

**Northern United Charter Schools
Board of Directors
Regular Board Meeting**

April 26, 2018
Open Session 4:00 p.m.

Teleconference locations:
Cutten Resource Center Classroom
2120 Campton Road, Suite H, Eureka, CA

Yreka Learning Center
505 S. Broadway, Yreka, CA

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the Northern United Charter Schools' office.

In compliance with Government Code section 54954.2(a) Northern United Charter Schools will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Northern United Charter Schools' office.

A digital copy of our board packet is available at www.nucharters.org.
If you are interested in a hard copy of the packet, please contact Lynda Speck or Shari Lovett at (707) 445-2660.

**Northern United - Siskiyou Charter School and Northern United - Humboldt Charter School are proud to be
Equal Opportunity Employers.**

Meeting Opened by President: _____
Members Present: _____
Members Absent: _____

Members Leaving Early: _____
Members Arriving Late: _____
Adjournment: _____

OPEN MEETING: 4:00 PM, CALL TO ORDER

1. CALL TO ORDER/AGENDA

1.1 Pledge of Allegiance

1.2 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

Action _____

2. BUSINESS AND FINANCE

2.1 Financial Report

2.2 2018-19 Local Control and Accountability Plan (LCAP)

2.3 2018-19 Business Services Agreement between NU-SCS and SCOE

Information

Information

Action _____

3. CONSENT AGENDA

3.1 Approval of Warrants & Payroll

3.2 Approval of Minutes

3.3 Resignations, Hires and Leaves

No items

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

4.1 Comments by the Public

Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. The Board is not allowed under the law to take action on matters that are not on the agenda. Should comments from the public pertain to a charge or complaint against an employee of Northern United - Humboldt Charter School or Northern United - Siskiyou Charter School, the Board encourages the speaker to utilize the district's written complaint procedures to pursue the matter. The public will have an opportunity to comment on all agenda items as those items are heard this evening.

Information

5. COMMUNITY RELATIONS/CORRESPONDENCE

No Items

6. RECOGNITIONS/ANNOUNCEMENTS/REPORTS

6.1 Board Members

6.2 Northern United - Siskiyou Charter School

6.3 Northern United - Humboldt Charter School

6.4 Director

Information

7. ADMINISTRATION

7.1 Northern United Charter Schools Conflict of Interest Code

7.2 Ratify the MOU between NU-HCS and ECS

7.3 2018-2019 NU - Humboldt Charter School Calendar

7.4 Student Enrollment and Attendance Report

Action _____

Action _____

Action _____

Information

- 8. CURRICULUM AND INSTRUCTION No Items
- 9. FACILITIES No Items
- 10. FUTURE AGENDA PLANNING
 - 10.1 Items to consider for future agendas Information
- 11. FUTURE BOARD MEETINGS
 - 11.1 Future Board meetings Information
- 12. OPEN SESSION BEFORE CLOSED SESSION Information
 - 12.1 The Board President will verbally review items to be discussed during Closed Session as listed below.
 - 12.2 Closed Session Open Hearing
 - Under this item, the public is invited to address the Board regarding items that are on the Closed Session. Speakers are limited to three minutes each. The Board is not allowed under the law to take action on matters that are not on the agenda.
 - 12.3 Adjourn to Closed Session
 - The Board will adjourn to closed session pursuant to Government Code 54950 - 54962. Closed Session attendees shall include: Board members, School Director: Shari Lovett, other staff as necessary.
 - 12.3.1 Public Employment
 - Title: (School Director)
- 13. RECONVENE IN OPEN SESSION
 - 13.1 Report any action taken during Closed Session Information

CALL TO ORDER/AGENDA

Subject:

1.1 Pledge of Allegiance

1.2 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

Action Requested:

1.1 None

1.2 Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

1.2 A trustee, administrator or a member of the public may request that an item be removed from the agenda or the order of the agenda be changed at the pleasure of the Board.

Agenda items may be added to the agenda if an "emergency situation" exists or "immediate action" is needed.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 2.
BUSINESS AND FINANCE

Subject:
2.1 Financial Report

Action Requested:
Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:
Each month a Financial Report is given in order to keep the Board apprised of the Schools' fiscal condition.

Applications for the Public Charter School Grant Program for each school were submitted. The budgets for both schools are being developed by in-house business staff and SCOE. See item 2.3.

Fiscal Implications:
As reported.

Contact Person/s: Shari Lovett, Tammy Picconi, Kirk Miller

Agenda Item 2.
BUSINESS AND FINANCE

Subject:
2.2 2018-19 Local Control and Accountability Plan (LCAP)

Action Requested:
None

Previous Staff/Board Action, Background Information and/or Statement of Need:
The Board is required to approve an LCAP for each school for the 2018-2019 school year.

Using data and local stakeholder input, the LCAP attempts to capture and reduce to writing what our school does well and areas for growth. It represents the goals of all stakeholders and includes the resources the schools allocate to reach these goals.

At each Board meeting, the Board and the public will be notified of the Schools' progress on the LCAPs' goals and are encouraged to provide their input.

Fiscal Implications:
None

Contact Person/s: Shari Lovett

Agenda Item 2.
ADMINISTRATION

Subject:

2.3 2018-2019 NU-SCS Business Services Agreement with Siskiyou County Office of Education
See attached agreement.

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

Siskiyou County Office of Education provides budget services for all but two of the districts within Siskiyou County. This agreement spells out the services they will provide, including budget development and first and second year interim reporting.

Fiscal Implications:

\$10,854.08

Contact Person/s: Shari Lovett



Siskiyou County Office of Education

609 S. Gold Street · Yreka CA 96097 · 530-842-8400 · fax 530-842-8436 · www.siskiyoucoe.net

Kermith R. Walters
Superintendent of Schools

Board of Education

Harriet Alto
John Bennett
Sherry Crawford
Brenda Duchi
William Enos
Brandon Fawaz
Michelle O'Gorman

April 2, 2018

To: Shari Lovett,
Northern United Siskiyou Charter School

From: Deborah Y. Pendley, Associate Superintendent *DP*
Business Services

Subject: **2018/2019 Business Services Contract**

Attached for your approval is the Northern United Siskiyou Charter School Business Service Contract for 2018/2019. Please review the enclosed schedule of individual services provided as a part of this contract.

To make the appropriate staff assignments and begin the 2018/2019 budget work, please sign and return this contract as soon as possible.

Thank you in advance for your prompt attention to this matter. If you have any questions, please feel free to contact me at 842-8424, or, dpndley@siskiyoucoe.net.

DP/jc

Enclosure(s)

c: Kermith R. Walters

Providing Educational Leadership, Resources And Services To Districts
And Schools To Ensure Learning For All Students

AGREEMENT BETWEEN
SISKIYOU COUNTY OFFICE OF EDUCATION
and
NORTHERN UNITED SISKIYOU CHARTER SCHOOL

The Northern United Siskiyou Charter School School District agrees to contract with the Siskiyou County Office of Education for business service(s) for 2018/2019 and pay the contracted amount indicated below. A complete description of business services provided to contracting districts is attached.

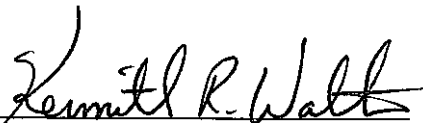
Comprehensive Contract:

Annual Contracted Rate: **\$10,854.08**

Annual Contract Period: **Budget Development 2018-2019, 2017-2018 Year End Closing, 2018-2019 First and Second Interim Report (April 1, 2018 through March 31, 2019)**

SISKIYOU COUNTY
OFFICE OF EDUCATION

NORTHERN UNITED SISKIYOU CHARTER SCHOOL
SCHOOL DISTRICT


Kermith R. Walters
County Superintendent *DP*

Shari Lovett
Superintendent

4/5/18
Date

Date

Providing Educational Leadership, Resources And Services to Districts
And Schools To Ensure Learning For All Students

**2018-2019 Business Services
Provided to Contracting Districts:
Budget Development through Second Interim**

- I. **Budget Development: Resource and Object Based**
 - A. Budget Development/Assumption Meeting
 - B. QCC Model Development and Maintenance
 - C. Payroll/Benefit Entry
 - D. QCC Detail Budget For Each Account String and Each Fund
 - 1. QCC Resource/Function budget printouts
 - 2. QCC Object budget printouts
 - E. Budget Summaries
 - 1. Assumption Narrative
 - 2. Attendance, Revenue/Expenditure and Reserve Graphics
 - 3. Multi Year Schedules
 - Local Control Funding Formula Revenue
 - Other Revenue Detail
 - F. SACS Budget Import for All Funds
 - G. SACS Supplemental Form Information
 - 1. Attendance (A)
 - 2. Schedule of Capital Assets (ASSET) (Data Entry)
 - 3. Cash flow Worksheet (CASH)
 - 4. Budget Certification (CB)
 - 5. Health/Welfare/Workers Comp Cert (CC)
 - 6. Current Expense Formula / Minimum Classroom Comp. – Actuals (CEA)
 - 7. Current Expense Formula / Minimum Classroom Comp. – Budget (CEB)
 - 8. Schedule of Long-Term Liabilities (DEBT) (Data Entry)
 - 9. Indirect Cost Rate Worksheet (ICR)
 - 10. Lottery Report (L)
 - 11. Multiyear Projections (MYP and MYPO)
 - 12. Special Education Revenue Allocations (SEA)
 - 13. SEA Form Setup (SELPA Selection) (SEAS)
 - 14. Summary of Interfund Activities – Actuals (SIAA)
 - 15. Summary of Interfund Activities – Budget (SIAB)
 - 16. Technical Review Check List
 - 17. Criteria and Standards Analysis and Response

II. Interim Report Preparation

- A. Interim Development/Assumption Meeting
- B. QCC Model Development and Maintenance
- C. Payroll/Benefit Review/Changes (With Encumbrance Reports)
- D. Modification of QCC Detail Budget for each account string and each fund.
 - 1. QCC Resource/Function Budget Printouts
 - 2. QCC Object Budget Printouts
- E. Budget Summaries
 - 1. Assumption Narrative
 - 2. Attendance, Revenue/Expenditure and Reserve Graphics
 - 3. Multi Year Schedules
 - Local Control Funding Formula Revenue
 - Other Revenue Detail
- F. SACS Budget Import for All Funds
- G. SACS Supplemental Form Information
 - 1. Attendance (A)
 - 2. Cash Flow (CASH)
 - 3. Interim Certification (CI)
 - 4. Every Student Succeeds Act Maintenance of Effort – (ESMOE)
 - 5. Indirect Cost Rate Worksheet (ICR)
 - 6. Multiyear Projections (MYPI and MYPIO)
 - 7. Technical Review Check List
 - 8. Criteria and Standards Analysis and Responses

III. Multi-Year Projections

- A. Multi-Year Projection Development/Assumption Meeting
 - 1. Enrollment and ADA Trend Analysis
 - 2. Revenue Projections
 - 3. Expenditure Projections
- B. Payroll/Benefit Review/Changes (Staffing Focus)
- C. SACS Software Report

IV. Year End Closing

- A. Closing Journal Entries/Corrections
- B. Investment Balancing
- C. Revenue Accruals

- D. Bill-back Payable Accruals
- E. Due From/Due to Booking
- F. Cafeteria Account Entries
- G. Associated Student Body Account Entries (ASB)
- H. IRS Section 125 (Flex) Plan Account Entries
- I. Health and Welfare Balance Verification (9514)
- J. Indirect Cost Journal Entries
- K. Encroachment Journal Entries
- L. Deferred Revenue Journal Entries
- M. Time Accounting Journal Entries
- N. Transportation Mileage Journal Entries
- O. STRS On Behalf Journal Entries

V. **Unaudited Actuals**

- A. State SACS Software Import for All Funds
- B. State SACS Software Supplemental Forms
 - 1. Attendance Form (A)
 - 2. Schedule of Capital Assets (ASSET) (Data Entry)
 - 3. Unaudited Actuals Certification (CA)
 - 4. Current Expense Formula / Minimum Classroom Comp. – Actuals (CEA)
 - 5. Schedule of Long-Term Liabilities (DEBT) (Data Entry)
 - 6. Appropriations Limit Calculation (GANN)
 - 7. Indirect Cost Rate Worksheet (ICR)
 - 8. Lottery Report (L)
 - 9. Every Student Succeeds Act Maintenance of Effort (ESMOE)
 - 10. Program Cost Report (PCR)
 - 11. Program Cost Report – Allocation Factors (PCRAF) (Data Entry)
 - 12. Special Education Revenue Allocations (SEA)
 - 13. SEA Form Setup (SELPA Selection) (SEAS)
 - 14. Summary of Interfund Activities – Actuals (SIAA)
- C. Technical Review Check List
- D. GASB 54 Compliance (Assigned and committed balances)
- E. Special Education Maintenance of Effort (Does not include “exemption” information)

VI. Journal Entry Assistance

- A. General Corrections Per District Request
- B. Prior Year Accounts Payable Clearing Assistance
- C. Prior Year Accounts Receivable Clearing Assistance
- D. Reconcile Prior Year Due From and Due To
- E. Investment Interest Journal Entries
- F. Prior Year Deferred Revenue to Current Year Revenue
- G. Prior Year Prepaids to Current Year Expense
- H. Beginning Balance Entry

VII. Budget Revisions

- A. Interim Reporting Periods
- B. Other Per District Request

VIII. Revenue Projections and Periodic Updates

- A. Local Control Funding Formula Revenue
- B. Other Revenue Sources

IX. Audit

- A. General Ledger / Financial Statement Reports for Auditors
- B. Balance Sheet Reconciliations
- C. Accounts Receivable/Payable Reconciliations
- D. Cash Transfer Testing Backup
- E. SACS File Transmission
- F. Management Discussion and Analysis Review and Assistance

Agenda Item 3.

CONSENT AGENDA

A trustee can have an item removed from the Consent Agenda and given individual consideration for action as a regular agenda item. An administrator or a member of the public may request that an item be removed from the Consent Agenda and given individual consideration for action as a regular agenda item at the pleasure of the Board.

Subject:

3.1 Approval of Warrants and Payroll

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

This is a monthly process. The warrants and payroll totals are inspected and clarification is given if needed. In the future the Board Warrant and Payroll Reports will be attached.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Tammy Picconi, Kirk Miller

Agenda Item 3.

CONSENT AGENDA

A trustee can have an item removed from the Consent Agenda and given individual consideration for action as a regular agenda item. An administrator or a member of the public may request that an item be removed from the Consent Agenda and given individual consideration for action as a regular agenda item at the pleasure of the Board.

Subject:

3.2 Approval of Minutes

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

The minutes prior meetings are inspected, corrected if needed, and approved. This is a routine monthly process for the Board. The minutes are attached.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Lynda Speck

Northern United Charter Schools

Board of Directors

Regular Board Meeting Minutes

March 22, 2018

Members Present: Bianca Garza, Briana Oesterle, Jere Cox, Rosemary Kunkler, Jennifer Johnson

Members Absent: None

Public Present: Shari Lovett, Tammy Picconi, April Waterman, Kirk Miller, Stephanie Jackson, Valerie Walsh, Jamie Ellsmore, Brenda Lilly, Paloma, Rebekah Davis.

Notes: 3:02pm, Board Members introduce themselves. Bianca Garza, Briana Oesterle, Jere Cox, Rosemary Kunkler, Jennifer Johnson, Director - Shari Lovett.

1 Call to Order/Agenda

1.1 Shari calls the meeting to order at 3:12pm.

1.2 Agenda: Shari asks to amend the agenda, requesting that item 7.3 be moved to follow the adoption of the agenda. Jere moves to amend the agenda, Rosemary seconds, all vote aye. Motion passes.

2 Business and Finance

2.1 Financial Report: There will be a monthly financial report for both NU-HCS and NU-SCS. There won't be any report yet. Tammy provides this report for both schools. Jere asks about the grant purpose. Shari informs that both schools are applying for a state grant for new charter schools. The grant is up to \$475,000 for each school, dependent on the list of items we state we need. Its due 4/3/18. Purchase items first then ask for reimbursements. Grant disbursement is broken into two portions planning phase \$375,000, before school starts and \$100,000 after school starts. Parameters are put on spending of grant monies. Money has to be spent on items that the school can move and take with them if they leave.

2.2 2018/2019 LCAP: No LCAP yet. Shari gives information on the LCAP and its purpose. The board will approve the LCAP and it will be on the monthly agenda to update. Will need stakeholders input, test scores. Bianca asks when 18/19 LCAP will be written. Shari informs that the 18/19 LCAP will be adopted at the June board meeting.

2.3 Cal STRS Resolution NU-SCS: Shari provided the application that includes a board resolution in this packet. We need to have our new charter numbers to be able to apply for these. Jennifer moves to adopt the CALSTRS resolution for the application for Siskiyou employees. Rosemary seconds. All vote aye, motion passes.

2.4 Cal STRS Resolution NU-HCS: Shari provided the application that includes a board resolution in this packet. We need to have our new charter numbers to be able to apply for these. Briana moves to adopt the CALSTRS resolution for the application for Humboldt employees. Bianca seconds. All vote aye, motion passes.

3 Consent Agenda

3.1 Approval of Warrants and Payroll: There are no current warrants or payroll.

3.2 Approval of Minutes: There are no current minutes.

3.3 Resignations, Hires and Leaves: There are no resignations, hires or leaves.

4 Public Comments on Items Not on the Agenda

4.1 Jere explains this is public comment and that the board can't respond but a board member can make a note to make something an agenda item for the next meeting. Good to establish ground rules, like a time limit on public comment.

5 Community Relations/Correspondence

No correspondence at this time.

6 Recognitions/Announcements/Reports

6.1 Board Member Reports: Board members are able to make reports that are not action items. There are none yet.

6.2 NU-SCS Report: Kirk will update on reports that are not action items. There is not one at this time.

6.3 NU-HCS Report: Stephanie will probably make these announcements. There is not one at this time.

6.4 Director's Report: There is not one at this time.

7 Administration

7.1 NUCS Bylaws: Every nonprofit has to have bylaws, drafted by legal counsel. Bylaws were provided to this new board. Board should be 5-7 members. Discussion of the bylaws. Bianca moves to adopt the NUCS bylaws. Rosemary seconds. Briana asks how difficult it is to adjust the bylaws. There can be adjustments (amendments to the bylaws need to be forwarded to authorizers). All vote aye, motion passes.

7.2 NUCS Conflict of Interest Code: Nonprofits are required to have a conflict of interest code. Shari will email Form 700 to all board members. There is a list provided in the packet that lists examples of conflicts of interests. Jennifer moves to adopt the conflict of interest code. Briana seconds. All vote aye, motion passes.

7.3 Election of Officers: Shari discusses roles of officers. President collaborates with Shari monthly to help with the agenda. President runs meetings. Vice President will run meeting if President is unavailable. Jere Cox is willing to be board President. Bianca Garza is willing to act as Vice President. Jennifer moves to have Jere act as President and Bianca act as Vice President. Briana seconds. All vote aye, motion passes.

7.4 Board Meeting Calendar: Shari provided at sample board calendar. She proposes the 3rd Thursday of every month at 4:00pm. Discussion on scheduling.

Bianca moves to approve the NUCS 2018 Board Meeting schedule with amendments to move April meeting to 26th and June meetings to 27th and 28th. Jennifer seconds. All vote aye, motion passes.

7.5 2018-2019 NU-SCS Calendar: Rosemary moves to adopt the Siskiyou Charter School calendar. Bianca seconds. All vote aye, motion passes.

7.6 Student Enrollment and Attendance Report: There are no reports at this time. Board will get a monthly attendance report for both schools. Briana asks how IS student attendance is calculated. Shari reports that IS student attendance is based solely on work completed. State requires IS students to meet with their teacher at least once every 20 days.

8 Curriculum and Instruction

No report at this time.

9 Facilities

No report at this time. There will need to be upgrades to current facilities as required by NU-SCS and NU-HCS authorizers. All of our facilities are leased.

10 Future Agenda Planning

10.1 Adoption of NU-HCS school calendar.

11 Future Board Meetings

11.1 Next meeting will be April 26th, 2018

12.0 Adjourn

Adjourn at 4:44pm

Agenda Item 3.

CONSENT AGENDA

A trustee can have an item removed from the Consent Agenda and given individual consideration for action as a regular agenda item. An administrator or a member of the public may request that an item be removed from the Consent Agenda and given individual consideration for action as a regular agenda item at the pleasure of the Board.

Subject:

3.3 Resignations, Hires and Leaves

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

None

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Agenda Item 4.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Subject:

4.1 Comments by the Public

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

Board members or staff may choose to respond briefly to Public Comments.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 5.

COMMUNITY RELATIONS/CORRESPONDENCE

Subject:

No Items

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

None

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Agenda Item 6.

RECOGNITIONS/ANNOUNCEMENTS/REPORTS

Subject:

- 6.1 Board Members
- 6.2 Northern United - Siskiyou Charter School
- 6.3 Northern United - Humboldt Charter School
- 6.4 Director

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

- 6.1 Board members may choose to make a report.
- 6.2 Each month the Regional Director gives a report on school events and activities.
- 6.3 Each month the Director of Instructional Services gives a report on school events and activities.
- 6.4 Each month the Director may give a report on the state of the District.

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Agenda Item 7.
ADMINISTRATION

Subject:

7.1 Northern United Charter Schools Conflict of Interest Code
See attached Conflict of Interest Code.

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

The NUCS Conflict of Interest Code must be adopted for the establishment of the California nonprofit public benefit corporation. A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests. Apart from any appearance of impropriety, organizations will lose their tax-exempt status unless they operate in a manner consistent with their charitable purposes. The Conflict of Interest Code is a strategy organizations adopt as a means to establish procedures that will offer protection against charges of impropriety involving officers, directors or trustees. The previous Conflict of Interest Code has been replaced with the one attached.

Fiscal Implications:

None

Contact Person/s: Shari Lovett

NORTHERN UNITED CHARTER SCHOOLS CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations §18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code for **Northern United Charter Schools (NUCS)**.

Individuals holding designated positions shall file statements of economic interests with **NUCS**, which will make the statements available for public inspection and reproduction (Government Code § 81008). All statements will be retained by **NUCS**.

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Governing Board	1, 2
School Director	1, 2
Business Manager/CBO	1, 2
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The School Director or designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The School Director or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code § 81008).

APPENDIX B
DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

- a) Interests in real property that are located in whole or in part within a two-mile radius:
 - of any authorizer that has authorized a NUCS charter school, or
 - of any facility utilized by NUCS' charter schools, or
 - of a proposed site for an NUCS facility.

- b) Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type that engage in the purchase or sale of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by NUCS.

Category 3

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.

Agenda Item 7.
ADMINISTRATION

Subject:

7.2 Memorandum of Understanding between Northern United Charter Schools and Eureka City Schools
See attached MOU.

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

NUCS and ECS have entered into an agreement regarding the enrollment of students who reside within the Eureka City Schools boundary.

Fiscal Implications:

None known at this time.

Contact Person/s: Shari Lovet

**Memorandum of Understanding
By and Between
Eureka City Schools and Northern United Charter Schools**

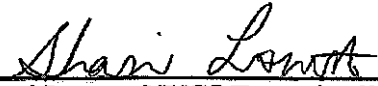
This Memorandum of Understanding ("MOU") codifies agreements between Eureka City Schools ("ECS") and Northern United Charter Schools ("NUCS"). NUCS has submitted an establishment charter petition to operate a countywide benefit charter school, Northern United – Humboldt Charter School ("NU-HCS"), to the Humboldt County Board of Education. The following key terms have been agreed to by ECS and NUCS:

1. ECS agrees to remain neutral, and in no circumstance will oppose, through litigation or publicity means, the NU-HCS charter petition submitted to the Humboldt County Office of Education upon full execution of this MOU, and during such time as NU-HCS operates as a charter school.
2. NUCS is a nonprofit public benefit corporation that proposes to operate NU-HCS, an independent charter school to be authorized by the Humboldt County Board of Education, in accordance with Education Code Section 47604.
3. Nu-HCS will have an enrollment cap of 200 students residing within Eureka City Schools' exclusive geographic. If the number of ECS resident students currently enrolled in Mattole Valley Charter School is higher than 200 on the date this MOU has been signed by both parties, no students shall be required to dis-enroll. NU-HCS can meet the cap through attrition. This enrollment cap is for the total enrollment of their three resource centers operating within ECS boundaries.
4. NUCS, or future version of, affiliation to, or successor of NUCS, will never seek ECS facilities through the Proposition 39 facilities request process, codified in Education Code Section 47614 and its implementing regulations.
5. When a student who resides in ECS' geographic boundaries seeks to enroll in NU-HCS, NU-HCS and NUCS will ensure that ECS has an opportunity to contact the student prior to enrollment in NU-HCS.
6. NUCS will not operate any additional school sites within ECS boundaries other than the three current resource centers. The three current resource centers may relocate within ECS boundaries.
7. Upon request by ECS up to two times per year, NU-HCS will provide demographic data including student name, grade level and address for students enrolled in NU-HCS and living within ECS' geographic boundaries.

Executed by the Parties' Authorized Representatives



Fred Van Vleck, ECS Superintendent



Shari Lovett, NUCS Executive Director

1/31/18

Date

1/31/18

Date

Agenda Item 7.
ADMINISTRATION

Subject:

7.3 2018-2019 NU - Humboldt Charter School Calendar
See attached calendar.

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

The administrative staff creates the upcoming year's calendars. The attached calendars establish the first and last days of school, staff work days, and school holidays. The calendar is aligned with Humboldt County Office of Education.

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Northern United Charter Schools

2018/2019 SCHOOL CALENDAR

School Months	180 Days Taught	Total Number of Instructional Days					Holidays and Special Notes
		Mon	Tues	Wed	Thurs	Fri	
August 27, 2018	LP1	27	28	29	30	31	SCHOOL STARTS 8/27/18
to		3-Sep	4	5	6	7	Labor Day - Sept 3
September 21, 2018		10	11	12	13	14	
Instructional Days	19	17	18	19	20	21	
September 24, 2018	LP2	24	25	26	27	28	
to		1-Oct	2	3	4	5	
October 19, 2018		8	9	10	11	12	
Instructional Days	20	15	16	17	18	19	
October 22, 2018	LP3	22	23	24	25	26	
to		29	30	31	1-Nov	2	
November 16, 2018		5	6	7	8	9	
Instructional Days	19	12	13	14	15	16	Veterans Day - Nov 12
November 19, 2018	LP4	19	20	21	22	23	Thanksgiving Holiday Week - Nov 19 - 23
to		26	27	28	29	30	
December 14, 2018		3-Dec	4	5	6	7	
Instructional Days	15	10	11	12	13	14	P1 Ends 12/14/18 (73)
December 17, 2018	LP5	17	18	19	20	21	Winter Break - Dec 24 - Jan 4
to		24	25	26	27	28	Legal Holiday 12/25/18
January 25, 2019		31	1-Jan	2	3	4	New Year's Day - Jan 1
		7	8	9	10	11	
		14	15	16	17	18	Martin Luther King Day - Jan 21
Instructional Days	19	21	22	23	24	25	SEMESTER 1 ENDS 1/25/19 (92)
January 28, 2019	LP6	28	29	30	31	1-Feb	
to		4	5	6	7	8	
February 22, 2019		11	12	13	14	15	
Instructional Days	15	18	19	20	21	22	Presidents' Holiday Week - Feb 18-22
February 25, 2019	LP7	25	26	27	28	1-Mar	
to		4	5	6	7	8	
March 22, 2019		11	12	13	14	15	
Instructional Days	20	18	19	20	21	22	P2 Ends 3/22/19 (127)
March 25, 2019	LP8	25	26	27	28	29	
to		1-Apr	2	3	4	5	
April 19, 2019		8	9	10	11	12	
Instructional Days	15	15	16	17	18	19	Spring Break - April 15-19
April 22, 2019	LP9	22	23	24	25	26	
to		29	30	1-May	2	3	
May 17, 2019		6	7	8	9	10	
Instructional Days	20	13	14	15	16	17	
May 20, 2019	LP10	20	21	22	23	24	
to		27	28	29	30	31	Memorial Day - May 27
June 13, 2019		3-Jun	4	5	6	7	SEMESTER 2 ENDS 6/13/19 (88)
Instructional Days	18	10	11	12	13		LAST DAY OF SCHOOL 6/13/19 (180)

Agenda Item 7.
ADMINISTRATION

Subject:
7.4 Student Enrollment and Attendance Report

Action Requested:
None

Previous Staff/Board Action, Background Information and/or Statement of Need:
Each month the Board receives this report to keep the Board apprised of enrollment and attendance patterns. As our revenue is generated by our enrollment and actual daily attendance, there are fiscal implications based on these figures.

Fiscal Implications:
None

Contact Person/s: Shari Lovett, Lynda Speck

Agenda Item 8.
CURRICULUM AND INSTRUCTION
No Items

Subject:
No Items

Action Requested:
None

Previous Staff/Board Action, Background Information and/or Statement of Need:
None

Fiscal Implications:
None

Contact Person/s: Shari Lovett, Stephanie Jackson

Agenda Item 9.

FACILITIES

Subject:

No items

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

None

Fiscal Implications:

None

Contact Person/s: Shari Lovett

Agenda Item 10.

FUTURE AGENDA PLANNING

Subject:

10.1 Items for consideration for future agendas

Action Requested:

None

Previous Staff/Board Action, Background Information and/or Statement of Need:

The Board may consider items for future Board meeting agendas. Board members or the public may suggest agenda items. The Board President and the Director determine whether an item is placed on the agenda based upon if it is related to school business and within the jurisdiction of the Board.

Fiscal Implications:

None

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 11.

FUTURE BOARD MEETINGS

Subject:

11. FUTURE BOARD MEETINGS

11.1 Future Board meetings - 5/17, 6/27, 6/28, 8/16, 9/20, 10/18, 11/15, 12/20

Action Requested:

Approval

Previous Staff/Board Action, Background Information and/or Statement of Need:

11.1 At its organizational meeting in March, the Board scheduled its meetings for the 2018 calendar year.

The Board may adjust this meeting schedule as needed.

Fiscal Implications:

None

Contact Person/s:

Shari Lovett, Jere Cox

**Northern United Charter Schools
2018**

Board Meeting Schedule

Revised March 22, 2018

The regularly scheduled board meetings will be the third Thursday of every month, with the exception of April and June.

There will not be a board meeting in July. There will be two board meetings in June.

Open session of the meetings will start at 4:00pm. Closed session will follow as needed.

The June 28th meeting will start at 9:00am.

- March: Thursday, March 22, 2018** (in Humboldt County)
- April: Thursday, April 26, 2018** (fourth Thursday due to Spring Break)
- May: Thursday, May 17, 2018**
- June: Thursday, June 27, 2018**
Thursday, June 28, 2018
- August: Thursday, August 16, 2018** (in Siskiyou County)
- September: Thursday, September 20, 2018**
- October: Thursday, October 18, 2018**
- November: Thursday, November 15, 2018**
- December: Thursday, December 20, 2018**

Agenda Item 12.

OPEN SESSION BEFORE CLOSED SESSION

Subject:

12.1 The President will verbally review items to be discussed during Closed Session as listed below.

12.2 Closed Session Open Hearing

12.3 Adjourn to Closed Session

12.3.1 Public Employment

Title: (School Director)

Action Requested:

None.

Previous Staff/Board Action, Background Information and/or Statement of Need:

The Board will review the performance of the Superintendent.

Fiscal Implications:

To be determined.

Contact Person/s: Shari Lovett, Jere Cox

Agenda Item 13.

RECONVENE IN OPEN SESSION

Subject:

13.1 Report of action taken during Closed Session

Action Requested:

None.

Previous Staff/Board Action:

None.

Background Information and/or Statement of Need:

The Board will report any action taken during closed session.

Fiscal Implications:

To be determined.

Contact Person/s:

Shari Lovett, Jere Cox