fundraising Expense-T Shirts | 0 | 1,000 | 857 | 143 | 85.70 |
| 583991401127000 Fundraising Expense-PTC | 0 | 587 | 587 | 0 | 100.00 |
| 584500001127000 Legal Services Contracts | 658 | 5,000 | 4,036 | 964 | 80.72 |
| 584800001127000 Licenses & Other Fees | 0 | 2,000 | 356 | 1,644 | 17.80 |
| 584800001137000 Licenses & Other Fees-Food Svc | 0 | 240 | 240 | 0 | 100.00 |
| 585100001127000 Marketing & Student Recruiting | 0 | 3,000 | 2,647 | 353 | 88.23 |
| 585130101127000 Mktg & Std Recruting-Title I | 155 | 0 | 155 | (155) | 0.00 |
| 585900001127000 Payroll Fees | 455 | 4,553 | 2,147 | 2,406 | 47.16 |
| 586000001127000 Printing and Reproduction | 113 | 2,500 | 1,574 | 926 | 62.96 |
| 586300001110000 Prof Development Exp-Instruct | 0 | 28,210 | 0 | 28,210 | 0.00 |
| 586300001127000 Prof Development Exp-Admin | 0 | 2,000 | 0 | 2,000 | 0.00 |
| 586340351110000 Prof Dev Exp-Instr-Title II | 0 | 4,690 | 0 | 4,690 | 0.00 |
| 586362661110000 Prof Dev Exp-Instr-Ed Effect | 0 | 8,825 | 4,149 | 4,676 | 47.01 |
| 586362661127000 Prof Dev Exp-Admin-Ed Effect | 0 | 75 | 174 | (99) | 232.00 |
| 586400001127000 State Service Use Tax-Admin | 0 | 127 | 0 | 127 | 0.00 |
| 587700001127000 Student Activities | 226 | 1,000 | 1,010 | (10) | 101.00 |
| 587700001142000 Student Activites-PE | 0 | 150 | 150 | 0 | 100.00 |
| 587732131127000 Student Activites-ESSER III | 0 | 2,306 | 0 | 2,306 | 0.00 |
| 587732141127000 Student Activites-ESSER III | 0 | 44 | 44 | 0 | 100.00 |
| 587791351127000 Student Activites-Student Coun | 0 | 100 | 100 | 0 | 100.00 |
| 587800001127000 Student Assessment | 0 | 12,409 | 0 | 12,409 | 0.00 |
| 588100001127000 Student Information System | 0 | 4,524 | 0 | 4,524 | 0.00 |
| 588132121127000 Student Inform System-ESSER II | 0 | 10,935 | 10,935 | 0 | 100.00 |
| 588132131127000 Student Info System-ESSER III | 0 | 11,002 | 9,734 | 1,268 | 88.47 |
| 588700001127000 Technology Services | 0 | 17,000 | 3,330 | 13,670 | 19.59 |
| 588730101127000 Technology Services-Title I | 0 | 400 | 0 | 400 | 0.00 |
| <i>Total Professional Services</i> | <i>6,551</i> | <i>280,648</i> | <i>85,218</i> | <i>195,430</i> | <i>30.36</i> |
| <i>Communications</i> | | | | | |
| 591000001127000 Postage and Shipping | 60 | 512 | 356 | 156 | 69.53 |
| 593000001127000 Telephone & Fax | 108 | 5,987 | 3,024 | 2,963 | 50.51 |
| <i>Total Communications</i> | <i>168</i> | <i>6,499</i> | <i>3,380</i> | <i>3,119</i> | <i>52.01</i> |
| Total Services/Operating Expenses | 26,377 | 581,433 | 242,488 | 338,945 | 41.71 |

Walden Academy
Income Statement
For the Six Months Ending December 31, 2022

| | <u>Monthly Actuals</u> | <u>First Interim Budget</u> | <u>Actuals to Date</u> | <u>Remaining Budget</u> | <u>Percent Actuals to Total Budget</u> |
|--|----------------------------|---------------------------------|----------------------------|-----------------------------|--|
| Capital Outlay | | | | | |
| 690000001110000 Depreciation/Amortization Exp | 0 | 117,882 | 0 | 117,882 | 0.00 |
| Total Capital Outlay | 0 | 117,882 | 0 | 117,882 | 0.00 |
| Other Outgo | | | | | |
| 714165000092000 SpEd Encroachment | 0 | 84,932 | 0 | 84,932 | 0.00 |
| 714199980092000 SpEd Encroachment-LCAP | 0 | 12,000 | 0 | 12,000 | 0.00 |
| 731000000072102 Indirect Cost Transfer - 21-22 | 0 | (5,589) | (1,539) | (4,050) | 27.54 |
| 731031820072102 Indirect Cost Trf-CSI 21-22 | 0 | 5,589 | 1,539 | 4,050 | 27.54 |
| Total Other Outgo | 0 | 96,932 | 0 | 96,932 | 0.00 |
| Total Expenses | 204,592 | 2,448,017 | 1,015,757 | 1,432,260 | 41.49 |
| Other Sources and Uses | | | | | |
| Other Sources | | | | | |
| 8980000000000000 Contrib from Unrestr Resource | 0 | (123,061) | 0 | (123,061) | 0.00 |
| 8980650000000000 Contrib from Unrestr Res-SpEd | 0 | 123,061 | 0 | 123,061 | 0.00 |
| Total Other Sources | 0 | 0 | 0 | 0 | 0.00 |
| Other Uses | | | | | |
| Total Other Uses | 0 | 0 | 0 | 0 | 0.00 |
| Total Other Sources and Uses | 0 | 0 | 0 | 0 | 0.00 |
| Net Increase/Decrease in Fund Balance | 40,383 | 320,195 | (97,671) | 417,866 | (30.50) |

Walden Academy
Balance Sheet
December 31, 2022

ASSETS

Current Assets

| | |
|--------------------------------|-----------------|
| Cash in Bank-Tri Cty x0950 | \$ 893,776.60 |
| Cash in Bank-Tri Cty x4876 | 941.77 |
| Cash in Bank-Tri Cty x4244 | 5,922.64 |
| Accounts Receivable-PTC | 10,482.90 |
| Employee Receivable-Med 125 | 2,100.47 |
| Due from Grantor Gov-ELO-P | 3,330.00 |
| Due from Grantor Gov-Title I | 19,999.00 |
| Due from Grantor Gov-CSI-20/21 | 35,623.83 |
| Due from Grantor Gov-CSI-21/22 | 39,590.49 |
| Due frm Grantor Gov-ESSER 3212 | 65,093.00 |
| Due frm Grantor Gov-ESSER 3213 | 71,007.39 |
| Due frm Grantor Gov-ESSER 3219 | 5,271.00 |
| Due from Grantor Gov-Title II | 2,451.00 |
| Due from Grantor Gov-SB740 | 23,924.35 |
| Prepaid Expenses/Deposits | 8,317.00 |
| Prepaid Expenses-Parent Club | <u>2,976.25</u> |

| | |
|----------------------|--------------|
| Total Current Assets | 1,190,807.69 |
|----------------------|--------------|

Property and Equipment

| | |
|--------------------------------|---------------------|
| Land | 186,946.05 |
| Sites/Improvement of Sites | 239,742.21 |
| Accumulated Depr-Site Improv | (132,005.00) |
| Buildings/Improvement of Bldgs | 542,024.56 |
| Accumulated Depr-Buildings | <u>(219,265.81)</u> |

| | |
|------------------------------|------------|
| Total Property and Equipment | 617,442.01 |
|------------------------------|------------|

Other Assets

| | |
|--------------------|-------------|
| Total Other Assets | <u>0.00</u> |
|--------------------|-------------|

| | |
|--------------|-------------------------------|
| Total Assets | <u><u>\$ 1,808,249.70</u></u> |
|--------------|-------------------------------|

Walden Academy
Balance Sheet
December 31, 2022

LIABILITIES AND CAPITAL

| | | |
|-------------------------------|----|----------------------------|
| Current Liabilities | | |
| Employee Payable-Med 125 | \$ | 765.62 |
| Worker's Compensation Payable | | (298.01) |
| Summer Withholding Payable | | 41,819.92 |
| Aflac Prem Payable | | 294.44 |
| Health Premiums Payable | | (3,954.77) |
| Due to Grantor Govern-Prop 39 | | 49,359.33 |
| Due to Grantor Gov-State Aid | | 35,159.00 |
| Deferred Rev-ESSER III 3214 | | 4,226.88 |
| Deferred Revenue-GEER II 3217 | | <u>1,011.00</u> |
| Total Current Liabilities | | 128,383.41 |
| Long-Term Liabilities | | |
| Total Long-Term Liabilities | | <u>0.00</u> |
| Total Liabilities | | 128,383.41 |
| Capital | | |
| Beginning Fund Balance | | 1,777,536.82 |
| Net Income | | <u>(97,670.53)</u> |
| Total Capital | | <u>1,679,866.29</u> |
| Total Liabilities & Capital | \$ | <u><u>1,808,249.70</u></u> |

| Actuals through the month of Dec | Budget | YTD | Budget | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | Estimated |
|--|------------------|------------------|------------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Beginning Cash | Forecast | Actual | Remain | 1,242,884 | 1,233,389 | 1,011,620 | 868,120 | 1,024,098 | 915,937 | 900,641 | 1,076,002 | 985,866 | 1,046,321 | 1,136,628 | 1,089,553 | 1,242,884 | Accruals |
| Revenues | | | | | | | | | | | | | | | | | |
| LCFF Funding | | | | | | | | | | | | | | | | | |
| State Aid Portion | 807,114 | 269,902 | 537,212 | | 36,473 | 36,473 | 65,652 | 65,652 | 65,652 | 65,652 | 65,652 | 81,181 | 81,181 | 81,181 | 81,181 | 725,930 | 81,184 |
| EPA Funding | 454,456 | 101,694 | 352,762 | | | | 101,694 | | | 101,694 | | | 128,036 | | | 331,424 | 123,032 |
| In Lieu Tax Portion CY | 705,012 | 265,038 | 439,974 | | | | 164,072 | | 100,966 | 50,483 | 50,483 | 113,003 | 56,502 | 56,502 | 56,502 | 648,513 | 56,499 |
| In Lieu Tax Portion PY | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other Fed Rev-NCLB-Title I | 42,787 | 0 | 42,787 | | | | | | | 10,697 | 21,393 | | | | 10,697 | 42,787 | 0 |
| Other Fed Rev-NCLB-Title I PY | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other Fed Rev-NCLB-Title II | 4,690 | 0 | 4,690 | | | | | | | 1,173 | 1,173 | | | | 1,173 | 3,518 | 1,172 |
| Other Fed Rev-CSI-21/22 | 207,483 | 91,461 | 116,022 | | 7,760 | 30,040 | 16,245 | 19,545 | 17,872 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 16,022 | 207,483 | 0 |
| Other Fed Rev-ESSER II RS 3212 | 26,015 | 26,014 | 1 | | 17,770 | 8,244 | | | | | | | | | 1 | 26,015 | 0 |
| Other Fed Rev-ESSER III RS 3213 | 185,756 | 90,739 | 95,017 | | 272 | 6,951 | 22,599 | 21,326 | 39,590 | 20,000 | 20,000 | 20,000 | 20,000 | 15,017 | | 185,756 | 0 |
| Other Fed Rev-ESSER III RS 3214 | 0 | 706 | -706 | | | | | 44 | 662 | | | | | | | 706 | 0 |
| Other Fed Rev-GEER II RS 3217 | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other Fed Rev-NCLB-Title IV | 10,000 | 0 | 10,000 | | | | | | | 2,500 | 2,500 | | | | 2,500 | 7,500 | 2,500 |
| California Lottery | 35,750 | 1,148 | 34,602 | | | | 1,148 | | | 10,739 | | | 9,347 | | | 21,234 | 18,780 |
| All Other State Revenues | 350 | 0 | 350 | | | | | | | | | | | | 350 | 350 | 0 |
| All Other State Revenues-Mandate Block | 2,988 | 0 | 2,988 | | | | | | | 2,988 | | | | | | 2,988 | 0 |
| All Other State Revenues-ELOP | 151,554 | 56,076 | 95,478 | | 7,578 | 7,578 | 13,640 | 13,640 | 13,640 | 13,640 | 13,640 | 13,640 | 13,640 | 13,640 | 13,640 | 137,916 | 13,638 |
| All Other State Revenues-SB740 | 102,057 | 0 | 102,057 | | | | | | | | | 51,029 | | | 25,514 | 76,543 | 25,514 |
| All Other State Revenues-SB740-PY | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| All Other State Revenues-UPK Planning | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other State Revenues-Ed Effect RS 6266 | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Donations | 200 | 65 | 135 | | | | 37 | 28 | | 23 | 23 | 23 | 23 | 23 | 23 | 200 | 0 |
| Donations-Middle School | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Donations-PTC | 10,000 | 1,400 | 8,600 | | | | | | 1,400 | | | | | | | 1,400 | 8,600 |
| Other Local Revenue-Misc/T-Shirt Sales | 2,000 | 2,767 | -767 | | 0 | 989 | 627 | 58 | 1,092 | 39 | 39 | 39 | 39 | 39 | 39 | 3,000 | 0 |
| Other Local Revenue-Student Meals | 7,500 | 0 | 7,500 | | | | | | | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 7,500 | 0 |
| Other Local Revenue-MS Fundraising | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other Local Revenue-Fundraising | 1,000 | 1,878 | -878 | | | | | | 1,878 | | | | | | | 1,878 | 0 |
| Other Local Revenue-Student Council | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Other Local Revenue-After School | 11,500 | 8,248 | 3,252 | 391 | | 5,430 | 272 | 882 | 1,273 | 542 | 542 | 542 | 542 | 542 | 542 | 11,500 | 0 |
| Other Local Revenue-Water Grant | 0 | 950 | -950 | | | | | | 950 | | | | | | | 950 | 0 |
| Total Revenues | 2,768,212 | 918,086 | 1,850,126 | 391 | 69,854 | 95,705 | 385,986 | 121,175 | 244,975 | 301,420 | 196,694 | 300,706 | 330,559 | 188,193 | 209,433 | 2,445,092 | 330,919 |
| Expenses | | | | | | | | | | | | | | | | | |
| Certificated | 895,353 | 407,581 | 487,772 | 7,147 | 51,866 | 82,602 | 87,652 | 88,654 | 89,660 | 87,064 | 87,064 | 87,064 | 87,064 | 87,064 | 52,452 | 895,353 | 0 |
| Classified | 373,262 | 175,467 | 197,795 | 6,547 | 10,873 | 41,024 | 38,555 | 44,596 | 33,872 | 32,966 | 32,966 | 32,966 | 32,966 | 32,966 | 32,966 | 373,262 | 0 |
| Employee Benefits | 209,393 | 85,742 | 123,651 | 3,216 | 8,326 | 16,327 | 17,302 | 20,605 | 19,966 | 20,608 | 20,608 | 20,608 | 20,608 | 20,608 | 20,608 | 209,393 | 0 |
| Books and Supplies | 173,762 | 104,476 | 69,286 | 7,652 | 18,092 | 32,008 | 7,490 | 4,521 | 34,713 | 11,548 | 11,548 | 11,548 | 11,548 | 11,548 | 11,548 | 173,762 | 0 |
| Services & Operational Expenses | 561,767 | 242,491 | 319,276 | 68,269 | 34,348 | 39,918 | 36,984 | 36,594 | 26,376 | 53,213 | 53,213 | 53,213 | 53,213 | 53,213 | 53,213 | 561,767 | 0 |
| Oversight Fee | 19,666 | 0 | 19,666 | | | | | | | | | | | | | 19,666 | 0 |
| SPED Encroachment | 96,932 | 48,466 | 48,466 | | | | | | | | 48,466 | | | | | 48,466 | 96,932 |
| Debt Service Interest | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 |
| Total Expenses | 2,330,135 | 1,064,223 | 1,265,912 | 92,831 | 123,505 | 211,879 | 187,984 | 194,971 | 204,588 | 205,399 | 253,865 | 205,399 | 205,399 | 205,399 | 238,918 | 2,330,135 | 0 |
| Net Increase/Decrease in Fund Balance | 438,077 | | | -92,440 | -53,652 | -116,173 | 198,002 | -73,796 | 40,387 | 96,021 | -57,170 | 95,307 | 125,161 | -17,205 | -29,486 | 114,957 | |

| Actuals through the month of Dec | Budget | YTD | Budget | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | Estimated |
|---|----------|----------|--------|------------------|------------------|-----------------|------------------|-----------------|----------------|------------------|----------------|------------------|------------------|------------------|----------------|------------------|------------------|
| Beginning Cash | Forecast | Actual | Remain | 1,242,884 | 1,233,389 | 1,011,620 | 868,120 | 1,024,098 | 915,937 | 900,641 | 1,076,002 | 985,866 | 1,046,321 | 1,136,628 | 1,089,553 | 1,242,884 | Accruals |
| Adjustments and Prior Year | | | | | | | | | | | | | | | | | |
| Current Year Adjustments | | | | | | | | | | | | | | | | | |
| Payroll Liabilities | | | | -10,135 | 4,587 | 292 | 1,349 | 1,534 | -818 | | | | | | | -3,192 | |
| Payroll Reserve for Summer Pay | | | | | 5,190 | 8,966 | 9,172 | 9,180 | 9,312 | 9,312 | 9,312 | 9,312 | 9,312 | 9,312 | -18,236 | 70,145 | -70,145 |
| Employee Receivable | | | | -2,546 | -1,082 | 382 | 382 | 382 | 382 | 382 | 382 | 382 | 382 | 382 | 191 | 0 | |
| Accounts Receivable | | | | | | | | | | | | | | | | 0 | |
| Prepaid Expenses | | | | | | | -1,089 | | -1,887 | | 1,887 | | | | 1,089 | 0 | |
| Due from Grantor Gov-CSI | | | | | | -37,800 | 35,626 | -19,545 | -17,872 | -20,000 | -20,000 | -20,000 | -20,000 | -20,000 | -16,022 | -155,612 | |
| Due from Grantor Gov-ESSER II RS 3212 | | | | | -17,770 | -8,244 | | | | | | | | | | -26,014 | |
| Due from Grantor Gov-ESSER III RS 3213 | | | | | | | -10,091 | -21,326 | -39,590 | -20,000 | -20,000 | -20,000 | -20,000 | -15,017 | | -166,024 | |
| Due from Grantor Gov-ESSER III RS 3214 | | | | | | | | | | | | | | | | 0 | |
| Due from Grantor Gov-GEER RS 3217 | | | | | | | | | | | | | | | | 0 | |
| Accounts Payable | | | | | | | | | | | | | | | | 0 | |
| Other Sources/Uses | | | | | | | | | | | | | | | | | |
| All Other Financing Sources-PPP Forgiveness | | | | | | | | | | | | | | | | 0 | |
| Deferred Revenue-CSI 21/22 | | | | 51,871 | -7,760 | 7,760 | -51,871 | | | | | | | | | 0 | |
| Deferred Revenue-ESSER RS 3212 | | | | | | | | | | | | | | | | 0 | |
| Deferred Revenue-ESSER RS 3213 | | | | 19,732 | -272 | -6,951 | -12,508 | | | | | | | | | 0 | |
| Deferred Revenue-ESSER RS 3214 | | | | 4,933 | | | | -44 | -662 | | | | | | | 4,227 | |
| Deferred Revenue-GEER RS 3217 | | | | | | | | | | | | | | | | 0 | |
| Capital Outlay | | | | | | | | | | | | | | | | 0 | |
| Sites/Bldgs Improvement | | | | | | | | | | | | | | | | 0 | |
| Accrued Interest | 0 | 0 | | | | | | | | | | | | | | 0 | |
| Debt Service Principal Payments | 0 | 0 | | | | | | | | | | | | | | 0 | |
| Prior Year Transactions | | | | | | | | | | | | | | | | | |
| Accounts Receivable | 10,483 | 10,483 | | | | | | | | 10,483 | | | | | | 10,483 | |
| Due from Grantor Govern | 302,067 | 172,388 | | 112,180 | 264 | 15,192 | 43,800 | 476 | 476 | 104,186 | 476 | 476 | 476 | 476 | 23,115 | 301,593 | 474 |
| Prepaid Expenses | 40,565 | 32,248 | | 32,152 | 95 | | | | | | | | | | | 32,248 | |
| Accounts Payable | -20,671 | -20,671 | | -16,243 | -4,427 | | | | | | | | | | | -20,671 | |
| Due to Grantor Govern | -206,618 | -157,259 | | | -105,488 | | -51,771 | | | | | | | | -49,359 | -206,618 | |
| Due to Grantor Govern-State Aid | -55,808 | -20,649 | | | -2,790 | -2,790 | -5,023 | -5,023 | -5,023 | -5,023 | -5,023 | -5,023 | -5,023 | -5,023 | -5,023 | -50,787 | -5,021 |
| Loans Payable | 0 | 0 | | | | | | | | | | | | | | 0 | |
| Payroll Liabilities | -151,795 | -151,795 | | -108,998 | -38,664 | -4,133 | | | | | | | | | | -151,795 | |
| Total Adjustments and Prior Year | | | | 82,945 | -168,118 | -27,327 | -42,024 | -34,366 | -55,683 | 79,340 | -32,966 | -34,853 | -34,853 | -29,870 | -64,246 | -362,018 | -4,547 |
| Net Change and Ending Cash Balance | | | | | | | | | | | | | | | | | |
| Net Change in Cash Position | | | | -9,495 | -221,769 | -143,500 | 155,978 | -108,161 | -15,295 | 175,361 | -90,136 | 60,454 | 90,308 | -47,075 | -93,731 | 1,242,884 | |
| Ending Cash Balance | | | | 1,233,389 | 1,011,620 | 868,120 | 1,024,098 | 915,937 | 900,641 | 1,076,002 | 985,866 | 1,046,321 | 1,136,628 | 1,089,553 | 995,822 | 995,822 | 1,252,049 |
| Cash in Bank x0950 | | | | 1,225,628 | 1,001,958 | 859,136 | 1,016,788 | 909,014 | 893,777 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Cash in Bank x4876 | | | | 1,839 | 3,739 | 3,061 | 1,387 | 1,000 | 942 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Cash in Bank x4244 | | | | 5,923 | 5,923 | 5,923 | 5,923 | 5,923 | 5,923 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | 0 | 0 | 0 | 0 | 0 | 0 | 1,076,002 | 985,866 | 1,046,321 | 1,136,628 | 1,089,553 | 995,822 | | |

BOARD REPORT

DATE: February 2023

Topic/Agenda Item: Back Office Services Provider for 2023-2024

Personnel Involved: CFO & Leadership Team

Issues involved/fiscal implications:

Walden Academy has used ARI Service Inc (ARI) to provide our Back Office Services since the 2015-2016 school year.

ARI has continued to very responsive and completes items in a timely manner for us. The CFO has been satisfied with the level of service received.

There is a lot of effort required to switch Back Office Service providers, and as such, is a decision not to be taken lightly.

No additional quotes were obtained from other providers for this service. ARI's rate for the 2023-24 school year is estimated at \$43,200.

Recommendation:

Move to approve ARI Service, Inc. to continue as the Back Office Service provider for the 2023-2024 school year.



CHARTER SCHOOL ADMINISTRATIVE SERVICES AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") is made and entered into as of July 1, 2023, by and between ARI Service, Inc., hereinafter called "ARI" and Walden Academy Charter School, hereinafter called "Charter School," formed pursuant to California Education Code §47600 et seq.

RECITALS

WHEREAS, the Charter Schools Act of 1992 ("the Act") (Education Code §§ 47600, et seq.) authorizes the creation of charter schools for the purpose, among others, of developing new, innovative and more flexible ways of educating children within the public school system; and

WHEREAS, the Charter School was approved July 1, 2016, for a term of five (5) years, to expire on June 30, 2021; and

WHEREAS, Charter School desires ARI to provide certain administrative and data management services to Charter School, pursuant to an annually renewable administrative services agreement between Charter School and ARI; and

WHEREAS, ARI and Charter School desire to enter into this Administrative Services Agreement to outline the understanding and agreement between the parties regarding the provision of the administrative services to the Charter School within the meaning of California Education Code § 47613(d); and

WHEREAS, the Parties mutually desire that ARI provide such administrative services to Charter School as are reasonable and necessary for the efficient operation of Charter School and as more particularly described below; and

WHEREAS, the Parties hereby agree that the services specified below constitute the only services provided by ARI under this contract;

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, Charter School and ARI agree as follows:

AGREEMENT

1. **DEFINITIONS.** The phrase “reasonable and necessary, routine and ordinary” and term “assistance” as used herein shall not be interpreted to include special, extraordinary, unique, or exceptional services not part of day-to-day business activities.
2. **DAY-TO-DAY OPERATIONS.** The day-to-day operations of Charter School shall be conducted through and by Charter School administrators as set forth in the School’s Charter Agreement.
3. **ADMINISTRATIVE SERVICES.** Charter School agrees to purchase services from ARI for the 2023-2024 school year and ARI agrees to provide Charter School the services as follows:

- A. **FINANCIAL MANAGEMENT SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary financial management services to Charter School, such as assisting Charter School staff with budget development and revisions; assistance with fiscal planning; identifying revenues; comparing estimated revenues with actual revenues; assistance with projecting and monitoring expenditures; assistance with preparation and revision of long term financial projections; producing reports regarding cash flow and other reports as applicable.

ARI will prepare, with Charter School assistance, all interim and budget adoption reports as required by the State of California. ARI will prepare reports in draft for Charter School consideration and review no later than one (1) week prior to Charter School required submission date. ARI will provide final reports for Charter School submission as required no later than two (2) days prior to Charter School required submission date.

Should Charter School apply for a loan from the California Charter School Revolving Loan Fund, ARI will prepare with Charter School assistance, all revolving loan application and supporting documentation as required by the State of California.

Should Charter School submit a site plan and receive approval from the Department of Education to participate in the Consolidated Application, ARI will prepare with Charter School assistance, all standard reports based upon site-collected data and submit them to the State of California.

- B. **GENERAL ACCOUNTING SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary accounting services to Charter School, such as establishing a chart of accounts, account code structure and financial ledgers; maintenance of all financial transactions; processing of funds, budget, and expenditure transfers; preparation of needed local, state, and federal financial reports including cash flow and balance sheets; and other reports as applicable.

ARI will prepare, with Charter School assistance, annual unaudited actual expenditures report as required by the State of California. ARI will prepare reports in draft for Charter School consideration and review no later than one (1)

week prior to Charter School required submission date. ARI will provide final reports for Charter School submission as required no later than two (2) days prior to Charter School required submission date.

- C. **PAYROLL SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary payroll services, such as preparation of pay warrants; distribution of payroll checks and direct deposits, calculation and forwarding of all tax benefit, retirement, and other withholdings information. ARI uses Paychex, Inc. to process all charter payrolls. Charter School agrees to pay all Paychex, Inc. payroll related processing fees.

ARI will process payroll corrections resulting from ARI error within two-business days follow notification of error at no charge to Charter School.

Charter School agrees to follow timelines and due dates for specified information necessary to carry out payroll processing. ARI will provide a calendar of timelines, due dates and needed information.

- D. **ACCOUNTS RECEIVABLE/PAYABLE SERVICES.** ARI shall provide all reasonable and necessary, routine and ordinary accounts receivable/payable services, such as processing of payments for purchases and contracted services; preparation of ageing reports; preparation and processing of all deposits; and posting relevant information to appropriate ledgers.

ARI will process not more than four scheduled accounts payable runs per month at no additional charge to Charter School. ARI will bill all additional accounts payable runs requested by Charter School in accordance with Schedule A.

Charter School agrees to follow timelines and due dates for specified information necessary to carry out accounts payable processing. ARI will provide a calendar of timelines, due dates and needed information.

- E. **AUDITING SERVICES.** ARI shall provide Charter School with documentation, reports, and other coordination services in support of the Charter School's annual audit.

- F. **DATA MANAGEMENT SERVICES AND DUTIES.** The Parties recognize that in the performance of the contracted services, ARI will serve as a trusted custodian of Charter School's administrative and financial data, records, and other information that is critical to Charter School's operations.

As a trusted custodian, ARI will take necessary precautions to ensure the confidentiality of Charter School data and records, and provide for adequate backup for Charter School data.

4. **FEES AND CHARGES.** Services supplied to Charter School by ARI, as set forth in Section #3 above, shall be in accordance with Exhibit A, attached and incorporated herein. ARI bases its annual fees on the greater of; the California Basic Educational Data System (CBEDS) enrollment as reported to the California Department of

Education (CDE) or the projected July 1 enrollment. This Agreement and the CDE define enrollment as “the number of kindergarten through grade twelve public students enrolled on "Information Day," a Wednesday in early October of the school year indicated. (CBEDS).”

All fees and charges are calculated, billed, and paid on the first day of the month.

ARI will provide Charter School with the fee schedule for the following fiscal year no later than March 1 of each year where fee changes occur.

5. **PLACE OF PROVIDING SERVICES.** Services provided under this contract may take place on site at the Charter School, or at ARI, or other locations as determined appropriate by ARI.
 6. **TECHNOLOGY REQUIREMENTS,** Charter School agrees to have at least one personal computer attached to the Internet with a valid e-mail account for the transmission of notices, reports, and other data needed to transact business and provide services.
 7. **TERM OF AGREEMENT.** This Agreement shall be for the 2023-2024 fiscal year and shall commence on the date first written above and end on June 30, 2024.
 8. **EXTENSION AND/OR RENEWAL OF AGREEMENT.** This Agreement shall be automatically renewed for an additional fiscal year and annually thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to March 1 of that same year. In no event shall any renewal term extend beyond the maximum term of the Charter granted to Charter School pursuant to above.
 9. **TERMINATION OF AGREEMENT.** This Agreement is subject to termination during the initial term or any renewal term as specified herein. ARI may terminate any services provided pursuant to this Agreement upon failure of Charter School to pay any amount due under this Agreement within thirty (30) days after receipt by Charter School of ARI’ demand for payment and notice of intent to terminate services.
- In the event of revocation of the Charter, this Agreement is deemed null and void.
- Charter School may suspend performance under or terminate this Agreement for cause upon sixty (60) days advance written notice to ARI of a material violation by ARI of the terms of this Agreement, unless ARI remedies the breach within said 60-day period.
10. **EMPLOYMENT OF PERSONNEL.** No agent, employee, or servant of Charter School is deemed an employee, agent or servant of ARI, except as expressly acknowledged in writing by ARI. No agent, employee, or servant of ARI is deemed an employee, agent or servant of Charter School, except as expressly acknowledged in writing by Charter School.
 11. **RELATIONSHIP BETWEEN THE PARTIES.** The parties to this Agreement intend that the relationship between them created by this Agreement is that of an independent contractor, and not an employer/employee. It is expressly understood and agreed that

Charter School employees are not entitled to any benefits to which ARI employees are entitled, and that ARI employees are not entitled to any benefits to which Charter School employees are entitled, including, but not limited to, overtime, retirement benefits, insurance benefits, vacation, workers' compensation benefits, sick or injury leave, or other benefits.

12. **INDEMNIFICATION.** Charter School shall defend, indemnify, and hold ARI, its officers, agents, servants, representatives, employees, and subcontractors harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or the loss or destruction of any property, or injury to or death of any person, caused in whole or in part by any negligent act or omission of Charter School, ARI, or any of its officers, agents, servants, representatives, employees or subcontractors, arising directly or indirectly in connection with services performed under this Agreement. Charter school shall reimburse ARI for any expenditure, including reasonable attorneys' fees, ARI may make due to the matters that are the subject of this indemnification, and if requested by ARI, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of Charter School.

ARI shall defend, indemnify, and hold Charter School, its officers, agents, servants, representatives, employees, and subcontractors harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or the loss or destruction of any property, or injury to or death of any person, caused in whole or in part by any negligent act or omission of ARI or any of its officers, agents, servants, representatives, employees or subcontractors, arising directly or indirectly in connection with ARI obligations under this Agreement. ARI shall reimburse Charter School for any expenditure, including reasonable attorneys' fees, Charter School may make due to the matters that are the subject of this indemnification, and if requested by Charter School, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of ARI.

It is understood and agreed that such indemnification will survive the termination of this Agreement.

13. **ASSIGNMENT.** This Agreement shall not be assigned, in whole or in part, by either party without the prior written consent of the other party.
14. **NOTIFICATIONS.** All notices, consents, demands, or other communications for one party or the other required or permitted in this Agreement shall be in writing and shall be either personally delivered or sent by a nationally recognized overnight courier, facsimile or by registered or certified U.S. mail, postage prepaid, addressed as set forth below (except that a party may, from time to time, give notice changing the address for this purpose). A notice shall be effective on the date personally delivered, on the date delivered by a nationally recognized overnight courier, on the date set forth on the receipt of a facsimile, or upon the earlier of the dates set forth on the receipt of registered or certified mail, or on the fifth (5th) day after mailing.

15. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the laws of the State of California.
16. **MEDIATION.** Disputes arising from this Agreement may be submitted to mediation upon mutual agreement of the parties hereto. The parties shall jointly select a disinterested third party mediator within a reasonable period, and the mediation shall be commenced within thirty (30) days of the selection of the mediator. If the parties elect to mediate but are unable to select a mediator within a 15-day period, any party may petition the superior court of the County to appoint the mediator.
17. **COMPLIANCE WITH LAWS AND REGULATIONS.** ARI and Charter School in fulfilling the terms of this agreement will act in accordance with applicable laws and regulations.
18. **SEVERABILITY.** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
19. **WAIVER.** No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly stated.
20. **ENTIRE AGREEMENT.** This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings, and/or agreements are merged herein and are superseded by this Agreement.
21. **AMENDMENTS.** Nothing herein shall preclude the parties from negotiating or amending this Agreement to include additional services not contemplated by this Agreement. This Agreement may be altered, amended, changed, or modified only by agreement in writing, executed by the duly appointed representatives of Charter School and ARI, with specific reference to both this Agreement and the provision(s) which said instrument purports to alter, amend or modify

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date hereinabove first written.

Signature on Behalf of ARI:

Signature on Behalf of Walden Academy:

Renee McCullum, Co-Director/CEO

Merrilee Vanderwaal, Charter Representative

Date

Date

Fee Schedule for Services to Charter School

The following are the projected annual and monthly contract fees for Walden Academy for 2023-24 based upon the estimated 2023-24 enrollment.

| Charter School | Charter School |
|------------------------------------|----------------|
| Projection: | |
| <i>Estimated Enrollment</i> | 192 |
| ARI Contract Rate | 225 |
| Total Service Months | 12 |
| Total Annual Contract | 43,200.00 |
| Monthly Contract | 3,600.00 |

Thank you for your interest in serving on the Board of Directors of Walden Academy Charter School. Please complete the following questionnaire in the spaces provided. After you have completed it, please return it as soon as possible. You will be contacted by a board member to discuss the questionnaire and answer any questions you may have. Afterwards, a recommendation will be made by the board and voted on at the next regular board meeting.

1. Tell us about yourself:

Hello,

My name is Andrew Ontiveros. I work locally as a Superintendent at CalPlant just outside of Willows. I'm married and we have 4 daughters. I have had two of my daughters enrolled with Walden and my youngest will attend when the time comes. I have been involved with the Willows Youth Football and Cheer organization for the last 5 years. I am also a member of the Knights of Columbus connected to our local Parish. I enjoy spending my spare time with my family going on family outings and volunteering with the organizations I am involved with. I see myself as a person who strives to bring value to any situation or function, I put myself in.

2. What motivated you to want to join the board?

I have been thinking about joining the board for a while now and when I seen the message of an open seat, I figured it was time to reach out and try to be part of the success at Walden.

3. What part of our vision and/or mission is meaningful to you?

I like that fact that they share a common thread regarding life and learning, inside, outside and after the classroom. I feel it's very important that we equip our youth with the fundamentals to be successful members of the community and to make every generation better than the last.

4. What are some of your prior board leadership experiences?

As mentioned, I have been a part of the Willows Youth Football and Cheer organization and served on their board for the last 5 years. During that time I have been a part of many committees including conflict resolution and our By-laws committee. I am currently the V.P. of the organization. I am also a member of our local Knights of Columbus and involved with our scholarship committee. I currently hold the title of Warden for that organization.

5. What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of Walden Academy?

I'm a great team player, with critical thinking and problem-solving skills. I really enjoy being part of something that benefits our youth and community. I'm always willing to donate my time and have the ability to somewhat manipulate my work schedule if absolutely needed. I have experience with how board meetings are conducted regarding parliamentary procedure.

6. Do you have any worries or concerns about joining the board?

I do not have any worries or concerns at this time.

7. How much time a month can you devote to serving the mission?

As long as I have notice I can pretty much make anything work. The only time I might get stretched thin is during football and cheer season.

When complete, please do one of the following:

- Deliver to the school office.
- Email to smaben@waldenacademy.org

Thank you!

Thank you for your interest in serving on the Board of Directors of Walden Academy Charter School. Please complete the following questionnaire in the spaces provided. After you have completed it, please return it as soon as possible. You will be contacted by a board member to discuss the questionnaire and answer any questions you may have. Afterwards, a recommendation will be made by the board and voted on at the next regular board meeting.

1. Tell us about yourself:

My name is Rachel Wood, I am a Glenn Co native, born and raised in Orland. My family and I moved to Willows 3 years ago following my husband's job with GSRMA. We are active members at Open Gate Christian fellowship & love our Willows community. My husband Steve and I have been married 11 years and have two daughters, Karli (8), and Nora (4). I feel like we have made long lasting connections since moving to Willows. Something that has helped Steve and I connect to the community even more is Steve became a volunteer with the fire department, and opened my own hair salon business. Walden was our first pick when moving to Willows. We love the smaller classrooms, the parent participation & everything they have to offer. Our oldest has CF and is thriving here!

2. What motivated you to want to join the board?

My daughter is in 2nd and my 4yr old will be in TK next school year. I would love to be more involved in my children's school and academic future. Being a part of a team that wants the best for the school, teachers, kids, staff and parents is something that is important to me as well as helping to be an advocate for the families and staff. I want to help Walden grow!

3. What part of our vision and/or mission is meaningful to you?

I love that Walden wants to help prepare our children for more than just education, but preparing for adulthood. How to work with others and be challenged.

4. What are some of your prior board leadership experiences?

I have none but love to learn and be a part of more.

5. What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of Walden Academy?

I have been a self-employed salon owner for 18 yrs. I'm an organized creative thinker. My job has really helped me to be a good listener, how to compromise and work in customer service. I also have a husband who has great knowledge and resources with Glenn County and GCOE.

6. Do you have any worries or concerns about joining the board?

Not that I can think of at this time.

7. How much time a month can you devote to serving the mission?

15 to 20 hours



Family/Volunteer Handbook and Annual Notification of Rights Acknowledgment

Vision Statement:

Creating a confident community passionate about lifelong learning.

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Welcome to Walden Academy

Dear Walden Families,

Welcome to the 2022-23 school year at Walden Academy Charter School! We are proud of the tradition we are building together as we educate a community of diverse learners in a safe, respectful, welcoming and equitable environment. The joy of learning is alive in our classrooms, on the playground, and everywhere our learners venture into the world around them. Our dynamic staff works hard every day to create a learning environment that is responsive to the unique needs of each learner.

I invite you to use this handbook as a guide to the vibrant life of our school.

Mrs. Tefs

Director/Superintendent

Welcome to Walden Academy! I am excited to be taking on the role of Dean of Students. I hope to be able to build students' confidence, discipline, and overall character. My Plan is to build a relationship with students and be able to teach them not only the importance of learning, but ultimately how the choices they make everyday will help them become successful students and eventually a successful adult.

I truly believe that the success of a child comes from a team effort, so I will be reaching out to parents and family members to help contribute with individual student development. The more a student hears and sees positive support from his home and school environment, the more they will become familiar with it. Thank you for choosing Walden Academy and I look forward to a great school year.

Sincerely,

Pedro Bobadilla

Dean of Students / Teacher

CONTACT INFORMATION

1149 W. Wood Street
P.O. Box 1092
Willows, California 95988
(530) 361-6480
www.waldenacademy.org

Staff

Main: 530-361-6480

| | | |
|--|-----------|--|
| Suzanne Tefs: Director/Superintendent | Ext. 1021 | leadershipteam@waldenacademy.org |
| Pedro Bobadilla: Dean of Students | Ext. 1023 | pbobadilla@waldenacademy.org |
| Cydnee Lasuten: Office Manager | Ext. 1020 | clausten@waldenacademy.org |
| Ana Levesque: Receptionist/Attendance | Ext. 1001 | alevesque@waldenacademy.org |
| Sarah Snider: TK & Kindergarten | Ext 1006 | ssnider@waldenacademy.org |
| Amy Alves: TK & Kindergarten | Ext 1007 | aalves@waldenacademy.org |
| Carissa Thuemler: First Grade | Ext 1010 | cgokay@waldenacademy.org |
| Rodrigo Raygoza: First Grade | Ext. 1009 | rroygoza@waldenacademy.org |
| Hollie Geroy: Second Grade | Ext 1008 | hgeroy@waldenacademy.org |
| Marcella White: Third Grade | Ext 1004 | mwhite@waldenacademy.org |
| Amber Yeager: Fourth Grade | Ext 1002 | ayeager@waldenacademy.org |
| Marcella White: Fifth Grade | Ext.1003 | mwhite@waldenacademy.org |
| Joene Bose: Middle School | Ext 1013 | jbose@waldenacademy.org |
| Kari Crawford: Middle School | Ext.1015 | ccrawford@waldenacademy.org |
| Amber Calónico: Middle School | Ext 1014 | acalónico@waldenacademy.org |
| Morgan Alexander: Education Specialist | Ext 1005 | malexander@glenncoe.org |
| Mari Piazzisi: School Psychologist | Ext 1022 | mpiazzisi@glenncoe.org |
| Andrea Leonard: Speech Therapist | Ext. 1024 | aleonard@glenncoe.org |
| Jose Medina: Facility Operations | | jmedina@waldenacademy.org |
| Landry Otterson: Interventions Coordinator | Ext 1011 | lotterson@waldenacademy.org |
| Music/Drama | | |
| Audrey Perkes: Interventions Coordinator | Ext 1011 | aperkes@waldenacademy.org |
| After School Instructional Aide | | |

Instructional Aides: Amber Sawyer, Audrey Perkes, Rhianna Schultz, Erica puente, Jenny Noffsinger, Jessica Hansen, Rene Cabral, Ashleigh Vasquez, Alejandra Rodriguez, Gina Martinez, Raquel Bose

Board

| | | |
|---------------------------|---------------|--|
| Sera Maben: Board Chair | (650)575-2073 | smaben@waldenacademy.org |
| Vacant | | |
| Nathan Michaud: Secretary | 530-361-6480 | nmichaud@waldenacademy.org |
| Michael Martin | | mmartin@waldenacademy.org |
| Hollie Geroy | | hgeroy@waldenacademy.org |

Parentsquare.....<https://www.parentsquare.com/schools/244/feeds>
Walden Academy Website.....<http://www.waldenacademy.org/>

Emergency Phone 530-815-5695

HISTORY

Walden Academy was founded in 2011 by a group of parents and educators who wanted a choice in public education. In the fall of that year, Walden Academy opened with kindergarten through sixth grade. In 2012, Walden Academy continued to grow toward its goal of becoming a k-8 school by adding seventh grade. In the spring of 2013, Walden Academy graduated its first cohort of eighth graders.

VISION STATEMENT

Creating a confident community passionate about lifelong learning

MISSION STATEMENT

To provide an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life as modeled by family, school, and community.

C3: Creativity....Confidence....Cooperation

Core Values

The Walden community values:

1. Joy of learning
2. Critical thinking
3. Personal and academic confidence
4. Service to others
5. Lifelong learning
6. Self-awareness
7. Discovery of a personal passion and interests
8. Science-based learning
9. Active and innovative learning
10. Low student-to-teacher ratio
11. Safety
12. Balanced and rigorous curriculum
13. Emphasis on academic, social, physical, and emotional learning
14. School wide and community partnerships

Walden Academy offers a curriculum that:

- Meets and exceeds state standards through a standards-based curriculum that uses science as an integrating context for learning.
- Allows students to actively participate in learning projects as a way of applying their knowledge.
- Uniquely uses its surroundings to make its education program relevant, team-focused, and community-oriented.

BOARD of DIRECTORS

Walden Academy is governed by Walden Academy, Inc., a California public benefit corporation. The Board of Directors is made up of parents, a staff member, and a community member. Board nominations are held in October, and we encourage all family members to consider participation. The board meets monthly, and board meetings are open to all community members.

COMMUNICATION

Walden uses email, a weekly yellow folder, phone, Parent Square, Facebook and our own Walden Academy Website (<http://www.waldenacademy.org/>) to communicate timely and important information to families. Phone calls during the school day could be urgent, so please be sure to answer your phone during school hours. Once each week, a yellow communication folder is sent home with one child in each family. It contains the monthly calendar and information for families as well as other community flyers. Remove these papers from the folder and use the folder to return any papers which need to go back to the school. Your child will return the folder to his/her teacher the day after it has come home. New families will receive an invitation to Parent Square. Families can set up notifications to occur immediately or through a once a day digest.

DAILY SCHEDULE

| | |
|-----------------------|---|
| 7:40 a.m. – 7:55 a.m. | Drop off and breakfast available in the outside eating area |
| 7:55 a.m. | Whistle blows and students line up in front of their classrooms |
| 8:00 a.m. | School day begins |
| 12:00 p.m. | Dismissal for TK and through September for kindergarten |
| 12:00 p.m. | Dismissal on minimum days |
| 12:00 p.m. | Dismissal for grades 1-8 on Wednesdays only |
| 2:30 p.m. | Dismissal for grades 1-8 & extended day kindergarten on Monday, Tuesday, Thursday, Friday |
| 2:30-5:30 p.m. | After school program begins. |
| 12:00-5:30 p.m. | After school program, begins at 12:00 p.m. on Wednesdays and minimum days |

ARRIVAL

Drop off your children between 7:40 and 7:55. Supervision in our play area begins at 7:40 a.m. If your child(ren) is getting breakfast, they must go to room 12 to eat. Children are expected to be in their classrooms, ready for the day, promptly at 8:00 a.m. All students in grades 1st through 8th who arrive after 8:00 a.m. will be marked tardy and must sign in at the front office. Kindergarteners will be signed in inside their classroom.

DISMISSAL

Transitional kindergarten

The school day ends for transitional kindergarten students at noon. They may be picked up in the kindergarten pick up area.

Kindergarten

The school day ends at 12:00 for kindergarten students through September. Beginning in October, half the kindergarteners will go home at noon and half will be dismissed at 2:30 on all days except Wednesdays which always have a 12:00 dismissal time. Kindergarten students being picked up at noon will be picked up in front of Parish Hall. Kindergarteners who dismissed at 2:30 will be picked up in the car line

Pickup

Your cooperation is needed at dismissal to make the end of the day calm and safe for all students. When students are dismissed at the end of the day, those who ride in cars will be picked up in the pick up area at the far west end of campus. Teachers and volunteers will escort students to the A+ program, and the family will be billed.

Students walking or riding a bike, scooter, or skateboard to and from campus must have a completed permission form on file in the office. On campus, students must walk their bikes/scooters along the edge of the parking lot to the bike rack for safety. Students in grades k-2 may not walk/bike/scooter to and from school or enter and exit the parking area unless accompanied by an adult or older student designated by you. Those riding bikes, scooters, or skateboards must have a helmet on while riding as stated in California Vehicle Code (CVC) 21212.

Crosswalks

- Students/parents walking to and from the parking areas must use the crosswalks in front of Parish Hall.
- Walkers/bikers to and from Pacific Avenue must walk along the north edge of the driveway inside white line.
- Walkers/bikers to and from Wood Street must use the crosswalk in front of Parish Hall.

STUDENT AND FAMILY PRIVACY RIGHTS

NOTIFICATION OF RIGHTS UNDER FERPA:

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day Walden Academy Charter School receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before Walden Academy Charter School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Walden Academy Charter School to comply with the requirements of FERPA.
5. FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

STUDENT RECORDS

(Ed. Code Sections 49060-49078; 20 U.S.C. Section 1232g et seq., 34 CFR Part 99) Compiling appropriate facts and records pertaining to each student is a necessary function of the District. This information is needed as a record of each student’s progress. The educational records for your child are available for your review upon request to the building principal. You may receive a copy of these records. You have a right to request an amendment to your child’s educational records, file a complaint with the U.S. Department of Education for failure to comply with federal law, and a hearing to challenge their contents. You have a right to consent to disclosures of personally identifiable information contained in your child’s educational records.

TRANSFER OF STUDENT RECORDS

(Ed. Code Section 49068, CCR Title 5 Section 438) If your child changes schools, his/her cumulative school records will be forwarded upon request by and to another school district or private school. Special records (medical, psychological, or special education records) are also sent with the cumulative records.

CONFIDENTIALITY OF STUDENT RECORDS

(Ed. Code Sections 49060, et seq., 20 U.S.C. Section 1232g, et seq., 34 CFR Part 99) Parents and adult students are hereby notified that all student records are confidential except as noted in Ed. Code Sections 49060 - 49078. Parents, upon request, may review the educational records of their child. Such written

requests shall be honored in no more than five days after the request has been made. A list of district personnel having access to pupil records is available at the school site.

STUDENT DIRECTORY INFORMATION

(Ed. Code Sections 49060-49076; CCR Title 5 Sections 430-438; 20 U.S.C. Section 1232g, et seq.; 34 CFR Part 99) Student directory information may be released to those cooperative agencies normally connected with the activities of a school or school district. These include PTC, representatives of the news media, public and government agencies, employers and prospective employers. Directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received and most recent previous education agency or institution attended by the student. Parents desiring this information not be released are requested to make this known in writing to the building principal of your child's school.

DESTRUCTION OF STUDENT RECORDS

(Ed. Code Sections 35253, 49062, CCR Title 5 Section 437) The cumulative school records of students, except for specified mandatory records, shall be destroyed during the third year after the school year the student is no longer enrolled in the district.

ATTENDANCE AND ABSENCE

BP#5010

Compulsory School Attendance (Ed. Code Sections 48200, 48400). All youth between the ages of 6-18 are subject to compulsory full-time attendance.

Maximum classroom attendance and participation are essential to a student's achievement and success. Regular attendance is also preparation for entry into the world of employment. Just as the Walden team works with all students to help them succeed, students and parents must understand they are accountable for regular class attendance and daily assignments. Parent(s)/Guardian(s) of students between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law. **Please schedule non school activities before or after the school day.**

If a student is absent, please contact the front office between 7:30 and 8:30 a.m. via phone call, email, or ParentSquare message. If a student misses school, the student is expected to do all assignments or make-up work when he/she returns. Independent study is available for absences of three days or more. Please contact your teacher **at least 1 week in advance** to allow time to prepare assignments and sign the contract before the absences begin.

Perfect attendance awards acknowledge the importance of coming to school on time everyday and all day. Tardie, Independent study, absences of any kind, or early dismissal will disqualify a student from earning the perfect attendance award. (This is suspended due to COVID)

Excused Absences

A student not present in class for any reason is considered absent. The law specifically states that a pupil must be legally excused for compulsory attendance purposes. The following are acceptable, excused absences.

Legally Excused

- Personal illness or injury. A doctor's note may be required for extended illness
- Students quarantine as directed by a doctor or city/county health officer
- Personal medical, dental, optometric or chiropractic services rendered verified by a note from a medical professional.
- Students attending funerals of immediate family members. If the service is conducted in the state, state law provides one day excused absence, Up to three days are provided if the service is conducted out-of-state or more than 100 miles.
- Students exclusion for failure to present evidence of immunizations
- Independent study can be arranged for planned absences extending three days or more

Excused Absences

Pursuant to Walden Academy's policy, a student's absence may be excused for the following reasons:

- a. Appearance in court as a defendant or subpoenaed witness
- b. Observation of a holiday or ceremony of his/her religion
- c. Attendance at religious retreats no-to-exceed four (4) hours per semester
- d. Attendance at funeral services for someone not a member of the immediate family.
- e. Additional days, in excess of the state authorized absences, to attend funeral services of an immediate family member or funeral services for someone other than immediate family.
- f. Appearance at SARB
- g. Excused/School Sponsored Activity: all field trips and other school related trips, athletic events, and music events.

Unexcused Absences/Cuts/Truancy

An unexcused absence, cut, or truancy is any other absence not covered under the headings "Legally Excused" or "Warranted Absences." It is a conscious decision to miss a class for a reason that does not meet the excused criteria.

Tardiness (30 minutes or less)

Any student who arrives in the classroom after 8:00 a.m. will be considered tardy. All students are required to obtain a tardy pass from the school office or administrator before proceeding to the classroom. If a student enters the classroom late and does not have a slip, he/she will be sent to the office for one.

Excessive Tardies

When a student is tardy (defined here as 30 minutes or less) three times within one month, the teacher will contact the parent/guardian to discuss the problem and try to resolve it. If the problem persists, the parent/guardian will receive a letter from the school outlining the dates the student was tardy, the problems associated with tardiness, and a request to remedy the problem.

The philosophy behind the tardy policy is as follows:

- The opening instructions and discussion set the tone for class.
- These instructions prepare the students for the learning activities and help them understand what they are expected to accomplish.
- The disruption caused by students arriving late to class adversely impacts the learning process for all students.
- Promptness prepares young adults to be competent workers. As employees, they will be expected to arrive on time.
- Class participation is an important part of the students' learning process.
- Morning meetings build a sense of community and belonging for all students.

CALIFORNIA EDUCATION CODE

We follow state mandated attendance reporting if your child is absent or truant. The following matrix reflects California Education Code. At Walden Academy, we offer some flexibility and will work closely with family to correct attendance problems for a positive outcome.

| Number of unexcused absences and/or tardies over 30 minutes | Notification from school | Expectation of parents/guardians |
|---|--|--|
| Each of the first 2 unexcused absences and/or tardies in a school year | Call home from office manager or school director | |
| Upon reaching 3 unexcused absences and/or tardies in a school year | First “Truancy Notification” Letter mailed home. Phone call from school director | Sign a letter and return to school. Discuss with school director methods to improve student attendance |

| | | |
|--|---|--|
| Upon reaching 4 unexcused absences and/or tardies in school year | Second “Truancy Notification” letter mailed home. Phone call from school director | Sign a letter and return to school. Meet with the school director and create a site attendance contract. |
| Upon reaching the 5th unexcused absence and/or tardies in a school year | Third “Truancy Notification” letter mailed home. Phone call from school director. Referral to Glenn County SARB (School Attendance Review Board). | Sign a letter and return to school. Attend a meeting with the school director and SARB coordinator. |
| Additional unexcused absences and/or tardies after SARB | Contact by SARB and possible referral to District Attorney | |

To see Walden Academy’s Attendance Policy in full, please check our website where it has been posted for parent convenience. If you do not have access to the internet, a paper copy will be made available to you upon request.

ILLNESS POLICY

Please use your best judgment to decide when to keep your child at home. However, please keep your child home for 24 hours:

- After he or she has a fever of 100 degrees or higher
- After he or she has vomited
- If he/she is contagious
- Refer to illness policy
-

An office assistant handles first aid and will call you if your child is ill or injured and needs to go home.

Students will not be admitted to attend class or will be sent home if they exhibit any symptoms of illness such as questionable skin condition or rash, vomiting, head lice, eye discharge, diarrhea, yellowish skin or eyes, severe productive cough or whooping sound, general malaise or fatigue, and fever (100 F or greater) accompanied with sore throat, earache, diarrhea, or extreme irritability or confusion.

If your child appears ill with any of the conditions listed above PLEASE DO NOT send him/her to school. The school is not able to provide sick care for students. Therefore, it is important to determine in advance who will care for your child when he/she is unable to attend school due to illness.

Students who become ill during the school day will be sent home. Parents or contacts on the student's emergency card will be contacted to pick the student up.

Children absent due to a communicable illness should return to school as soon as they are able. Please refer to the following Readmission Guidelines.

READMISSION GUIDELINES REGARDING COMMUNICABLE DISEASES:

| Communicable Disease | May Return To School |
|---|--|
| COVID-19 Exposure | May stay at school symptom free, encouraged to use a mask for 10 days post exposure and encouraged to test day 3, 4, or 5 after exposure. If they develop symptoms, stay home and recommend testing. |
| COVID-19 Diagnosis | Stay home and may test on day 5; if negative and symptoms have improved they may return to work. If they choose not to test on day 5, they may return to work after 10 days of isolation and can return to work on day 11. |
| *All COVID guidelines are subject to change as designated by CDpH or the local public health department | |
| Hand, Foot, and Mouth Disease | When fever free for 24 hours without fever reducing medication and no longer has blisters or rash and feels well enough to participate in school activities |
| Head Lice | After hair has been properly treated with medicated shampoo and hair is lice-free. |
| Pink Eye (Purulent Conjunctivitis) | When prescribed medication treatment has been started, and there is no discharge from the eyes. A doctor's note is required for readmission. |

| | |
|-----------------------------|---|
| Scabies | After 24 hours of the initiation of treatment and under doctors care (doctor's note required). |
| Impetigo | Following 24-48 hours of the initiation of medical treatment. Lesions are to be covered with a bandage while in school unless advised otherwise by a doctor. If not able to cover lesions, student may return with a note from doctor stating it is non-infectious. Without medical treatment, student is excluded until lesions are dry. |
| Strep Throat/ Scarlet fever | After 24 hours of antibiotic treatment and fever free for 24 hours without fever reducing medications. |
| Hepatitis | One week following onset of jaundice and as directed by the student's physician. |
| Chicken Pox | May return to school a minimum of 7 days after onset of rash and all vesicles (blisters) have crusted. |
| Ringworm | After treatment has started. Lesions will be covered with a bandage while in school. A Doctor's note required. |
| Fifth Disease | Not applicable. By the time the rash appears, the student is probably no longer contagious. |

*If any student has an immunizable disease (i.e. measles, mumps, rubella, polio, diphtheria, whooping cough), all unimmunized children will be excluded until risk of spread is controlled.

SCHOOL HEALTH

A student's health record must be current in order to attend school. This includes an updated health history which must be completed annually and an immunization history in accordance with state

regulations. Our health services are supervised by Glenn County Office of Education nurses who establish emergency protocols for students as needed and provide mandated screening for hearing, vision, and scoliosis. She reviews immunization compliance. The school nurse is available for parent conferences by appointment and is on campus on an as-needed basis. Please contact the school's office to initiate a conference. Mandated testing grades are kindergarten, second, fifth, and eighth. If you do not wish for your child to participate in these screenings, please notify the school in writing.

Walden Academy follows the following procedures established by the state of California when providing prescription or over the counter medication to a student during the school day:

- Medication must be delivered directly to the school by the parent or parent's designee and must have the original packaging or prescription label.
- The school must have a written request on file from their physician indicating the frequency and dosage of the prescribed medication. An authorization form is available in the front office. The doctor's authorization must match the prescription or package label.

IMMUNIZATION REQUIREMENTS

To enter or transfer into public and private elementary and secondary schools from kindergarten to 12th grade, children under the age of 18 years must have the following shots,

1. Diphtheria,
2. Haemophilus influenzae type b, except for children who have reached the age of four years and six months,
3. Measles,
4. Mumps, except for children who have reached the age of seven years.
5. Pertussis (Whooping Cough), except for children who have reached the age of seven years.
6. Poliomyelitis.
7. Rubella,
8. Tetanus.
9. Hepatitis B for all children entering the institutions listed in this subdivision at the kindergarten level below on or after August 1, 1997.
10. Varicella (chickenpox), effective July 1, 2001. Persons already admitted into California public or private schools at the kindergarten level or above before July 1, 2001, shall be exempt from the varicella immunization requirement for school entry, This paragraph shall be operative only to the extent that funds for this purpose or appropriate in the annual Budget Act.
11. All seventh grade students must receive the Tdap immunization prior to the start of school in 2011 and all future years. Parents/guardians must provide the school office with proof of immunization before students will be allowed to enter school. Tdap protects against three dangerous diseases: Tetanus, Diphtheria, and whooping cough (pertussis)

The law allows parents/guardians to elect exemptions to immunization requirements based on their personal beliefs and physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because a record is lost or incomplete.

VISION AND HEARING SCREENING

(Ed. Code Sections 49452-49457) Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon the first enrollment and at least every third year thereafter until the child has completed the eighth grade. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. This provision does not apply if the parent files with the principal a written statement to a well-recognized faith or teachings, which depend on prayer for healing.

SCOLIOSIS SCREENING

(Ed. Code 49452.5) Every female in grade 7 and every male pupil in grade 8 shall be screened for the condition known as Scoliosis (curvature of the spine). Mandatory notification of the parent of any pupil suspected of having Scoliosis will include an explanation of the condition, the significance of treatment, and public services available for treatment. A statement in writing from the parent will exempt the pupil from the above screening.

EXEMPTION FROM PHYSICAL EXAMINATION

(Ed. Code Sections 49450-49451) A physical examination will not be given to a child whose parent requests his/her exemption in writing. However, the child may be sent home if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.

EMERGENCY CONTACT INFORMATION

It is sometimes necessary for a child to go home because of illness. For this reason, it is important that emergency contact information is up to date in the office. This information will let school officials know which physician to contact in case of emergency and also serves as authorization to allow the school to release students to designated family members/friends and for the student to receive medical services if necessary.

ALLERGIES

Waldens goal is to prevent severe allergic reactions for our students, volunteers, or staff with allergies. Parents of children with life-threatening allergies must follow our procedures for administering medication and provide proper documentation from their child's doctor. Regular first aid and CPR training is provided for the staff, and the office manager coordinates the overall allergy prevention and treatment program.

To keep students safe, an allergen-free table is designated at lunch and in student's classrooms. Children are instructed not to share food from their lunches or snacks without approval from staff. Children are

taught to wash their hands thoroughly after consuming food that contains allergens. The faculty educates students about the reasons for these procedures, and students learn responsibility and caring for their classmates.

NON-HARASSMENT AND NON-DISCRIMINATION POLICY BP #5145

Walden Academy is committed to providing an academic environment that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race/color national origin, ancestry, sex/gender, sexual orientation, citizenship, age, religion, disability, medical condition, or any State protected class. This policy prohibits all types of harassment, including verbal, physical, and visual harassment, including victims of bias or bullying based on religious affiliation and cyber sexual bullying. Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher, counselor, and/or administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including dismissal or expulsion. In all instances of alleged harassment involving members of Walden Academy community, such incidents shall be reported immediately by the teacher, administrator or designee, or counselor receiving such allegations to the Director and/or designee.

Any student experiencing harassment or bullying is strongly advised to seek help from any Walden Academy staff.

BULLYING AND CYBERBULLYING

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Walden Academy Charter School prohibits any acts of discrimination, sexual harassment, intimidation, and bullying altogether.

SUICIDE PREVENTION BP #5141

Its Walden Academies purpose to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to students that are at risk of suicide or have vocalized suicidal ideation. Students or parents are strongly urged to contact Walden Academy Administration upon knowledge of said thoughts or actions. All information stays confidential and staff will refer to appropriate recourse guidelines by said training.

RESPONSE TO IMMIGRATION AND ENFORCEMENT BP #5145.13

Walden Academy Charter School personnel shall notify the school Director of any request by an immigration or law-enforcement officer for school or student access, requests for review of school documents, or requests of the services of lawful subpoenas, petitions, complaints etc., as soon as possible.

Parental Notification

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at the charter school, charter school personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order, stating otherwise.

Walden Academy Charter School personnel must immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

MARRIED/PREGNANT/PARENTING STUDENTS

Walden Academy recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. We desires to support, married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and to promote the healthy development of their children

Walden Academy shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 34 CFR 106.40)

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

EDUCATION AND SUPPORT FOR PREGNANT AND PARENTING STUDENTS

Pregnant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

Any education program or activity that is offered separately to pregnant students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary.

EMERGENCY CLOSING

If the school must close due to a power outage or other emergency, we will contact parents via parent Square and our phone call system. We will follow our usual dismissal procedures.

CHANGES TO SCHEDULE DUE TO CHURCH EVENTS

Walden Academy will sometimes change our schedule or dismissal procedures due to events at ST. Monica's. When we do, we will contact parents via parent Square and our phone call system. We try to notice in advance as much as possible.

DRUG, ALCOHOL, AND TOBACCO AWARENESS

Ed. Code Sections 51202, 51203, 51260. Instruction will be given (K through 12) regarding drug, alcohol, and tobacco prevention education. Curriculum will include the effects of alcohol and other drugs on prenatal development.

EXCUSE FROM HEALTH INSTRUCTION WHICH CONFLICTS WITH RELIGIOUS OR MORAL BELIEFS

Ed. Code Section 51240. During the school year, the instructional program in some classes at some grade levels may include instruction about health. If such instruction will conflict with your religious training, beliefs, or personal and moral convictions, please advise the school director in writing, not to include your child in this phase of the instructional program.

FAMILY LIFE AND COMMUNICABLE DISEASE INSTRUCTION

Ed. Code Sections 51550-51551 and 51820. Family life education programs may be provided in grades K through 12. Venereal disease instruction will be provided in grades 7 through 12. If instruction about human reproductive organs and their functions, processes, and diseases are included in your child's class, you will have the opportunity to inspect, review, and evaluate the written or audiovisual materials to be used. You shall be given the opportunity to request in writing that your child not attend the class.

AIDS PREVENTION INSTRUCTION

Ed. Code Sections 51201.5, 51553, 51554, 51555. AIDS prevention instruction is taught to all students at least twice, once in the middle schools, and once in high school. You may exclude your child from this instruction by written notice to the school director.

AFTER SCHOOL PROGRAM

Waldens after school care program, **A+, is a voluntary program that provides after school supervision that is either free or partially fee based.** It runs from dismissal to 5:30 P.M. everyday. The program offers enrichment activities, organized and unrestricted play, and ample opportunity for supervised homework completion. To enroll a student in A+, pick up a registration form in the school office. Students in grades K-8 may alternatively attend the after school program on an as needed basis for the daily rate. If your child is attending as a drop in, please be sure you have a completed enrollment form on file. You may send a note or call to the office by 2:30 to inform us your child will be at A+.

BREAKFAST, SNACK & LUNCH

Walden Academy is happy to provide free breakfast and bag lunches for our students on July 9, 2021. Assembly Bill (AB) 130 was signed into law by Governor Newsom. Starting out the 2022-2023 school year, (AB) 130, established the California Universal Meals program. Parents must order lunches one week in advance on Parent Square so we are able to accurately order supplies in addition, all families must complete the Free and Reduced Lunch Application. So Walden can be reimbursed for some of the food costs.

Breakfast: Available daily in room 12 from 7:40-7:55. **No food will be served after 7:50.** We expect students to be on their way to their classrooms no later than 7:55. Students that miss breakfast may eat it at snack recess. Transitional Kindergarten (TK) & kindergarten students will have breakfast available in their classrooms.

Lunch: Available in the outdoor eating area or delivered to the classroom in inclement weather. Milk is available to purchase by those not receiving breakfast and/or lunch.

All children bring their own snacks. For those bringing a snack or lunch, please do not send anything in glass containers. Healthy eating habits are encouraged, so please pack nourishing snacks and lunches for your child. **Do not send more than one small sweet treat in your child's lunch per day and refrain from sugary drinks or soda.** During lunch, we ask that students not throw away uneaten food to help you gauge what to send with them. We are **NOT** able to heat or refrigerate any part of your child's lunch. **Do not send in any caffeinated beverages. They will be taken and kept in the school office.**

No gum on campus. It is difficult to remove from hair and school property. We sometimes enjoy gum during testing periods to help us think, and we will provide gum on those occasions.

CLASSROOM CELEBRATIONS/BIRTHDAYS

Special events like parties, movies, visitors, enrich our educational program and build community. Parties and special activities are held during the **last hour of the school day.** Private home party invitations may be distributed at school if every child in the classroom is invited. Otherwise, use the postal service to mail party invites. **Flower/balloon deliveries will be kept in the office until the half**

hour of the day. Please check with your teacher before sending in any birthday food or treats to share with the class. **All birthday treats must be store bought. No homemade treats.**

RECESS & DAILY PLAY

Creative play is part of the daily learning process at Walden Academy. Studies show that children perform best at school when there is a balance of academics, large motor development, and opportunities for problem solving through social interactions. Teachers, staff, and volunteers participate in this process as supervisors, facilitators, and game leaders. Adults move about the playground area observing children at play and promoting appropriate behavior to help children with conflict resolution. Students in grades TK-8 have a recess in the morning. Students also have twenty minutes of recess in addition to 20 minutes of eating time at noon. We ask that students dress appropriately for outside play. If a child is not permitted to participate in P.E. or outdoor recess due to recovering from an illness, please send a note to your child's teacher.

MORNING MEETINGS

Days at Walden begin with Morning Meeting-class meetings designed to foster good social dynamics and a strong sense of community.

GOOD MORNING WALDEN

We celebrate our community together in whole school assemblies that we call Good Morning Walden. These assemblies begin at 8:15 a.m. and are generally held on the last Friday of each month in the Parish Hall. We encourage families to attend whenever possible. Awards presented at Good Morning Walden includes:

- CARES
- Perfect attendance
- River Hawk
- Academic achievement
- Most Improved

CHILDREN'S POSSESSIONS

Students are permitted to bring non-electronic items from home for sharing and to play with during recess times. The Walden motto is that if you share with one person then you must share with all. Please be sure to label your student's possessions and clothing. We keep a lost and found in the cabinet outside in front of room 5. Items not claimed are donated to charity at the end of each trimester.

TEACHER COMMUNICATION

The school day is very fast-paced, and teachers cannot always check their email and phone messages until the end of the school day. Unless it is an urgent matter, it may take until the following day for you to receive a response. We encourage our teachers to take weekends off; so if you initiate contact over the weekend, you may not get a response until the following work day. If it is an emergency, please call the front office.

CLASS BUDDIES

Older and younger classes are paired up to read and write together, enjoy games together, or work on projects. This system adds to our family atmosphere and helps foster relationships that extend beyond our time at Walden.

FIELD TRIPS

Field trips are an important part of the Walden curriculum. Every class takes several field trips each year that enhance themes and units. Older grades may take overnight trips. Classes may also go off campus for community service experiences. Parents will receive advance notice of all trips. The safety of our children during field trips is of primary importance, and the following procedures are followed:

- Teachers and drivers carry a copy of each child's emergency information. Please make sure you fill out a new card each year.
- Children are placed in small groups, and one adult is responsible for each small group. Teachers take cell phones on the trip.

Parents are often asked to chaperone and drive for field trips. See the volunteer section for more information. If you accompany your child's class on a field trip, please remember that it is an important responsibility. **We ask that you do not bring along siblings.** Adults accompanying a class must have a **Live Scan and current TB clearance on file.** Inappropriate student behavior on a field trip may result in parents being asked to pick up their child and a loss of future field trip privileges or the requirement that a parent attends.

If students have difficulty following school rules and/or controlling their own actions, they may lose the privilege of attending field trips.

HOMEWORK

Homework is an extension of the classroom and is intended to enrich the classroom experience and provide opportunities to practice skills. It is necessary for all students to complete their homework in a timely fashion so that they can fully participate in class each day. Homework is assigned throughout the grades in age and developmentally appropriate quantities and time frames.

All students should read or be read to for 15 minutes (TK-1 st) to 30 minutes (2nd-8th) each night and practice math facts as needed. Homework in addition to reading and practicing math facts is assigned by

each individual teacher. The general guideline Walden follows is that students will have 10 minutes of homework per grade level in addition to daily reading.

Students that do not regularly hand in homework or are falling behind on school work (a C- or lower or the equivalent) will be enrolled in Homework Club.

ASSESSMENT

Learning is a process. Assessment is an ongoing dialogue between students, teachers, and families. The goal is for all students to have high standards for themselves and to be intrinsically motivated to learn. There are numerous and varied opportunities for students to demonstrate their acquired knowledge, both collaboratively and individually. Parents and teachers meet together to share their thoughts about student work and progress through formal conferences. Students show evidence of higher level thinking through rubrics, quizzes, projects, presentations, performances, portfolios, self-assessments, and writing. Walden Academy utilizes a whole child approach to assessment that allows us to look at the social, emotional, and intellectual growth of each individual. Teachers have many ways to convey a complete picture of a child's progress to both students and parents. For example:

Report Cards

Report cards are provided at the end of each trimester for grades TK-8. Grades K-5 are on a 4 point scale. Grades 6-8 are based on traditional letter grades. For participation, work habits, and social skills, letter grades of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory are used. All grades reflect student success in mastering the state standards.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and

Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

- **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

PHYSICAL FITNESS TEST

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

California Department of Education | August 2018

Conferences

Parent conferences take place two times per school year. First trimester conferences are held in November for every student. Conferences after the second trimester will be arranged for students who are performing below grade level and for those at risk of retention. Parents may also request a conference. Parents also meet with teachers on an informal basis throughout the year and are encouraged to do so anytime. Likewise, the school may request a parent conference if teachers feel this would benefit the academic and/or social growth of a student. Due to scheduling conflicts, parents may request a zoom conference.

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SST

A Student Success Team, SST, is initiated by a teacher when a student may need additional support for success in academics or behavior. First, a teacher implements strategies to provide support in class and works with parents. When additional student support is needed, a team approach is initiated. At an SST meeting, parents, teachers, and administrators meet together to brainstorm additional ways to support a student academically, behaviorally, and/or socially. Student progress continues to be monitored, and additional SSTs are scheduled when required.

SPECIAL EDUCATION (EDUCATION cODE sECTION 56300)

Walden Academy has an education specialist and instructional aide on campus to provide special education services for students on an IEP. These services are provided through a contract with the Glenn County SELPA. Additional services provided include speech therapy, counseling, educational testing, and the support of a school psychologist and team of experts. Through the SST process, or through the referral process by parents, teachers, administrators, or other individuals, students with identified needs may be referred for testing to see whether or not they qualify for an IBP (Individualized Education Plan). The education specialist and aide are located in the Learning IEP Center. They are a source of additional support for all students who may need further explanation of difficult concepts, extra time, or a quiet place to complete assignments.

SCHOOL WIDE DISCIPLINE PLAN

Walden Academy has adopted an approach to education called Responsive Classroom. It is built around the four domains of Engaging Academics, Effective Management, Positive Community, and Developmentally Appropriate Teaching. Mutual respect underlies all interactions in play and work. Our goal is to ensure that every student has an optimal educational experience both cognitively and socially.

Respect for all community members is of prime importance. We believe children need to be responsible for themselves and to all others within the school. The rights of all members of our community are

respected and valued. To achieve this end, we teach our students about using CAR2ES. CAR2ES stands for cooperation, assertion, responsibility and respect, empathy, and self-control.

Walden holds common expectations for all adults and children who are part of our community. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

We believe in the inherent goodness of people. Our goal is to seek out the good within each of us. We strive to understand what is motivating staff, families, and students and to help each other learn appropriate strategies for dealing with feelings.

We are all educators. Learning about oneself, acting with self-control, and turning negative situations into positive ones are some of the competencies we strive for. We respect children for the people they are and believe our work with them enables them to become the best they can be.

When a child acts in an inappropriate manner, adults respond with action appropriate to the situation. These actions are intended to help the child increase his/her awareness and develop self-control. Actions may include discussion, reflection, written reflection, removal from the setting, or the assignment of logical consequences.

Pathways to Self-Control

We believe all children can be kind, respectful, caring citizens who are accountable and responsible for their actions. Children learn and practice self-control and social skills when:

- there is a safe, challenging, and joyful learning environment.
- students feel respected and successful and share a sense of belonging.
- All staff and families teach, model, and reinforce expected behaviors.

At Walden, all staff members use the following strategies to help children develop self-control:

1. Creating, Modeling, and Practicing the Rules

Staff and students collaborate to develop our classroom and playground rules. The rules help us to take care of ourselves, each other, and the school environment and do our best work.

2. Reminding , Redirecting, and Reinforcing

Reminders and verbal redirections are the primary means of guiding students at Walden. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior. Some students may need more than one reminder, but it is generally more effective to limit the number of

reminders. When students make positive choices, we reinforce these by offering specific feedback that expresses appreciation and respect for their efforts.

3. Logical Consequences

Logical consequences are ways to help fix problems that result from children's words and actions when they break or forget rules. They are used when it takes more than a simple cue to stop a behavior or fix a problem. Logical consequences help children regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation, and reasonable. Logical consequences are not seen as punishments but as additional forms of redirection. The adult checks in with the student to make sure he/she understands the reason for the logical consequence. Logical consequences may include:

- *You break it, you fix it* – children are expected to fix it when they break something or make a mess whether intentional or not.
- *Apology of Action* is used to solve problems between students when a child hurts another through words or actions.
- *Loss of Privilege* is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- *Take a Break* in the classroom is a brief time away from the class activity to allow a student to gain self-control.

4. *Take a Break* in a buddy teacher's room

If misbehavior continues, the student may take a break in a nearby classroom. Once the student is back in her/his classroom and resettled, the teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if this happens often.

5. Parent contact or conference

If needed, the teacher or leadership team may request a parent conference to discuss the problem and work together toward a solution.

6. Office Referrals

There are times when a student is referred to the office because of behavior during class or at recess. Generally, this happens after a staff member has made attempts to work with the child through our school wide behavior plan. The Director/Dean of Students has developed a hierarchy of consequences when students are referred to either of them. We acknowledge that each child is different, so we have a variety of consequences we have found successful in helping students turn their behavior around. Depending on each situation, steps in the hierarchy may be reordered. Examples of consequences are:

- 1st offense: Logical consequence, counseling, reteach correct behavior
2nd offense: Reflection sheet to be signed by parent, loss of recess
3rd offense: Student writes letter to parent, detention, and behavior contract

7. Behavior contracts/Positive Behavior Support Plan

These strategies to teach self-control may not be enough for some children to be successful. In such cases, positive behavior support plans will be developed and implemented with the knowledge and help of families, teachers, and specialists. Positive behavior support plans will identify specific strategies and interventions to help the child develop self-control.

These pathways to self-control are developed, explained, and practiced with students in all grades. In the majority of situations, reminding and redirecting are all that is necessary to guide students.

Severe Misbehavior

The school director and/or board of directors will determine the consequences for severe misbehavior based on California Education Code and the school suspension/expulsion policy. These consequences may consist of parent contact or conference, detention, in school suspension, or out of school suspension.

Severe misbehavior includes:

- Deliberate actions with intent to hurt self or others such as physically fighting, rock throwing, biting, etc.
- Bullying
- Willful and deliberate destruction of property
- Use or threat of weapons
- Stealing
- Ethnic/racial/gender/religious slurs
- Harassment or inappropriate touching
- Drug, alcohol or tobacco use

In some cases of severe misbehavior, it may be determined that Walden is not the right setting for a particular child. The decision for expulsion will be made through careful consideration among all the adults responsible for the care and education of the child with the final decision made by the board. In the case that a child voluntarily leaves campus without permission, Walden Academy staff will make a determined effort to keep the child safe and prevent the student from running off campus. **Parents and police will immediately be notified.**

Please look at the Discipline Matrix (located at the end of the handbook)

ELECTRONIC DEVICES

Cell phones and smart watches:

Each classroom has a phone. If there is a need for a student to call or contact home, teachers or office staff will verify the reason & allow a call to the parent. If you need to get a message to your child, call the office & we will deliver it. It is best to leave cell phones at home and we will not be responsible for lost or stolen phones. However if you believe your child needs a cell phone or smart watch, please be aware of the following:

1. Cell phones/smart watches must be turned off and stored in the backpack upon arrival at school and throughout the school day. They may NOT be checked at recess or lunch. They may be checked once ~~the school day is over.~~ **off campus.**
- ~~2. Parent/guardians must complete a cell phone/smart watch contract in the office if your child will be bringing one to school.~~
3. Upper grade classrooms and the office have electronics lockers to securely store cell phones/smart watches. Only the classroom teacher and the office have access to them.
4. Cell phones/smart watches that are seen or heard will result in the following:
 - 1st offense-phone/watch will be confiscated for the remainder of the school day.
 - 2nd offense- phone/watch will be confiscated and returned to the parent. Students, parents, and leadership will have a conference. Students will be required to keep cellphones in their lockers. **or other designated location.**
 - 3rd offense-possibility of suspension and/or alternate work environment. Parent conference held.

All other electronic devices including games, CD players, iPods, Airpods, etc. on school grounds must be turned off and kept in backpacks. They may **not** be used nor carried in pockets at school. Each upper grade classroom has an electronic device locker to store electronic items if parents don't want them left in the child's backpack. If any of the above electronic devices are seen or heard, procedures in item 4 above will be followed.

School provided electronic devices/internet:

Walden Academy supplies electronic devices (laptops, Chrome books) and internet for student use as needed in the classroom. Students and parents will be required to complete an electronics/internet permission ship to use the devices and access the internet. This document clearly outlines responsibilities and expectations. At no time are students allowed to access any information or websites that are not directly related to the assignment. Students will not be allowed to download any music onto their device. We provide headsets for each child, so earbuds or earpods are not allowed.

[fa student abuses the school device, school internet guidelines, the following consequences will be assigned:

1. Warning and message to parents. Review of internet and device contract.
2. No school device or internet for one school week. All assignments will be done on paper. Parent conference will be held.
3. Suspension or alternate work environment considered. Parent conference held. No school internet or device usage for the remainder of the school year is a possibility.

DRESS CODE

BP 5040

I. Purpose

As leaders in our community, it is our desire for students to be good examples to our community in both appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements for a successful learning environment. The goal of the Common Core State Standards is that children end their public school education; college and career ready. We believe that appropriate dress is an important stepping stone to that readiness.

II. These policies apply to all students. **Special Note to Parents** - Please read the dress code carefully encouraging and guiding your child to wear acceptable dress at school. We appreciate your cooperation in this area.

- A. The dress code applies to all student activities (i.e. field trips, class parties, school plays, graduation, banquets, etc.) on and off campus. For any of these events, we urge students to wear Walden attire or our school colors of blue and gold/yellow.
- B. Picture or slogan shirts, blouses, etc., which depict foul language or actions are not permitted. Clothing that displays words with suggestive double meanings is not allowed.
- C. No clothing, articles or clothing, jewelry, or accessories related to a gang will be permitted on campus or at any school activity.
- D. All clothing must fit properly. They should not be too tight or too baggy. Bodices of tops should not show cleavage when sitting down or bending over.
- E. P.E. clothing/sporting events dress must be modest and appropriate to the sport.
- F. Students should be neatly dressed at school. Pants/shorts/skirts/shirts should be worn at the waist and may not show any undergarments. No sagging pants. NO distressed tops with holes or slashes. Distressed pants may not have cuts/tears above the mid thigh. Any slits in shirts, shorts, dresses, may not be shorter than half way between knees and thigh. Pants/shorts with writing across the pockets are not acceptable.

- G. Short tops which expose any part of the midriff skin are not permitted. This includes when arms are lifted straight out to shoulder height (a "T" formation).
- H. Strapless and backless shirts and dresses or those with a cutout back are not permitted unless a tank shirt is worn underneath.
- I. Shoes: Wheelie shoes must have the wheels removed while on school grounds. No slippers, spike heels, or flip flops are allowed. All shoes must securely fit the foot and have a strap across the heel.
- J. No choke chains, wallet chains, or dog collars are allowed. No studs or spikes may be worn on belts or accessories.
- K. Stud type earrings are preferred for safety reasons.
- L. Blouse straps should be no narrower than ½ to 1 inch in width. No bra straps may show.
- M. No hats may be worn indoors. No ball caps may be worn backwards, to the side or in a building.
- N. Students in grades 6-8 may wear light makeup.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Administration reserves the right to make a final determination as to whether dress is appropriate.

With changing styles, the administration reserves the right to add inappropriate clothing to this list at any time. Students in violation of the dress code:

Violation #1: Parents will be contacted and requested to bring in appropriate clothing for the remainder of the school day and the dress code will be reviewed with the student and parent.

Violation #2: Parents will be contacted and requested to bring in appropriate clothing for the remainder of the school day. Conference with parent and student for review of dress code and any other barriers to students dressing appropriately.

Violation #3: Parents will be contacted. Alternate dress may be provided and/or alternate work environment.

VOLUNTEERS

Part of what makes Walden Academy successful is its volunteers! Last year, our volunteers logged 3200 hours. Family participation at Walden Academy ensures that there is adequate classroom assistance for students and educators. It supports the implementation and execution of curricula and plans. It helps create a safe, nurturing, family atmosphere for our students and staff.

We encourage our families to volunteer 40 hours per year for one child plus 20 hours per each additional child with a maximum of 80 hours per family. Many of our volunteers exceed the 80 hours, and we are so grateful for their time.

All volunteers must meet the requirements below of Live Scan, TB screening, and confidentiality agreement **described below**. In addition, **if someone other than the parents will be volunteering on behalf of a child**; the parents must designate them under the *'Other people that may volunteer for our family'* section on the Volunteer Questionnaire. .

Other ways to volunteer

If you are unable to volunteer as much as you would like to, monetary participation can be made in lieu of part of a family's volunteer contribution. **No student or family is required to contribute funds or anything of value to Walden Academy as a condition of the students enrollment or participation in educational activities.**

eScript

Walden Academy is now taking part in the escript program which will make money for Walden on your everyday purchases. Participation in eScript is optional, but encouraged to support Walden.

1. Benefit App-Upload the Benefit app on your cell phone and link a credit card, bank account or both to purchase e-gift cards. Use them to pay for your purchases while out and about or for online shopping. There are many stores available. Be sure to check out the list!
2. escript.com-Create an account and sign up at stores that you purchase from like Mar-Val, Food Maxx and Lucky. (Go to escript.com for a complete list).

Driving on field trips

We appreciate that parents drive **their** students to field trip destinations. We appreciate their time and the cost of fuel. If you drive on a field trip, please keep track of the miles. ~~We will credit you .545 cents per mile to your volunteer time.~~ **Parents may not transport any students other than their own children unless specific permission is given by the school for that purpose.**

Tracking your time

An important part of volunteering is tracking your volunteer hours. This can be done in 2 ways. When you enter the campus, we ask that all adults sign in and give their reason for their campus visit. You can write "volunteer" in the column that asks for the reason for your visit as well as the time and date. When

you are finished volunteering, we ask that you sign out with the time and date again. The volunteer data is entered every month into Parent Square. When you log into ParentSquare, there are instructions for how to log your volunteer time. ParentSquare tracks the amount of time you have logged throughout the year. **If you are logging in gas mileage, please leave the number of miles and destination on the tracking sheet or on ParentSquare. Volunterrism by parents is encouraged but not mandatory. Any volunteer hours are tracked for purposes of maintaining data on the parent participation at the School.**

Requirements for Volunteering

Our children's safety is our 1st priority. In order to keep your child protected, all volunteers are required to complete the following:

- Live Scan

A Live Scan is a fingerprint scan. This is done by asking the school office for the required paperwork and then calling the Glenn County Office of Education and scheduling an appointment. There is a fee to do this which is the responsibility of the volunteer. If financial assistance is needed, please contact the school director.

No Volunteer may work on campus or at a school sponsored event with children present, including field trips, if they have a conviction, or an arrest pending final adjudication, for any sex offense, controlled substance offense, crime of violence , or serious violent felony. Walden Academy administration has the discretion to consider convictions of other offenses when considering a request to volunteer.

This Policy does not authorize Walden Academy to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

- TB Risk Assessment

Volunteers are asked to complete a TB risk assessment with the county nurse. An appointment can be scheduled by contacting the front office. **A volunteer shall also have on file a Walden Academy certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, further examination is not required. Anyone who does not meet these requirements or who tests positive for TB may be prevented from volunteering until a clear test is provided. At the discretion of the Walden Academy Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.**

- Volunteer Agreement

Complete the volunteer agreement found in the enrollment packet. If you need a new Volunteer Agreement, please contact the office. Drivers

Forms can be obtained at the office and must be completed once annually, not to exceed 365 days. Turn in the completed form to the office and submit a copy of your California driver's license, current driving

record (MVR), current vehicle registration, and proof of auto liability insurance including coverage amounts. Insurance minimums are as follows:

| | |
|---------------------------------------|---|
| Bodily Injury | \$100,000 per person/\$300,000 per occurrence |
| Property Damage | \$100,000 per occurrence |
| Uninsured Motorists for Bodily Injury | \$100,000 per person/\$300,000 per occurrence |
| Automobile Medical Payments | \$5,000 per occurrence |

VOLUNTEER OPPORTUNITIES

The reasons you chose Walden Academy for your child's education may include the following: low adult to child ratio, small group instruction, tutoring, exceptional school to home communication, learning, experiences outside the classroom, etc. All this is made possible because of volunteering. Without that, we are unable to provide the extras you obviously value. Each person plays a key role at Walden Academy, so we need you.

There are many volunteer opportunities available to parents, grandparents, family members, or friends of the family at Walden Academy. Volunteers help support the students, teachers, and the school, as well as keeping each family connected to their children and Walden Academy. Not all parents can be classroom helpers, ~~due to work or other commitments. If~~ however, there are many opportunities after hours **or remote** that Walden Academy offers. Below is a list of **some of the** job opportunities ~~available~~ **you could be assigned. The administrator or administrative designee has the option to decide if volunteer services are needed or to deny any person on-campus volunteer service opportunities. In the situation where the volunteer is a parent of a child at the school, the school administrator must identify ways that the parent can volunteer from home. The administrator or administrative designee can also determine when volunteer services are no longer needed and discontinue volunteer service. Additionally, the administrator or administrative designee will take into account volunteer requests, but reserve the right to assign volunteers at their discretion.**

Job Opportunities

- Classroom help
- Lunch duty ~~take 1 lunch duty a week during your lunch hour~~
- Recess duty
- Morning duty for drop-off
- Afternoon duty for pickup
- Correct papers for teachers
- Prep for teachers, make copies, collect supplies
- Attend workdays on weekends
- Drive/chaperone field trips
- Help with extracurricular events
- Music
- Art-provide an art lesson, help with a craft project, etc.

- Sports-help coach a sport
- Join a committee
- Attend board meetings
- Babysit during board or committee meetings
- Coordinate/help with Box Tops program
- Subject mentor-have knowledge in subject (grade specific) and curriculum to help parents
- Homework mentor-have knowledge of homework for a grade level to assist parents
- Organize/work a fundraiser
- Help with music or art performances
- Bulletin boards
- General maintenance-janitor/custodian
- Plus more!

Questions and suggestions are always welcome. Please sign in every time you volunteer!!! Hours and jobs may also be recorded on ParentSquare. ~~If you have trouble finding a job that works with your work schedule, please contact the office, and we will help you find a job.~~ **We encourage you to share with us your interests and skills so that we can help match you with volunteer opportunities that benefit our community and fit your schedule.** ~~It is imperative that~~ **We Encourage** each family to help make the school successful!! It will also help you stay connected with your child and what he/she is learning and participating in at school. Thank you!

Below are some sample ways for parents to do their hours.

- 1.5 hrs per week in a classroom-approx 52.5 hours or
1 hr. per week in a classroom-approx. 35 hours
Attend 2 board meetings-approx. 2 hours
1 Field trip-approx. 3-4 hours
TOTAL- 40+ hours
- Lunch duty once a week.-approx. 18 hours
Help in classroom 4 times-approx. 6 hours
Attend 3 board meetings-approx. 3 hours
3 field trips- approx. 9-12 hours
Attend 4 PTO meetings-approx. 4 hours
TOTAL-40+ hours
- Attend 4 board meetings-approx. 6 hours
Attend 4 monthly work days-approx. 8 hours
Subject mentors for parents- approx. 17.5 hours
Work a fundraiser-approx. 2 hours
Correct papers for a teacher 1 hr. per week-approx. 9 hours

TOTAL-40+ hours

- Attend all PTC meetings-approx. 9 hours
- Do bulletin board one time-approx. 2 hours
- Attend 4 work days- approx. 8 hours
- Babysit for board members during 2 meetings-approx. 2-4 hours
- Homework mentor each month-approx. 27 hours
- TOTAL-50+ hours

There are many scenarios to get volunteer hours done each year. Volunteers are an integral part in the success of the school and the students. We thank each and every volunteer for the time and energy put in.

Volunteer Behavior Code

Dress

The dress code has been developed with the safety of volunteers in mind and to promote a healthy learning environment for students. If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus or ask you to please change. Please help us avoid this uncomfortable situation by complying with the dress code.

We encourage volunteers to wear a school t-shirt while volunteering to help promote school spirit!

Adult volunteers are asked to follow these dress code guidelines while on campus, on field trips, or any other school event/activity:

1. No tight fitting tops
2. Halter tops or halter top dresses are not permitted
3. Short tops & low rise pants which expose any part of the midriff skin or lower back are not permitted
4. No part of the undergarments should be visible
5. The necklines of dresses, blouses and tops must be modest. Cleavage cannot show when standing or bending over.
6. Skirts, dresses, and shorts should not be higher than your fingertips.
7. Jeans and pants with holes are NOT allowed.
8. Sweat-type pants, shorts, or skirts with writing across the seat are not allowed
9. Clothing that displays words with suggestive double meanings are not allowed

Student Discipline

Volunteers provide supervision of our students in classrooms, during field trips, and during our play times. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

When disciplinary situations arise, please call attention to the student(s) and refer the student(s) involved to a staff member. We want to empower our volunteers to promote safety on campus while honoring the training, authority, and expertise of our staff.

Cell Phone

We ask that you place your cell phone on silent mode when volunteering.

Siblings

Do not bring siblings with you when you volunteer during school hours or while chaperoning on field trips.

Confidentiality & Impartiality

It is important to remember that your capacity in the class **or on campus** is that of a volunteer. Please do not show favoritism for your child, and please do not show any judgment against another student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, students' grades, or student behavior. ~~Please be especially sensitive to this by not taking it home and discussing it with other family members. Your child could pick up on this, and kids could get hurt.~~ **This information is confidential and should not be shared with others, including family members.**

Special Privileges

Being a parent volunteer does not avail you to any special privileges, ~~except that of being able to volunteer in your child's classroom.~~ We ask that you do not pick your child up early when volunteering or drop by classes unexpectedly.

Health and Safety

All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. Walden Academy reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

If you find that you have any questions regarding this policy, please contact the school director.

PEST CONTROL

Walden Academy has contracted with Larry's Pest Control to provide monthly pest control service for our campus. The outside of all buildings will be sprayed for pests every other month at times when students are not present, and on non-school days such as winter, spring, and summer breaks. Signs will be posted two days prior to the day of the service and will remain up 72 hours after each day, in accordance with the Healthy Schools Act of 2000. The signs will include the name of the pesticide to be used and the reason for the treatment.

The proposed chemical list that will be used are available in the school office. Any parent that wishes may review this information.

If any parents want to receive a reminder of the spray dates they should send a letter to the Director with the request and the school will send a notice to them each month.

Eligibility for Diploma and Graduation Ceremonies (applies to 8th grade only):

To be eligible for a diploma of promotion at the end of 8th grade, students must meet the following requirements:

1. During the eighth grade year, achieve at least a 2.0 grade point average.
2. Students who do not meet the above criteria must complete one of the following to receive a diploma:
 - If a subject is failed, an opportunity to demonstrate subject mastery and complete missed work will be arranged at the school and must be completed with a passing grade within an agreed upon time frame.
 - If more than one subject is failed, then multiple recovery opportunities to demonstrate mastery of the subject can be arranged and must be completed with a passing grade within an agreed upon time frame.

In order to be eligible to participate in graduation and activities surrounding graduation, the student must:

1. Satisfy the requirements in 1 and/or 2 above.
2. Be present 90% of the school days (158 days).
3. Demonstrate good behavior in accordance with school rules. Two or more suspensions in 8th grade will result in loss of graduation activities.
4. Turn in all school material.

Parent/Guardian Notification:

1. When a student's work falls below a C- in any subject by or after the middle of a reporting period, the teacher will notify the parents/guardians in writing.
2. A letter will be sent to the parents/guardians of each eighth grade student who is not meeting promotion standards at the end of the reporting period.

Appeal of these regulations may be made and will be considered by the director when special circumstances exist.

COMPLAINT POLICY

Walden Academy's Board of Directors (the Board) believes that the quality of the educational program can improve when the school listens to concerns and complaints, considers differences of opinion, and resolves disagreements through an established, objective process. They value the concerns of our staff, parents, students, and the public. The Board encourages the school and complainants to work together to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate school procedures which are readily accessible to the public in the school office. Please remember that complaints must be directly involved with the complaint. The complaint may be regarding a school employee, school director, or a school policy.

Please note that individual board members do not have authority to resolve complaints. If a board member is approached, they may listen to the complaint but then will refer the complaint to the school director. The school director or designee will attempt to resolve the problem informally, and if unsuccessful, will refer the complainant to the formal complaint process.

Walden Academy

Complaint Procedure for Parents, Students, Employees Regarding School Policy, Procedure, Practice or Employees

This form and process is available for any parent, student, employee or resident who wishes to initiate a complaint against any Walden Academy policy, practice, or procedure or a school employee. The complainant shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complainant may go to the next appropriate step, the employee's immediate supervisor, or the school director.

This complaint pertains to:

A School Policy, Practice, or Procedure

Policy, Practice or Procedure: _____

A School Employee

Employee's Name: _____

Please write the nature of the complaint. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint, as well as any attempts you have made to resolve it. You may attach additional pages).

Please print name, address, and telephone number.

Complainant's Name (student's name, if applicable): _____

Complainant's Phone Number: _____

Complainant's Address, City, and Zip Code : _____

Complainant's email address: _____

I certify that the information I have provided relative to this complaint is true and correct.

Complainant's Signature _____ Date Signed _____

Exhibit A

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns. If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the school director or immediate supervisor (Step 2).

Step 2: Filing a written Formal Complaint

If the complaint was not resolved informally (Step 1), you have the right to submit a formal written complaint to the School Director. If this complaint is against the School Director, it should be filed with the Chairperson of the Board. A formal written complaint must include: the name of the employee, policy, procedure or practice involved; a brief but specific summary of the complaint; and a description of any prior attempt to resolve the complaint informally.

Step 3: Conference and Response

The School Director or Governance Committee shall communicate with the parties within five (5) working days of receipt of the written complaint. The school director or Governance Committee shall provide a written response to the parties within five (5) working days from the date of the conference with the parties.

For employee related complaints, the School Director's decision is final.

For School Director related complaints, the Board's decision is final.

Request for Initial Resolution of my complaint.

Name_____ Date_____

Steps 4 and 5 apply only to complaints and concerns regarding school policy.

Step 4: Governance Committee Conference and Response

The GC shall attempt to resolve the complaint to the satisfaction of the person involved within fifteen (15) days of receiving the appeal.

The GC will communicate their findings and resolution to all parties in writing. The complainant may appeal the decision from the GC to the board of directors.

Request for GC Resolution of my complaint

Name_____ Date_____

Step 5: Board Hearing for any Complaint Regarding a School Policy

The Board may elect to hold a hearing and render a finding or support the finding made at Step 4 without holding a hearing. The decision of the Board is final and will be communicated to the complainant by the school.

Request for Board Hearing of my complaint

Name_____ Date_____

Family and Volunteer Handbook and Annual Notification of Rights Acknowledgment Form.

Please sign and return this form as soon as possible to the school office.

I acknowledge that I have received and reviewed the Annual Notification form. If I have any questions, I will direct them to the school office for clarification.

California law requires public school districts to annually notify the parent/guardian of each public student of a variety of parental rights. California law also requires that the parent/guardian provide school officials with written confirmation that he/she has been so notified. Therefore, you are requested to read the following family and Volunteer Handbook & Annual Notification of parents rights

Your name (printed): _____

Your signature: _____

Your child's name: _____

Date: _____

Parents of 8th grade students only:

I read and understand the Eligibility for Diploma and Graduation Ceremonies.

Your signature: _____

Walden Academy Charter School

Behavior Flowchart

**Teacher/Staff Managed
Playground/Recess Behavior
Classroom Behavior**

Step 1: Observe the Problem Behavior
Step 2: Give Warning/State the Expected Behavior or Rule
Step 3: Begin 1st Intervention if needed

**Office Managed
Office Discipline Referral
Major Offences**



1st Intervention/Tier 1:

Remind/redirect
 Reteach CARES behavior
 Logical consequence
 Implement intervention choice
 from below if needed

2nd Intervention/Tier 1:

Remind/redirect
 Reteach CARES behavior
 Implement intervention choice
 from below
 Document 2nd intervention
 Parent contact if not already
 make

3rd Intervention/Tier 1 or 2:

Remind/redirect
 Reteach CARES behavior
 Document 3rd intervention.
 Teacher/staff/admin discuss and
 plan further interventions/SST.
 Chronic minor offences will
 move the student into **Major
 Offences and Tier 2
 interventions.**

Minor Offences

- Not keeping hands, feet, objects to self/play fighting
- Disrespect/rudeness/lying
- Playing in restroom
- Inappropriate language
- Defiance/Refuses participation
- Property misuse/deface item
- Stealing (minor items)
- Classroom disruption/keeping others from learning
- Name calling/Teasing/Unkind actions
- Horseplay/roughhousing
- Refusing to follow school/game rules
- Argumentative/uncooperative
- Cell phone (1st warning, 2nd phone is removed from student and given to office.

Major Offences

- Verbal Aggression/intimidation
- Fighting/Physical Aggression
- Harassment
- Bullying
- Vandalism/Property Damage
- Repeated Minor Offences (high intensity/chronic)
- Contraband substance
- Weapons
- Serious defacing of property
- Leaving campus or hiding from staff
- Blatant/excessive swearing
- Spitting/biting
- Use of combustibles
- Flashing/Exposing

Tips on Minor Behavior Interventions

- | | |
|--|-----------------------------|
| *Time out/sensory break/relaxation/calm down/buddy classroom | *Change of activity |
| *Reflection sheet | *Hang out next to yard duty |
| *Loss of privilege | *Activity helper |
| *Natural Consequence | *Reread game rules |
| *Student/staff conference | *Replacement behavior |
| *Physical activity (run laps,etc.) | |

CONSEQUENCE 1: Admin follows due process and determines next step and/or consequence: Reteach, counseling, parent contact, reflection sheet sent home, loss of privileges for 2 weeks depending upon age, suspension (in or out school) if warranted. Depending on offense, student may be expelled.

CONSEQUENCE 2: Admin determines severity and next steps. Parent contact, detention, loss of privilege, writes letter to parents, calls and explains actions to parent, loss of privileges for 4 weeks, parent attends school with student, in-house suspension or out of school suspension.. Depending on offense, student may be expelled.

CONSEQUENCE 3: Admin determines severity and next steps. Parent contact, loss of privileges for 5+ weeks, suspension. Alternate placement considered. Depending on offense, student may be expelled.

| Minor Offenses Definitions | | Major Offenses Definitions | |
|-----------------------------------|---|--|--|
| Inappropriate language | Profanity, verbal messages, including swearing, name calling or use of words in an inappropriate way. | Verbal Aggression | Verbally threatens, intimidates, degrades, swears, or yells at another person |
| Defiance/Insubordination | Refusal to follow directions, talking back, rude to an adult, refusal to deliver and/or return school correspondence when required | Fighting/Physical Aggression | Actions involving force on another person where injury may occur, such as, hitting, pushing, grabbing forcefully, kicking, scratching, hair pulling, striking with an object, etc. |
| Lying/Cheating | Fabricating untrue stories, copies another student's work/tests, plagiarizes | Cheating on Major Tests | Conspiring or aiding in conspiring to cheat on District or State Assessments. |
| Disruption | Behavior causing an interruption that disrupts or interferes with the educational process. Disruption includes sustained loud talk, yelling, screaming; noise with materials; horseplay, roughhousing, or play-fighting, and/or sustained out-of-seat- behavior, blurting out | Harassment | Act of systematic and/or continued unwanted, alarming or annoying actions of one party or a group, including threats and demands |
| Property misuse | Deliberate impair/damage of school property | Bullying | Severe or pervasive verbal or physical misconduct that would impact a student resulting in either: (1) fear or harm (2) substantial interference with either academic performance or participation in or benefit from services, activities, or privileges. |
| Stealing | Taking others things without permission, such as markers, pencils, stickers, etc. | Vandalism/Property Damage | Intentionally causing or attempting to cause damage to property of others or of the school. |
| Teasing/Unkind actions | Name calling, insulting remarks, or spreading rumors that would hurt feelings, or make someone feel bad about themselves; gesturing offensively to others, such as pointing, sticking out tongue to someone | Added to any minor or major offense | May result in suspension of extracurricular activities. |
| Horseplay/roughhousing | "Goofing around" or "playing" that may include pushing, shoving, grabbing, tripping, or name calling. It's between friends, there is no harm intended, there is no imbalance of power, and no one is hurt | Repeated Minor Offenses | Numerous repeat of any of the minor offenses over a period of time, even when intervention/redirection has occurred. |

| | |
|--|---|
| These items will result in mandatory suspension upon 1st offense of 1 to 4 days. Additional offenses will result in greater time suspended from school and possible expulsion considered. Report to police if needed. | Theft/receiving stolen property, raising false alarm, possession/controlled substance/paraphernalia, aids or abets infliction of physical injury, harassed, threatened, or intimidated witness. |
| These behaviors will result in mandatory: Report to police or authorities/Maximum suspension from school, recommend alternative program or expulsion. | Possessing, selling or furnishing a firearm, brandishing a knife at another person, sale of controlled substance, sexual assault or battery, possession of an explosive. Education code 48915 |

Administration may impose different degrees of accountability depending upon circumstances. For instance, a second grade student would not receive a suspension for “pushing, shoving, challenging to fight” on the first offense whereas a seventh grade student might. Also the severity of the offense would play a role in the consequence as well.

Extracurricular Status Consequence: Another consequence for students who continue to violate school policies and rules is the suspension of extracurricular privileges including but not limited to, field trips, sporting events, clubs, award ceremonies, and class trips. Eighth grade students who receive excessive disciplinary referrals may be subject to loss of all privileges that include eighth grade trip and promotion privileges.

| | |
|------------------------------------|--|
| 1st Suspension under Ed Code 48900 | Parent and student conference, behavior re-entry plan with student and parent, suspension of school privileges. |
| 2nd Suspension under Ed Code 48900 | Parent and student conference, behavior re-entry plan with student and parent, SST, suspension of school privileges. |
| 3rd Suspension under Ed Code 48900 | Maximum school suspension/Possible expulsion hearing |

Revised 12/28/22 ST/PB/CL