



Peak Prep Pleasant Valley

Board Meeting Agenda—Special Board Meeting
April 19th, 2024
10:30am

Meeting Location:

PVSD
600 Temple Ave
Camarillo, CA 93010
Peak's Learning Center

Remote Meeting Access:

Topic: Special Board Meeting
Time: Apr 19, 2024 10:30 AM Pacific Time (US and Canada)

Join Zoom Meeting
[https://peak-prep-
org.zoom.us/j/86329126685?pwd=b3hZTU1Pd1ZaaWpnOG9HM05hdUF0UT09](https://peak-prep-org.zoom.us/j/86329126685?pwd=b3hZTU1Pd1ZaaWpnOG9HM05hdUF0UT09)

Meeting ID: 863 2912 6685
Passcode: PeakPrep

One tap mobile
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Meeting ID: 863 2912 6685
Passcode: 14270103

Find your local number: <https://peak-prep-org.zoom.us/j/86329126685>

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted physically within the Charter School's jurisdiction, and on the legislative body's website 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted physically within the Charter School's jurisdiction, and on the legislative body's website 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in an open session will be made available for the public at www.peak-prep.org or 600 Temple Ave, Camarillo, CA 93010

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 may request assistance by contact Superintendent, Dr. Shalen Bishop at Shalen.Bishop@peak-prep.org

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact the Head of School's Office: Dr. Shalen Bishop at Shalen.Bishop@peak-prep.org.

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I. PRELIMINARY MATTERS

A. Call to Order:

Meeting was called to order by Board Director at: _____

B. Roll Call

Board Member	Present	Absent
Patty Lerner		
Bob Rust		
Carol Bjordahl		

C.. Motion to adopt the agenda was moved by __ _ _____

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

II. PUBLIC COMMENT

The public may comment on any item that is on the agenda or any other item that is in the Board’s jurisdiction through written comments submitted before the meeting or live at the meeting. No presentation shall be more than two (2) minutes. Individuals desiring to address the Board are requested to email Dr. Bishop (Shalen.Bishop@peak-prep.org) prior to the start of the meeting, or otherwise by lining up at the designated spot for public comment designated by the Board at the time public comment is opened. Board members are prohibited from responding to or commenting on matters raised by the public that are not on the agenda. (Gov. Code § 54954.2(a))

Public comments may also be presented live through our Zoom link to the meeting: <https://peak-prep-org.zoom.us/j/86329126685?pwd=b3hZTU1Pd1ZaaWpnOG9HM05hdUF0UT09>

(Same as Zoom link above, For Phone access see agenda information above)

Members of the public wishing to comment via Zoom shall use the “raise hand” function and will be called on to present.

III. Information, Discussion, and Action items

A) The board will review, discuss, and consider the approval of using Charter Impact for services. With the transition out of our current back office and with further internal conversations, Peak recommends the Board consider Charter Impact for additional services, like payroll, procurify integration, SIS support, calpads support, accounts payable, & audits to help with a smooth transition. This service will have additional and significant savings allowing more funds to go back to the students, teachers, & Local Control and Accountability Plan (LCAP).

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

IV. ADJOURNMENT

MOTION FOR ADJOURNMENT Motion to Adjourn

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

Adjourned at ____

Proposal for Business Management Services





April 4, 2024

Dr. Shalen Bishop, Executive Director
Peak Prep Pleasant Valley
2150 Pickwick Drive, #304
Camarillo, CA 93010

Dear Shalen:

Thank you for the opportunity to submit a proposal for business management services for Peak Prep. It was great for our team to connect with you, and discuss the challenges and opportunities that present themselves as the school's needs evolve. Charter Impact provides a variety of business management services to charter schools across the state, and we pride ourselves on our adaptability to meet clients' needs directly. We're currently serving over 20 flex-based charters serving over 50,000 students and have deep expertise in the nuances and compliance hurdles of nonclassroom-based programs.

Our company's work style combines a professional and friendly feel, with personalized service being our number one priority. Our team provides timely and accurate financial reporting as well as insight and guidance in a way that only experienced financial professionals and CPAs can. We focus on providing the professional development and tools necessary to empower board members and school administrators to make the most thoughtful and fiscally responsible business decisions for their organization.

We believe that utilizing our deep, nuanced expertise would be an asset as you navigate current and future growth and the inevitable funding turns that will present themselves. We feel confident that Charter Impact would be an excellent partner to help ensure Peak Prep's long-term sustainability and success, and that we can provide a competitively priced service offering with the highest qualifications and service capabilities.

Please reach out with any questions or comments regarding our proposal or our services. We are very excited about the opportunity to partner and greatly look forward to our conversation with you and Josh on Friday.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Berman", with a long horizontal line extending to the right.

Sam Berman
Senior Director of Development
Charter Impact, LLC

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The Charter Impact team has an uncanny ability to break down complex financial information. They do a great job balancing prudent fiscal management with creative problem-solving.

VALERIE BRAIMAH

EXECUTIVE DIRECTOR, CITY CHARTER SCHOOLS, 2013 - 2021 (LOS ANGELES)



Collaboration as a Management Solution

Managing a charter school and providing specialized education to your local community is a righteous endeavor and one that only a team of highly qualified educators can tackle. However, navigating the financial and operational side of the organization can be a daunting task. School funding, regulations and reporting are constantly changing. Managing and monitoring these areas while staying in compliance with internal controls and avoiding audit findings is labor intensive, and it takes your time away from the classroom. **We can help.**

Charter Impact is a mission-driven business partner dedicated to empowering charter schools and non-profits with professional, personalized financial management and operational support. Our number one priority is to provide **timely, accurate financial information** with **dependable, responsive customer service** at an affordable cost.

Our model of service resembles more of a hand-in-hand partnership than a “back” office company. We stand with our clients, not behind them, and help navigate from start-up through strategic growth and into long-term sustainability. We believe that what separates us from other firms is our ability to go a step beyond producing financial statements. As a team of experienced CPA's, finance experts, and other business professionals focused on nothing but charter school and non-profit business management, we can offer the type of high-level professional and personal support that no one else can.

As **Peak Prep** continues its strategic focus on long-term sustainability and stability, it will be critical to have support from a team of professionals experienced in managing charter schools as well as affiliated non-profit organizations such as CMO's, facility holding companies and foundations. Having our team at your disposal will allow you to manage changes on the Peak Prep horizon effectively and efficiently, and we will work with you and your board to assist in the long-term strategic planning of the organization to ensure success.

We highly encourage you to contact our references.

From the perspective of a school leader, they can speak very clearly about what it means to work with a business management firm as a true partner to their mission.

Mission Statement

Our Vision

Charter Impact empowers mission-driven organizations to create positive, measurable change in their communities by providing personalized expertise in finance, data and back-office business operations.

We accomplish this through enthusiastic collaboration within our team and with our clients.

Core Values

CLIENT-CENTRIC

We anticipate client needs, seek out feedback, and take pride in being exceptionally accessible from Day One.

COLLABORATIVE

Working together while embracing healthy debate strengthens our team. It helps us retain excellent staff, provide outstanding service, and have fun doing it.

ADAPTABILITY

Regulations change, systems break, and clients need steady guidance to persevere. We pivot accordingly and provide thoughtful, actionable solutions.

GRIT

We are dedicated to working hard, taking ownership, and actively seeking out opportunities to be problem-solvers when issues arise.

Client Success Stories

The stories below provide a recent sample of what we help our clients accomplish.



Enabling Outstanding Academic Results

Scholarship Prep Public Schools was looking to build on their strong reputation by expanding its mission and impact into additional counties. Charter Impact provided key data, including financial analysis for support of homeless and at-risk students' use of transportation to and from school, access to food, clothes, and additional supplies. Due to the strength of their schools' performance and petitions, **Scholarship Prep's Orange County site was awarded a coveted 7-year renewal and the organization received unanimous approval to open multiple schools through a Riverside County-Wide Charter, with the first school scheduled to open in spring of 2023.**



Solidifying Your Facilities' Futures

Aspen Public Schools was evaluating plans for their facilities, including lease and purchase options. **Charter Impact partnered with legal and facilities planning experts to close over \$12 million in bond financing to purchase their leased Aspen Valley and Aspen Meadow facilities.** The funding also supported site improvements and ensures access to suitable cost-effective sites amidst increasing political and economic uncertainty.



Successful Appeals

College Preparatory Middle School — La Mesa faced an uphill battle on approval of their new charter petition for the 2018–19 school year. After being denied at the local level, we stood and fought with the *College Prep* team, creating detailed financial plans, responding to multiple inquiries and presenting to the State Board in Sacramento — the eventual authorizer. **College Prep Middle School - La Mesa won their appeal and are in the fourth year of serving their community.**



Building for Growth

TEACH Public Schools was founded in 2010 with a mission to provide innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning. *TEACH* grew to three schools serving kindergarten - 12th grade in the Westmont/Gramercy Park community of Los Angeles, and within a decade, interest in *TEACH's* program grew beyond state borders. **When TEACH Public Schools expanded from California to Nevada, Charter Impact was there to support them with the financial acumen and diligence needed to manage a multi-site, multi-state network.** Whether you're a start-up school seeking funding for your first facility or a large, complex network expanding your footprint, the Charter Impact team has the expertise to help you grow sustainably.

References

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RICHIE ROMERO

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TERRI MARTIN

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CINDY WAGNER

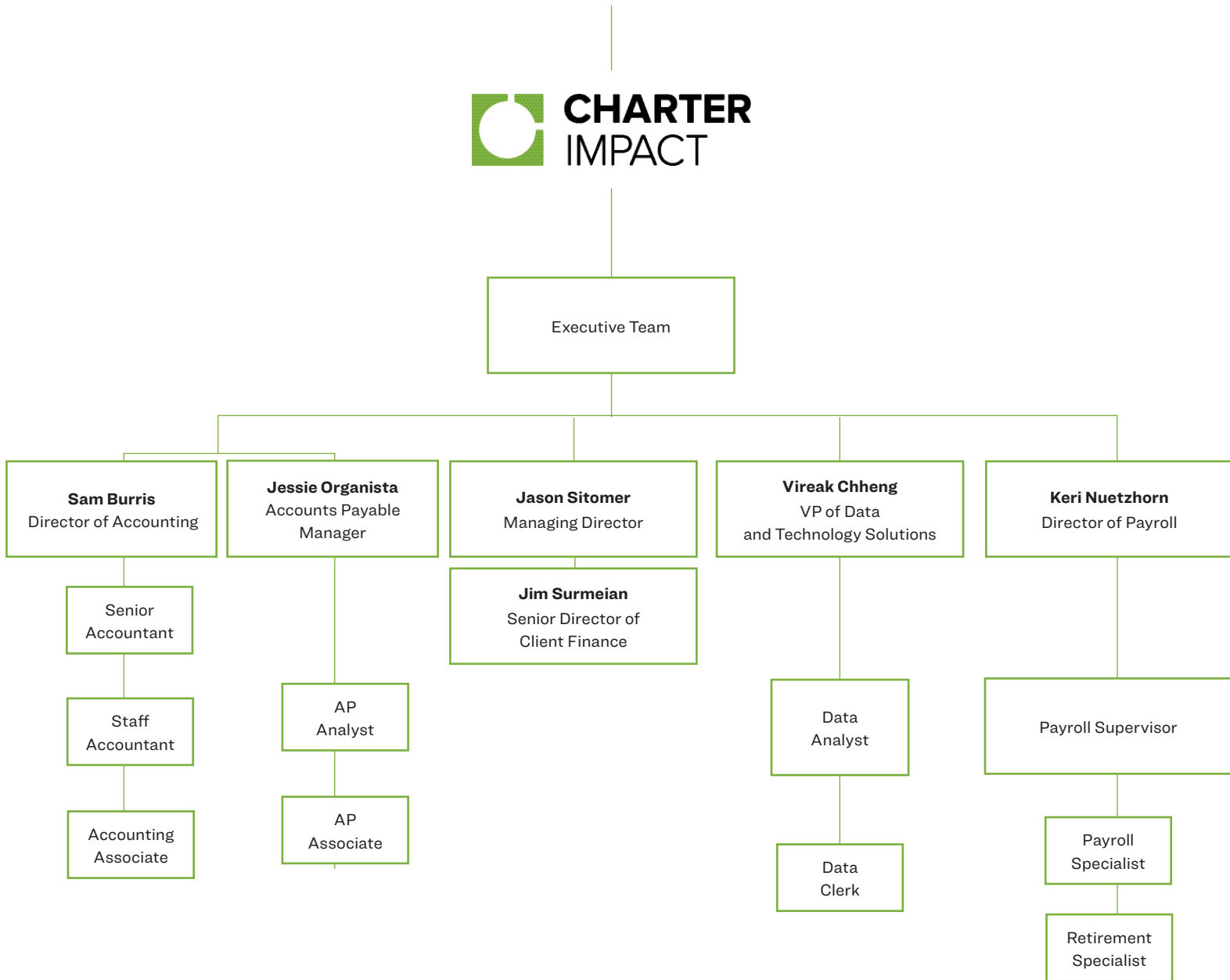
Superintendent, O'Farrell Charter Schools
San Diego, California
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Financials are accurate and on-time. District and State compliance reporting has never been submitted past a deadline. Charter Impact is prompt and extremely professional.

TERRI MARTIN

BUSINESS DIRECTOR, ASPEN PUBLIC SCHOOLS (FRESNO)

School's Proposed Support Team



Team Bios

Below you will find bios for members of our team who will be working directly with your organization. Actual staffing assignments are subject to change and dependent on both timing of term start and after detailed client needs assessment. For more information on the rest of our director team, please visit our website at www.charterimpact.com.

ADAM KAELI

Co-CEO



In Adam's role as Co-CEO of Charter Impact, he is responsible for supporting core operations, leading strategic initiatives and driving long-term growth for the company. He is passionate about building high performing teams and empowering clients to manage their schools and non-profit organizations with the confidence that they are on sure financial footing.

Prior to joining Charter Impact, Adam spent 15 years leading both for-profit and non-profit organizations focused on delivering services in regulated industries. Adam served as Senior Director of Strategy for DaVita, where he was responsible for growth and operations of integrated care plans across the country. Before joining DaVita, Adam worked as a Senior Consultant with Deloitte and Kaiser Permanente, driving operational efficiency for Fortune 100 organizations in the education and healthcare industries. Early in his career, Adam cut his teeth as a Naval Officer leading divisions of 20-40 sailors aboard the USS Pinckney, a guided missile destroyer, where he was responsible for the safe operation, navigation, and self-defense of the ship.

Adam graduated Phi Beta Kappa from Carnegie Mellon University and earned his MBA from the University of North Carolina while serving as an Assistant Professor of Naval Science at The Citadel. In his free time, Adam is active at his CrossFit gym and enjoys spending time outdoors with his wife, Abby and daughter, Claire.

DAVID LUECK

Co-CEO



David joins Charter Impact with over 20 years of government service and operations experience bringing years of expertise and leadership in mission-driven enterprises. As Co-CEO, he supports client operations through team building and process excellence to ensure best-in-class service.

Prior to Charter Impact, David specialized in the research, analysis and optimization of small and midsize businesses. Before his work in the private sector, David completed over 20 years of service in the US Navy including numerous tours of duty and seven overseas deployments. For his final tour he served as the senior director of training and readiness for Destroyer Squadron 23 where he oversaw training, compliance and certification requirements of six guided missile destroyers comprising 1,800 personnel as well as directed the tactical employment of seven surface ship assets with Carrier Strike Group Nine onboard USS Theodore Roosevelt.

Previously, David completed tours assigned to USS Freedom, USS Fort Worth, USS Halsey, and USS Wyoming. Additionally, David was a Naval Science Instructor at Massachusetts Institute of Technology (MIT) NROTC where he trained and mentored future military leaders from MIT, Harvard, and Tufts for several years in between operational tours.

David holds a Bachelor of Business Administration in Finance from Jacksonville University where he graduated Summa Cum Laude and a Master of Arts in Law and Diplomacy (MALD) from The Fletcher School at Tufts University. Outside of work, David enjoys time with his wife and son, cooking for family and friends, running, tennis, and hiking.

JASON SITOMER, M.B.A.

Managing Director



Jason is responsible for helping schools thrive financially, stay up-to-date on compliance, and succeed in the new post-pandemic reality. Jason oversees a team of ten directors assisting over 70 organizations, 100 schools, and 50,000 students. He

takes pride in being a strategic partner with Charter Impact's clients and aggregating best practices from across the industry to drive successful outcomes.

Jason joined Charter Impact in 2018, bringing over a decade of experience in finance, process improvement, planning and analysis. Most recently, he was Senior Director of Finance for Lifelong Learning Administration Corporation (LLAC), providing financial services to the Learn4Life network of charter schools. During his tenure, he was responsible for the financial projections, cash management, banking relationships, funding determination form applications, and ad hoc analysis and reporting for 20 California charter schools.

While there, Jason found his passion and drive for giving back to the community by helping charter schools utilize the resources available to them and create the most robust charter school programing possible. He is a strong advocate for school choice for all those looking for additional options outside of the traditional public schools currently available to students.

Prior to LLAC, Jason worked at a variety of entertainment companies (Sony, Fox, Universal, and Disney) in various roles focused on analysis and process improvement. He brings his working knowledge from the for-profit world to ensure that the same principles can be applied to the non-profit educational world so its leaders and organizations can achieve sustainable long-term success.

Jason earned his Bachelor of Science in Business Administration from San Francisco State University and his Master of Business Administration from Pepperdine University.

JIM SURMEIAN

Senior Director of Client Finance



Jim began his tenure at Charter Impact as an Accounting Manager in 2020, leading a team of five accounting professionals and transitioned into a Client Finance role a year later, overseeing the fiscal operations of several non-classroom-based charters.

Jim brings over 20 years of non-profit and for-profit financial management experience to our team. Previously, Jim served as Director of Finance and Administration for a Los Angeles-based cancer research foundation. During his tenure, Jim led the budgeting and forecasting process, created and trained a new Accounting Department, and spearheaded the development of the Foundation's fiscal policies and procedures. He was responsible for all banking relationships and restricted fund accounting and served as the primary contact for annual audits.

While there, Jim also led the HR and IT functions and was responsible for the creation of revised hiring policies, a new Employee Handbook, health insurance and general and professional liability insurance policies, and oversight of both increased network security and the installation of new data center servers.

Prior to that, Jim served as the Controller & Accounting Manager for the Electrical Training Institute, an apprenticeship for IBEW Local 11, where he implemented a new accounting system, saving the school more than \$100K in implementation costs. Jim established all internal controls, wrote policies and procedures for the school, and presented reports to the Board of Directors.

Throughout his career, Jim has used his Six Sigma background to increase efficiency, eliminate non-value-added functions, and bring down overhead costs for both his internal teams and external clients. He especially enjoys applying this experience for non-profit entities so they can operate more efficiently and better serve their stakeholders.

Jim earned a Bachelor of Science in Business Administration/Accounting from California State University, Northridge.

MAYLEN NARANJO

Director of Client Success



Maylen joined the Charter Impact team in 2014, and is responsible for leading Charter Impact's efforts in maintaining process efficiency and transparency through hands on, in-depth, personalized support of our clients.

Her role includes significant face time with client staff, providing training and obtaining feedback/suggestions about ways to best utilize and improve services.

She has been working with charter schools in several capacities for nearly two decades. In 2007, she joined the charter world as a payroll administrator at Partnerships to Uplift Communities (PUC), a non-profit charter school organization consisting of 16 schools serving the Northeast San Fernando Valley and Northeast Los Angeles. While there, she advanced to become the manager of PUC's Accounting department.

After her time at PUC, Maylen joined the team at a financial management services provider specializing in charter schools, where she played a leading role in managing both client services and personnel.

She continues that work at Charter Impact today, where she oversees and implements efficient operational systems, processes and policies in support of our growing company's mission and our expanding team.

Maylen is passionate about providing excellent service and personalized support to the great organizations we serve, and is confident that the work we do helps these schools offer the best possible education to underserved students.

Maylen earned a Bachelor of Science in Accounting and a Master of Business Administration from the University of Phoenix.

VIREAK CHHENG

VP of Data and Technology Solutions



Vireak brings over twenty years of charter-specific data and tech experience to Charter Impact, and has been serving clients here since 2017. In his current role, he oversees attendance, CALPADS, information technology and student data services.

Vireak began his career with charter schools in 2002 at Camino Nuevo Charter Academy (CNCA), a community of high-performing public schools serving students in historically underserved neighborhoods of Central Los Angeles. Vireak spent 5 years working as a Data Systems Administrator and Information Technology (IT) Coordinator.

After his time at CNCA, Vireak joined the Alliance College-Ready Public Schools. The Alliance is currently the largest charter school network in Los Angeles, and larger than 75% of all school districts in California. During his 10 years at Alliance, he served multiple roles in which he oversaw technical design, data collection, reporting, and analysis functions for the organization. In his most recent role, as Senior Vice President of Technology, he was responsible for developing strategic priorities and operating plans for IT, Student Information Systems (SIS) and Research, Assessment and Data teams.

As the accountability landscape becomes more demanding, charter schools must demonstrate their student information and achievement in more sophisticated ways. A key part of Vireak's work with Charter Impact is focused on guiding clients to make data-informed decisions to impact and highlight the success of their schools and students. Vireak is passionate about ensuring that all students have an opportunity to experience high-quality education and is thrilled to use his expertise to continue serving the charter community.

Vireak earned a Bachelor of Science in Computer Engineering from California State University, Northridge.

Services Proposed

Charter Impact's array of services provides all of the support that you would expect from an in-house finance/accounting department, plus student data services. Our services include not only the accounting, accounts payable and payroll departments, but also assistance with reviewing contracts, ad hoc financial analysis, support with vendor negotiations, assistance with facility financing, management of lender relationships, and much more.

A basic description of our services are as follows:

Business Management Services

1. IMPLEMENTATION AND TRAINING

- + Create a customized accounting database based specifically on the school's reporting needs (both internal and external)
- + Import historical data to the extent possible (typically monthly balances as far back as data is available) to allow for maximum comparability of financial information
- + Review existing contracts for terms, requirements and school responsibilities
- + Create, refine or replace existing processes and procedures to increase efficiency and improve the strength of internal controls
- + Provide training in specific processes and procedures to school site staff including: accounts payable, accounts receivable/deposits, petty cash accounts, student stores, payroll, etc.
- + Provide training to new and/or existing board members on:
 - Charter school funding - including drivers, calculations, restrictions and cash flow timing,
 - Reading and interpreting financial reports, and
 - Internal controls and the board's responsibility for oversight and maintenance

2. ACCOUNTS PAYABLE PROCESSING

- + Review all invoices sent to Charter Impact for proper approval and coding
- + Enter invoices for each reporting entity, process check payments, and send checks directly to vendors to reduce turn-around time
- + Provide weekly check registers, accounts payable aging reports, vendor payment history or other ad hoc reports on a recurring or as needed basis
- + On an emergency basis, same day payments can be processed in addition to the weekly cycle (*additional processing fees apply).

3. ACCOUNTS RECEIVABLE PROCESSING

- + Monitor the receipt of State approved ADA funding amounts and verify balances paid are correct
- + Work directly with governmental agencies to resolve any issues or discrepancies identified

- + Review all donor letters and grant agreements for proper coding and revenue recognition in accordance with GAAP
- + Maintain independent records, as necessary, for both public and private sources to ensure accurate reporting and compliance

4. BANK RECONCILIATION AND GENERAL LEDGER MAINTENANCE

- + Reconcile all bank accounts on a weekly basis for a heightened level of security and monitoring
- + Alert management to any irregularities, un-reconciled amounts, or missing documentation
- + Maintain general ledger in accordance with GAAP on an ongoing basis, ensuring all revenues and expenses are recorded and reported accurately
- + Maintain an inventory of fixed assets over the school-designated capitalization threshold and calculate depreciation on a monthly basis

5. CASH MANAGEMENT

- + On a weekly basis, use reconciled bank balance to project daily cash balances for 30 days (for analysis of cash for any period of time over 30 days, the monthly forecast will be utilized)
- + On a weekly basis, provide schools with amount of cash available for accounts payable or other discretionary spending while ensuring sufficient funds for regularly recurring transactions such as payroll, taxes, rent, insurance, etc.
- + Plan and manage payment of outstanding debt as needed
- + Prepare all financial reporting necessary for renewal of loans or lines of credit
- + Present line of credit status to board and obtain board resolutions as needed
- + Monitor compliance with all debt covenants as a part of the ongoing budgeting and forecasting process
- + Analyze future cash flow and determine whether schools need to make adjustments to spending or seek other funding options.

6. MONTHLY FINANCIAL REPORTING

- + Provide a monthly reporting package by the 20th day of the following month, assuming all necessary data is received from the school site on a timely basis, to ensure management has the necessary information to make sound business decisions
- + Create financial reporting package based on customized business segments. This includes budgets and forecasts as well.
- + Offer a menu of report options for the monthly financial reports including, but not limited to:
 - Monthly summary by financial section with bulleted highlights for presentation purposes
 - Monthly Cash Flow Forecast and comparison to approved budget
 - Budget vs. Actual Report (both current month and year-to-date)
 - Schedule of Revenue and Expenses by Period
 - Comparative Statement of Financial Position

- Combining/Consolidating Statements of Activities and Financial Position
- Statement of Cash Flows (both current month and year-to-date)
- Accounts Payable/Receivable Aging
- Check Register(s)
- General Ledger Detail
- Other customized reports as requested by the school, executive team or board
- + On a monthly basis, review and present the financial package with the school staff and/or board members to assess the current fiscal condition of the school
- + Provide access to the accounting database allowing school staff to run reports and see real-time data as it exists in the system
- + On an as needed basis, provide or present financial information or training to lenders, board members, community members, parents or other external parties as requested by the school.

7. COMPLIANCE AND GRANT REPORTING

- + Support school with LCAP development, including preparation of the budget, ensuring adherence to Supplemental and Concentration funding requirements and integrating the LCAP budget into the overall school operating budget
- + Assist the school with grant applications including the development of grant-specific budgets as well as school long-term projections
- + Track all restricted revenues (both public and private) to ensure compliance with governmental and donor-required restrictions
- + Provide financial information and reporting to governmental entities, donors, and other supporting organizations for grant compliance

8. CHARTER AUTHORIZER SUPPORT

- + Support the school with all financial and business communications with the charter authorizer. This includes, but is not limited to:
 - Prepare regular financial reporting (budget and interims)
 - Provide ad hoc financial documents and reports as requested
 - Partner with school leaders to meet with authorizer staff to discuss fiscal health and outlook of the school
- + Assist in the renewal process by preparing and/or reviewing fiscal narratives, preparing the required forecasts and cash flow projections, and calculating the LCFF with assumptions.

9. ANNUAL BUDGET CREATION AND REVISIONS

- + Work with school staff on an annual basis to create a 5-year budget and cash flow projection to ensure proper future planning
- + Provide a monthly budget and cash flow report to monitor the cash balance and protect against the gap caused by revenue and expenditure seasonality
- + Revise the annual forecasts on an as-needed basis (but at least monthly) to provide school

staff and board members with accurate year-end projections and the information necessary in a constantly changing environment

10. AUDIT PREPARATION AND OVERSIGHT WITH AUTHORIZERS

- + Maintain electronic records of all transaction support
- + Work directly with the independent auditors to provide information, thereby reducing client time commitment and audit fees
- + Participate in, and support all oversight reviews from charter authorizers and governmental agencies to improve outcomes

11. TAX PREPARATION AND SUPPORT

- + Prepare and electronically submit Form 1096 (summary of all 1099 forms) to the IRS for all required vendors and service providers
- + Prepare and report sales and use tax returns
- + Provide any and all information necessary for the preparation and submission of Form 990

NOTE: Payroll tax reporting is included in the payroll processing section below

12. STRATEGIC PLANNING

- + Work with school management and the Board of Directors to develop long-term strategies to ensure the school's prosperity
- + Provide second opinions and act as sounding board for school management and the Board on business and financial matters

From day one, Charter Impact has been extremely patient in listening to and serving our needs. They are second to none and I cannot overstate how appreciative everyone from the Allegiance team is to be partnering with them.

ANDREW VESTEY
BOARD CHAIRMAN, ALLEGIANCE STEAM ACADEMY (CHINO)

Payroll Processing and Retirement Reporting

Payroll is one of the most critical areas of an organization's business office. Our payroll team is well versed in charter school payroll issues and has the depth of experience to handle any and all processing nuances that inevitably arise.

1. PAYROLL PROCESSING

- + Provide support and assistance with the creation of internal processes and procedures, forms, and tracking systems
- + Provide minimum wage guidance and support for compliance with state labor laws
- + Assist in the development of a payroll schedule that is compliant with state labor laws and consistent with employee contracts
- + Research staff with CalSTRS and CalPERS to ensure proper membership is established based on retirement regulations
- + Ensure proper STRS & PERS forms are provided to staff when applicable
- + Complete the new hire setup and existing staff setup in the payroll system
- + Create and assign employee earning, deduction, and benefit codes to be in compliance with retirement and tax regulations
- + Ensure all timesheets within the payroll system have been approved by managers for processing
- + Assist with paid time off audits and make corrections in the payroll system
- + Assist with Benefit audits to ensure correct medical deductions are being taken
- + Assist with Verification of Employment paperwork
- + Process supplemental payroll runs as needed for:
 - Involuntary terminations
 - Voluntary termination without notice
 - Scheduled bonuses/stipends
 - Additional unscheduled/emergency payroll runs
- + Oversee garnishments are handled and paid by the payroll system
- + Ensure that all other retirement deductions such as 403b, 457, 401a, etc. are processed and submitted to the third-party administrator in compliance with state and federal laws
- + Review payroll taxes processed and paid by the payroll system
- + Review quarterly tax returns for all agencies
 - Federal 941
 - State DE9 & DE9C
- + Oversee year end W-2 and W-3 process
- + Provide payroll processing reports as needed

- + Assist with general payroll related questions
- + Work with the payroll provider to setup the coding to track expenses related to restricted grants, LCAP, multiple school sites, etc
- + Work directly with the payroll provider to create a payroll journal entry to record detailed payroll expenses

2. RETIREMENT REPORTING

- + Process and submit monthly STRS and PERS reports to the third-party administrator or directly to CalSTRS and CalPERS
- + Submit payment via ACH or live check within the timeframe as requested
- + Work directly with the County Office of Education and CalSTRS/CalPERS related to questions and required supplemental reporting such as:
 - F496 files to SEW (if applicable)
 - Newly elected or mandatory qualified members into the CalSTRS and CalPERS websites
 - Ensuring the proper forms are completed and distributed such as the Permissive Election ES350 form
 - Entering corrections from payroll to CalSTRS/CalPERS and sending corrections to payroll as needed
- + Provide ongoing updates to Client administrative staff regarding:
 - Processes and procedures related to retirement programs
 - Changes to eligibility and classification
 - Compensation limits
 - Rate changes
- + Monitor and manage CalSTRS and CROWE audits
 - *Additional support for audit findings or historical corrections prior to current fiscal year would be billed separately on an hourly basis.*
- + Manage internal retirement audits, corrections, and reconciliations

Student Data Support (optional)

With the introduction of the Local Control Funding Formula, student data reporting has taken an increasingly important role in determining school funding. Charter Impact has experts on staff who can support you when questions arise or help you select and design a data system that works best for you and ensures maximum school funding.

1. CALPADS REPORTING

- + Reconcile all attendance data on a monthly basis
- + CALPADS Fall 1 Data submission, including SSID Enrollment, Student Information Record, English Learner Program Record and Student Program Records
- + CALPADS Fall 2 Data submission, including Staff Assignment, Staff Demographics, Course Section and Student Course Section
- + CALPADS EOY 1-3 submission, including Student Discipline, Student Waiver, Student CTE and Student Absence
- + Maintain monthly enrollment synchronization with CALPADS and SIS retrieval
- + Report CALPADS anomalies to school management
- + Report development, including transcripts, report cards and custom reports

2. ATTENDANCE TRACKING AND REPORTING

- + Monthly attendance reconciliation
- + Independent Studies setup
- + Revised monthly submission
- + Attendance audit report tracking
- + Monthly ADA calculation
- + Prepare Monthly, P-1, P-2 and Annual attendance reports from school-provided records, and submit to the chartering agency
- + Attendance alerts
- + Report all requisite attendance data to the charter authorizer and State agencies

3. STUDENT INFORMATION SYSTEM (SIS) SUPPORT

- + Conduct multiple trainings for various school staff as needed:
 - Initial product training, including but not limited to system navigation, student and staff account management, student scheduling task management, and import and export of data and reports
 - Client Counselor and Registrar/Office Manager trainings on system components, including but not limited to entering and managing historical grades, graduation progress tracking,

student demographic data entry (including state required fields), parent/emergency contact data entry, and data quality checks to run student data audits/exception reports to identify missing data.

- SIS trainings as needed for school staff on entering attendance, attendance changes, and running attendance reports, working with attendance data grid, truancy reports/letters, and attendance audits.
- PowerLunch, Admin and PowerTeacherPro trainings

+ System Setup

- Assist with Beginning of Year and End of Year tasks such as: importing student records, create years/terms, final grade setup, create sections, etc.
- Configure bell schedules and calendars that mirror regular, minimum and assembly day bell schedules
- Configure adequate attendance, incident, entry and exit codes that capture data at a desired level of granularity
- Track student activities such as: Independent Studies, Basketball team, academic decathlon, etc.
- Setup teacher grading environment via grade scales, assignment categories, standards, teacher comments, etc.
- Perform System Administrative tasks such as integration with 3rd party software providers, maintain security groups and new school setup.

4. DATA AND ANALYSIS

- + Generate standard reports based on available data in support of multiyear and subgroup analysis of CAASPP, English Learner, graduation rates, suspension rates, college/career readiness and chronic absenteeism data
- + Perform ongoing data validation to find and flag missing or incorrect data for correction purposes
- + Correlation analysis to validate or invalidate assumptions or expected academic achievement impact
- + Generate grade distribution report by section, teacher and/or course names
- + Produce English Learner reclassification candidate list based on available data and school criteria
- + Benchmark data analysis in support of identifying reteaching opportunities
- + Create perfect attendance, at-risk of chronic absenteeism, attendance rates by subgroups reports

Term and Fees

The term of the initial contract would be from July 1, 2024 through June 30, 2025. Proposed fees for services are as follows:

1

Implementation and Set-Up

For time spent on the initial set up, accounting system customization, updated cash flow forecast and process implementation, there is typically a one-time fee of \$5,000, but this cost would be waived with a two-year agreement.

2

Business Management Services

July 1, 2024 - June 30, 2025:

Variable fee of 1.75% of total revenue for each reporting entity, with an annual minimum of \$75,000.

For example, if Client has 450 ADA and total annual revenues are \$6.5M, our annual fees for Business Management Services would be \$114,000.

3

Payroll Processing and Retirement Reporting

\$25 per employee per month (PEPM) includes Inova-UKG payroll software platform and support, and Charter Impact payroll processing, retirement reporting and support as detailed in scope.

4

Student Data Support

Hourly fee of \$130 as support is needed or fixed fee of \$30 per pupil, per year.

This proposal is valid for 60 days.