

## MEETING AGENDA - Santa Clarita Valley international Board

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all of the Board members shall be available for public inspection at the main office of the school between 9:00 am and 3:30 pm.

### Meeting

<b>Meeting Date</b>	Wednesday, April 17, 2024
<b>Start Time</b>	6:00 PM
<b>End Time</b>	7:30 PM
<b>Location</b>	Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus) Zoom Meeting: <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order (6:00 PM - 6:00 PM)

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1.2. Roll Call (6:00 PM - 6:00 PM)

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1.3. Pledge Of Allegiance (6:00 PM - 6:00 PM)

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1.4. Board Meeting Agenda (6:00 PM - 6:00 PM)

Discuss and take action on the Board Meeting Agenda.

**Due date:** 4/17/2024

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1.5. Board Meeting Minutes (6:00 PM - 6:00 PM)

Discuss and take action on the Board Meeting Minutes.

**Due date:** 4/17/2024

#### Documents

- Minutes-2024-03-20.pdf
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#### 2. Curriculum Moment

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2.1. Curriculum Moment (6:00 PM - 6:00 PM)

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#### 3. Public Comments

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3.1. Public Comments (6:00 PM - 6:00 PM)

The public may address the governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card or alert them during Public Comments. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

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## 4. Consent Items

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4.1. Personnel Report (6:00 PM - 6:00 PM)

**Due date:** 4/17/2024

Documents

- 4.17.24\_SCVi\_PersonnelReport\_\_.pdf
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4.2. Check Register (6:00 PM - 6:00 PM)

**Due date:** 4/17/2024

Documents

- SCVi Payment Register Summary\_20240410.pdf
  - SCVi Payment Register\_20240410.pdf
- 

## 5. Discussion And Reports

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5.1. Learner Board Ambassador Report (6:00 PM - 6:00 PM)

5.2. School Director Report (6:00 PM - 6:00 PM)

Documents

- 4\_17\_24 Site Director Board Report .docx.pdf
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5.3. Staff Board Ambassador Report (6:00 PM - 6:00 PM)

5.4. Financial Committee Report (6:00 PM - 6:00 PM)

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## 6. Action Items

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6.1. 2023-2024 2nd Interim Budget (6:00 PM - 6:00 PM)

Discuss and take action regarding the 2023-2024 2nd Interim Budget.

**Due date:** 4/17/2024

Documents

- scvi 2nd interim.pdf
- 

6.2. Administration of Medication Policy (6:00 PM - 6:00 PM)

Discuss and take action regarding

**Due date:** 4/17/2024

Documents

- Board Policy SCVi (1).docx
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### 6.3. MOA - County of Los Angeles

(6:00 PM - 6:00 PM)

The Board will review the MOA for Los Angeles County to allow use of public parks for instructional needs to SCVi Charter School

**Due date:** 4/17/2024

#### Documents

- Master MOA SCVi & Los Angeles County.pdf
  - SCVi Graduation MOA Los Angeles.pdf
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## 7. Closed session

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### 7.1. Conference with Legal Counsel - Anticipated Litigation

(6:00 PM - 6:00 PM)

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 case

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### 7.2. Report of Closed Session

(6:00 PM - 6:00 PM)

**Due date:** 4/17/2024

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## 8. Board Comments

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### 8.1. Board Comments

(6:00 PM - 6:00 PM)

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## 9. Closing Items

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### 9.1. 2024 Annual Board Development Dinner

(6:00 PM - 6:00 PM)

We are excited to host the 2024 Annual Board Development Dinner on April 18 at 4:00 - 8:00 at the Mitchell River House, share Ben Johnson II with you as this year's trainer, and host tours of the schools for you!

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### 9.2. Graduation Date

(6:00 PM - 6:00 PM)

June 7th at Higher Vision

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### 9.3. Next Meeting Date

(6:00 PM - 6:00 PM)

May 15, 2024

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### 9.4. Adjournment

(6:00 PM - 6:00 PM)

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**Please note:** items on the agenda may not be addressed in the order they appear. The Board of Directors may alter the order at their discretion.

- **Board Room Accessibility:** The Board of Directors encourage those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the office at least 48 hours before the scheduled Board of Directors meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

*The Secretary of the Board of Directors, hereby certifies that this agenda was publicly posted 72 or 24 hours prior to the meeting as required by law.*

## MEETING MINUTES - Santa Clarita Valley international Board

### Meeting

<b>Date</b>	Wednesday, March 20, 2024
<b>Started</b>	6:04 PM
<b>Ended</b>	7:40 PM
<b>Location</b>	Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus) Zoom Meeting: <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting
<b>Chaired by</b>	Nicole Miller
<b>Recorder</b>	Donna Wood

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

Meeting was called to order at 6:04pm

**Status:** Completed

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### 1.2. Roll Call

Nicole Miller: Present

Greg Kimura: Present

Shely Berry: Present

Wendy Emeterio: Present

Miguel Fletcher: Present

**Status:** Completed

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### 1.3. Pledge Of Allegiance

Pledge of Allegiance was recited

**Status:** Completed

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### 1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

Motion to Approve without the Closed Session: Nicole Miller

Seconded by: Greg Kimura

Roll count vote

- Nicole Miller: Yes

- Greg Kimura: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Miguel Fletcher: Yes

**Due date:**

**Status:** Completed

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## 1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

Motion to Approve: Greg Kimura

Seconded by: Shely Berry

Roll count vote

- Greg Kimura
- Shely Berry
- Wendy Emeterio
- Miguel Fletcher
- Nicole Miller

**Due date:**

**Status:** Completed

Documents

- Minutes-2024-02-21.pdf
- 

## 2. Curriculum Moment

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### 2.1. Curriculum Moment

SCVi Dual Immersion Program K - 5th Grade facilitators and learners presented to the Board and answered questions of the Board

**Status:** Completed

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## 3. Public Comments

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### 3.1. Public Comments

The public may address the governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card or alert them during Public Comments. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

No public comments were made

**Status:** Completed

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## 4. Consent Items

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#### 4.1. Personnel Report

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll call vote

- Greg Kimura: Yes
- Miguel Fletcher: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Miguel Fletcher: Yes

**Due date:**

**Status:** Completed

Documents

- 3.20.24. SCVi\_PersonnelReport\_\_ (2).pdf
- 

#### 4.2. Check Register

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll call vote

- Greg Kimura: Yes
- Miguel Fletcher: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Miguel Fletcher: Yes

**Due date:**

**Status:** Completed

Documents

- SCVi Payment Register\_20240313.pdf
  - SCVi Payment Register Summary\_20240313.pdf
- 

### 5. Discussion And Reports

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#### 5.1. Learner Board Ambassador Report

Learner Board Ambassador presented to the Board and answered questions of the Board

**Status:** Completed

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#### 5.2. School Director Report

Chad Powell and Martha Spansel Pellico presented the School Director Report to the Board and answered questions of the Board

**Status:** Completed

Documents

- 3\_20\_24 Site Director Board Report .docx.pdf
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### 5.3. Staff Board Ambassador Report

Desiree Lopez presented the Staff Board Ambassador Report to the Board and answered questions of the Board

**Status:** Completed

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### 5.4. Financial Committee Report

Greg Kimura presented the Financial Committee Report to the Board and answered questions of the Board

**Status:** Completed

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### 5.5. English Language Learner Assessment

Discuss the State assessment progress of the English Learner Program.

Michelle Bowes and Crystal Schoelen presented the English Language Learner Assessment to the Board and answered questions of the Board

**Status:** Completed

#### Documents

- EL Data Presentation SCVi March 2024.pdf
- 

### 5.6. Annual Form 700

Reminder to fill out the electronic Form 700 sent from the "COI Desk" through email by April 1.

Kim Lytle presented the Annual Form 700 to the Board and answered questions of the Board

**Status:** Completed

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## 6. Action Items

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### 6.1. Obsolete Technology and Equipment

Discuss and take action regarding technology and equipment that is no longer viable.

Chad Powell and Abed Rahman presented the Obsolete Technology and Equipment to the Board and answered questions of the Board

**Due date:**

**Status:** Completed

#### Documents

- SCVi Obsolete (March 2024).pdf
- 

### 6.2. K-12 Strong Workforce Program Grant MOU

Discuss and take action regarding the K-12 Strong Workforce Now Program Grant MOU with Santa Barbara Community College.

Allison Bravo presented the K-12 Strong Workforce Program Grant MOU to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll call vote

- Greg Kimura: Yes
- Miguel Fletcher: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Nicole Miller: Yes

**Due date:**

**Status:** Completed

Documents

- SCVi K12 SWP LEA MOU.pdf
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## 7. Closed Session

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### 7.1. Public Employee Performance Evaluation

Gov. Code section 54957(b)(1): School Director

**Status:** Completed

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### 7.2. Report of Closed Session

**Status:** Completed

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## 8. Board Comments

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### 8.1. Board Comments

Shely Berry announced that she has been inspired by our learners and has finalized changing her name and pronoun. From this point forward pronouns will be they/them and their name is Teddy Shelby

Board discussed the Dual Immersion program presentation.

Teddy & Nicole attended one of SCVi's tours and encouraged other Board Members to do the same.

**Status:** Completed

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## 9. Closing Items

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### 9.1. 2024 Annual Board Development Dinner

RSVP for the 2024 Annual Board Development Dinner on April 18 at 4:00 - 8:00 at the Mitchell River House, order your gift of gratitude, take the Board Member Survey, and sign up a tour that day if you wish to see our schools in action.

Kim Lytle presented the 2024 Annual Board Development Dinner to the Board and encouraged all to attend

**Status:** Completed

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### 9.2. Graduation Date

June 7th at Higher Vision

Graduation will be held on June 7th at Higher Vision Church. Time will be announced at a later date.

**Status:** Completed



### 9.3. Next Meeting Date

Next Board Meeting is on April 17, 2024 at 6:00pm

**Status:** Completed

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### 9.4. Adjournment

Meeting was adjourned at 7:40p

**Status:** Completed

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**EMPLOYMENT – NEW HIRES**

Prado, Victor Hugo	Substitute Facilitator	03.26.24
Albright, Justin	Instructional Specialist Part Time	03.11.24

**RESIGNATIONS/TERMINATIONS**

Edenfield, Rachel	Facilitator	03.29.24
Kingsley, Alan	iLEADership Resident	03.26.24
Tapia, Megan	Facilitator	03.11.24

**STATUS CHANGE**

NA

**Company Name:** Santa Clarita Valley International School  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 03/14/2024-04/10/2024

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	20,357.64
3402	Health & Welfare Benefits - Classified positions	10,488.13
3702	Retiree Benefits - Classified positions	150.00
4120	Core Curriculum - Software & Programs	75.60
4130	Other Curriculum	2,310.00
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	1,292.08
4325	Custodial Supplies	1,463.56
4330	Health & Safety	2,428.93
4335	Home Study Stipend	14,614.88
4340	Office Supplies	311.92
4345	Printing & Reproduction Supplies	1,445.29
4355	Facilities Supplies	928.79
4430	IT Equipment & Supplies	1,040.76
4740	Cafe Other Supplies	165.30
5220	Travel for Intersite Business - Mileage*	21.44
5510	Utilities - Electricity	6,042.39
5520	Utilities - Gas	469.20
5530	Utilities - Water	1,490.48
5540	Utilities - Trash	1,052.09
5550	Operations - Janitorial Services	2,017.00
5560	Operations - Security	293.30
5610	Rent - Facilities Rent and CAM Charges	5,027.00
5630	Repairs & Maintenance - Facilities	808.00
5803	Professional Services - Business Services	0.00
5805	Professional Services - Payroll Fees	3,168.50
5807	Professional Services - BTSAs	18,000.00
5808	Professional Services - Legal Fees	722.50
5809	Professional Services - Shared/Leased Employees	1,372.46
5827	Operating Expenditures - Other Benefit Fees	34.00
5829	Operating Expenditures - Events	847.75
5830	Operating Expenditures - Marketing & Advertising	4,341.93
5853	Student Services Expenditures - Student & Group Activities	41,890.18
5855	Student Services Expenditures - Substitutes	9,652.00
5910	Telephone & Fax	2,561.19
5920	Internet Services	800.00
5940	Postage Expense	49.97
9310	Prepaid Expenditures (Expenses)	10,374.14
9320	Deposits	31.76
9535	Retirement Liability	65,331.63
9536	403b Payable	1,050.00
<b>Grand Total</b>		<b>\$234,521.79</b>

**Company name:** Santa Clarita Valley International School  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 03/14/2024-04/10/2024  
**Created on:** 4/11/24  
**Location:** 110--Santa Clarita Valley International

Date	Vendor	Amount
3/14/24	ILEA300--iLEAD California	200.00
3/14/24	JYU000--Jiyu Martial Arts and Fitness	320.00
3/14/24	MANZ000--Nabor Hernandez Manzano	21.44
3/19/24	WEXH000--WEX Health Inc.	2,083.30
3/20/24	AMAZ100--Amazon Capital Services (iCA)	2,301.14
3/20/24	ATT110C--AT&T 0090	19.65
3/20/24	ATT110D--AT&T 7579	230.99
3/20/24	BAY110B--Bay Alarm Company 6072	293.30
3/20/24	DHME000--D H MECHANICAL	248.00
3/20/24	EDI110B--Southern California Edison 8155	1,633.56
3/20/24	EDI110C--Southern California Edison 4738	814.22
3/20/24	ELDO000--El Dorado County Office of Education	14,000.00
3/20/24	HORS000--Kim Wineland (Horse ETC)	400.00
3/20/24	INSI000--SC Publishing, Inc	147.00
3/20/24	MCCA000--McCalla Company	1,172.38
3/20/24	MELL000--Mellady Direct Marketing	2,298.55
3/20/24	OFFI001--Official Pest Prevention, Inc	105.00
3/20/24	PRUD000--Prudential Overall Supply	82.65
3/20/24	SCOO000--Scoot Education	7,458.00
3/20/24	SCV110A--SCV Water- Valencia Division 2301	225.79
3/20/24	SCV110B--SCV Water- Valencia Division 0301	244.75
3/20/24	SCV110C--SCV Water- Valencia Division 9302	22.08
3/20/24	SCV110D--SCV Water- Valencia Division 3301	22.08
3/20/24	SCV110E--SCV Water- Valencia Division 5302	22.08
3/20/24	SCV110F--SCV Water- Valencia Division 8303	213.94
3/20/24	SCV110G--SCV Water- Valencia Division 7302	22.08
3/20/24	SCV110H--SCV Water- Valencia Division 4302	221.05
3/20/24	SCV110I--SCV Water- Valencia Division 6304	263.71
3/20/24	SCV110J--SCV Water- Valencia Division 8301	210.84
3/20/24	SCV110K--SCV Water- Valencia Division 9301	22.08
3/20/24	SORS000--SOR Schools VI, LLC	280.00
3/20/24	WHA000--What's Up SCV	750.00
3/21/24	AMAZ100--Amazon Capital Services (iCA)	431.05
3/21/24	CODE003--Reeser Holdings LLC	199.00
3/21/24	MCCA000--McCalla Company	291.18
3/21/24	MELL000--Mellady Direct Marketing	246.38
3/21/24	READ001--Ready Refresh	150.57
3/25/24	AMAZ100--Amazon Capital Services (iCA)	987.28

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
3/25/24	ELDO000--El Dorado County Office of Education	4,000.00
3/25/24	Wood, Donna	229.41
3/25/24	HUCK000--HuckleBerry Center for Creative Learning [S]	275.00
3/25/24	LOSA003--Los Angeles County Tax Collector	-35,580.51
3/25/24	NAVI001--Navigate360, LLC	100.00
3/25/24	SUNL000--Sun Life Assurance Company of Canada	752.05
3/25/24	THom008--Thompson, Brigid E.	252.22
3/25/24	WEXH000--WEX Health Inc.	34.00
3/26/24	LOSA003--Los Angeles County Tax Collector	35,580.51
3/27/24	AMAZ100--Amazon Capital Services (iCA)	209.36
3/27/24	BOOK000--BookShark LLC	71.49
3/27/24	BRIG000--Bright Thinker Inc.	357.23
3/27/24	CALL001--Brent Call	203.57
3/27/24	HOME000--Home Science Tools [P]	33.24
3/27/24	LAKE000--Lakeshore Learning Materials	307.44
3/27/24	MATH002--Math-U-See, Inc [S]	67.56
3/27/24	OAKM000--Oak Meadow Inc [P]	545.12
3/27/24	OTCB000--OTC Brands Inc [P]	53.57
3/27/24	RAIN000--Rainbow Resource Center Inc [P]	629.77
3/28/24	AMAZ100--Amazon Capital Services (iCA)	1,114.27
3/28/24	AMER008--Ameritex Office Solutions	800.00
3/28/24	COLL004--College Board	75.60
3/28/24	GRAV001--Gravie, Inc	10,374.14
3/28/24	HOME003--Home Depot Credit Services	1,886.22
3/28/24	MOCK000--Trudy Mock	1,099.00
3/28/24	MUSI000--Music Mania	400.00
3/28/24	SCOO000--Scoot Education	329.00
3/28/24	TAPI002--Megan Tapia	14.77
3/28/24	THER004--The Reed Idea Lab, LLC	295.00
3/28/24	TIM110B--Time Warner Cable 2316	600.00
3/28/24	WHIT012--Whitaker Plumbing	350.00
3/29/24	ATT110E--AT&T 0778	570.05
3/29/24	CROS001--Crossroads Owners, Inc.	5,027.00
4/1/24	LOSA001--Los Angeles County Office of Education (LACOE)	65,331.63
4/1/24	NATI000--National Benefit Services	150.00
4/1/24	NATI000--National Benefit Services	900.00
4/1/24	NATI000--National Benefit Services	150.00
4/9/24	AMAZ100--Amazon Capital Services (iCA)	1,472.57
4/9/24	ATT110A--AT&T 8037	1,740.50
4/9/24	BLIC000--Blick Art Materials [P]	645.98
4/9/24	EDI110A--Southern California Edison 0668	3,594.61
4/9/24	EDTE000--EdTech 101	1,569.43
4/9/24	FACPR00--Facili-Pro LLC	2,017.00
4/9/24	FIDE000--Fidelity Security Life Insurance Company	472.56

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
4/9/24	FIDE000--Fidelity Security Life Insurance Company	174.73
4/9/24	FIDE000--Fidelity Security Life Insurance Company	174.73
4/9/24	FIDE000--Fidelity Security Life Insurance Company	483.25
4/9/24	GAS110B--SoCalGas 5410	50.35
4/9/24	GAS110C--SoCalGas 8533	191.52
4/9/24	GAS110D--SoCalGas 7473	118.91
4/9/24	GAS110E--SoCalGas 8697	72.58
4/9/24	GAS110H--SoCalGas 2166	35.84
4/9/24	HOME003--Home Depot Credit Services	31.76
4/9/24	HUCK000--HuckleBerry Center for Creative Learning [S]	1,354.34
4/9/24	iLEA010--iLEAD Online Charter	2,310.00
4/9/24	ILEA300--iLEAD California	1,372.46
4/9/24	ILEA300--iLEAD California	3,168.50
4/9/24	ILEA300--iLEAD California	49.97
4/9/24	KAIS000--Kaiser Foundation Health Plan	26,566.65
4/9/24	KHTS000--KHTS Radio	900.00
4/9/24	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	375.00
4/9/24	LAWO000--Law Offices of Young, Minney & Corr, LLP	722.50
4/9/24	LEGA003--Legal Shield	138.50
4/9/24	LITT001--Little School of Music [S]	826.49
4/9/24	MOXI000--MoxieBox Art	128.50
4/9/24	OFFI000--ODP Business Solutions LLC	1,966.73
4/9/24	OFFI001--Official Pest Prevention, Inc	105.00
4/9/24	PRUD000--Prudential Overall Supply	82.65
4/9/24	RAIN000--Rainbow Resource Center Inc [P]	281.66
4/9/24	SCHO015--School Zone Transportation, Inc	41,580.00
4/9/24	SCOO000--Scoot Education	1,865.00
4/9/24	TEAC004--Teaching Textbooks Inc [P]	291.80
4/9/24	THEA003--The ARTree Community Arts Center	144.80
4/9/24	WAS118A--WM Corporate Services, Inc 3008.	1,052.09
4/9/24	WILE000--Wileman, Gina M.	150.00
		<b>\$ 234,521.79</b>



SCVi  
School Directors Report - Chad Powell and Martha Spansel-Pellico  
4/17/24

**Professional Development and Instructional Leadership:**

- Grade-Level Collaboration
- WASC Prep

**Family and Community Engagement:**

- Virtual Information Night - March 26
- Tours
- Lottery
- Retention Events

**Enrollment (as of 4/10/24)**

Budgeted Enrollment - #725

Current Enrollment - #634

Total Learners on Wait List - #78 (Explorations)

**Implementing a Shared Vision:**

Staff/Facilitator's Pocket Guide: Core Values and Learner Outcomes

Self-Direction,  
Inclusive Collaboration  
Commitment to Excellence  
Servant Leadership  
Integrity  
Empathy

**Other:**

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2023 to June 30, 2024**

**Charter School Certification**

<b>Charter School Name:</b>	_____ Santa Clarita Valley International _____
<b>CDS #:</b>	_____ 19-65136-0117234 _____
<b>Charter Approving Entity:</b>	_____ William S Hart Union High _____
<b>County:</b>	_____ Los Angeles _____
<b>Charter #:</b>	_____ 0981 _____

For information regarding this report, please contact:

For Approving Entity:

Brittany Kruczynski

Name

Director of Fiscal Services

Title

661-259-0033 ext 414

Telephone

[bkuczynski@hartdistrict.org](mailto:bkuczynski@hartdistrict.org)

E-mail address

For Charter School:

Martha Spansel-Pellico and Chad Powell

Name

Directors

Title

661-705-4820

Telephone

[directors@scvi-k12.org](mailto:directors@scvi-k12.org)

E-mail address

To the entity that approved the charter school:

) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: \_\_\_\_\_

Charter School Official  
(Original signature required)

Date: \_\_\_\_\_

Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

To the William S Hart School District

) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_

Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Date: \_\_\_\_\_

Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_

County Superintendent/Designee  
(Original signature required)

Date: \_\_\_\_\_

**CHARTER SCHOOLS SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2023 to June 30, 2024**

Charter School Name: Santa Clarita Valley International  
 CDS #: 19-65136-0117234  
 Charter Approving Entity: William S Hart Union High  
 County: Los Angeles  
 Charter #: 0981

This charter school uses the following basis of accounting:

Please enter an "X" in the applicable box below; check only one box

- Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Original Budget	1st Interim	Board Approved 2nd Interim(B)	Actuals to Date	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
<b>A. REVENUES</b>									
1. LCFF Sources									
State Aid - Current Year	8011	5,664,172	3,873,643	3,672,000	1,843,164	3,672,000		3,672,000	0
Education Protection Account - Current Year	8012	627,661	2,017,291	2,195,413	1,082,119	2,195,413		2,195,413	0
State Aid - Prior Years	8019	-	0	0				0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	1,858,955	1,576,521	1,567,949	957,225	1,567,949		1,567,949	0
Other LCFF Transfers	8091, 8097	0	0					0	0
<b>Total, LCFF Sources</b>		<b>8,150,788</b>	<b>7,467,455</b>	<b>7,435,362</b>	<b>3,882,508</b>	<b>7,435,362</b>		<b>7,435,362</b>	<b>0</b>
2. Federal Revenues (see NOTE on last page)									
No Child Left Behind	8290		0					0	0
Special Education - Federal	8181, 8182	89,458	99,580	123,142	0		123,142	123,142	0
Child Nutrition - Federal	8220	101,074	0		0			0	0
Other Federal Revenues	8290	326,112	317,242	319,264	49,445	0	319,264	319,264	0
<b>Total, Federal Revenues</b>		<b>516,644</b>	<b>416,822</b>	<b>442,406</b>	<b>49,445</b>	<b>0</b>	<b>442,406</b>	<b>442,406</b>	<b>0</b>
3. Other State Revenues									
Special Education - State	StateRevSE	642,288	773,068	639,405	425,186		639,405	639,405	0
Child Nutrition Programs	8520	0	0		0			0	0
Mandated Costs Reimbursements	8550	20,882	18,828	18,716	20,599	18,716		18,716	0
Lottery - Unrestricted and Instructional Materials	8560	163,089	157,547	157,547	46,222	123,213	34,334	157,547	0
Low Performing Student Block Grant	8590	1,100,346	1,158,559	1,333,833	438,739		1,333,833	1,333,833	0
All Other State Revenues	StateRevAO	0	0					0	0
<b>Total, Other State Revenues</b>		<b>1,926,605</b>	<b>2,108,002</b>	<b>2,149,501</b>	<b>930,745</b>	<b>141,929</b>	<b>2,007,572</b>	<b>2,149,501</b>	<b>0</b>
4. Other Local Revenues									
Transfers from Sponsoring LEAs to Charter Schools	8791	0	0			0		0	0
All Other Local Revenues	LocalRevAO	305,725	227,474	204,670	55,060	204,670	0	204,670	0
<b>Total, Local Revenues</b>		<b>305,725</b>	<b>227,474</b>	<b>204,670</b>	<b>55,060</b>	<b>204,670</b>	<b>0</b>	<b>204,670</b>	<b>0</b>
<b>5. TOTAL REVENUES</b>		<b>10,899,762</b>	<b>10,219,753</b>	<b>10,231,939</b>	<b>4,917,759</b>	<b>7,781,961</b>	<b>2,449,978</b>	<b>10,231,939</b>	<b>0</b>
<b>B. EXPENDITURES</b>									
1. Certificated Salaries									
Teachers' Salaries	1100	2,865,899	2,612,213	2,622,096	1,552,950	2,167,222	454,874	2,622,096	0
Certificated Pupil Support Salaries	1200	211,456	271,537	206,625	121,151	206,625		206,625	0
Certificated Supervisors' and Administrators' Salaries	1300	271,320	289,186	289,996	170,544	289,996		289,996	0
Other Certificated Salaries	1900	0	85,125	85,375	49,708	85,375		85,375	0
<b>Total, Certificated Salaries</b>		<b>3,348,675</b>	<b>3,258,061</b>	<b>3,204,092</b>	<b>1,894,353</b>	<b>2,749,218</b>	<b>454,874</b>	<b>3,204,092</b>	<b>0</b>
2. Non-certificated Salaries									
Instructional Aides' Salaries	2100	378,899	239,347	248,515	130,007	9,168	239,347	248,515	0
Non-certificated Support Salaries	2200	102,737	223,341	267,581	152,979	44,240	223,341	267,581	0
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0		0	0
Clerical and Office Salaries	2400	206,817	206,817	214,827	127,267	146,086	68,741	214,827	0
Other Non-certificated Salaries	2900	192,209	132,980	134,601	77,783	1,621	132,980	134,601	0
<b>Total, Non-certificated Salaries</b>		<b>880,662</b>	<b>802,485</b>	<b>865,524</b>	<b>488,036</b>	<b>201,115</b>	<b>664,409</b>	<b>865,524</b>	<b>0</b>
<b>3. Employee Benefits</b>									
STRS	3101-3102	639,597	596,809	570,090	314,532	482,754	87,336	570,090	0
PERS	3201-3202	0	0	0	0	0	0	0	0
OASDI / Medicare / Alternative	3301-3302	115,926	135,680	142,660	75,231	54,503	88,157	142,660	0
Health and Welfare Benefits	3401-3402	324,436	264,836	372,217	218,775	354,707	17,510	372,217	0
Unemployment Insurance	3501-3502	20,440	15,313	15,950	7,941	4,426	11,524	15,950	0
Workers' Compensation Insurance	3601-3602	63,440	63,440	45,448	14,965	28,162	17,286	45,448	0
Retiree Benefits	3701-3702	10,568	0	1,051	300	1,051		1,051	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0		0	0
Other Employee Benefits	3901-3902	0	0	0	0	0	0	0	0
<b>Total, Employee Benefits</b>		<b>1,174,407</b>	<b>1,076,078</b>	<b>1,147,416</b>	<b>631,744</b>	<b>925,603</b>	<b>221,813</b>	<b>1,147,416</b>	<b>0</b>
<b>4. Books and Supplies</b>									
Approved Textbooks and Core Curricula Materials	4100	47,249	42,482	47,117	45,075	47,117		47,117	0
Books and Other Reference Materials	4200	744	760	817	817		817	817	0
Materials and Supplies	4300	350,721	325,680	319,568	190,603		319,568	319,568	0
Noncapitalized Equipment	4400	118,690	67,847	80,549	76,849	12,702	67,847	80,549	0
Food	4700	0	630	2,637	1,401	2,637		2,637	0
<b>Total, Books and Supplies</b>		<b>517,403</b>	<b>437,399</b>	<b>450,688</b>	<b>314,745</b>	<b>62,456</b>	<b>388,232</b>	<b>450,688</b>	<b>0</b>
<b>5. Services and Other Operating Expenditures</b>									
Subagreements for Services	5100	0	0	0	0	0		0	0
Travel and Conferences	5200	15,484	24,876	26,821	26,280	1,945	24,876	26,821	0
Dues and Memberships	5300	27,702	13,451	14,609	14,609			14,609	0
Insurance	5400	196,102	196,117	90,246	45,123	90,246		90,246	0
Operations and Housekeeping Services	5500	143,029	238,300	209,497	126,050	209,497		209,497	0
Rentals, Leases, Repairs, and Noncap. Improvements	5600	1,446,613	133,819	158,435	676,883	158,435		158,435	0
Professional/Consulting Services and Operating Expend.	5800	2,424,228	3,354,742	3,444,782	1,415,825	2,253,360	1,191,422	3,444,782	0
Communications	5900	26,900	45,847	64,057	37,530	64,057		64,057	0

Total, Services and Other Operating Expenditures		4,280,058	4,007,152	4,008,447	2,342,300	2,792,149	1,216,298	4,008,447	0
<b>6. Capital Outlay</b>									
(Objects 6100-6170, 6200-6500 for modified accrual basis only)									
Land and Land Improvements	6100-6170	0	0					0	0
Buildings and Improvements of Buildings	6200	0	0					0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0					0	0
Equipment	6400	0	0					0	0
Equipment Replacement	6500	0	0					0	0
Depreciation Expense (for accrual basis only)	6900	142,194	521,544	521,544	0	521,544		521,544	0
<b>Total, Capital Outlay</b>		<b>142,194</b>	<b>521,544</b>	<b>521,544</b>	<b>0</b>	<b>521,544</b>	<b>0</b>	<b>521,544</b>	<b>0</b>
<b>7. Other Outgo</b>									
Tuition to Other Schools	7110-7143	0	0	0	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0	0	0	0
Debt Service:									
Interest	7438	0	0	0	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0	0	0	0
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENDITURES</b>		<b>10,343,399</b>	<b>10,102,719</b>	<b>10,197,711</b>	<b>5,671,179</b>	<b>7,252,085</b>	<b>2,945,626</b>	<b>10,197,713</b>	<b>0</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>556,363</b>	<b>117,034</b>	<b>34,228</b>	<b>(753,420)</b>	<b>529,876</b>	<b>(495,648)</b>	<b>34,228</b>	<b>0</b>
Description	Object Code	Original Budget	1st Interim	Board Approved 2nd Interim(B)	Actuals to Date	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
<b>D. OTHER FINANCING SOURCES / USES</b>									
1. Other Sources	8930-8979	0	0	0	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	0	0	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	0	(495,648)	495,648	0	0
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(495,648)</b>	<b>495,648</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>556,363</b>	<b>117,034</b>	<b>34,228</b>	<b>(753,420)</b>	<b>34,228</b>	<b>0</b>	<b>34,228</b>	<b>0</b>
<b>F. FUND BALANCE, RESERVES</b>									
1. Beginning Fund Balance									
a. As of July 1	9791	1,059,735	1,059,735	986,034		986,034		986,034	0
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0	0					0	0
c. Adjusted Beginning Balance		1,059,735	1,059,735			986,034	0	986,034	
<b>2. Ending Fund Balance, Oct 31 (E + F.1.c.)</b>		<b>1,616,098</b>	<b>1,176,769</b>	<b>34,228</b>		<b>1,020,262</b>	<b>0</b>	<b>1,020,262</b>	
Components of Ending Fund Balance:									
Reserve for Revolving Cash (equals object 9130)	9711	0	0	0		0	0	0	0
Reserve for Stores (equals object 9320)	9712	0	0	0		0	0	0	0
Reserve for Prepaid Expenditures (equals object 9330)	9713	0	0	0		0	0	0	0
All Others	9719	0	0	0		0	0	0	0
Legally Restricted Balance	9740	1,616,098	1,176,769	34,228			0	0	0
Designated for Economic Uncertainties	9770					1,020,262		1,020,262	
Other Designations	9775, 9780					0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9796	0	0	0		0	0	0	0
<b>Undesignated / Unappropriated Amount</b>	<b>9790</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM**

Charter School Name: Santa Clarita Valley International  
 CDS #: 19-65136-0117234  
 Charter Approving Entity: William S Hart Union High  
 County: Los Angeles  
 Charter #: 0981  
 Fiscal Year: 2023-2024

2023-2024 (populated from Alternative Form Tab)						
Description	Object Code	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total	Totals for 2024-25	Totals for 2025-26
<b>A. REVENUES</b>						
1. LCFF Sources						
State Aid - Current Year	8011	3,672,000		3,672,000	3,759,228	3,929,413
Education Protection Account - Current Year	8012	2,195,413		2,195,413	2,212,099	2,272,490
State Aid - Prior Years	8019	0		0	0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	1,567,949		1,567,949	1,567,949	1,567,949
Other LCFF Transfers	8091, 8097	0		0		
<b>Total, LCFF Sources</b>		<b>7,435,362</b>		<b>7,435,362</b>	<b>7,539,276</b>	<b>7,769,852</b>
2. Federal Revenues						
No Child Left Behind	8290			0		
Special Education - Federal	8181, 8182		123,142	123,142	100,867	102,885
Child Nutrition - Federal	8220			0	0	0
Other Federal Revenues	8290	0	319,264	319,264	105,949	108,068
<b>Total, Federal Revenues</b>		<b>0</b>	<b>442,406</b>	<b>442,406</b>	<b>206,816</b>	<b>210,953</b>
3. Other State Revenues						
Special Education - State	StateRevSE		639,405	639,405	639,405	645,799
Child Nutrition Programs	8520			0		
Mandated Costs Reimbursements	8550	18,716		18,716	19,452	20,093
Lottery - Unrestricted and Instructional Materials	8560	123,213	34,334	157,547	156,691	156,691
Low Performing Student Block Grant	8590		1,333,833	1,333,833		
All Other State Revenues	StateRevAO			0	257,202	407,940
<b>Total, Other State Revenues</b>		<b>141,929</b>	<b>2,007,572</b>	<b>2,149,501</b>	<b>1,072,750</b>	<b>1,230,523</b>
4. Other Local Revenues						
Transfers from Sponsoring LEAs to Charter Schools	8791	0		0		
All Other Local Revenues	LocalRevAO	204,670	0	204,670	674,426	380,725
<b>Total, Local Revenues</b>		<b>204,670</b>	<b>0</b>	<b>204,670</b>	<b>674,426</b>	<b>380,725</b>
<b>5. TOTAL REVENUES</b>		<b>7,781,961</b>	<b>2,449,978</b>	<b>10,231,939</b>	<b>9,493,268</b>	<b>9,592,053</b>
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	2,167,222	454,874	2,622,096	2,411,062	2,430,187
Certificated Pupil Support Salaries	1200	206,625		206,625	131,948	131,948
Certificated Supervisors' and Administrators' Salaries	1300	289,996		289,996	284,886	284,886
Other Certificated Salaries	1900	85,375		85,375		
<b>Total, Certificated Salaries</b>		<b>2,749,218</b>	<b>454,874</b>	<b>3,204,092</b>	<b>2,827,896</b>	<b>2,847,021</b>
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	9,168	239,347	248,515	65,088	65,739
Non-certificated Support Salaries	2200	44,240	223,341	267,581	460,800	465,408
Non-certificated Supervisors' and Administrators' Sal.	2300			0		
Clerical and Office Salaries	2400	146,086	68,741	214,827	104,640	105,686
Other Non-certificated Salaries	2900	1,621	132,980	134,601	99,840	100,839
<b>Total, Non-certificated Salaries</b>		<b>201,115</b>	<b>664,409</b>	<b>865,524</b>	<b>730,368</b>	<b>737,672</b>
<b>3. Employee Benefits</b>						
STRS	3101-3102	482,754	87,336	570,090	540,128	545,529
PERS	3201-3202			0		
OASDI / Medicare / Alternative	3301-3302	54,503	88,157	142,660	96,877	97,846
Health and Welfare Benefits	3401-3402	354,707	17,510	372,217	342,217	345,639
Unemployment Insurance	3501-3502	4,426	11,524	15,950	21,350	21,563
Workers' Compensation Insurance	3601-3602	28,162	17,286	45,448	39,533	39,929
Retiree Benefits	3701-3702	1,051		1,051		
PERS Reduction (for revenue limit funded schools)	3801-3802			0		
Other Employee Benefits	3901-3902	0	0	0		
<b>Total, Employee Benefits</b>		<b>925,603</b>	<b>221,813</b>	<b>1,147,416</b>	<b>1,040,105</b>	<b>1,050,506</b>
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	47,117		47,117	47,117	47,588
Books and Other Reference Materials	4200		817	817	817	826
Materials and Supplies	4300		319,568	319,568	319,568	322,764
Noncapitalized Equipment	4400	12,702	67,847	80,549	45,001	45,451
Food	4700	2,637		2,637	2,636	2,662
<b>Total, Books and Supplies</b>		<b>62,456</b>	<b>388,232</b>	<b>450,688</b>	<b>415,139</b>	<b>419,291</b>
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100			0		
Travel and Conferences	5200	1,945	24,876	26,821	17,582	17,758
Dues and Memberships	5300	14,609		14,609	13,720	13,857

Insurance	5400	90,246		90,246	90,246	91,148
Operations and Housekeeping Services	5500	209,497		209,497	215,782	217,940
Rentals, Leases, Repairs, and Noncap. Improvements	5600	158,435		158,435	168,811	170,499
Professional/Consulting Services and Operating Expend.	5800	2,253,360	1,191,422	3,444,782	3,316,539	3,349,705
Communications	5900	64,057		64,057	46,765	47,232
<b>Total, Services and Other Operating Expenditures</b>		<b>2,792,149</b>	<b>1,216,298</b>	<b>4,008,447</b>	<b>3,869,445</b>	<b>3,908,139</b>
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170			0		
Buildings and Improvements of Buildings	6200			0		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0		
Equipment	6400			0		
Equipment Replacement	6500			0		
Depreciation Expense (for accrual basis only)	6900	521,544		521,544	521,543	521,543
<b>Total, Capital Outlay</b>		<b>521,544</b>	<b>0</b>	<b>521,544</b>	<b>521,543</b>	<b>521,543</b>
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0		0	0	0
All Other Transfers	7280-7299	0		0	0	0
Debt Service:						
Interest	7438	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENDITURES</b>		<b>7,252,085</b>	<b>2,945,626</b>	<b>10,197,711</b>	<b>9,404,496</b>	<b>9,484,172</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>529,876</b>	<b>(495,648)</b>	<b>34,228</b>	<b>88,772</b>	<b>107,881</b>
<b>Description</b>	<b>Object Code</b>	<b>Second Interim Budget Unrestricted</b>	<b>Second Interim Budget Restricted</b>	<b>Second Interim Budget Total</b>	<b>Totals for 2024-25</b>	<b>Totals for 2025-26</b>
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(495,648)	495,648	0	0	0
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>(495,648)</b>	<b>495,648</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>34,228</b>	<b>0</b>	<b>34,228</b>	<b>88,772</b>	<b>107,881</b>
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	986,034		986,034	1,020,262	1,109,034
b. Adjustments/Restatements to Beginning Balance	9793, 9795			0	0	0
c. Adjusted Beginning Balance		986,034	0	986,034	1,020,262	1,109,034
<b>2. Ending Fund Balance, Oct 31 (E + F.1.c.)</b>		<b>1,020,262</b>	<b>0</b>	<b>1,020,262</b>	<b>1,109,034</b>	<b>1,216,915</b>
Components of Ending Fund Balance:						
Reserve for Revolving Cash (equals object 9130)	9711	0	0	0	0	0
Reserve for Stores (equals object 9320)	9712	0	0	0	0	0
Reserve for Prepaid Expenditures (equals object 9330)	9713	0	0	0	0	0
All Others	9719	0	0	0	0	0
Legally Restricted Balance	9740		0	0	0	0
Designated for Economic Uncertainties	9770	1,020,262		1,020,262	1,109,034	1,216,915
Other Designations	9775, 9780	0	0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9796	0	0	0	0	0
Undesignated / Unappropriated Amount	9790	0	0	0	0	0

Object	2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Adjustments	TOTAL	
		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Projection	Projection	Projection				Projection
<b>Actuals required through the month of : October</b>																	
<b>A. BEGINNING CASH</b>		986,034	3,574,709	2,831,518	2,174,737	3,515,161	3,587,952	2,820,996	3,555,950	3,010,101	601,078	1,162,881	1,314,900				
<b>B. RECEIPTS</b>																	
LCFF/Revenue Limit Sources																	
Principal Apportionment	8010-8019	5,867,413	200,344	200,344	901,679	360,619	360,619	901,678	588,426	588,426	588,426	588,426	588,426	0		5,867,413	
In Lieu Property Taxes	8099	1,567,949			497,757	153,156	153,156	153,156	0	0	610,724	0	0			1,567,949	
Miscellaneous Funds	8080-8098															0	
Federal Revenue	8100-8299	442,406			16,424			33,021	0	157,184	0	0	235,777			442,406	
Other State Revenue	8300-8599	2,149,501	38,229	48,872	79,455	319,165	87,206	154,815	203,004	243,751	243,751	243,751	243,751			2,149,501	
Other Local Revenue	8600-8799	204,670	289	14,184	7,694	4,148	11,622	5,699	68,820	0	0	80,789	0			204,670	
Interfund Transfers In	8910-8929	0														0	
All Other Financing Sources	8930-8979	0							0	0	0	0	0			0	
<b>TOTAL RECEIPTS</b>		<b>10,231,939</b>	<b>38,518</b>	<b>263,400</b>	<b>287,493</b>	<b>1,739,173</b>	<b>612,406</b>	<b>680,211</b>	<b>1,296,558</b>	<b>900,998</b>	<b>989,362</b>	<b>1,442,901</b>	<b>912,966</b>	<b>1,067,954</b>	<b>0</b>	<b>0</b>	<b>10,231,939</b>
<b>C. DISBURSEMENTS</b>																	
Certificated Salaries	1000-1999	3,204,092	250,636	312,445	268,060	271,203	260,577	265,414	266,019	261,948	235,753	288,143	248,850	275,045		3,204,092	
Classified Salaries	2000-2999	865,524	28,117	57,712	81,806	74,924	85,222	103,803	56,452	75,498	67,948	83,047	71,723	79,273		865,524	
Employee Benefits	3000-3999	1,147,416	85,691	99,107	68,838	105,049	90,231	93,487	89,340	103,134	92,821	113,448	97,978	108,291		1,147,416	
Books and Supplies	4000-4999	450,688	65,254	50,851	56,035	31,542	34,170	48,065	28,828	27,189	24,470	29,908	25,829	28,548		450,688	
Services	5000-5999	4,008,447	239,608	321,898	355,620	292,613	311,773	399,273	421,514	333,229	299,906	366,552	316,568	349,891		4,008,447	
Capital Outlay	6000-6599	521,544											521,544			521,544	
Other Outgo	7000-7499															0	
Interfund Transfers Out	7600-7629															0	
All Other Financing Uses	7630-7699															0	
<b>TOTAL DISBURSEMENTS</b>		<b>10,197,711</b>	<b>669,306</b>	<b>842,012</b>	<b>830,359</b>	<b>775,331</b>	<b>781,974</b>	<b>910,043</b>	<b>862,153</b>	<b>800,998</b>	<b>720,898</b>	<b>881,098</b>	<b>760,948</b>	<b>1,362,592</b>	<b>0</b>	<b>0</b>	<b>10,197,711</b>
<b>D. BALANCE SHEET ITEMS</b>		<b>Beginning</b>															
<b>Assets and Deferred Outflows</b>																	
Cash Not In Treasury	9111-9199	3,620,710	45,780	743,441	656,619	(1,340,262)	(72,791)	769,656	(732,755)	(69,689)						(0)	
Accounts Receivable	9200-9299	1,572,865	574,755	574,755	574,755	574,755	574,755	574,755	574,755	(4,023,286)						(0)	
Due From Other Funds	9310	110,522	82,811	5,887	(18,367)	879	(879)	(18,799)	(1,512)	(50,020)						0	
Stores	9320	29,622														0	
Prepaid Expenditures	9330	110,919														0	
Other Current Assets	9340	14,864,762														0	
Deferred Outflows of Resources	9490	0														0	
<b>SUBTOTAL</b>		<b>20,309,400</b>	<b>703,347</b>	<b>1,324,083</b>	<b>1,213,007</b>	<b>(764,627)</b>	<b>501,085</b>	<b>1,325,611</b>	<b>(159,511)</b>	<b>(4,142,995)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	
<b>Liabilities and Deferred Inflows</b>																	
Accounts Payable	9500-9599	(1,726,585)	72,558	216,527	328,740	(13,436)	(138,915)	450,025	(300,904)	(614,595)						(0)	
Due To Other Funds	9610	0														0	
Current Loans	9640	0														0	
Unearned Revenues	9650	0														0	
Deferred Inflows of Resources	9690	(18,582,815)														0	
<b>SUBTOTAL</b>		<b>(20,309,400)</b>	<b>72,558</b>	<b>216,527</b>	<b>328,740</b>	<b>(13,436)</b>	<b>(138,915)</b>	<b>450,025</b>	<b>(300,904)</b>	<b>(614,595)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	
<b>Nonoperating</b>																	
Suspense Clearing	9910	(0)	2,588,675	(1,272,135)	(998,182)	1,127,773	(397,640)	(1,412,711)	159,156	2,882,551	(2,677,487)			0	0	0	
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>(0)</b>	<b>3,219,463</b>	<b>(164,579)</b>	<b>(113,915)</b>	<b>376,582</b>	<b>242,360</b>	<b>(537,124)</b>	<b>300,549</b>	<b>(645,849)</b>	<b>(2,677,487)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>			<b>2,588,675</b>	<b>(743,191)</b>	<b>(656,781)</b>	<b>1,340,423</b>	<b>72,791</b>	<b>(766,956)</b>	<b>734,954</b>	<b>(545,849)</b>	<b>(2,409,023)</b>	<b>561,804</b>	<b>152,019</b>	<b>(294,638)</b>	<b>0</b>	<b>0</b>	<b>34,228</b>
<b>F. ENDING CASH (A + E)</b>			<b>3,574,709</b>	<b>2,831,518</b>	<b>2,174,737</b>	<b>3,515,161</b>	<b>3,587,952</b>	<b>2,820,996</b>	<b>3,555,950</b>	<b>3,010,101</b>	<b>601,078</b>	<b>1,162,881</b>	<b>1,314,900</b>	<b>1,020,262</b>			
<b>G. ENDING CASH, PLUS ACCRUALS</b>																<b>1,020,262</b>	

Santa Clarita Valley International

2024-2025 2nd Interim Cash Flow Worksheet

Actuals required through the month of : October	Object	2024-2025	July Projection	August Projection	September Projection	October Projection	November Projection	December Projection	January Projection	February Projection	March Projection	April Projection	May Projection	June Projection	Accruals	Adjustments	TOTAL
A. BEGINNING CASH			1,020,262	952,314	628,779	463,997	348,386	902,366	812,412	567,119	663,290	(453,718)	628,875	753,643			
B. RECEIPTS																	
LCHF/Revenue Limit Sources																	
Principal Apportionment	8010-8019	5,971,327	179,140	179,140	358,280	358,280	358,280	358,280	358,280	656,846	656,846	656,846	656,846	656,846	537,419		5,971,327
In Lieu Property Taxes	8099	1,567,949	0	0	0	0	627,180	0	0	0	0	940,769	0	0			1,567,949
Miscellaneous Funds	8080-8098																0
Federal Revenue	8100-8299	206,816	0	0	0	0	0	0	0	0	82,726	0	0	124,090			206,816
Other State Revenue	8300-8599	1,072,750	107,275	107,275	107,275	107,275	107,275	107,275	107,275	64,365	64,365	64,365	64,365	64,365			1,072,750
Other Local Revenue	8600-8799	674,426	67,443	33,721	67,443	101,164	80,931	80,931	33,721	20,233	33,721	60,698	67,443	26,977			674,426
Interfund Transfers In	8910-8929																0
All Other Financing Sources	8930-8979																0
<b>TOTAL RECEIPTS</b>		<b>9,493,268</b>	<b>363,857</b>	<b>320,136</b>	<b>532,997</b>	<b>566,719</b>	<b>1,173,665</b>	<b>546,486</b>	<b>499,276</b>	<b>741,444</b>	<b>837,659</b>	<b>1,722,679</b>	<b>788,654</b>	<b>872,278</b>	<b>537,419</b>	<b>0</b>	<b>9,493,268</b>
C. DISBURSEMENTS																	
Certificated Salaries	1000-1999	2,827,896	193,428	214,637	233,301	233,019	240,088	234,433	242,351	251,117	242,916	240,937	250,834	250,834			2,827,896
Classified Salaries	2000-2999	730,368	42,946	57,845	58,356	53,025	55,800	54,266	57,626	61,643	74,351	68,874	72,818	72,818			730,368
Employee Benefits	3000-3999	1,040,105	45,349	109,523	43,060	127,933	36,196	84,665	136,774	45,453	86,017	88,409	118,364	118,364			1,040,105
Books and Supplies	4000-4999	415,139	27,482	16,730	89,878	67,917	27,814	23,414	32,837	29,143	29,433	19,885	26,901	26,901			415,139
Services	5000-5999	3,869,445	112,601	244,936	273,183	200,437	263,896	235,262	284,404	254,223	1,522,240	212,433	201,985	63,846			3,869,445
Capital Outlay	6000-6599	521,543												521,543			521,543
Other Outgo	7000-7499																0
Interfund Transfers Out	7600-7629																0
All Other Financing Uses	7630-7699																0
<b>TOTAL DISBURSEMENTS</b>		<b>9,404,496</b>	<b>421,805</b>	<b>643,671</b>	<b>697,779</b>	<b>682,330</b>	<b>619,685</b>	<b>636,440</b>	<b>744,569</b>	<b>645,273</b>	<b>1,954,667</b>	<b>640,085</b>	<b>663,886</b>	<b>1,054,306</b>	<b>0</b>	<b>0</b>	<b>9,404,496</b>
D. BALANCE SHEET ITEMS		Beginning															
Assets and Deferred Outflows																	
Cash Not In Treasury	9111-9199																0
Accounts Receivable	9200-9299																0
Due From Other Funds	9310																0
Stores	9320																0
Prepaid Expenditures	9330																0
Other Current Assets	9340																0
Deferred Outflows of Resources	9490																0
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Liabilities and Deferred Inflows																	
Accounts Payable	9500-9599																0
Due To Other Funds	9610																0
Current Loans	9640																0
Unearned Revenues	9650																0
Deferred Inflows of Resources	9690																0
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Nonoperating																	
Suspense Clearing	9910																0
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
E. NET INCREASE/DECREASE (B - C + D)			(67,948)	(323,535)	(164,781)	(115,612)	553,981	(89,954)	(245,293)	96,171	(1,117,008)	1,082,593	124,767	(182,028)	537,419	0	88,772
F. ENDING CASH (A + E)			952,314	628,779	463,997	348,386	902,366	812,412	567,119	663,290	(453,718)	628,875	753,643	571,614			
G. ENDING CASH, PLUS ACCRUALS																	<b>1,109,034</b>



<b>Santa Clarita Valley International</b>							
<b>If no debt, check here</b>	<b>x</b>						
	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
State School Building Loans Payable	0.00	0.00	0	0	0	0	
Certificates of Participation Payable	0.00	0.00	0	0	0	0	
Capital Leases Payable	0.00	0.00	0	0	0	0	
Lease Revenue Bonds Payable	0.00	0.00	0	0	0	0	
Other Debt (1)*	0.00	0.00	0	0	0	0	
Net Pension Liability	0.00	0.00	0	0	0	0	
Total/Net OPEB Liability	0.00	0.00	0	0	0	0	
Compensated Absences Payable	0.00	0.00	0	0	0	0	
<b>Governmental activities long-term liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Business-Type Activities:</b>							
State School Building Loans Payable			0			0	
Certificates of Participation Payable			0			0	
Capital Leases Payable	14,675,165.79	0.00	14,675,166	0	1,142,539	13,532,627	1,142,539.00
Lease Revenue Bonds Payable			0			0	
Other Debt (2)*			0			0	
Net Pension Liability			0			0	
Total/Net OPEB Liability			0			0	
Compensated Absences Payable			0			0	
<b>Business-type activities long-term liabilities</b>	<b>14,675,166</b>	<b>0</b>	<b>14,675,166</b>	<b>0</b>	<b>1,142,539</b>	<b>13,532,627</b>	<b>1,142,539</b>
Other Debt (1)* _____							
Other Debt (2)* _____							
	<b>Total (from above)</b>	<b>Principal</b>	<b>Interest</b>	<b>Interest Object Code</b>			
Governmental Decreases	<b>0.00</b>						
Business Type Decreases	<b>1,142,539.00</b>	116,986	1,025,553	5826			

\*SCVI has a leased facility that is part of a CSFA Bond transaction.



**Administration of Medications, Emergencies, Anti-Seizure Medication, Opioid Antagonist Administration, Administration of Medicinal Cannabis and Head Lice**

Board Policy Date Approved:

**Administration of Medications**

**Objective:**

To establish guidelines and procedures for safe and responsible administrations of medications to learners during school hours or outside of school activities.

**Scope:**

These policies apply to all school staff responsible for administering medications to learners during school hours and activities, including school field trips, and camps or other activities that typically involve at least one overnight stay away from home, if administration of the medication is absolutely necessary during school hours and the learner cannot self-administer or another family member cannot administer the medication at school.

**Responsibilities:**

Medication administration by nursing and non-nursing school staff, policies and procedures shall be consistent with federal and state laws.

**Procedure:**

The following information for medication administration in school is to establish clear and standardized guidelines for the safe and responsible handling of medications for learners.

**Administration of Medications -Requirements for Administration or Assistance**

Authorized Personnel: A nurse who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to learners. When a school nurse is not available, a designated School employee who has been trained, will administer the medication or otherwise assist the learners in agreement with the authorized healthcare provider's written statement and parent written consent.

**Medication Authorization:**

**SCVi**

*iLEAD's Founding School*

28060 Hasley Canyon Road, Castaic, CA 91384

(661) 705-4820 • (661) 362-8066 efax/voice mail • (661) 607-0295 fax • SCVi-K12.org

Before the school can allow a learner to carry and self administer any medication prescribed, or have authorized school personnel assist to administer medications to a learner, the school must receive a copy of all the following documentation:

- The School shall obtain, from parent/guardian, the Request for Medication to be taken during school hours form: [Request for Medication form during school hours](#) .
- The authorization form must include:
  - Authorization from the learner's parent/ guardian and be completed by their authorized health care provider with contact information, the written authorization should provide permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- The school shall, ensure authorization form includes learners name, medication name, dosage, frequency, special instructions, including the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the learner is able to self-administer the medication and a written statement from the parent/guardian consenting to the learner's self-administration and releasing the School and its personnel from civil liability if the self-administering learner suffers an adverse reaction by self-administering his/her medication.

#### **Safe Practices for Medication Administration:**

- New medication form by the parent/ guardian and the authorized health care provider shall be required annually and whenever there is a change in the learner's authorized health care provider, or a change in the medication.
- Parent(s)/guardian(s) of learners requiring administration of medication or assistance with administration of medication shall personally deliver the medication for administration to the health office.
- School nurse or other designated school personnel shall:
  - Accept delivery of medications from parent/ guardian and count and record them upon receipt in the medication check in log [Medication check in/ Sign in sheet](#).
- The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees are designated to administer medication to the learner.
- If there is not a current medication form on file, provided by the learner's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication.
- If medication is expired or medication form is not current, the parent will be advised to pick up medication as soon as possible or provide medication form signed by their child's physician.

- If a parent has to be called and the parent wishes, the parent can come to the school, and administer medication to their child, the school must keep a log: [Medication administered by parent log in sheet](#) for each child receiving medication from their parent and have the parent sign the log along with the name of the medication that is being administered.
- The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.
- Parent(s)/guardians (s) of learners who have previously provided consent for the School to administer medication or assist a learner with administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

#### **Storage of Medication:**

- Medication for administration to learners shall be maintained in the office of the School nurse or designee in a locked cabinet.
- It shall be clearly marked for easy identification.
- If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the School nurse and other authorized personnel.
- If stored medication is unused, discontinued or outdated, the medication shall be returned to the learner's parent/guardian where possible.
- If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

#### **Confidentiality:**

- School personnel with knowledge of the medical needs of learners shall maintain the learners' confidentiality.
- Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures learner confidentiality.
- All medication records or other documentation relating to a learner's medication needs shall be maintained in a location where access is restricted to the School Director, the School nurse or other designated School employees.

#### **Deviation from Authorized Health Care Provider's Written Statement:**

If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows:

- 1) If discovery is made by a licensed healthcare professional, notification of the deviation shall be in accordance with applicable standards of professional practice;
- 2) If discovery is made by an individual other than a licensed healthcare professional, notification shall be given to the School Director, the learner's parent/guardian, any School employees that are licensed health care professionals and the learner's authorized health care provider.

#### **Medication Administration:**

(The following steps will be taken each time a learner is assisted in taking medication)

1. Identify the authorized staff member responsible for medication administration.
2. Wash hands thoroughly before and after administering medications.
3. Administer medications according to the authorized dosage and schedule.
4. Verify the learner's identity, by name and date of birth before administering the medication.
5. Double-check the medication against the authorized medication form to ensure accuracy.
6. Tip the pill bottle so the pill falls into the upturned lid, and allow the learner to take the pill from the upturned lid. If inhaler, hand it to the learner. Observe the learner taking the medication.
7. Record all medication administrations in a dedicated log.
8. Include date, time, medication name, route of medication, amount and staff members first, last name and initials.
9. The school will report to a learner's parent/guardian and the director or site administrator any refusal by the learner to take medication.
10. Report to the site administrator the learner's parent/ guardian and if necessary the authorized healthcare provider if medication was not administered properly, wrong medication given, or failure to administer medication in accordance with the provider's written statement.

### **Specialized Physical Health Care Services for Individuals with Exceptional Needs:**

#### **Authorized Personnel:**

The following individuals may assist learners with exceptional needs who require specialized physical health care services during the regular school day:

1. Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
  - a. Routine for the pupil;
  - b. Pose little potential for harm for the pupil;
  - c. Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
  - d. Does not require a nursing assessment interpretation, or decision making by the designated school personnel
3. Persons providing specialized physical health care services for learners with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health or other services for learners with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

### **Emergencies and Emergency Medication**

#### **Objectives:**

- To establish guidelines and policies for effectively responding to various types of emergencies that occur at school.
- To establish guidelines and policies for the safe and timely administration of emergency medications to learners at school when medically necessary.

#### **Scope:**

- These policies apply to all school personnel, learners, and visitors during school hours, extracurricular activities and school events.
- These policies apply to all school staff for administering Emergency medications during school hours, and extracurricular activities and events.

#### **Responsibilities:**

- Emergencies- Emergency situations shall be handled in a timely manner. When necessary the appropriate personnel will be called to assist.
- Emergency medication administered by school personnel, shall follow policies and procedures and be consistent with guidelines, federal and state laws.

#### **First Aid and CPR:**

- All facilitators are encouraged to be certified in first aid and CPR as well as getting recertified every 2 years in either first aid or CPR.
- Every classroom is encouraged to have a First Aid Kit containing appropriate supplies.
- First aid will be administered whenever necessary by trained staff members.

#### **Resuscitation Orders:**

- School employees who are trained are expected to respond to emergency situations without discrimination.
- If any learner needs resuscitation, trained staff shall make every effort to resuscitate him/her.
- The School does not accept or follow any parental or medical "do not resuscitate" orders.
- School staff should not be placed in the position of determining whether such orders should be followed.



- The School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

### **Emergency Contact Information:**

- For the protection of a learner's health and welfare, the School shall require the parent/guardian(s) of all learners to keep current with the School emergency information including the home address and telephone number.
- Business address and telephone number of the parent/guardian(s).
- The name, address and telephone number of a relative or friend who is authorized to care for the learner in any emergency situation if the parent/guardian cannot be reached.

### **Emergency Medications/ Emergency Aid to learners with Anaphylactic Reaction:**

- The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction.
- The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414.
- Trained School personnel shall immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at School or a School related activity when a physician is not immediately available.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency epinephrine auto- injectors;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of epinephrine auto-injectors;
  - Documentation as to which School personnel will obtain the prescription from the identified individual, and the medication from a pharmacist.
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the epinephrine auto-injector is used, the school nurse or other qualified personnel shall restock as soon as reasonably possible, no later than two weeks.
- Epinephrine auto-injectors should be restocked before their expiration date.(Education Code 49414)
- In the event that Epinephrine auto-injector pen is used, notify the school network nurse via email at [:nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using epinephrine auto-injector, by using the [Epinephrine Administration Tracking log.docx](#) tracking sheet. This information is used when applying for additional EpiPens through the EpiPens4Schools program.

### **Emergency Medication for Opioid Overdose:**

- The school may elect to provide emergency naloxone hydrochloride to schools for the purpose of providing emergency medical aid to persons suffering from or suspected to be suffering from an opioid overdose.
- Trained school personnel shall immediately administer emergency naloxone hydrochloride to any person exhibiting symptoms of opioid overdose at school or school activity.
- The School Director or designee can or designate one or more volunteer employees to receive initial and annual refresher and training at no cost.
- In determining whether to make this medication available, the School Director or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)
- When available at the site, the school nurse shall provide emergency naloxone hydrochloride for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity.
- Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)
- The following form [Solicitation of Volunteer Nonmedical School Personnel - Google Docs.pdf](#) will be used for non licensed school employees volunteering to administer naloxone hydrochloride.
- An employee who volunteers may rescind his or her offer to administer emergency naloxone hydrochloride or another opioid antagonist at any time, including after receipt of training.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency naloxone hydrochloride;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of naloxone hydrochloride;
  - Documentation as to which School personnel will obtain the prescription from the identified individual and the medication from a pharmacist
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the naloxone hydrochloride is used, the school nurse or other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, no later than two weeks, the medication should be restocked before its expiration date.
- In the event that naloxone hydrochloride is used, notify the school network nurse via email at [:nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using Naloxone kits, or reversals (lives saved) using the [Report of Naloxone Administration](#) tracking sheet. This



information is used when applying for additional naloxone kits through NDP (Naloxone Distribution Program).

### **Administration of Emergency Anti-Seizure Medication:**

If a learner diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the learner's health care provider, the school, upon receipt from the learner's parent or guardian, may designate one or more volunteers at the learner's school to receive initial and annual refresher training, based on prescribed standards, regarding the emergency use of anti-seizure medication from the school nurse or other qualified person designated by an authorizing physician and surgeon.

- A school nurse, or if the school nurse is not available or onsite, a properly trained volunteer may administer emergency anti-seizure medication in accordance with the Education Code to a learner diagnosed with seizures, a seizure disorder, or epilepsy if the learner is suffering from a seizure.
- The volunteer training shall be in line with the minimum standards of training established by the Superintendent of Public Instruction and shall include all of the following:
  - Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms;
  - Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy
  - Basic emergency follow up procedures;
  - Written materials covering the information required by statute.

An employee who volunteers may rescind their offer to administer emergency anti-seizure medication at any time, including after receipt of training.

- If the school obtains written consent from a parent or guardian and a seizure action plan from the learner healthcare provider, to request for assistance with administration of anti-seizure medication in accordance with Section 99.30 of Title 34 of the Code of Federal Regulations, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.
- The following form [Volunteer for emergency seizure medication](#) will be used for unlicensed school employees volunteering to administer emergency anti-seizure medication.
- Seizure Action Plan: Before administering emergency anti-seizure medication or therapy, the School shall obtain from the learner's parent or guardian a seizure action plan that includes all of the following:
  - Authorization, in writing, for the medication to be administered to the learner at school;
  - Authorization shall be renewed each school year, unless needed sooner;
  - A copy of a statement, in writing from the learner's health care provider that includes the following:
    - Learner's name;
    - The name and purpose of the medication;

- The prescribed dosage;
- The method of administration;
- The frequency with which the medication may be administered;
- Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary;
- The circumstances under which the medication may be administered;
- Any potential adverse responses by the learner and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number;
- A protocol for observing the learner after a seizure, including, but not limited to, whether the learner should rest in the school office, whether the learner may return to class, and the length of time the learner should be under direct observation;
- How and where the emergency anti-seizure medication will be stored at the school.

If the School obtains written consent, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.

The School shall notify the nurse, or the school administrator (or designee) if there is no nurse, if an employee at the school administers an anti-seizure medication to a learner. The notice shall be kept on file in the health office or the school administrator's office.

### **Administration of Medicinal Cannabis:**

It is the policy of the School to allow a parent or guardian of a learner to possess and administer to a learner who is a qualified patient pursuant to Health and Safety Code section 11362.7, et seq., medicinal cannabis at the school site, subject to the following requirements.

- It is not required for a School staff member to administer medicinal cannabis to a learner.
- The parent/guardian shall not administer the medicinal cannabis in a manner that disrupts the educational environment or exposes other pupils to medicinal cannabis.
- It is in the sole discretion of the School as to what disrupts the educational environment.
- Medicinal Cannabis must be brought by the parent(s)/guardian(s) to the school site for administration.
- The parent/guardian will then remove any medicinal cannabis left on the school site after the medicinal cannabis has been administered to their learner and take home with them.
- Before administering the medicinal cannabis, the parent/guardian shall provide the school a valid written medical documentation for medicinal cannabis for the learner to be kept on file at the school.
- For purposes of confidentiality and disclosure, learner records collected in accordance with this policy shall be treated as medical records and shall be subject to all provisions of state and federal law that govern the confidentiality and disclosure of medical records.

This policy may be amended or rescinded at a regularly scheduled board meeting for any reason, including but not limited to, if the School is at risk of, or has lost, federal funding as a result of the policy. The policy may be amended or rescinded at a special meeting if both of the following are met:

- Exigent circumstances necessitate an immediate change to the policy; and
- At the meeting the governing board will address the intent to amend or rescind the policy.

For purposes of this policy, cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients. Medicinal cannabis excludes medicinal cannabis or cannabis products in a smokeable or vapeable form.

### Lice Guidelines and Policy

**Objective:**

To establish guidelines and policies for the identification management and prevention of lice infestations among learners at school.

**Scope:**

These policies apply to all school staff, learners, parents/guardians in the school community.

**Responsibilities:**

Policies and procedures shall be consistent that learners with head lice should be cared for appropriately, and actions are taken to minimize risk of cross infection.

- To prevent the spread of head lice infestations, school personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible.
- School personnel shall maintain the privacy of learners identified as having head lice.
- The nurse, or designee, shall examine the learner and any siblings of affected learners or members of the same household.
- If live head lice are found on a learner(s) at school, or infestation is suspected, parents/guardians shall be notified by the end of the school day and provided educational materials, such as [CDPH Head Lice Flyer](#) and [How-To Guide for Nit Combing](#) to instruct parent/guardian on the proper treatment and control of head lice.
- The learner's parent/guardian shall be notified that their child will be rechecked the following day upon their return to school after treatment of over-the-counter use or prescription lice killing product has been completed and will be permitted to stay in class if no active head lice are found. Should nits be found, the learner can continue attending school.

- If it is determined that the learner remains infected with active head lice or it is a recurring issue the school nurse or designee shall contact the learner's parent/guardian to discuss treatment. If necessary the school nurse or designee may provide additional resources that include the local health department, health care providers, or other agencies to determine the best approach to identify and resolve the impact of the child's recurring louse infestation. The school (director) or designee recognizes that head lice infestations among learners require treatment, but do not pose a risk of transmitting disease.
- The school (director) or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces learner absences.
- Encouraging parents/guardians to perform additional checks for head lice after treatment may help determine if treatment was successful and/or if an active head lice infestation has been resolved.
- In the event of one or more persons infested with lice in a classroom, it shall be at the school's discretion if a classroom or school-wide notification will be sent out to notify other learners and parent/guardian of the exposure to head lice and provide them with information about the detection and treatment of head lice.
- If school notifies parent/guardian of the exposure, the exposure letter [Head Lice Notification template](#) may be used.
- For up to date information on Lice prevention: [CDPH Guidance on Head Lice Prevention and control for K-12 School](#)

**MASTER MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
THE COUNTY OF LOS ANGELES  
AND THE \_\_\_\_\_ SCHOOL [CHARTER OR PRIVATE SCHOOL] FOR  
SCHOOL-SPONSORED RECREATION**

This master memorandum of agreement ("**MOA**" or "**Agreement**") is effective as of April 17 \_\_\_\_\_, 2024, by and between the COUNTY OF LOS ANGELES, a body corporate and politic ("**County**") and the SCVi, a California nonprofit public benefit corporation [**EXAMPLE ONLY**; SCHOOL TO INSERT APPROPRIATE CORPORATE DESCRIPTION] organized and existing under the laws of the State of California ("**School**") (collectively, the "Parties").

**RECITALS**

WHEREAS, the County through its Department of Parks and Recreation ("**DPR**") owns, operates, manages, and maintains parks, trails, aquatic and sports facilities, community centers, lands and other real property ("**DPR Property**") for the provision of recreational and community services;

WHEREAS, the School is a School California nonprofit public benefit organization that operates local [private/charter] K-12 schools in Los Angeles County;  
28700 Quincy St.,

WHEREAS, the County owns certain real property located at \_\_\_\_\_, California currently known as <sup>Hasley Canyon</sup> \_\_\_\_\_ Park (the "**Park**"). The County owns, operates and maintains the Park and its grounds, consisting of approximately \_\_\_\_\_ ( ) acres developed park and open area; [**NOTE: THIS IS INTENDED FOR SCHOOLS THAT RESERVE RECURRING, SEASONAL USE OF A PARTICULAR PARK OR FACILITY AT THE TIME OF THE EXECUTION OF THIS MOA; DELETE OR MODIFY AS APPROPRIATE**]

WHEREAS, the Board of Supervisors of the County ("**Board**") has authority to let or license the use of its real property to school organizations for the purpose of conducting athletic events participated in by such schools and for public and recreation purposes pursuant to Government Code section 25907;

WHEREAS, on February 23, 2021, the Board approved new fees and revisions to existing parks and recreation fees that do not exceed the cost of service, which are periodically updated;

WHEREAS, pursuant to Education Code sections 17604 and 81655, contracts with school district and community college districts are not valid and enforceable unless approved and ratified by the partnering school or District Board. School shall be required to submit proof of Board approval or ratification of the agreement before commencing use of County property;

WHEREAS, the School desires to use DPR Property, including the Park, for short-term school-sponsored activities on the terms and conditions set forth herein;

WHEREAS, the County and the School desire to enter into this Master MOA to permit the School and its schools to utilize DPR Property, including the Park, during the term of this Master MOA;

NOW THEREFORE, in consideration of the covenants hereinafter contained, School and County agree as follows:

1. **Term.** The initial term of this MOA shall be that one year period beginning on the **Effective Date**, unless terminated earlier as provided herein. School shall have the option to request an extension of the term for four additional one-year periods totaling not more than five years subject to the terms of Paragraph 2 below.
2. **Option to Extend.** On or prior to the date which is three (3) months before the term expiration date, provided School shall not then be in Default (as defined herein) under the provisions of this MOA, the School may request to exercise an option to extend this MOA for an additional term of up to four (4) one-year periods by providing written notice to County. If School fails to exercise its option as provided for herein, this MOA shall expire upon the original term expiration date. Upon receipt of a request to extend the term, the County, at its sole discretion, may extend the initial term for the period of the additional term upon the same terms and conditions (however, updated to reflect the County's Insurance and Indemnification requirements at the time of extension as applicable) of this MOA, except that County may elect to modify the rental fees. Should County not approve the extension, or impose an additional or higher fee, County shall notify the School as soon as possible, but no later than one (1) month before the term expiration date.

**Permission Granted.** County hereby agrees to allow for use of Use Areas (as defined below) by School on the terms and conditions set forth herein.

3. **Use Areas.** Area composed of the County-owned Park for the School's recurring use for instructional needs as more specifically described in **Exhibit A** attached hereto and incorporated herein or single-day use any other area of DPR Property approved by DPR for School's use on a request-by-request basis. School hereby acknowledges the title of County and/or any other public agencies having jurisdiction thereover, in and to the Use Areas, and covenants and agrees never to assail, contest or resist said title.
4. **School Use.** The School shall have the right to use the Use Area as described in **Exhibit A**. The parties shall cooperate to update Exhibit A annually or more frequently, as needed. The School may reserve additional single-day use of DPR Property through the DPR online reservation system Activenet. All single-day reservations are subject to availability. DPR in its sole discretion may place conditions and/or restrictions upon School's use of DPR Property. The School agrees that any and all use of DPR Property by School, including recurring use

described in Exhibit A and/or single-day use reserved through Activenet, shall be subject to the terms and conditions of this MOA.

5. **Compliance with Law.** School shall, at School's sole cost and expense, comply with all statutes, ordinances, orders, and regulations now or hereafter made by any federal, state, county, local or other governmental agency, including the latest public health orders in effect as set forth by the Los Angeles Department of Public Health. If any license, permit or other governmental authorization is required for the lawful use or its own occupancy of DPR Property or any portion of the Park or Use Areas related to School's use, School shall procure and maintain it, at School's sole cost and expense, throughout the term of this MOA.
  
6. **CEQA Compliance.** The proposed use of DPR Property by School under this MOA is not subject to the California Environmental Quality Act ("CEQA"), because: (i) the activity is not a "project" for purposes of CEQA, since it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment; (ii) the activity is exempt from the provisions of CEQA under the common sense exemption, since it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment pursuant to State CEQA Guidelines § 14061(b)(3); and (iii) the activity is exempt under § 15301 of the CEQA Guidelines, since the activity involves the operation of an existing public facility with negligible or no expansion of its existing use or consists of minor leasing of existing facilities.
  
7. **Notices.**

Address for Notices:

School: Santa Clarita Valley International

County/DPR: Sean Woods,  
Division Chief of Planning  
Department of Parks and Recreation  
1000 South Fremont Avenue, Unit #40  
Building A-9 West, 3<sup>rd</sup> Floor  
Alhambra, CA 91803  
(626) 588-5345  
swoods@parks.lacounty.gov

or such other place in California as may hereinafter be designated in writing respectively by School or County

Park Site Contacts:



School:

Santa Clarita Valley International  
28060 Hasley Canyon Rd.,  
Castaic, CA 91384

Attn: Donna Wood  
email: business.office@scvi-k12.org  
phone: 661-705-4820

County:

Hasley County Park

Attn: \_\_\_\_\_  
email: \_\_\_\_\_@parks.lacounty.gov  
phone: \_\_\_\_\_

8. **Consideration.**

County will charge School monthly for the School's use of the Use Area according to the current fee schedule attached hereto and incorporated as **Exhibit B.**

For recurring and single-day use by K-12 schools of the Use Areas for school-sponsored athletic activities, excluding Physical Education classes and aquatics use, School will pay a 25 percent discounted rate offered to Community Partner/Schools according to the current fee schedule as shown in Exhibit B.

In lieu of rental fees for school-sponsored athletic activities, at the sole option of the County, the School may provide the following direct contributions to DPR that are roughly equivalent to the fair market value of the amount of rental fees incurred for School's recurring use of Use Area:

- Funding for Programs and/or Projects
- In-Kind Goods and Services
- Parks and Recreation Facility Maintenance

For all other educational institutions and for K-12 schools other uses\_(e.g., aquatics use, physical education, tournaments, fundraising events, picnics, graduations, etc.) the School and its Schools will pay the full rental fee according to the current fee schedule as shown in Exhibit B.



In addition, school use outside of standard operating park hours and usage of indoor facilities will require an additional charge for staff time based on County's annual salary rates. County may, in its sole discretion, modify use fees so long as the fees do not exceed the costs of service.

**Maintenance.** County shall have no obligation to alter, remodel, improve or repair the Use Areas or improvements within the Use Areas. School and County are each responsible for ensuring that the Use Areas are restored to good, clean condition and restore the Use Areas to the original condition or better.

**[USE IF APPLICABLE]**

School is hereby required to provide maintenance services for [NAME OF AREA WITHIN DPR FACILITY (e.g., Baseball Field(s) number ##)] during the [DAYS/TIMES OF RECURRING USE], including, but not limited to, trash pick-up and litter removal as more specifically described in **Exhibit A**.

9. **Advertising Materials, Signs and Publicity.** With the exception of any signs currently located or used on the Use Areas, and any maintenance or replacement thereof, School shall not post any additional signs upon the Use Areas without the Director's or designee's prior written consent. School may place temporary directional signs, as approved by Director or designee, around the Use Areas during the time period of School's Use, so long as all such temporary signage is removed at the end of the business day during regular operations. School shall not promulgate nor cause to be distributed any advertising, or promotional materials referencing the County of Los Angeles Department of Parks and Recreation or any DPR facilities or parks unless prior written approval thereof is obtained from Director or designee. Such materials include, but are not limited to, advertising in newspapers, magazines and trade journals, and radio and/or television commercials, websites, social media, or electronic discounts.
10. **Safety.** School shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury resulting from School's use of Use Areas. School shall cooperate fully with the County in the investigation of any injury or death occurring on the Use Areas, including a prompt verbal and written notification to the Director or the designated County representative on-site.
11. **Damage and Destruction.** School shall assume the risks and bear all costs of damage or destruction, and loss due to theft, burglary, or vandalism to any and all of School's equipment, materials, tools, and vehicles owned hired, leased, or used by School within DPR Property, including within the Park and/or Use Areas, except to the extent that such damage or destruction and loss result from willful misconduct of County. School shall repair or replace, to the satisfaction of County, any and all County property lost, damaged, or destroyed as a result of

School's activities and/or use of DPR Property, including the Park and/or Use Areas. Should School fail to promptly make repairs or replacements to County's satisfaction, County may have these repairs made at School's sole cost and expense.

12. **School Supervision.** School shall provide adult supervision of students at all times when students are present in DPR Property, including in the [Park] and/or Use Areas.
13. **American with Disabilities Act (ADA)** DPR is dedicated to providing people with and without disabilities the opportunity to participate in DPR programs together. The ADA is federal legislation that gives civil rights protection to individuals with disabilities, similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications. School shall be responsible for providing reasonable accommodations for School's students, staff, volunteers, parents, and invitees in compliance with all applicable laws and regulations to the extent possible, including the ADA.
14. **Waiver of Liability.** School shall include County in the exculpatory clause on any waiver of liability or release of liability agreement used by School related to its use of DPR Property.
15. **Indemnification.** To the fullest extent permitted by law, School shall indemnify, defend and hold harmless County and its Special Schools, elected and appointed officers, employees, agents, representatives and volunteers ("County Indemnitees") from and against any and all liabilities, damages of any kind (including without limitation personal injuries, property damages, special and consequential damages), losses, demands, claims, actions, fees, costs and expenses, including without limitation attorneys' fees, expert fees and expenses of any nature whatsoever arising out of or related to: (1) School's (including its elected and appointed members, officers, employees, consultants, contractors, vendors, invitees, agents, representatives and volunteers) use of, or acts, omissions or negligence concerning, the DPR Property including without limitation the Park and/or Use Areas; (2) events at DPR Property organized by School (including such events organized by its elected and appointed members, officers, employees, consultants, contractors, vendors, invitees, agents, representatives and volunteers) including without limitation events which encompass multiple schools or school Schools; and/or (3) this Agreement, except for any such loss or damage arising from the sole negligence or willful misconduct of County Indemnitees. To the extent waivable pursuant to applicable law, the indemnification obligations hereunder shall not be subject to or barred by any statutory immunities and shall not be limited in any way by a statutory limitation on amount or type of damages. Any legal defense pursuant to School's indemnification obligations under this Paragraph 16 shall be conducted by School

and performed by counsel selected by School and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in and control any such defense. The terms of this paragraph shall survive the termination or expiration of this Agreement.

16. **Insurance** – During the term of this Agreement or as otherwise specified herein, the following insurance requirements shall be in effect. School shall purchase commercial insurance to satisfy its insurance requirements herein. School, at its sole option, may elect to use a program of self-insurance, risk retention group, risk purchasing group, pooling arrangement and captive insurance to satisfy the Required Insurance provisions for Workers Compensation and Property Insurance. No insurance shall contain any exclusion for claims based on alleged civil rights violations.

**General Insurance – School Requirements:** Without limiting School’s indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, School shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Article 17, “General Insurance” and the “Insurance Coverage Requirements – Types and Limits” Sections of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other contractual obligation imposed upon School pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the School for liabilities which may arise from or relate to this Agreement.

**Evidence of Coverage and Notice to County:** Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the School’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing use of DPR Property under this Agreement.

- i. Renewal Certificates shall be provided to County not less than 10 days prior to School's policy expiration dates. County reserves the right to obtain complete, certified copies of the School and/or Sub-Contractor insurance policies at any time.
- ii. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name and number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match School’s name. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand

(\$50,000.00) dollars, and list any County required endorsement forms.

- iii. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the School, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles Department of Parks and Recreation  
Attention: Sean Woods, Division Chief of Planning  
1000 South Fremont Avenue, Unit #40, Building A-9 West  
Alhambra, California 91803

- iv. School also shall promptly report to County any injury or property damage, accident or incident, including any injury to a School employee occurring on DPR property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to School. School also shall promptly notify County of any third-party claim or suit filed against School or any of its Sub-Contractors which arises from or relates to this Agreement and could result in the filing of a claim or lawsuit against School and/or County.

**Additional Insured Status and Scope of Coverage.** The County of Los Angeles, its Special Schools, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under School's General Liability policy with respect to liability arising out of School's use of DPR Property. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the School's acts or omissions, whether such liability is attributable to the School or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

**Cancellation of or Changes in Insurance.** School shall provide County with, or School's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of this Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

**Failure to Maintain Insurance.** School's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of this Agreement, upon which County immediately may suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from School resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to School, deduct the premium cost from sums due to School or pursue reimbursement from School.

**Insurer Financial Ratings.** Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

**School's Insurance Shall Be Primary.** School's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to School. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any School coverage.

**Waivers of Subrogation.** To the fullest extent permitted by law, School hereby waives its and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or related to this Agreement. School shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to affect such waiver.

**Sub-Contractor Insurance Coverage Requirements.** School shall include all Sub-contractors as insureds under School's own policies or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. School shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein and shall require that each Sub-Contractor name the County and School as additional insureds on the Sub-Contractor's General Liability policy. School shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

**Deductibles and Self-Insured Retentions (SIRs).** School's policies shall not obligate the County to pay any portion of any School deductible or SIR. The County retains the right to require School to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing School's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

**Claims Made Coverage.** If any part of the Required Insurance is written on claims made basis, any policy retroactive date shall precede the effective date of this Agreement. School understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

**Application of Excess Liability Coverage.** County may use a combination of primary and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies to satisfy the Required Insurance provisions.

**Separation of Insureds.** All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

**County Review and Approval of Insurance Requirements.** The County reserves the right to review and adjust the Required Insurance provisions conditioned upon County’s determination of changes in risk exposures.

### **INSURANCE COVERAGE REQUIREMENTS – TYPES AND LIMITS**

**Commercial General Liability** insurance, naming County and its Agents as an additional insured, with limits of not less than the following:

**Note:** Commercial General Liability insurance limits vary depending on the School’s activities in the County park. The higher limits apply if the School engages in both types of activities listed below.

- I. Limits required when School uses DPR Property, including the Park, for short-term school-sponsored activities other than pool usage:

General Aggregate:	\$ 4 million
Products/Completed Operations Aggregate:	\$ 2 million
Personal and Advertising Injury	\$ 2 million
Each Occurrence:	\$ 2 million
  
- II. Limits required when School’s short-term school-sponsored activities include pool usage:

General Aggregate:	\$ 10 million
Products/Completed Operations Aggregate:	\$ 2 million
Personal and Advertising Injury	\$ 5 million
Each Occurrence:	\$ 5 million

**Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of School’s use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**Workers Compensation and Employers’ Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers’

Liability coverage with limits of not less than \$1 million per accident. If School will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to School's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

**Sexual Misconduct Liability** Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

**Property Coverage:** School given exclusive use of County owned or leased property of the total combined value of more than \$100,000 shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss Payee on School's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

17. **Licenses/Permits.** The County shall be entitled to issue licenses and/or permits for the temporary use of the Use Areas by community groups, organizations and members of the public, and to charge or waive fees for the use thereof at will; provided, such licenses or permits do not conflict or interfere with School's use as provided in Section 5. School shall exercise the permission herein given in such a manner as to minimize interference with the full use and enjoyment of said Use Areas by County.
18. **School's Default.** School shall be in material default of any of its obligations under this Agreement if School fails to observe and perform School's obligations hereunder when such failure continues for thirty (30) days after written notice thereof to School. Failure to provide written notice of noncompliance of the terms or conditions by County shall not constitute a waiver of the terms or conditions.
19. **County's Remedies.** In the event of any default by School as described in Section 19 above, subject to all applicable laws that may restrict remedies against a school, including, but not limited to, restrictions within the California Education Code, County's may, in addition to any other rights or remedies at law or in equity,

terminate this Agreement.

20. **Independent Status.** This MOA is by and between County and School. It is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between County and School. Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit, or remedy of any nature under or by reason of this MOA. School understands and agrees to bear the sole responsibility and liability for furnishing Workers' Compensation benefits to any person for injuries arising from or connected with services performed on behalf of School pursuant to this MOA.
21. **Notices.** All notices, demands, and communications between School and County shall be in writing and given by personal delivery; facsimile transmission; electronic mail; registered mail, return receipt requested, with postage prepaid; Federal Express or other reliable private express delivery, addressed to County or School at the addresses shown in Paragraph 6 above. Unless otherwise directed, any notice required to be given by this Agreement or regarding compliance with this Agreement shall be given to all County representatives listed in paragraph 8. Either party may, by notice to the other given pursuant to this Section 22, specify additional or different addresses for notice purposes.
22. **Employees.** All references to the "School" herein are deemed to include the School's employees, agents, contractors, apprentices, volunteers, and anyone allowed under written contract with School to access DPR Property, including the Park and/or Use Areas.
23. **Limitations.** It is expressly understood that in granting the right to use said DPR Property, including the Park and/or Use Areas, no estate or interest in real property is being conveyed to the School, and that the right to use is only a nonexclusive, revocable and unassignable permission to use DPR Property, including the Park and/or Use Areas, in accordance with the terms and conditions of this MOA.
24. **Entire Agreement.** This MOA contains the entire agreement between the Parties hereto, and no addition or modification of any terms or provisions shall be effective unless set forth in writing, signed by both County and School.
25. **Severability.** Any provision of this Agreement which proves to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof, and such other provisions shall remain in full force and effect.
26. **Amendments.** The terms of this MOA may be amended by the Director or her designee upon mutual agreement of County and School subject to approval or ratification by the Governing Board of the School.



27. **Power and Authority.** The School hereby acknowledges that it has the legal power, right and authority to enter into this Agreement, and to comply with the provisions hereof. The individuals executing this Agreement on behalf of any legal entity comprising School hereby represent that they have the legal power, right and actual authority to bind the entity to the terms and conditions of this Agreement. This Agreement is not a valid or enforceable obligation unless and until it has been approved or ratified by motion of the Governing Board of the School duly passed and adopted (**see Exhibit C**).
28. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute but one and the same instrument.
29. **PDF Signature as Original.** Notwithstanding any law to the contrary, including Evidence Code sections 255 and 260, a signature in a pdf form is deemed to be an original for purposes of this Agreement.
30. **Assignment.** This MOA is personal to the School, and any attempt to assign or transfer same in whole or part without County's prior written consent shall immediately terminate all of School's rights hereunder.
31. **Authority to Stop.** In the event that an authorized representative of County finds that School's activities on DPR Property, including the Park and/or Use Areas, unnecessarily endanger the health or safety of persons on or near said DPR Property, including the Park and/or Use Areas, the representative may require that said activities cease immediately and that School's activities covered by this MOA be immediately suspended until said endangering activities cease, or until such action is taken to eliminate or prevent the endangerment.
32. **Termination.** This Agreement may be terminated at any time without cause for any reason or no reason at all at the option of County or School by giving thirty (30) days' notice of termination. The Agreement may be terminated by the mutual agreement of the Parties at any time, upon terms and conditions agreed to by the Parties.
33. **Restoration of DPR Property.** Upon any termination or expiration of this Agreement, School shall surrender the Use Areas in a neat and clean condition to the satisfaction of County, remove School's property therefrom, and restore the Use Areas to the reasonable satisfaction of County, normal wear and tear excepted. If County determines that restoration has not been completed to County's satisfaction under any scenario, County may restore said Use Areas at the sole expense of School.
34. **Alteration of Premises.** Prior to accessing the Use Area(s), School has examined the Use Area(s) and knows the condition thereof. School accepts the

Use Areas in the present state and condition and waives any and all demand upon the County for alteration, repair, or improvement thereof. All betterments to the Use Areas shall become the property of County upon the termination or expiration of this Agreement.

35. **County Lobbyist Ordinance** School is aware of the requirements of Chapter 2.160 of the Los Angeles County Code with respect to County Lobbyists as such are defined in Section 2.160.010 of said code and certifies full compliance therewith. Failure to fully comply shall constitute a material breach upon which County may terminate or suspend this Agreement.
36. **Conflict of Interest.** No County employee whose position with County enables such employee to influence the award of this Agreement or any competing Agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by School or have any other direct or indirect financial interest in this Agreement.
37. **Solicitation of Consideration.** It is improper for any officer, employee or agent of County to solicit consideration, in any form, from a School with the implication, suggestion or statement that the School's provision of consideration may secure more favorable treatment for School in the award of the Agreement or that School's failure to provide such consideration may negatively affect the County's consideration of School's submission. A School shall not offer to or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of County for the purpose of securing favorable treatment with respect to the award of an Agreement. School shall immediately report any attempt by an officer, employee or agent of County to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such solicitation may result in the Agreement being terminated.
38. **Nondiscrimination.** School and all others who from time to time may use DPR Property, including the Park and/or Use Areas, described herein with the permission of County and on the terms and conditions specified herein shall not discriminate in any manner against any person or persons on account of race, color, sex, creed, or national origin, including but not limited to the provision of goods, services, facilities, privileges, advantages, and the holding and obtaining of employment.
39. **Compliance with the County's Smoking Ban Ordinance.** Smoking shall be prohibited at all parks, except:
  - a. Smoking shall be permitted by actors who may be acting during a permitted production or by models during a permitted photography session, unless otherwise determined by the Director, in consultation with the applicable Fire

Official; and

b. Smoking shall be permitted within the Use Areas, in designated areas, with prior approval and at the discretion of the Director, in consultation with the operation of the subject DPR park/facility).

40. **CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

School acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers. As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting School's duty under this Agreement to comply with all applicable provisions of law, School warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

41. **COMPLIANCE WITH THE COUNTY POLICY OF EQUITY**

School acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (<https://ceop.bos.lacounty.gov/pdf/PolicyOfEquity.pdf>). The School further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation, and inappropriate conduct based on a protected characteristic, and which may violate the County Policy of Equity (CPOE). The School, their employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of School, their employees, or subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject School to termination of contractual Agreements as well as civil liability.

42. **Public Records Act**

Any documents submitted by School and all information obtained in connection with this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". County shall not, in any way, be liable or

responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 43. **Transfer of Title/Park Transfer.** In the event County transfers title of the Park and the licensed Use Areas to a newly-formed or existing governmental agency, this Agreement shall be terminated on the date of said transfer to such agency, unless that agency agrees to assume this Agreement. County agrees to use its best efforts to obtain said assignment in the event County transfers title of the Park to a newly-formed or existing governmental agency. In the event County closes the Park this Agreement shall terminate upon the effective date of such closure. County shall provide written notice to School upon any consideration by the County of the possibility of transferring or closing the Park. County shall provide School with as much prior written notice of any such transfer or closure of the Park as reasonably possible before the effective date of any such transfer or closure.
- 44. **Survival of Covenants.** The covenants, agreements, indemnities, representations, and warranties made herein are intended to survive the termination of the Agreement.
- 45. **Governing Law and Forum.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any litigation with respect to this Agreement shall be conducted in the courts of the County of Los Angeles, State of California.

(Signature pages follow)

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**IN WITNESS WHEREOF**, the School, by order of its Governing Board, has caused this Agreement to be duly executed on its behalf, and the County, by order of its Board of Supervisors, has caused this Agreement to be duly executed on its behalf by the Director of Parks and Recreation thereof, as of the day, month and year first written above.

Santa Clarita Valley International **SCHOOL**

A California nonprofit public benefit corporation organized and existing under the laws of the State of California

By: \_\_\_\_\_  
[BOARD MEMBER]

Date: \_\_\_\_\_

**[NOTE IF BOARD MEMBERS DO NOT SIGN, NEED TO SHOW DELEGATED AUTHORITY]**

By: \_\_\_\_\_  
[BOARD MEMBER]

Date: \_\_\_\_\_

**COUNTY OF LOS ANGELES**  
Department of Parks and Recreation

By: \_\_\_\_\_

Date: \_\_\_\_\_

Norma E. García-González  
Director



**APPROVED AS TO FORM:**

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Sonia L Chan, Senior Deputy Counsel

Date: \_\_\_\_\_

**EXHIBIT C**

DOCUMENTATION OF SCHOOL BOARD APPROVAL OR RATIFICATION



School Name: Santa Clarita Valley International  
28060 Hasley Canyon Rd.,  
Castaic, CA

Park Requested Hasley Canyon Park  
28700 Quincy St,  
Castaic, CA 91384

Date: June 7th

Event Time: 10:00am - 1:00pm

**Santa Clarita Valley International**

Chad Powell, School Director . Martha Spansel-Pellico, School Director  
28060 Hasley Canyon Rd., Castaic, CA 91384  
(661)705-4820 . (661)414-8630 fax  
SCVi-K12.org