Agenda

Ipakanni Early College Charter School Regular Board Meeting

Ipakanni Early College Charter
1459 Downer Street, Oroville, CA 95966
Board Meeting Monday, August 25 2025 @ 5:30 pm

I. <u>OPENING BUSINESS</u>

A. Call meeting to order- Time __________
B. Record Attendance and Guest

a. Glenda Nelson-President	Present___	Absent___
b. Nicolette Anderson-Vice President	Present___	Absent___
c. Sonja Mix-Baltazar - Treasurer	Present___	Absent___
d. Dawn Blackhorse- Secretary	Present___	Absent___
e. Irene Santosfelver, Board Member	Present___	Absent___
f. Open		
g. Walter Gramps, Director	Present___	Absent___
h. Billy Bowers, School Site Supervisor	Present___	Absent___

C. Adopt Agenda
D. Closed Session Topics of Discussion (Please refer to the list of items identified in Agenda Section III, below.)
E. Public Comment on Closed Session
F. Adjourn to Closed Section

II. <u>PUBLIC COMMENT PERIOD RE CLOSED SESSION ITEMS</u>
General public comment on any closed session item that will be heard. The Board may limit comments to no more than 20 minutes pursuant to Board policy.

III. <u>CLOSED SESSION</u>

IV. <u>RECONVENE IN OPEN SESSION</u>

Adjourn Closed Session and Reconvene to Open Session
Report Action Taken in Closed Session

V. PUBLIC COMMENT

Recognition of Individuals who wish to speak on non-agenda items

The President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand and wait to be recognized, state your name and address for the record, and make your presentation. Presentations will be limited to five (5) minutes per person and twenty (20) minutes per subject. The Board is prohibited by State law from taking action on any item presented, if it is not listed on the agenda, except under special circumstances as defined by the Government Code.

Recognition of Individuals who wish to speak on agenda items

The President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to stand and wait to be recognized, state your name, and the item number of the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand, state your name and address for the record, and make your presentation. Under Government Code Section 54954.3, the time allotted for presentations will be limited.

VI. Consent Agenda
(Recommended Approval)

A. Warrants June 2025
B. Warrants July 2025

VII. Action Items

7.01 Approve 24-25 Unaudited Actuals
7.02 Approve Fraud Awareness and Reporting Policy
7.03 Approve Fiscal Policies and Procedures Handbook
7.04 Approve Certificated Staff

a. Madison Johansen	Stacey Gramps
FTE I.0 Step VII	FTE 1.0 Step X
Multiple Subject	Multiple Subject

7.05 Approve ELOP Extra Duty Stipends
KrisAnthony Avina, Madison Johansen, Stephanie Herrera, Stacey Gramps
7.06 Approve 4.03(B) Plan
7.07 Approve EPA Final Expenditure 24-25

VIII. Discussion/Informational Items

IX. Reports

9.01 Director's Report
9.02 Board Member Reports/Concerns

X. Items for Next Agenda

XI. Adjournment

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 at the meeting site and the legislative body's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, www.ipakanni.com, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

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
If you desire to address the Board on a matter that is on the agenda, you will be asked to stand, or to raise your hand until recognized by the chairperson. Presentations will be limited to three (3) minutes, with a maximum of twenty (20) minutes, on each subject matter. All individuals are expected to respect the rights and privacy of others.

SPECIAL PRESENTATIONS MAY BE MADE
Notice is hereby given that; consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Administrator's office (530) 532-1165. Notification 48 hours prior to the meeting will enable the district to make reasonable accommodations to ensure accessibility to these meetings.

Ipakanni

Check Register

For the period ended June 30, 2025

Check/Voucher No.	Vendor	Check Date	Amount Applied
10101	Charter Impact	6/6/2025	$ 6,490.00
10102	E-Rate Advisors, Inc	6/6/2025	1,750.00
10103	Horton McNulty & Saeteurn	6/6/2025	15,550.00
10104	Walters Gramps	6/6/2025	251.88
10105	3P Learning Inc	6/12/2025	360.00
10106	California Charter Schools A	6/20/2025	1,008.00
10107	WASC	6/20/2025	69.30
10108	HP Downer Annex, LLC	6/26/2025	4,500.00
10109	WASC	6/26/2025	500.00
ACH	Top Notch Landscape Mana	6/4/2025	135.00
ACH	PG&E	6/10/2025	1,157.36
ACH	Cal Water	6/13/2025	53.89
ACH	Comcast	6/17/2025	400.04
ACH	EverBank, N.A.	6/23/2025	147.13
ACH	Recology Butte Colusa Coun	6/23/2025	393.21
ACH	Blue Shield of California	6/25/2025	2,402.41
		Total Disbursements in June	**$ 35,168.22**

VIA

FY24-25 Ipakanni

Monthly Forecast FY24-25
Revised 08/21/25
Actuals Through: 6/30/2025
ADA = 56.53

CHARTER

Code	Account	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																ADA = 62.41	
State Aid - Revenue Limit																	
8011	LCFF State Aid	-	26,754	26,754	48,158	48,158	48,158	48,158	48,158	67,612	67,612	53,777	76,645	(75,124)	484,820	751,978	(267,158)
8012	Education Protection Account	-	-	-	29,638	-	-	29,638	-	-	39,952	-	135,593		234,821	12,482	222,339
8096	In Lieu of Property Taxes	-	5,041	-	16,804	6,721	6,721	6,721	6,721	11,761	5,882	5,882	26,534		98,788	108,097	(9,309)
		-	31,795	26,754	94,600	54,879	54,879	84,517	54,879	78,423	112,496	58,709	241,622	(75,124)	818,429	**872,556**	**(54,127)**
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,048	(10,048)
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	6,287	-	6,476	-	-	-	13,202	-	25,965	27,650	(1,685)
8291	Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,224	(2,224)
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	(10,000)
8294	Title V, Part B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	(4,000)
8295	Charter Facility Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,250	(8,250)
8296	Other Federal Revenue	4,000	-	-	-	-	-	-	-	-	-	-	42,939	-	46,939	-	46,939
8299	Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	55,526	-	-	55,526	-	55,526
		4,000	-	-	-	-	6,287	-	6,476	-	-	55,526	56,141	-	128,430	**62,172**	**66,258**
Other State Revenue																	
8311	State Special Education	-	-	-	-	-	-	-	-	-	-	-	-		-	53,984	(53,984)
8545	School Facilities (SB740)	-	-	-	-	-	17,056	-	-	-	8,528	-	8,528	(0)	34,111	39,375	(5,264)
8550	Mandated Cost	-	-	-	-	-	1,726	-	-	-	-	-	-	-	1,726	1,860	(134)
8560	State Lottery	-	-	-	-	-	-	-	3,317	-	-	4,220	8,496	-	16,032	15,540	492
8598	Prior Year Revenue	-	-	-	278	55,526	-	-	(11,441)	142	-	(32,340)	-	-	12,165	-	12,165
8599	Other State Revenue	-	221	221	16,181	397	4,496	397	397	569	442	442	47,640	(33,923)	37,480	3,120	34,360
		-	221	221	16,459	55,923	23,277	397	(7,727)	711	8,970	(27,678)	64,664	(33,923)	101,514	**113,879**	**(12,365)**
Other Local Revenue																	
8699	Other Revenue (E-Rate)	-	-	-	-	-	-	-	-	-	-	-	-	13,168	13,168	-	13,168
		-	-	-	-	-	-	-	-	-	-	-	-	13,168	13,168	**-**	**13,168**
Total Revenue		**4,000**	**32,016**	**26,975**	**111,059**	**110,802**	**84,443**	**84,914**	**53,628**	**79,134**	**121,466**	**86,557**	**362,427**	**(95,879)**	**1,061,541**	**1,048,607**	**12,934**
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	-	16,640	19,640	18,640	18,640	19,240	19,160	14,335	10,580	16,520	16,300	4,000	-	173,696	166,400	(7,295)
1175	Teachers' Extra Duty/Stipends	-	3,000	-	-	-	-	-	13,000	-	-	-	-	-	16,000	5,000	(11,000)
1300	Administrators' Salaries	14,996	14,996	14,996	14,996	14,996	15,296	15,169	21,977	7,585	15,169	18,169	20,569	-	188,916	113,392	(75,524)
		14,996	34,636	34,636	33,636	33,636	34,536	34,329	49,312	18,165	31,689	34,469	24,569	-	378,612	**284,792**	**(93,820)**
Classified Salaries																	
2100	Instructional Salaries	-	8,034	8,034	8,876	9,034	8,919	8,829	12,726	5,871	6,611	6,048	-	-	82,982	65,095	(17,888)
2300	Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	66,560	66,560
		-	8,034	8,034	8,876	9,034	8,919	8,829	12,726	5,871	6,611	6,048	-	-	82,982	**131,655**	**48,672**
Benefits																	
3101	STRS	1,805	5,556	5,556	5,365	5,365	5,480	5,464	7,408	2,923	(713)	4,372	2,569	-	51,149	67,108	15,959
3202	PERS	1,500	1,500	1,500	1,500	1,500	1,500	1,547	2,596	774	(1,791)	1,547	1,547	-	15,223	17,608	2,385
3301	OASDI	344	842	842	894	904	915	902	1,273	541	765	916	689	-	9,827	4,036	(5,792)
3311	Medicare	217	619	619	616	619	630	626	900	349	555	587	356	-	6,693	6,038	(654)
3401	Health and Welfare	-	2,958	4,845	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	2,402	-	41,416	40,000	(1,416)
3501	State Unemployment	-	-	-	854	308	214	1,068	854	427	214	214	214	-	4,367	4,270	(97)
3601	Workers' Compensation	-	-	-	1,749	583	583	583	583	583	583	583	-	-	5,830	5,830	0
		3,867	11,475	13,362	14,880	13,180	13,224	14,092	17,515	9,498	3,514	12,121	7,778	-	134,506	**144,891**	**10,385**
Books and Supplies																	
4100	Textbooks and Core Curricula	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000
4200	Books and Other Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000
4302	School Supplies	583	2,772	982	1,709	1,604	551	1,617	-	1,019	572	356	-	-	11,764	20,000	8,236
4305	Software	265	19,720	2,837	(15,988)	-	3,636	1,910	1,776	7,106	636	-	360	-	22,259	-	(22,259)
4310	Office Expense	386	178	435	559	455	498	221	71	151	240	522	252	-	3,967	-	(3,967)
4700	Food Services	-	-	374	(374)	-	374	-	-	-	-	-	-	-	374	2,000	1,626
		1,235	22,669	4,627	(14,094)	2,058	5,059	3,748	1,847	8,276	1,448	878	612	-	38,363	**47,000**	**8,637**
Subagreement Services																	
5101	Nursing	-	1,648	1,648	1,648	-	1,648	1,648	1,648	1,648	1,648	3,311	-	-	16,493	17,000	507
5102	Special Education	-	40,643	-	40,643	-	-	40,643	-	-	40,643	-	-	-	162,570	-	(162,570)
5105	Security	144	-	-	144	-	-	144	-	-	144	-	-	-	576	1,800	1,224
5106	Other Educational Consultants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000	8,000
		144	42,290	1,648	42,434	-	1,648	42,434	1,648	1,648	42,434	3,311	-	-	179,639	**26,800**	**(152,839)**
Operations and Housekeeping																	
5300	Dues & Memberships	1,589	-	-	64	1,430	100	-	-	-	-	-	1,577	-	4,760	5,800	1,040
5400	Insurance	-	-	4,306	565	-	627	627	627	5,019	5,442	-	-	-	17,214	15,000	(2,214)
5501	Utilities	1,419	1,979	1,706	1,497	1,220	1,216	1,201	1,240	1,416	1,041	1,123	1,211	-	16,272	25,000	8,728
5502	Janitorial Services	211	211	211	211	211	-	468	393	393	393	393	393	-	3,489	1,600	(1,889)
5900	Communications	386	-	773	387	2,212	-	801	-	802	401	2,800	400	-	8,962	1,000	(7,962)
5901	Postage and Shipping	-	-	-	225	128	-	-	-	-	27	94	27	-	500	-	(500)
		3,606	2,190	6,996	2,949	5,201	1,944	3,097	2,261	7,630	7,305	4,410	3,609	-	51,197	**48,400**	**(2,797)**
Facilities, Repairs and Other Leases																	
5601	Rent	3,750	3,750	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	-	52,500	52,500	-
5603	Equipment Leases	599	346	735	536	146	146	512	1,055	146	370	475	268	-	5,334	2,000	(3,334)
5610	Repairs and Maintenance	602	190	417	185	185	135	602	95	185	185	185	557	-	3,523	700	(2,823)
		4,951	4,286	5,652	5,221	4,831	4,781	5,614	5,650	4,831	5,055	5,160	5,325	-	61,357	**55,200**	**(6,157)**
Professional/Consulting Services																	
5801	IT	-	-	-	-	-	-	-	5,474	-	-	2,274	-	-	7,748	11,500	3,753
5802	Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	15,550	-	15,550	11,800	(3,750)
5803	Legal	2,660	-	-	-	263	-	-	-	-	-	-	-	-	2,923	5,000	2,078

7,01

FY24-25 Ipakanni

Monthly Forecast FY24-25

Revised 08/21/25

Actuals Through: 6/30/2025

ADA = **56.53**

		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
5804	Professional Development	-	144	-	-	-	-	-	-	-	-	-	-	-	144	3,600	3,456
5805	General Consulting	-	102	1,000	-	-	-	-	-	-	-	-	3,250	-	4,352	2,500	(1,852)
5806	Special Activities/Field Trips	1,500	-	-	374	-	(374)	330	-	-	-	54	-	-	1,884	4,000	2,116
5807	Bank Charges	-	-	-	75	-	-	-	-	-	-	-	-	-	75	-	(75)
5809	Other taxes and fees	74	240	80	80	-	1,200	(1,200)	-	2	349	35	14	-	874	-	(874)
5810	Payroll Service Fee	354	444	444	480	534	673	701	655	502	626	712	542	-	6,667	-	(6,667)
5811	Management Fee	6,250	6,250	6,325	6,175	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	-	75,000	75,000	-
5812	District Oversight Fee	-	319	-	1,214	549	549	845	549	634	975	575	575	1,400	8,184	26,177	17,992
5814	SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	180,000	180,000
5815	Public Relations/Recruitment	-	-	-	-	-	-	1,200	-	-	-	-	-	-	1,200	-	(1,200)
		10,838	7,500	7,849	8,398	7,596	8,299	8,126	12,928	7,388	8,200	9,900	26,181	1,400	124,601	319,577	194,976
Depreciation																	
6900	Depreciation Expense	-	-	-	-	-	-	1,867	267	267	267	267	267	-	3,201	-	(3,201)
		-	-	-	-	-	-	1,867	267	267	267	267	267	-	3,201	-	(3,201)
Interest																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		39,637	133,081	82,804	102,300	75,537	78,409	122,137	104,153	63,573	106,523	76,564	68,341	1,400	1,054,458	1,058,314	3,857
Monthly Surplus (Deficit)		(35,637)	(101,065)	(55,829)	8,759	35,265	6,035	(37,223)	(50,526)	15,561	14,943	9,993	294,086	(97,280)	7,084	(9,707)	16,791
Cash Flow Adjustments																	
Monthly Surplus (Deficit)		(35,637)	(101,065)	(55,829)	8,759	35,265	6,035	(37,223)	(50,526)	15,561	14,943	9,993	294,086	(97,280)	7,083		
Cash flows from operating activities																	
	Depreciation/Amortization	-	-	-	-	-	-	1,867	267	267	267	267	267	-	3,201		
	Public Funding Receivables	325,823	-	(26,975)	30,596	25,313	-	13,646	(61,442)	119,838	-	-	(225,054)	95,879	297,624		
	Grants and Contributions Rec.	(138,308)	-	-	-	-	-	-	-	(142)	-	-	-	-	(138,450)		
	Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Prepaid Expenses	(2,957)	(1,887)	(3,557)	(15,988)	(7,528)	4,180	2,404	2,404	16,624	265	(7,753)	-	-	(13,792)		
	Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Accounts Payable	30,490	(30,550)	-	-	-	-	-	-	1,648	(1,248)	(400)	2,083	1,400	3,423		
	Accrued Expenses	(122,814)	(554)	10,473	543	(205)	(2,408)	(3,572)	100,024	(142,173)	(1,220)	(11,532)	19,573	-	(153,865)		
	Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Deferred Revenue	4,574	3,003	-	26,545	5,406	1,307	5,406	5,406	14,425	5,406	19,241	(78,807)	-	11,912		
Cash flows from investing activities																	
	Purchases of Prop. And Equip.	-	-	-	-	(100)	100	-	-	-	-	-	-	-	-		
	Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																	
	Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash		61,171	(131,053)	(75,888)	50,454	58,151	9,214	(17,472)	(3,867)	26,048	18,413	9,816	12,149				
Cash, Beginning of Month		378,346	439,517	308,464	232,576	283,031	341,182	350,395	332,923	329,057	355,105	373,517	383,333				
Cash, End of Month		439,517	308,464	232,576	283,031	341,182	350,395	332,923	329,057	355,105	373,517	383,333	395,482				

Fraud Awareness and Reporting Policy

Policy Title: Executive Director Fraud Response Policy
Effective Date: 8-25-2025
Approved By: Board of Directors
Applies To: Executive Director and Senior Management

Fraud and Non-Cooperation Policy

1. Purpose

This policy outlines the steps the Executive Director (ED) or other officer must take upon discovering or suspecting any fraudulent, unethical, or illegal activity within the organization. It also establishes procedures and consequences for Charter School–related personnel or officers who fail to fully cooperate with a legally sanctioned audit or investigation of the school's finances and operations. The policy ensures timely and appropriate actions to protect the organization's assets, reputation, compliance, and legal standing.

2. Scope

This policy applies to all Charter School employees, officers, and board members in situations involving suspected or confirmed:

- Fraudulent, unethical, or illegal activity, including but not limited to:
    - Misappropriation of funds or assets
    - Forgery or alteration of documents

    - Unauthorized disclosure of confidential information
    - Financial statement fraud
    - Bribery, kickbacks, or other forms of corruption
- Non-cooperation with legally sanctioned audits, reviews, or investigations, including but not limited to:
    - Refusing to provide requested documents or information
    - Providing false or misleading information
    - Destroying, concealing, or altering relevant records
    - Interfering with or obstructing investigators or auditors

3. Definitions

Fraud: Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain.

4. Policy Statement

The Executive Director must act promptly and decisively upon discovering or suspecting fraudulent activity or non-cooperation. All suspected or confirmed incidents must be addressed by this policy and applicable laws.

5. Procedures

5.1 Immediate Action

Upon discovering or suspecting fraudulent activity or non-cooperation, the Executive Director must:

- Ensure safety and prevent further loss by securing records, systems, and assets involved.
- Refrain from alerting suspects to avoid compromising an investigation.

5.2 Notification

The Executive Director must notify the following parties within 24 hours:

- Board of Directors
- Director (if not already aware)
- Legal Counsel
- Charter Impact

5.3 Documentation

The Executive Director must create a secure, detailed written record of:

- The nature of the suspicion or discovery
- All known facts and individuals involved
- Actions taken to date

5.4 Investigation

- The Executive Director shall coordinate with the Board to initiate an independent investigation.
- The Executive Director must cooperate fully but may not lead the investigation if a potential conflict of interest exists.

5.5 Duty to Cooperate

All personnel and officers shall:

- Fully cooperate with all authorized audits or investigations.
- Provide access to requested documentation or data promptly.
- Respond truthfully and timely to inquiries made by investigators.
- Preserve all relevant records and communications.

5.6 Consequences for Non-Cooperation

a. For Employees:

- **Progressive Discipline:** Up to and including termination, in accordance with the school's Employee Handbook and CA Labor Code.
- **Reporting to Credentialing Agencies:** Conduct may be reported to the California Commission on Teacher Credentialing (CTC) if applicable.
- **Civil or Criminal Liability:** Potential referral for prosecution under:
    - California Penal Code §135 (destruction of evidence)
    - Government Code §6200 (falsifying public records)
    - Education Code §47604.3 (financial and operational transparency)

b. For Board Members and Officers:

- **Censure or Removal:** By vote of the Governing Board, if authorized in bylaws.
- **Legal Action:** Personal liability may arise if fiduciary duties are breached.
- **Reporting:** Misconduct may be reported to the authorizing entity or Attorney General for further action.

5.7 Confidentiality

All information related to suspected fraud or non-cooperation shall be treated as confidential and shared strictly on a need-to-know basis, in compliance with whistleblower protection and privacy laws.

5.8 Reporting Outcome

Once the investigation is complete, the Board or designated investigative body shall determine appropriate next steps, including:

- Disciplinary action
- Restitution

- Legal action
- Reporting to law enforcement, as necessary

6. Protection Against Retaliation

The Executive Director must ensure that employees or stakeholders who report fraud or non-cooperation in good faith are protected from retaliation, as outlined in the organization's Whistleblower Policy.

7. Training and Awareness

The Executive Director is responsible for promoting awareness of this policy and ensuring that senior leadership is trained to recognise and report fraud or non-cooperation.

8. Policy Review

This policy shall be reviewed at least every two years by the Board and updated as needed to ensure compliance with legal and ethical standards.

Ipakanni Early College Charter School

Fiscal Policies and Procedures

Fiscal Policies and Procedures

Policy Title: Fiscal Policies and Procedures
Effective Date: 8-25-2025
Approved By: Board of Directors
Applies To: Executive Director and Senior Management

7.03

Table of Contents

Overview and General Business Policies

The Board of Ipakanni Early College Charter has reviewed and adopted the following policies and procedures to ensure the most effective use of funds in support of the school's mission. These policies are designed to ensure that funds are budgeted, accounted for, expended, and maintained appropriately.

The Board approves financial policies and procedures, delegates administration of the policies and procedures to the Executive Director, and reviews operations and activities regularly.

The Executive Director (Board President) is responsible for all operations and activities related to financial management. However, the Board and Executive Director may appoint someone else to perform these responsibilities.

Financial duties and responsibilities shall be separated so that no one employee has sole control over authorizing transactions, recording financial transactions, and custody of assets.

The School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:

- Expenditures are authorized by and in accordance with amounts specified in the Board-adopted budget.
- The School's funds are managed and held in a manner that provides a high degree of protection of the School's assets.
- All transactions are recorded and documented appropriately.

Budget Development, Oversight Calendar, and Responsibilities

January – April

- Charter Impact works with the Executive Director or designee to review the Governor's proposed state budget and identify the likely range of revenues for the upcoming fiscal year (July 1 – June 30).
- Once revenue estimates are complete, the remainder of the budget is developed, including staffing levels, fixed costs, and discretionary spending.

- A five-year budget projection is developed per the School's established strategic and growth plans.

May – June

- Revenue projections are updated after the Governor's May Revise.
- The budget is finalized, including monthly cash flow projections.
- The Board formally adopts the budget before June 30.
- A copy of the final budget is provided to the charter-granting agency.

July – August

- Charter Impact closes the prior fiscal year, posting all transactions and assembling records for audit.
- The budget is reviewed after adoption of the state Budget Act, and adjustments are made as needed.
- A copy of the revised final budget is provided to the charter-granting agency if applicable.

September – December

- An independent auditor performs the audit of the closed fiscal year and submits the report to the Board.
- The Executive Director addresses any audit exceptions or adverse findings.
- Once approved by the Board, the audit is submitted to the charter-granting agency.
- Monthly, the Executive Director or designee and the Board review actual versus budgeted revenues and expenditures, along with other financial reports presented by Charter Impact.

Budget Transfers

- The Executive Director may transfer up to $25,000 from one unrestricted budget item to another without prior Board approval, but shall notify the Board of the transfer at the next regularly scheduled meeting.

Banking Arrangements

- The School will maintain accounts at a federally insured commercial bank or credit union.
- Funds will be deposited into a federally insured checking account.
- If funds are held outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants.
- Charter Impact will reconcile the School's ledgers with its bank accounts monthly.

Record Keeping

- Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and other fiscal documents will be maintained securely for at least three years, or longer if required by law.
- Backup copies of electronic and paper documentation will be regularly prepared and stored securely on-site.
- Charter Impact will retain electronic records for at least two years; after that, retention becomes the responsibility of the School.

Property Inventory

- The Executive Director or designee shall maintain an inventory of all non-consumable goods and equipment worth over $20,000.
- Property will be inventoried annually, and missing property reported to the Board.

- Property valued over $5,000 may only be sold or auctioned with prior Board approval.
- Theft, loss, damage, or destruction of assets will be reported immediately to Charter Impact.

Attendance Accounting

- The Executive Director or designee shall maintain an appropriate attendance accounting system.
- ADA (Average Daily Attendance) will be calculated in compliance with the Charter Schools Act and California Administrative Code.
- Teachers will take daily electronic attendance, and sign attendance monthly.

Annual Financial Audit

- The audit shall be completed, reviewed by the Board, and submitted to required agencies before December 15 each year.

Required Budget and Fiscal Reports

- The Executive Director or designee, in conjunction with Charter Impact, will submit all fiscal reports as required by law or charter terms.

Property and Liability Insurance

- The Executive Director or designee shall ensure appropriate insurance coverage is maintained.

Board Compensation

- Board members shall serve without compensation.

Fundraising, Grant Solicitation, and Donation Recognition

- Fundraising or grant solicitation activities over $100,000 require prior Board approval.
- The Board must approve the receipt of all grants, donations, or fundraising proceeds prior to deposit.

Contracts

- The Executive Director or designee may enter into contracts up to $25,000 without Board approval, provided the contract is within the budget.
- Contracts over $25,000 require Board approval.
- Written contracts are required for all service providers.
- Potential conflicts of interest must be disclosed, with affected members recusing themselves.

Purchasing and Vendor Payment

Segregation of Duties

- All proposed expenditures must be approved by the Executive Director or designee.

- Transactions are recorded in the electronic ledger maintained by Charter Impact.

General Purchasing Procedures

- Purchases over $25,000 must document competitive pricing.
- The Board must review expenditures through approval of a check register.

Purchase Orders

- All non-recurring purchases requiring a purchase order must be approved by the Executive Director or designee.

Payment Authorization

- All invoices must be reviewed and approved by the Executive Director or designee before submission to Charter Impact.
- Recurring payments may be authorized within predetermined limits.

Accounts Payable Checks

- The Governing Board approves, in advance, the list of authorized signers.
- The Executive Director and any Board-authorized employee may sign checks within established limitations.
- No blank checks may be signed.
- Checks may not be written to "cash," bearer, or petty cash.
- Charter Impact prepares checks only upon proper authorization and records all transactions in the ledger.

Check Signing Authority

- The Governing Board shall approve, in advance, the list of authorized signers on the School account.
- At this time, the Executive Director is the sole authorized check signer. In the absence of multiple signers, the School will maintain the following internal controls:
    - **Pre-Approval of Expenditures:** All expenditures must be supported by Board-adopted budgets and appropriate documentation.
    - **Segregation of Duties:** Charter Impact or the back-office provider will prepare checks. The Executive Director will review supporting documentation before signing.
    - **Board Oversight:** A monthly check register (including check number, payee, date, and amount) will be presented to the Governing Board for review and approval.
    - **Prohibited Practices:** No checks shall be made payable to "cash," bearer, or petty cash. No blank checks may be signed.
    - **Electronic Payments:** Wire transfers and ACH payments may only be initiated by the Executive Director or designee, with supporting documentation provided to the Board and Charter Impact.

Payroll

- The Executive Director or designee shall establish and maintain a payroll system to accurately process employee compensation.
- Payroll shall be prepared by Charter Impact based on information submitted by the Executive Director or designee.
- All new hires, terminations, and changes in pay rate must be authorized in writing by the Executive Director.
- Employees will be paid on a semi-monthly basis, in accordance with applicable state and federal laws.

- Deductions will be made as required by law (federal and state withholding, Social Security, Medicare, etc.).
- Voluntary deductions (such as retirement contributions) may be made with employee authorization.

Independent Contractors

- Independent contractors may be engaged when specialized services are needed that are not provided by existing staff.
- The Executive Director or designee must approve and sign all contracts with independent contractors within the limits of their authority.
- Contracts with independent contractors over $25,000 must be approved by the Governing Board.
- Independent contractors must provide a completed IRS Form W-9 prior to payment.
- Charter Impact will issue Form 1099s to contractors as required by law.

Travel and Business Expense Reimbursements

- Employees and Board members shall be reimbursed for reasonable, actual expenses incurred while conducting authorized school business.
- Reimbursable expenses may include transportation, lodging, meals, and registration fees.
- A request for reimbursement must be submitted with original, itemized receipts and a completed expense reimbursement form.
- All reimbursements require approval by the Executive Director or designee.
- Reimbursement requests should be submitted within 30 days of the expense.

- Travel advances may be authorized at the discretion of the Executive Director.

Bank Reconciliation

- Charter Impact shall reconcile all bank accounts on a monthly basis.
- Reconciliations shall be reviewed by the Executive Director or designee for accuracy and completeness.
- Any discrepancies shall be reported immediately to the Executive Director and investigated promptly.
- Reconciliation reports will be included in the monthly financial statements provided to the Governing Board.

Financial Reporting

- Charter Impact, in coordination with the Executive Director or designee, shall prepare accurate financial statements, including:
    - Balance Sheet
    - Statement of Revenues and Expenditures (compared to budget)
    - Cash Flow Statement
    - Check Register
- These reports shall be provided monthly to the Governing Board for review.
- Interim financial reports required by law shall be prepared and submitted on a timely basis.

Credit Card Usage

- The School may issue credit cards to authorized staff members for business purposes only.
- Credit card limits shall be set by the Governing Board.
- All charges must be supported by itemized receipts and approved by the Executive Director or designee.
- Personal charges on school credit cards are strictly prohibited.
- Misuse of a school credit card may result in disciplinary action, up to and including termination.

Loan Agreements

- The School shall not enter into loan agreements or lines of credit without prior Governing Board approval.
- Loan agreements must be reviewed for terms, interest rates, and repayment schedules to ensure financial sustainability.
- All loan agreements will be recorded in the School's financial records.

Capitalization and Depreciation

- The School will capitalize all property, equipment, and improvements with a cost of $5,000 or more and a useful life exceeding one year.
- Depreciation will be recorded using the straight-line method over the asset's estimated useful life.
- A property ledger will be maintained by the Executive Director or designee.

Records Retention

- Fiscal records shall be retained as follows:
    - **Permanent:** Audit reports, IRS Form 990, tax returns, Board minutes, incorporation documents, and general ledgers.
    - **7 Years**: Payroll records, accounts payable and receivable ledgers, cancelled checks, expense reports.
    - **3 Years**: Bank reconciliations, grant applications, routine correspondence.
- Records may be destroyed only with written approval from the Executive Director or designee and in compliance with legal requirements.

Fiscal Year and Closing Procedures

- The School's fiscal year shall run from July 1 to June 30.
- At year-end, Charter Impact shall close the books in accordance with generally accepted accounting principles (GAAP).
- An independent audit shall be conducted annually, and results submitted to the Governing Board, authorizer, and state agencies as required.
- The Executive Director or designee shall ensure all audit recommendations are addressed in a timely manner.

Expanded Learning Opportunities Program (ELOP) Budget Proposal

Total Budget: $100,000
Proposal: Provide monthly stipends to four certificated teachers to run the ELOP program, ensuring high-quality instruction and student growth.

Item	Cost Calculation	Total
Teacher Stipends (9 months)	4 teachers × $1,500 × 9 months	$54,000
Benefits (20%)	$54,000 × 20%	$10,800
Total Compensation		$64,800
Remaining Budget	$100,000 – $64,800	$35,200

Rationale for Using Certificated Teachers

• Academic Growth & Alignment: Certificated staff align ELOP activities with state standards and reinforce core instruction.
• Consistency & Relationships: Students see familiar teachers who know their learning needs, easing transitions.
• Data-Driven Instruction: Teachers use assessment data to target learning gaps during extended learning time.
• Accountability & Quality: Certificated teachers ensure compliance with credentialing requirements and professional expertise.

Use of Remaining Funds ($35,200)

• Materials and supplies to support program implementation.
• Summer programs that extend student learning opportunities.

Summary

This proposal invests **$64,800** (65% of the total ELOP budget) into teacher stipends and benefits, ensuring a high-quality program led by certificated staff. The remaining **$35,200** supports materials, supplies, and summer programs—creating a balanced, sustainable model that directly benefits students while aligning with the purpose of ELOP funding.

7.05

PREPARED BY: **WALTER GRAMPS, DIRECTOR**

SUBJECT: **403(b) VOLUNTARY RETIREMENT PLAN**

RECOMMENDED ACTION: It is recommended that the Governing Board accept staff's recommendation to add a 403(b) Voluntary Retirement Plan to its employee benefit program.

BACKGROUND: A 403(b) plan is an employer sponsored employee benefit available to public schools and tax-exempt organizations. This plan, will allow employees to contribute voluntarily into a personal retirement account with either pre-tax or after tax (ROTH) salary withdrawals. Generally all employees are eligible except for contractor, limited hours or student classification.

Employees may elect to contribute a portion of their monthly salary into an annuity or custodial account. The maximum contribution amount is $23,500 for 2025. The contribution amount may be adjusted annually per Section 403 of the Internal Revenue Service provisions for deferred compensation plans. The benefit to employees is that these contributions are not taxable until the money is received by the employee or is tax free depending on the type of account used.

This plan also allows Employer contributions to be made to an employee's account, either by discretionary or matching contribution. Employer contributions, if made, are approved within the next fiscal budget and are in effect for that next fiscal year. None are contemplated.

This plan has no impact on an employee's eligibility nor contribution rate to existing retirement plans: California State Teachers' Retirement System (CalSTRS) or Public Employees Retirement System (CalPERS).

Plan adoption and administration assistance is being provided by Glen Guglielmina of Personal Portfolios, Inc., in conjunction with 403b Partners. Copies of 403b Partners' Adoption Agreement and Administrative Agreement are attached for your review. Mr. Guglielmina will also provide administrative assistance and will conduct the required educational meetings and training. In addition, he will provide complimentary retirement planning to all staff.

FISCAL IMPACT: This program does not impact us financially and is offered as an additional benefit to our employees. No fee is paid Mr. Guglielmina. The cost of the IRS Approved Plan Document of $300 is paid to 403b Partners. An annual administration fee of $20 per participant is paid by the participant's Investment Provider. The handling of payroll contributions and contribution audits will be handled by (Type in who handles your payroll here) under the existing terms of that agreement.

Mr. Guglielmina will be compensated through the individual accounts opened, under disclosed fees, which are customary with 403b accounts opened with the vendor(s) selected. Employees will have the option to invest principal protected annuities and/or mutual funds. Annuity or mutual fund companies that do not charge sales or advisor fees are available.

This will be a multi-vendor plan. Participation is voluntary. The Board makes no investment recommendations and bears no responsibilities for the employees' selection of any product or custodial account, and makes no representations to employees about the advisability, appropriateness or tax consequences of any 403(b) account to which contributions are made.

IPAKANNI EARLY COLLEGE CHARTER SCHOOL
403(b) TAX DEFERRED COMPENSATION PLAN
ADOPTION RESOLUTION

BE IT RESOLVED THAT: Effective August 23, 2025, the Board of Ipakanni Early College Charter, (the "Board"), shall establish a tax deferred compensation plan intended to meet the requirements of Section 403(b) of the Internal Revenue Code, as amended, and the requirements of applicable state and/or local law, and the plan, as adopted by the Board, shall be known as the Ipakanni Early College Charter's 403(b) Plan.

THEREFORE BE IT RESOLOVED THAT:

The Board adopts a 403(b) program under which each participating employee retains all rights to the individual 403(b) account (or accounts), and under which each employee exercises the right of selection of any of the products or investments options made available by the Employer.

The Board makes no investment recommendations and bears no responsibilities for the employees' selection of any product or custodial account, and makes no representations to employees about the advisability, appropriateness or tax consequences of any 403(b) account to which contributions are made.

It is the intention of the Board that the 403(b) Plan will conform to applicable federal and state statutory requirements, and that employee salary reduction contributions to the program will be within eligible limits as set out in IRS regulations.

The Board authorizes Walter Gramps, Director, to act on it behalf with respect to the Plan, and formulation of rules and procedures for the enrollment of employees 403(b) accounts, and development of procedures for the administration of the Plan.

Secretary's Signature: ________________________________ Date: ____________

7.06