Scheduled 10/09/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | ADVANCED SECURITY SYSTEMS (000081/1)<br>1336 FOURTH STREET<br>EUREKA, CA 95501 | | | | | | | | | | |
| | 2026/27 | 10/01/26 | R27-00026 | ALARM SERVICE - MS | 797712 (1682598) | 10/09/26 | Submitted | | 226.50 | | 226.50 |
| | 2027 (000200) 62-0000-0-1193-8100-5804-678-0000 | | | | | | | | | | |
| | Hold: Final Payment? | | | | Batchid | | Check Date | | PO# BPO27-00009 | Register # | |
| | | | | | | | **Total Invoice Amount** | | **226.50** | **Check** | |
| AP Vendor | Amazon Capital Services ,INC. (030156/1)<br>PO Box 035184<br>Seatle, WA 98124 | | | | | | | | | | |
| * | 2026/27 | 09/28/26 | R27-00016 | INSTRUCTIONAL SUPPLIES - MS | 114F-43TC-RTTJ (1682598) | 10/09/26 | Submitted | | 5.27 | | 5.27 |
| | 2027 (002323) 62-6300-0-1110-1000-4310-678-0000 | | | | | | | | | | |
| * | 2026/27 | 09/28/26 | R27-00015 | INSTRUCTIONAL SUPPLIES - HS | 114F-43TC-TRRJ (1682598) | 10/09/26 | Submitted | | 5.26 | | 5.26 |
| | 2027 (002324) 62-6300-0-1110-1000-4310-000-0000 | | | | | | | | | | |
| F | 2026/27 | 10/02/26 | R27-00078 | PRIME MEMBERSHIP | 1HGY-TY4H-TFKQ (1682598) | 10/09/26 | Submitted | | 142.22 | | 142.22 |
| | 2027 (002723) 62-0000-0-1110-2700-5300-000-0000 | | | | | | | | | | |
| | Hold: Final Payment? | | | | Batchid | | Check Date | | PO# PO27-00002 | Register # | |
| * | 2026/27 | 09/28/26 | R27-00019 | OFFICE SUPPLIES - HS | 1TTV-QH3V-WK1P HS (1682598) | 10/09/26 | Submitted | | 66.15 | | 66.15 |
| | 2027 (001463) 62-0000-0-0000-3700-4710-000-0000 | | | | | | | | | | |
| | 2027 (002394) 62-1100-0-1110-2700-4351-000-0000 | | | | | | 66.15 | | | | |
| * | 2026/27 | 09/28/26 | R27-00016 | INSTRUCTIONAL SUPPLIES - MS | 1TTV-QH3V-WK1P MS (1682598) | 10/09/26 | Submitted | | 53.63 | | 53.63 |
| | 2027 (002323) 62-6300-0-1110-1000-4310-678-0000 | | | | | | | | | | |
| | | | | | | | **Total Invoice Amount** | | **272.53** | **Check** | |
| AP Vendor | CharterSAFE (030117/1)<br>P.O. Box 969<br>Weimar, CA 95736 | | | | | | | | | | |
| | 2026/27 | 11/01/26 | R27-00035 | MONTHLY INSURANCE - HS | 53160 (1682598) | 10/09/26 | Submitted | | 2,563.00 | | 2,563.00 |
| | 2027 (000092) 62-0000-0-0000-7200-5450-000-0000 | | | | | | | | | | |
| | | | | | Batchid | | Check Date | | PO# BPO27-00016 | Register # | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017652, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/09/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Total Invoice Amount** | | **2,563.00** | **Check** | |
| AP Vendor | CRYSTAL SPRINGS WATER CO (000165/1)<br>PO BOX 3786<br>EUREKA, CA 95502 | | | | | | | | | |
| 2026/27 | 08/24/26 | R27-00042 | WATER DELIVERY - HS - Acct 276 | 8240600 (1682598) | 10/09/26 | Submitted | | 47.00 | | 47.00 |
| | 2027 (001975) 62-0000-0-1110-8210-5531-000-0000 | | | Batchid | | Check Date | | PO# BPO27-00013 | Register # | |
| 2026/27 | 09/17/26 | R27-00042 | WATER DELIVERY - HS - Acct 276 | 9170658 (1682598) | 10/09/26 | Submitted | | 70.00 | | 70.00 |
| | 2027 (001975) 62-0000-0-1110-8210-5531-000-0000 | | | Batchid | | Check Date | | PO# BPO27-00013 | Register # | |
| 2026/27 | 09/01/26 | R27-00042 | WATER DELIVERY - HS - Acct 276 | EQIPRENT SEP RT (1682598) | 10/09/26 | Submitted | | 2.00 | | 2.00 |
| | 2027 (001975) 62-0000-0-1110-8210-5531-000-0000 | | | Batchid | | Check Date | | PO# BPO27-00013 | Register # | |
| 2026/27 | 09/01/26 | R27-00042 | WATER DELIVERY - HS - Acct 276 | EQUIPRENTSEP EC (1682598) | 10/09/26 | Submitted | | 10.00 | | 10.00 |
| | 2027 (001975) 62-0000-0-1110-8210-5531-000-0000 | | | Batchid | | Check Date | | PO# BPO27-00013 | Register # | |
| | | | | | | **Total Invoice Amount** | | **129.00** | **Check** | |
| AP Vendor | EMPLOYMENT DEVELOPMENT DEPT. (000025/1)<br>P.O. BOX 2482<br>SACRAMENTO, CA 95812-2482 | | | | | | | | | |
| 2026/27 | 09/30/26 | R27-00043 | QUARTERLY SUI TAX | YR-26 QTR-3 (1682598) | 10/09/26 | Submitted | | 57.05 | | 57.05 |
| | 2027 (001440) 62-----9540-- | | | | | | | | | |
| | Hold: Final Payment? | | | Batchid | | Check Date | | PO# BPO27-00032 | Register # | |
| | | | | | | **Total Invoice Amount** | | **57.05** | **Check** | |
| AP Vendor | HENSEL'S ACE HARDWARE (000103/1)<br>884 9TH STREET<br>ARCATA, CA 95521 | | | | | | | | | |
| 2026/27 | 09/01/26 | R27-00049 | OFFICE SUPPLIES - MS | 336668 (1682598) | 10/09/26 | Submitted | | 22.04 | | 22.04 |
| | 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | Batchid | | Check Date | | PO# BPO27-00037 | Register # | |

Selection: Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017652, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/09/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | HENSEL'S ACE HARDWARE (000103/1) | | (continued) | | | | | | (continued) |
| 2026/27 | 09/09/26 | R27-00048 | OFFICE SUPPLIES - HS | 337151 (1682598) | 10/09/26 | Submitted | | 90.38 | | 90.38 |
| 2027 (002394) 62-1100-0-1110-2700-4351-000-0000 | | | | Batchid | | Check Date | | PO# BPO27-00036 | Register # | |
| 2026/27 | 09/14/26 | R27-00047 | MAINTENANCE SUPPLIES - MS | 3375119 (1682598) | 10/09/26 | Submitted | | 7.27 | | 7.27 |
| 2027 (000190) 62-0000-0-1193-8100-4310-678-0000 | | | | Batchid | | Check Date | | PO# BPO27-00035 | Register # | |
| 2026/27 | 09/29/26 | R27-00047 | MAINTENANCE SUPPLIES - MS | 338354 (1682598) | 10/09/26 | Submitted | | 55.11 | | 55.11 |
| 2027 (000190) 62-0000-0-1193-8100-4310-678-0000 | | | | Batchid | | Check Date | | PO# BPO27-00035 | Register # | |
| | | | | | | **Total Invoice Amount** | | **174.80** | **Check** | |
| AP Vendor | | Northcoast Educational Foundat (030143/1)<br>PO BOX 276<br>Arcata, CA 95570 | | | | | | | | |
| 2026/27 | 10/08/26 | R27-00005 | RENT - MS | OCTOBER 20262 (1682598) | 10/09/26 | Submitted | | 3,740.00 | | 3,740.00 |
| 2027 (000164) 62-0000-0-1110-2700-5612-678-0000 | | | | Batchid | | Check Date | | PO# BPO27-00004 | Register # | |
| | | | | | | **Total Invoice Amount** | | **3,740.00** | **Check** | |
| AP Vendor | | P G & E (000007/1)<br>PO BOX 997300<br>SACRAMENTO, CA 95899-7300 | | | | | | | | |
| 2026/27 | 09/17/26 | R27-00056 | MS - ELECTRIC - 5252397099-5 | 91726 (1682598) | 10/09/26 | Submitted | | 236.81 | | 236.81 |
| 2027 (000193) 62-0000-0-1193-8100-5520-678-0000 | | | | Batchid | | Check Date | | PO# BPO27-00020 | Register # | |
| | | | | | | **Total Invoice Amount** | | **236.81** | **Check** | |
| AP Vendor | | Pacific Paper Co. (030147/1)<br>2825 F ST<br>Eureka, CA 95501 | | | | | | | | |
| 2026/27 | 09/28/26 | R27-00058 | OFFICE SUPPLIES - MS | 254156 (1682598) | 10/09/26 | Submitted | | 16.53 | | 16.53 |
| 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | | | | | | | | |

Scheduled 10/09/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | Pacific Paper Co. (030147/1) (continued) | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00040 | | Register # |
| | | | | | | **Total Invoice Amount** | | **16.53** | **Check** | |
| AP Vendor | POST-HASTE MAIL CENTER INC (000184/1)<br>600 F STREET SUITE 3<br>ARCATA, CA 95521 | | | | | | | | | |
| 2026/27 | 09/29/26 | R27-00059 | POSTAGE - HS | 481662 (1682598) | 10/09/26 | Submitted | | 127.42 | | 127.42 |
| | 2027 (000172) 62-0000-0-1110-2700-5950-000-0000 | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00023 | | Register # |
| | | | | | | **Total Invoice Amount** | | **127.42** | **Check** | |
| AP Vendor | TAYLOR, MIKE (030081/1)<br>2815 CLOVER WAY<br>ARCATA, CA 95521-5797 | | | | | | | | | |
| 2026/27 | 09/25/26 | R27-00009 | LUNCH / BREAKFAST - HS | 1756 SEPT HS (1682598) | 10/09/26 | Submitted | | 715.00 | | 715.00 |
| | 2027 (002869) 62-5310-0-0000-3700-5800-000-0000 | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00007 | | Register # |
| 2026/27 | 09/25/26 | R27-00008 | LUNCH / BREAKFAST - MS | 1756 SEPT MS (1682598) | 10/09/26 | Submitted | | 895.00 | | 895.00 |
| | 2027 (002868) 62-5310-0-0000-3700-5800-678-0000 | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00051 | | Register # |
| 2026/27 | 10/05/26 | R27-00009 | LUNCH / BREAKFAST - HS | 1757 OCT HS (1682598) | 10/09/26 | Submitted | | 935.00 | | 935.00 |
| | 2027 (002869) 62-5310-0-0000-3700-5800-000-0000 | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00007 | | Register # |
| 2026/27 | 10/05/26 | R27-00008 | LUNCH / BREAKFAST - MS | 1757 OCT MS (1682598) | 10/09/26 | Submitted | | 1,030.00 | | 1,030.00 |
| | 2027 (002868) 62-5310-0-0000-3700-5800-678-0000 | | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00051 | | Register # |
| | | | | **& Employee Also** | | **Total Invoice Amount** | | **3,575.00** | **Check** | |
| Direct Vendor | Tiny EYE Technologies Corp c/o V68000U (030144/3)<br>P.O. Box 84332<br>Seattle, WA 98124 | | | | | | | | | |
| 2026/27 | 10/13/26 | | Ocupational Therapy | 29599 (1682598) | 10/09/26 | Submitted | | 2,234.98 | | 2,234.98 |
| | 2027 (002941) 62-6500-0-5760-3140-5800-678-0000 | | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017652, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/09/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Total Invoice Amount** | | **2,234.98** | **Check** | |
| AP Vendor | | Young Minney & Corr, LLP (030125/1)<br>655 University Ave., Suite 150<br>Sacramento, CA 95825 | | | | | | | | |
| 2026/27 | 10/04/26 | R27-00072 | LEGAL FEES | 25223 (1682598) | 10/09/26 | Submitted | | 212.50 | | 212.50 |
| | 2027 (001932) | 62-0000-0-0000-7200-5823-000-0000 | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00015 | Register # | |
| | | | | | | **Total Invoice Amount** | | **212.50** | **Check** | |

**EXPENSES BY FUND - Bank Account COUNTY**

| Fund | Expense | Cash Balance | Difference |
|---|---|---|---|
| 62 | 13,566.12 | 500,175.36 | 486,609.24 |

| | | |
|---|---|---|
| Number of Payments | 26 | |
| Number of Checks | 13 | $13,566.12 |
| Number of ACH Advice | 0 | |
| Number of vCard Advice | 0 | |
| Total Check/Advice Amount | $13,566.12 | |
| Total Unpaid Sales Tax | $.00 | |
| Total Expense Amount | $13,566.12 | |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | | |
|---|---|---|
| $0 - | $99 | 2 |
| $100 - | $499 | 7 |
| $500 - | $999 | |
| $1,000 - | $4,999 | 4 |
| $5,000 - | $9,999 | |
| $10,000 - | $14,999 | |
| $15,000 - | $99,999 | |
| $100,000 - | $199,999 | |
| $200,000 - | $499,999 | |
| $500,000 - | $999,999 | |
| $1,000,000 - | | |

***** ITEMS OF INTEREST *****

| | |
|---|---|
| * Number of payments to a different vendor | 4 |
| ! Number of Prepaid payments | |
| @ Number of Liability payments | |
| & Number of Employee Also Vendors | 1 |

? denotes check name different than payment name

F denotes Final Payment

**Report Totals -** Payment Count **26** Check Count **13** ACH Count **0** vCard Count **0** Total Check/Advice Amount **$13,566.12**

**$13,566.12**

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017652, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/16/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | | Amazon Capital Services ,INC. (030156/1)<br>PO Box 035184<br>Seatle, WA 98124 | | | | | | | | |
| * | 2026/27 | 10/08/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 114L-4P6V-9H3J (1685877) | 10/16/26 | Submitted | | 411.12 | | 411.12 |
| | 2027 (000554) 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | | | |
| | 2026/27 | 10/05/26 | | HS Lunch Supplies | 17KL-4CJY-CMG6 (1685877) | 10/16/26 | Submitted | | 63.22 | | 63.22 |
| | 2027 (002864) 62-5310-0-0000-3700-4310-000-0000 | | | | | | | | | | |
| * | 2026/27 | 10/08/26 | R27-00015 | INSTRUCTIONAL SUPPLIES - HS | 1C41-HMRY-L64C (1685877) | 10/16/26 | Submitted | | 176.29 | | 176.29 |
| | 2027 (002324) 62-6300-0-1110-1000-4310-000-0000 | | | | | | | | | | |
| * | 2026/27 | 10/13/26 | R27-00019 | OFFICE SUPPLIES - HS | 1G4F-H44M-GHPX (1685877) | 10/16/26 | Submitted | | 60.61 | | 60.61 |
| | 2027 (001463) 62-0000-0-0000-3700-4710-000-0000 | | | | | | | | | | |
| | 2027 (002394) 62-1100-0-1110-2700-4351-000-0000 | | | | | | 22.03 | | | | |
| | 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | | | | 38.58 | | | | |
| | | | | | | | **Total Invoice Amount** | | **711.24** | **Check** | |
| AP Vendor | | | CharterSAFE (030117/1)<br>P.O. Box 969<br>Weimar, CA 95736 | | | | | | | | |
| | 2026/27 | 08/01/26 | R27-00035 | MONTHLY INSURANCE - HS | 52197 (1685877) | 10/16/26 | Submitted | | 2,563.00 | | 2,563.00 |
| | 2027 (000092) 62-0000-0-0000-7200-5450-000-0000 | | | | | | | | | | |
| | | | | | BatchId | | Check Date | | PO# BPO27-00016 | | Register # |
| | | | | | | | **Total Invoice Amount** | | **2,563.00** | **Check** | |
| Direct Vendor | | | Math Assoc. of America Inc. (030178/1)<br>11 Dupint Circle NW, Suite 200<br>Washington, DC 20036 | | | | | | | | |
| | 2026/27 | 09/25/26 | | Math Competition | 001022545 (1685877) | 10/16/26 | Submitted | | 85.00 | | 85.00 |
| | 2027 (002946) 62-1100-0-1110-1000-5207-000-0000 | | | | | | | | | | |
| | | | | | | | **Total Invoice Amount** | | **85.00** | **Check** | |
| AP Vendor | | | RESTIF (030169/1)<br>PO Box 3520<br>Eureka, CA 95549 | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017722, 017732, 017733, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/16/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | US Bank (030168/1) | | (continued) | | | | | | | (continued) |
| * | 2026/27 | 08/25/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 736186519 (1686164) | 10/16/26 | Submitted | | 66.65 | | 66.65 |
| | | 2027 (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | |
| * | 2026/27 | 08/26/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 736317399 (1686164) | 10/16/26 | Submitted | | 6.85 | | 6.85 |
| | | 2027 (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | |
| * | 2026/27 | 08/26/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 736317596 (1686164) | 10/16/26 | Submitted | | 45.31 | | 45.31 |
| | | 2027 (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | |
| * | 2026/27 | 08/26/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 73631797 (1686164) | 10/16/26 | Submitted | | 37.76 | | 37.76 |
| | | 2027 (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | |
| | 2026/27 | 08/07/26 | R27-00031 | PHONE (HS) 707-822-0861 / Acct# 831-001-4152 762 | 80726 HS (1686164) | 10/16/26 | Submitted | | 45.71 | | 45.71 |
| | | 2027 (000187) | 62-0000-0-1193-2700-5909-000-0000 | | | | | | | | |
| | | | | | Batchid | | Check Date | | PO# BPO27-00022 | Register # | |
| | 2026/27 | 08/07/26 | R27-00074 | PHONE (MS) 707-825-1186 / ACCT 287347137825 | 80726 MS (1686164) | 10/16/26 | Submitted | | 45.71 | | 45.71 |
| | | 2027 (000188) | 62-0000-0-1193-2700-5909-678-0000 | | | | | | | | |
| | | | | | Batchid | | Check Date | | PO# BPO27-00021 | Register # | |
| * | 2026/27 | 08/30/26 | R27-00019 | OFFICE SUPPLIES - HS | 919304172 (1686164) | 10/16/26 | Submitted | | 232.94 | | 232.94 |
| | | 2027 (001463) | 62-0000-0-0000-3700-4710-000-0000 | | | | | | | | |
| | | 2027 (002394) | 62-1100-0-1110-2700-4351-000-0000 | | | | | | 232.94 | | |
| | 2026/27 | 08/25/26 | | Weed eater deposit return | DP27-00001 (1686164) | 10/16/26 | Submitted | | 34.75- | | 34.75- |
| | | 2027 (002936) | 62-0000-0-1193-8110-5623-678-0000 | | | | | | | | |
| * | 2026/27 | 08/28/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | QT002349 (1686164) | 10/16/26 | Submitted | | 1,455.63 | | 1,455.63 |
| | | 2027 (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | | |
| | | | | Hold: Final Payment? | Batchid | | Check Date | | PO# | Register # | |
| * | 2026/27 | 08/25/26 | R27-00024 | TEXTBOOKS/BOOKS - MS | WOB1748577028131 (1686164) | 10/16/26 | Submitted | | 35.81 | | 35.81 |
| | | 2027 (000555) | 62-6300-0-1110-1000-4110-678-0000 | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017722, 017732, 017733; Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/16/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | US Bank (030168/1) | (continued) | | | | | | | (continued) |
| | | | | | | | Total Invoice Amount | 2,780.09 | Check | |

**EXPENSES BY FUND - Bank Account COUNTY**

| Fund | Expense | Cash Balance | Difference |
|---|---|---|---|
| 62 | 9,837.45 | 488,985.48 | 479,148.03 |

| | | |
|---|---|---|
| Number of Payments | 31 | |
| Number of Checks | 8 | $9,837.45 |
| Number of ACH Advice | 0 | |
| Number of vCard Advice | 0 | |
| Total Check/Advice Amount | $9,837.45 | |
| Total Unpaid Sales Tax | $.00 | |
| Total Expense Amount | $9,837.45 | |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | |
|---|---|
| $0 - $99 | 1 |
| $100 - $499 | 2 |
| $500 - $999 | 2 |
| $1,000 - $4,999 | 3 |
| $5,000 - $9,999 | |
| $10,000 - $14,999 | |
| $15,000 - $99,999 | |
| $100,000 - $199,999 | |
| $200,000 - $499,999 | |
| $500,000 - $999,999 | |
| $1,000,000 - | |

***** ITEMS OF INTEREST *****

| | |
|---|---|
| * Number of payments to a different vendor | 19 |
| ! Number of Prepaid payments | |
| @ Number of Liability payments | |
| & Number of Employee Also Vendors | 1 |

? denotes check name different than payment name

F denotes Final Payment

**Report Totals -** Payment Count **31** Check Count **8** ACH Count **0** vCard Count **0** Total Check/Advice Amount **$9,837.45**

**$9,837.45**

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017722, 017732, 017733, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/21/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | US Bank (030168/1)<br>P.O. Box 790428<br>St. Lois, MO 63179 | | | | | | | | | |
| * | 2026/27 | 09/04/26 | R27-00085 | SNACKS - MS CORE DAY | 00026940 (1689807) | 10/21/26 | Submitted | | 75.41 | | 75.41 |
| | | 2027 (002397) 62-1400-0-1110-1000-4391-678-0000 | | | | | | | | | |
| | 2026/27 | 09/23/26 | | Rookery | 00054779 (1689807) | 10/21/26 | Submitted | | 4.99 | | 4.99 |
| | | 2027 (000161) 62-0000-0-1110-2700-4310-000-0000 | | | | | | | | | |
| | 2026/27 | 09/26/26 | | Breakfast | 024696 (1689807) | 10/21/26 | Submitted | | 211.05 | | 211.05 |
| | | 2027 (000198) 62-0000-0-1193-8100-5633-000-0000 | | | | | | | | | |
| | 2026/27 | 09/03/26 | | DMV | 040711 (1689807) | 10/21/26 | Submitted | | 3.65 | | 3.65 |
| | | 2027 (001263) 62-0000-0-0000-7200-5881-000-0000 | | | | | | | | | |
| * | 2026/27 | 09/11/26 | R27-00021 | POSTAGE - HS | 096485 (1689807) | 10/21/26 | Submitted | | 4.93 | | 4.93 |
| | | 2027 (000172) 62-0000-0-1110-2700-5950-000-0000 | | | | | 4.93 | | | | |
| | | 2027 (002517) 62-1100-0-1110-2700-5950-000-0000 | | | | | | | | | |
| * | 2026/27 | 09/15/26 | R27-00019 | OFFICE SUPPLIES - HS | 097983 (1689807) | 10/21/26 | Submitted | | 4.13 | | 4.13 |
| | | 2027 (001463) 62-0000-0-0000-3700-4710-000-0000 | | | | | | | | | |
| | | 2027 (002394) 62-1100-0-1110-2700-4351-000-0000 | | | | | 4.13 | | | | |
| | | 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | | | | | | | |
| | 2026/27 | 10/13/26 | R27-00006 | THE HARTFORD-Workers Comp | 101326 (1689807) | 10/21/26 | Submitted | | 617.90 | | 617.90 |
| | | 2027 (001441) 62- - - - -9542- - | | | | | | | | | |
| | | | | | BatchId | | Check Date | | PO# BPO27-00005 | Register # | |
| | 2026/27 | 09/23/26 | | MS BF | 125 3 10 140 MS BF (1689807) | 10/21/26 | Submitted | | 22.87 | | 22.87 |
| | | 2027 (002884) 62-5310-0-0000-3700-4710-678-0000 | | | | | | | | | |
| * | 2026/27 | 09/23/26 | R27-00020 | OFFICE SUPPLIES - MS | 125 3 10 140 MS OF (1689807) | 10/21/26 | Submitted | | 48.47 | | 48.47 |
| | | 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | | | | | | | |
| * | 2026/27 | 09/23/26 | R27-00075 | ELOP SNACKS | 125 3 10 140MS ELOP (1689807) | 10/21/26 | Submitted | | 59.62 | | 59.62 |
| | | 2027 (001933) 62-2600-0-1110-1000-4310-678-0000 | | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017779, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/21/2026 Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | US Bank (030168/1) | | (continued) | | | | | | | (continued) |
| * | 2026/27 | 09/23/26 | R27-00016 | INSTRUCTIONAL SUPPLIES - MS | 125 3 10 140MS IS (1689807) | 10/21/26 | Submitted | | 8.99 | | 8.99 |
| | | 2027 | (002323) | 62-6300-0-1110-1000-4310-678-0000 | | | | | | | |
| * | 2026/27 | 09/13/26 | R27-00019 | OFFICE SUPPLIES - HS | 125 3 324 40 (1689807) | 10/21/26 | Submitted | | 40.78 | | 40.78 |
| | | 2027 | (001463) | 62-0000-0-0000-3700-4710-000-0000 | | | | | | | |
| | | 2027 | (002394) | 62-1100-0-1110-2700-4351-000-0000 | | | 40.78 | | | | |
| | | 2027 | (002395) | 62-1100-0-1110-2700-4351-678-0000 | | | | | | | |
| * | 2026/27 | 09/08/26 | R27-00020 | OFFICE SUPPLIES - MS | 125 6 12 164 (1689807) | 10/21/26 | Submitted | | 23.14 | | 23.14 |
| | | 2027 | (002395) | 62-1100-0-1110-2700-4351-678-0000 | | | | | | | |
| | 2026/27 | 09/08/26 | | MS Breakfast | 125 6 12 164 BF (1689807) | 10/21/26 | Submitted | | 92.74 | | 92.74 |
| | | 2027 | (002940) | 62-5310-0-0000-3700-4396-678-0000 | | | | | | | |
| | 2026/27 | 09/13/26 | | MS BF | 125 6 12 164 CR (1689807) | 10/21/26 | Submitted | | 21.98- | | 21.98- |
| | | 2027 | (002884) | 62-5310-0-0000-3700-4710-678-0000 | | | | | | | |
| | 2026/27 | 09/13/26 | | MS BF | 125 6 12 164 MS (1689807) | 10/21/26 | Submitted | | 80.82 | | 80.82 |
| | | 2027 | (002884) | 62-5310-0-0000-3700-4710-678-0000 | | | | | | | |
| * | 2026/27 | 09/08/26 | R27-00019 | OFFICE SUPPLIES - HS | 125 6 12 164 OFFICE (1689807) | 10/21/26 | Submitted | | 40.78 | | 40.78 |
| | | 2027 | (001463) | 62-0000-0-0000-3700-4710-000-0000 | | | | | | | |
| | | 2027 | (002394) | 62-1100-0-1110-2700-4351-000-0000 | | | 40.78 | | | | |
| | | 2027 | (002395) | 62-1100-0-1110-2700-4351-678-0000 | | | | | | | |
| | 2026/27 | 09/13/26 | | Rookery | 125 6 12 164 ROOKERY (1689807) | 10/21/26 | Submitted | | 29.97 | | 29.97 |
| | | 2027 | (000161) | 62-0000-0-1110-2700-4310-000-0000 | | | | | | | |
| | 2026/27 | 09/21/26 | | Rookery | 125 8 148 81 (1689807) | 10/21/26 | Submitted | | 29.97 | | 29.97 |
| | | 2027 | (000161) | 62-0000-0-1110-2700-4310-000-0000 | | | | | | | |
| | 2026/27 | 09/21/26 | | HS Breakfast | 125 8 148 81 HS BF (1689807) | 10/21/26 | Submitted | | 42.77 | | 42.77 |
| | | 2027 | (002863) | 62-5310-0-0000-3700-4710-000-0000 | | | | | | | |
| | 2026/27 | 09/21/26 | | MS Breakfast | 125 8 148 81 MS BF (1689807) | 10/21/26 | Submitted | | 23.96 | | 23.96 |

Scheduled 10/21/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct Vendor | US Bank (030168/1) | | (continued) | | | | | | | (continued) |
| 2026/27 | 09/21/26 | | MS Breakfast | 125 8 148 81 MS BF (1689807) (continued) | 10/21/26 | Submitted | | (continued) | | |
| | 2027 (002884) 62-5310-0-0000-3700-4710-678-0000 | | | | | | | | | |
| * 2026/27 | 09/21/26 | R27-00019 | OFFICE SUPPLIES - HS | 125 8 148 81 OFFICE (1689807) | 10/21/26 | Submitted | | 40.78 | | 40.78 |
| | 2027 (001463) 62-0000-0-0000-3700-4710-000-0000 | | | | | | | | | |
| | 2027 (002394) 62-1100-0-1110-2700-4351-000-0000 | | | | | 40.78 | | | | |
| | 2027 (002395) 62-1100-0-1110-2700-4351-678-0000 | | | | | | | | | |
| 2026/27 | 08/26/26 | R27-00006 | THE HARTFORD-Workers Comp | 200676931774 (1689807) | 10/21/26 | Submitted | | 617.90 | | 617.90 |
| | 2027 (001441) 62- - - - -9542- - | | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00005 | Register # | |
| 2026/27 | 08/06/26 | | Lock Smith | 220050454 (1689807) | 10/21/26 | Submitted | | 82.33 | | 82.33 |
| | 2027 (000199) 62-0000-0-1193-8100-5800-678-0000 | | | | | | | | | |
| 2026/27 | 09/16/26 | | Late Fees | 23416025 (1689807) | 10/21/26 | Submitted | | 4.67 | | 4.67 |
| | 2027 (001263) 62-0000-0-0000-7200-5681-000-0000 | | | | | | | | | |
| 2026/27 | 10/02/26 | | Check Order | 33973297 (1689807) | 10/21/26 | Submitted | | 74.05 | | 74.05 |
| | 2027 (002947) 62-0000-0-0000-7200-4351-000-0000 | | | | | | | | | |
| * 2026/27 | 09/18/26 | R27-00010 | ADOBE SUBSCRIPTIONS - HS | 3584672210 (1689807) | 10/21/26 | Submitted | | 39.99 | | 39.99 |
| | 2027 (002516) 62-1100-0-1110-2700-5800-000-0000 | | | | | | | | | |
| * 2026/27 | 09/09/26 | R27-00015 | INSTRUCTIONAL SUPPLIES - HS | 44881775 (1689807) | 10/21/26 | Submitted | | 51.98 | | 51.98 |
| | 2027 (002324) 62-6300-0-1110-1000-4310-000-0000 | | | | | | | | | |
| 2026/27 | 09/17/26 | | Online Curriculum | 51600575 (1689807) | 10/21/26 | Submitted | | 119.25 | | 119.25 |
| | 2027 (000372) 62-1100-0-1110-1000-5800-000-0000 | | | | | | | | | |
| 2026/27 | 09/14/26 | R27-00077 | GASOLINE - HS | 6432087 (1689807) | 10/21/26 | Submitted | | 106.26 | | 106.26 |
| | 2027 (000131) 62-0000-0-1110-1000-4364-000-0000 | | | | | 79.70 | | | | |
| | 2027 (002769) 62-0000-0-1110-2700-4364-000-0000 | | | | | 26.56 | | | | |

Scheduled 10/21/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | US Bank (030168/1) | | (continued) | | | | | | | (continued) |
| | | | | | BatchId | | Check Date | | PO# BPO27-00048 | Register # | |
| * | 2026/27 | 09/03/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 737276220 (1689807) | 10/21/26 | Submitted | | 32.57 | | 32.57 |
| | | 2027 | (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | |
| | | | | Hold: Final Payment? | BatchId | | Check Date | | PO# | Register # | |
| * | 2026/27 | 09/16/26 | R27-00024 | TEXTBOOKS/BOOKS - MS | 738510806 (1689807) | 10/21/26 | Submitted | | 37.87 | | 37.87 |
| | | 2027 | (000555) | 62-6300-0-1110-1000-4110-678-0000 | | | | | | | |
| * | 2026/27 | 09/15/26 | R27-00024 | TEXTBOOKS/BOOKS - MS | 738510807 (1689807) | 10/21/26 | Submitted | | 50.44 | | 50.44 |
| | | 2027 | (000555) | 62-6300-0-1110-1000-4110-678-0000 | | | | | | | |
| * | 2026/27 | 09/15/26 | R27-00024 | TEXTBOOKS/BOOKS - MS | 738510808 (1689807) | 10/21/26 | Submitted | | 53.02 | | 53.02 |
| | | 2027 | (000555) | 62-6300-0-1110-1000-4110-678-0000 | | | | | | | |
| * | 2026/27 | 09/02/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 773200570 (1689807) | 10/21/26 | Submitted | | | | |
| | | 2027 | (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | |
| | | | | Hold: Final Payment? | BatchId | | Check Date | | PO# | Register # | |
| * | 2026/27 | 09/01/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | 773779288 (1689807) | 10/21/26 | Submitted | | 48.16 | | 48.16 |
| | | 2027 | (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | |
| | | | | Hold: Final Payment? | BatchId | | Check Date | | PO# | Register # | |
| | 2026/27 | 09/21/26 | | Online Curriculum | 8202349-1-1 (1689807) | 10/21/26 | Submitted | | 159.00 | | 159.00 |
| | | 2027 | (000372) | 62-1100-0-1110-1000-5800-000-0000 | | | | | | | |
| * | 2026/27 | 09/08/26 | R27-00022 | SNACKS - HS CORE DAY | 90826 (1689807) | 10/21/26 | Submitted | | 25.50 | | 25.50 |
| | | 2027 | (002396) | 62-1400-0-1110-1000-4391-000-0000 | | | | | | | |
| * | 2026/27 | 09/11/26 | R27-00085 | SNACKS - MS CORE DAY | 91126 (1689807) | 10/21/26 | Submitted | | 18.97 | | 18.97 |
| | | 2027 | (002397) | 62-1400-0-1110-1000-4391-678-0000 | | | | | | | |
| * | 2026/27 | 09/15/26 | R27-00023 | TEXTBOOKS /BOOKS - HS | AT002739 (1689807) | 10/21/26 | Submitted | | 206.96 | | 206.96 |
| | | 2027 | (000554) | 62-6300-0-1110-1000-4110-000-0000 | | | | | | | |
| | | | | Hold: Final Payment? | BatchId | | Check Date | | PO# | Register # | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017779, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/21/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct Vendor | US Bank (030168/1) | | (continued) | | | | | | | (continued) |
| 2026/27 | 09/10/26 | | Dishwasher Supplies | DP27-00002 (1689807) | 10/21/26 | Submitted | | 185.28 | | 185.28 |
| | 2027 (002940) 62-5310-0-0000-3700-4396-678-0000 | | | | | | | | | |
| 2026/27 | 09/03/26 | | Rookery | ROOKERY (1689807) | 10/21/26 | Submitted | | 33.06 | | 33.06 |
| | 2027 (000161) 62-0000-0-1110-2700-4310-000-0000 | | | | | | | | | |
| | | | | | | Total Invoice Amount | | 3,433.00 | Check | |

**EXPENSES BY FUND - Bank Account COUNTY**

| Fund | Expense | Cash Balance | Difference |
|---|---|---|---|
| 62 | 3,433.00 | 524,716.03 | 521,283.03 |

| | | |
|---|---|---|
| Number of Payments | 42 | |
| Number of Checks | 1 | $3,433.00 |
| Number of ACH Advice | 0 | |
| Number of vCard Advice | 0 | |
| Total Check/Advice Amount | $3,433.00 | |
| Total Unpaid Sales Tax | $.00 | |
| Total Expense Amount | $3,433.00 | |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | | |
|---|---|---|
| $0 - | $99 | |
| $100 - | $499 | |
| $500 - | $999 | |
| $1,000 - | $4,999 | 1 |
| $5,000 - | $9,999 | |
| $10,000 - | $14,999 | |
| $15,000 - | $99,999 | |
| $100,000 - | $199,999 | |
| $200,000 - | $499,999 | |
| $500,000 - | $999,999 | |
| $1,000,000 - | | |

***** ITEMS OF INTEREST *****

| | |
|---|---|
| * Number of payments to a different vendor | 21 |
| ! Number of Prepaid payments | |
| @ Number of Liability payments | |
| & Number of Employee Also Vendors | |

? denotes check name different than payment name

F denotes Final Payment

Scheduled 10/22/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | ARCATA MINI STORAGE (000249/1)<br>1450 M STREET<br>ARCATA, CA 95521 | | | | | | | | |
| 2026/27 | 11/01/26 | R27-00003 | 11/2026 Storage rent | 1126 AMS (1691347) | 10/22/26 | Submitted | | 100.00 | | 100.00 |
| | 2027 (000167) | 62-0000-0-1110-2700-5628-000-0000 | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00002 | Register # | |
| | | | | | | **Total Invoice Amount** | | **100.00** | **Check** | |
| AP Vendor | | ARCATA UNITED METHODIST CHURCH (000112/1)<br>1761 ELEVENTH STREET<br>ARCATA, CA 95521 | | | | | | | | |
| 2026/27 | 11/01/26 | R27-00001 | Nov. 2026 AUMC rent | 1126 AUMC (1691347) | 10/22/26 | Submitted | | 3,000.00 | | 3,000.00 |
| | 2027 (000163) | 62-0000-0-1110-2700-5612-000-0000 | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00001 | Register # | |
| | | | | | | **Total Invoice Amount** | | **3,000.00** | **Check** | |
| AP Vendor | | Northcoast Educational Foundat (030143/1)<br>PO BOX 276<br>Arcata, CA 95570 | | | | | | | | |
| 2026/27 | 11/01/26 | R27-00005 | 11/2026 NCEF rent | 1126 NCEF (1691347) | 10/22/26 | Submitted | | 4,500.00 | | 4,500.00 |
| | 2027 (000164) | 62-0000-0-1110-2700-5612-678-0000 | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00004 | Register # | |
| | | | | | | **Total Invoice Amount** | | **4,500.00** | **Check** | |
| AP Vendor | | SIX RIVERS BUILDING ASSN (000012/1)<br>251 BAYSIDE ROAD<br>ARCATA, CA 95521 | | | | | | | | |
| 2026/27 | 11/01/26 | R27-00004 | 11/2026 SRMHA rent | 1126 SRMHA (1691347) | 10/22/26 | Submitted | | 760.00 | | 760.00 |
| | 2027 (000164) | 62-0000-0-1110-2700-5612-678-0000 | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00003 | Register # | |
| | | | | | | **Total Invoice Amount** | | **760.00** | **Check** | |

**EXPENSES BY FUND - Bank Account COUNTY**

| Fund | Expense | Cash Balance | Difference |
|---|---|---|---|
| 62 | 8,360.00 | 524,716.03 | 516,356.03 |

Selection: Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017786, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/22/2026 Bank Account COUNTY - County Bank Account AP Checks

| | | |
|---|---|---|
| Number of Payments | 4 | |
| Number of Checks | 4 | $8,360.00 |
| Number of ACH Advice | 0 | |
| Number of vCard Advice | 0 | |
| Total Check/Advice Amount | $8,360.00 | |
| Total Unpaid Sales Tax | $.00 | |
| Total Expense Amount | $8,360.00 | |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | |
|---|---|
| $0 - $99 | |
| $100 - $499 | 1 |
| $500 - $999 | 1 |
| $1,000 - $4,999 | 2 |
| $5,000 - $9,999 | |
| $10,000 - $14,999 | |
| $15,000 - $99,999 | |
| $100,000 - $199,999 | |
| $200,000 - $499,999 | |
| $500,000 - $999,999 | |
| $1,000,000 - | |

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
! Number of Prepaid payments
@ Number of Liability payments
& Number of Employee Also Vendors
? denotes check name different than payment name
F denotes Final Payment

**Report Totals -** Payment Count 4 Check Count 4 ACH Count 0 vCard Count 0 Total Check/Advice Amount $8,360.00
$8,360.00

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017786, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/28/2026 - 10/29/2026 — Bank Account COUNTY - County Bank Account AP Checks

| | Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | | Amazon Capital Services ,INC. (030156/1)<br>PO Box 035184<br>Seatle, WA 98124 | | | | | | | | |
| * | 2026/27 | 10/23/26 | R27-00019 | OFFICE SUPPLIES - HS | 19QV-VRQ7-FLDN (1696478) | 10/28/26 | Submitted | | 52.23 | | 52.23 |
| | 2027 | ( 001463) | 62- 0000- 0- 0000- 3700- 4710- 000- 0000 | | | | | | | | |
| | 2027 | ( 002394) | 62- 1100- 0- 1110- 2700- 4351- 000- 0000 | | | | 52.23 | | | | |
| | 2027 | ( 002395) | 62- 1100- 0- 1110- 2700- 4351- 678- 0000 | | | | | | | | |
| * | 2026/27 | 10/23/26 | R27-00020 | OFFICE SUPPLIES - MS | 19QV-VRQ7-FLDN MS (1696478) | 10/28/26 | Submitted | | 24.24 | | 24.24 |
| | 2027 | ( 002395) | 62- 1100- 0- 1110- 2700- 4351- 678- 0000 | | | | | | | | |
| | | | | Hold: Duplicate invoice | Batchid | | Check Date | | PO# | | Register # |
| * | 2026/27 | 10/27/26 | R27-00016 | INSTRUCTIONAL SUPPLIES - MS | 1K9N-XLD1-KLV7 (1696478) | 10/28/26 | Submitted | | 243.17 | | 243.17 |
| | 2027 | ( 002323) | 62- 6300- 0- 1110- 1000- 4310- 678- 0000 | | | | | | | | |
| | | | | | | | **Total Invoice Amount** | | **319.64** | **Check** | |
| AP Vendor | | | ARCATA UNITED METHODIST CHURCH (000112/1)<br>1761 ELEVENTH STREET<br>ARCATA, CA 95521 | | | | | | | | |
| | 2026/27 | 10/07/26 | R27-00029 | UTILITIES / CLEANING - HS | 1091 (1696755) | 10/29/26 | Submitted | | 924.10 | | 924.10 |
| | 2027 | ( 000191) | 62- 0000- 0- 1193- 8100- 5500- 000- 0000 | | | | 924.10 | | | | |
| | 2027 | ( 002401) | 62- 2600- 0- 1193- 8100- 5500- 000- 0000 | | | | | | | | |
| | | | | | Batchid | | Check Date | | PO# BPO27-00012 | | Register # |
| | | | | | | | **Total Invoice Amount** | | **924.10** | **Check** | |
| AP Vendor | | | CITY OF ARCATA (000016/1)<br>736 F STREET<br>ARCATA, CA 95521 | | | | | | | | |
| | 2026/27 | 10/14/26 | R27-00038 | WATER AND SEWER - MS - ACCT 005859-003 | 101426 (1696478) | 10/28/26 | Submitted | | 56.06 | | 56.06 |
| | 2027 | ( 000194) | 62- 0000- 0- 1193- 8100- 5530- 678- 0000 | | | | | | | | |
| | | | | | Batchid | | Check Date | | PO# BPO27-00017 | | Register # |
| | | | | | | | **Total Invoice Amount** | | **56.06** | **Check** | |
| AP Vendor | | | COASTAL BUSINESS SYSTEMS INC. (000224/1)<br>PO BOX 660831<br>DALLAS, TX 75266-0831 | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017845, 017846, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/28/2026 - 10/29/2026 Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | COASTAL BUSINESS SYSTEMS INC. (000224/1) (continued) | | | | | | | | | |
| 2026/27 | 10/20/26 | R27-00040 | COPIER RENTAL 019-1825201-000 | 433022 (1696755) | 10/29/26 | Submitted | | 391.10 | | 391.10 |
| 2027 (000165) 62-0000-0-1110-2700-5623-000-0000 | | | | | | | | 212.96 | | |
| 2027 (002289) 62-1100-0-1110-2700-5623-000-0000 | | | | | | | | 178.14 | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00050 | Register # | |
| | | | | | | **Total Invoice Amount** | | **391.10** | **Check** | |
| Direct Vendor | EUREKA OXYGEN CO (000098/1)<br>2810 JACOBS AVENUE<br>EUREKA, CA 95501 | | | | | | | | | |
| 2026/27 | 10/21/26 | | Fire Extinguisher | 504834 (1696755) | 10/29/26 | Submitted | | 112.67 | | 112.67 |
| 2027 (000199) 62-0000-0-1193-8100-5800-678-0000 | | | | | | | | | | |
| | | | | | | **Total Invoice Amount** | | **112.67** | **Check** | |
| AP Vendor | P G & E (000007/1)<br>PO BOX 997300<br>SACRAMENTO, CA 95899-7300 | | | | | | | | | |
| 2026/27 | 10/19/26 | R27-00056 | MS - ELECTRIC - 5252397099-5 | 101926 (1696478) | 10/28/26 | Submitted | | 589.17 | | 589.17 |
| 2027 (000193) 62-0000-0-1193-8100-5520-678-0000 | | | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00020 | Register # | |
| | | | | | | **Total Invoice Amount** | | **589.17** | **Check** | |
| AP Vendor | RECOLOGY ARCATA (000005/1)<br>P.O. BOX 188 555 VANCE AVE.<br>SAMOA, CA 95564 | | | | | | | | | |
| 2026/27 | 10/30/26 | R27-00064 | GARBAGE - MS - ACCT 060826321 | 36476380 (1696755) | 10/29/26 | Submitted | | 158.23 | | 158.23 |
| 2027 (000196) 62-0000-0-1193-8100-5560-678-0000 | | | | | | | | | | |
| | | | | BatchId | | Check Date | | PO# BPO27-00027 | Register # | |
| | | | | | | **Total Invoice Amount** | | **158.23** | **Check** | |
| AP Vendor | RESTIF (030169/1)<br>PO Box 3520<br>Eureka, CA 95549 | | | | | | | | | |
| 2026/27 | 09/30/26 | R27-00080 | JANITORIAL SERVICES - HS | 155237 (1696755) | 10/29/26 | Submitted | | 1,191.67 | | 1,191.67 |
| 2027 (000191) 62-0000-0-1193-8100-5500-000-0000 | | | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017845, 017846, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/28/2026 - 10/29/2026 | Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | RESTIF (030169/1) | (continued) | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00057 | | Register # |
| | | | | | | **Total Invoice Amount** | | **1,191.67** | **Check** | |
| AP Vendor | | SHRED AWARE (000082/1)<br>PO BOX 2911<br>MCKINLEYVILLE, CA 95519 | | | | | | | | |
| 2026/27 | 10/28/26 | R27-00066 | PAPER SHREDDING - MS | 78046 (1696478) | 10/28/26 | Submitted | | 46.37 | | 46.37 |
| | 2027 (001931) | 62-0000-0-1110-2700-5800-678-0000 | | | | 7.46 | | | | |
| | 2027 (000196) | 62-0000-0-1193-8100-5560-678-0000 | | | | 38.91 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00058 | | Register # |
| | | | | | | **Total Invoice Amount** | | **46.37** | **Check** | |
| AP Vendor | | SIX RIVERS BUILDING ASSN (000012/1)<br>251 BAYSIDE ROAD<br>ARCATA, CA 95521 | | | | | | | | |
| 2026/27 | 09/25/26 | R27-00004 | PARKING LOT RENT - MS | OCT 2026 - 2 | 10/29/26 | Submitted | | 760.00 | | 760.00 |
| | 2027 (000164) | 62-0000-0-1110-2700-5612-678-0000 | | | | | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00003 | | Register # |
| | | | | | | **Total Invoice Amount** | | **760.00** | **Check** | |
| AP Vendor | | TAYLOR, MIKE (030081/1)<br>2815 CLOVER WAY<br>ARCATA, CA 95521-5797 | | | | | | | | |
| 2026/27 | 10/20/26 | R27-00009 | LUNCH / BREAKFAST - HS | 1759 OCT (1696755) | 10/29/26 | Submitted | | 890.00 | | 890.00 |
| | 2027 (002864) | 62-5310-0-0000-3700-4310-000-0000 | | | | | | | | |
| | 2027 (002869) | 62-5310-0-0000-3700-5800-000-0000 | | | | 890.00 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00007 | | Register # |
| 2026/27 | 10/20/26 | R27-00008 | LUNCH / BREAKFAST - MS | 1759 OCT MS (1696755) | 10/29/26 | Submitted | | 1,015.00 | | 1,015.00 |
| | 2027 (002867) | 62-5310-0-0000-3700-4310-678-0000 | | | | | | | | |
| | 2027 (002868) | 62-5310-0-0000-3700-5800-678-0000 | | | | 1,015.00 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00051 | | Register # |
| 2026/27 | 10/23/26 | R27-00009 | LUNCH / BREAKFAST - HS | 1760 OCT HS (1696478) | 10/28/26 | Submitted | | 800.00 | | 800.00 |
| | 2027 (002864) | 62-5310-0-0000-3700-4310-000-0000 | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017845, 017846, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 10/28/2026 - 10/29/2026 — Bank Account COUNTY - County Bank Account AP Checks

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| AP Vendor | | TAYLOR, MIKE (030081/1) (continued) | | | | | | | | (continued) |
| 2026/27 | 10/23/26 | R27-00009 | LUNCH / BREAKFAST - HS | 1760 OCT HS (1696478) (continued) | 10/28/26 | Submitted | | (continued) | | |
| 2027 | (002869) | 62-5310-0-0000-3700-5800-000-0000 | | | | 800.00 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00007 | Register # | |
| 2026/27 | 10/23/26 | R27-00008 | LUNCH / BREAKFAST - MS | 1760 OCT MS (1696478) | 10/28/26 | Submitted | | 815.00 | | 815.00 |
| 2027 | (002867) | 62-5310-0-0000-3700-4310-678-0000 | | | | | | | | |
| 2027 | (002868) | 62-5310-0-0000-3700-5800-678-0000 | | | | 815.00 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00051 | Register # | |
| | | | | **& Employee Also** | | **Total Invoice Amount** | | **3,520.00** | **Check** | |
| AP Vendor | | UBEO Business Services (030140/3) P.O. Box 7411176 Chicago, IL 60674 | | | | | | | | |
| 2026/27 | 10/15/26 | R27-00089 | COPIER CONTRACT - MS - #CN30946-01 | INVW5418028 (1696755) | 10/29/26 | Submitted | | 270.21 | | 270.21 |
| 2027 | (000047) | 62-0000-0-0000-0000-8699-000-0000 | | | | | | | | |
| 2027 | (001931) | 62-0000-0-1110-2700-5800-678-0000 | | | | 270.21 | | | | |
| | | | | Batchid | | Check Date | | PO# BPO27-00059 | Register # | |
| | | | | | | **Total Invoice Amount** | | **270.21** | **Check** | |
| AP Employee | | Waller, Bodhi G (000015) 1501 Hilfiker Dr Arcata, CA 95521 | | | | | | | | |
| * 2026/27 | 10/04/26 | R27-00079 | STEAM SUPPLIES | 083000 (1696755) | 10/29/26 | Submitted | | 11.01 | | 11.01 |
| 2027 | (000129) | 62-0000-0-1110-1000-4310-000-0000 | | | | 5.51 | | | | |
| 2027 | (000130) | 62-0000-0-1110-1000-4310-678-0000 | | | | 5.50 | | | | |
| * 2026/27 | 10/04/26 | R27-00079 | STEAM SUPPLIES | 100426 (1696755) | 10/29/26 | Submitted | | 23.47 | | 23.47 |
| 2027 | (000129) | 62-0000-0-1110-1000-4310-000-0000 | | | | 11.73 | | | | |
| 2027 | (000130) | 62-0000-0-1110-1000-4310-678-0000 | | | | 11.74 | | | | |
| * 2026/27 | 10/04/26 | R27-00079 | STEAM SUPPLIES | 603740 (1696755) | 10/29/26 | Submitted | | 21.05 | | 21.05 |
| 2027 | (000129) | 62-0000-0-1110-1000-4310-000-0000 | | | | 10.53 | | | | |
| 2027 | (000130) | 62-0000-0-1110-1000-4310-678-0000 | | | | 10.52 | | | | |
| | | | | | | **Total Invoice Amount** | | **55.53** | **Check** | |

Selection: Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017845, 017846, Page Break by Check/Advice? = N, Zero? = Y)

**EXPENSES BY FUND - Bank Account COUNTY**

| Fund | Expense | Cash Balance | Difference |
|---|---|---|---|
| 62 | 8,394.75 | 482,410.99 | 474,016.24 |

| | | |
|---|---|---|
| Number of Payments | 20 | |
| Number of Checks | **13** | **$8,394.75** |
| Number of ACH Advice | **0** | |
| Number of vCard Advice | **0** | |
| Total Check/Advice Amount | **$8,394.75** | |
| Total Unpaid Sales Tax | $.00 | |
| Total Expense Amount | $8,394.75 | |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | |
|---|---|
| $0 - $99 | 3 |
| $100 - $499 | 5 |
| $500 - $999 | 3 |
| $1,000 - $4,999 | 2 |
| $5,000 - $9,999 | |
| $10,000 - $14,999 | |
| $15,000 - $99,999 | |
| $100,000 - $199,999 | |
| $200,000 - $499,999 | |
| $500,000 - $999,999 | |
| $1,000,000 - | |

***** ITEMS OF INTEREST *****

| | |
|---|---|
| * Number of payments to a different vendor | 6 |
| ! Number of Prepaid payments | |
| @ Number of Liability payments | |
| & Number of Employee Also Vendors | 1 |

? denotes check name different than payment name

F denotes Final Payment

**Report Totals -** Payment Count **20** Check Count **13** ACH Count **0** vCard Count **0** Total Check/Advice Amount **$8,394.75**

**$8,394.75**

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017845, 017846, Page Break by Check/Advice? = N, Zero? = Y)

# Northcoast Preparatory and Performing Arts Academy District Governing Board
# Thursday, October 22nd, 2026
# NPA HS, Rm2
# 1761 11th Street Arcata, CA 95521

**Minutes**
**4:16pm**

1. **Call to Order/Agenda**

Board Members present: Rebecca Hall, Jessica Callahan, Jillian Sheppard, Janelle Bucklin

Others present: Adam Hess, Charter Director; Christy NG, HCOE Liaison

1.1 Adopt the Agenda
It was moved by Jillian Sheppard and seconded by Janelle Bucklin to adopt the agenda.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

1.2 Introduction of Guests
Christy Ng, HCOE

2. **Public Comments on Items Not on the Agenda**

2.1 Comments by the Public: The board briefly shared that they had received emails from a parent and that Jessica and Rebecca would be setting a time to meet with the parent.

3. **Action Items to be Considered**

There are no action items on the agenda.

4. Discussion Items

There are no discussion items on the agenda.

5. **Reports**

There are no reports on the agenda.

**6. Open Session Before Closed Session**

6.1 Jessica Callahan reviewed the items to be discussed during the closed session.

6.2 There were no public comments.

6.3 The board adjourned to closed session.

**7. Reconvene In Open Session**

7.1 Report of Action Taken During Closed Session

Jessica Callahan reported that there was no action taken during the closed session.

**8. Next Board Meeting**

8.1 Possible Agenda Items

The director was reminded that a parent wanted to be on the agenda.

8.2 Next Board Meeting Date: November 18th at 5:30 pm

**9. Adjournment at 5:47 pm**

A motion to adjourn was made by Jessica Callahan with a second from Rebecca Hall.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |
| Motion carried, 4-0-0 | | |

# Northcoast Preparatory and Performing Arts Academy District Governing Board
# Tuesday, October 14th, 2026
# NPA HS, Rm2
# 1761 11th Street Arcata, CA 95521

**Minutes**
**5:31pm**

## 1. Call to Order/Agenda

Board Members present: Rebecca Hall, Jessica Callahan, Jillian Sheppard, Janelle Bucklin

Others present: Adam Hess, Charter Director; Bridget Quinn, NPA teacher; Heather Ballinger, NPA parent; Amy O'Connor, NPA parent; Christy NG, Amy Miller, NPA Faculty

1.1 Adopt the Agenda
It was moved by Jillian Sheppard and seconded by Rebecca Hall to adopt the agenda.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Jillian Sheppard | | |
| Motion carried, 4-0-0 | | |

1.2 Introduction of Guests
Amy Miller, Bridget Quinn, Heather Ballinger, and Christy Ng were introduced.
Amy O'Connor arrived after introductions

## 2. Consent Agenda

2.1 Consideration of Approval of the Consent Agenda
It was moved by Jillian Sheppard and seconded by Rebecca Hall to approve the consent agenda (both minutes and warrants).

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |
| Motion carried, 4-0-0 | | |

**3. Public Comments on Items Not on the Agenda**

3.1 Comments by the Public: Heather Ballinger shared concerns in the 6th grade about parent communication about homework and assessments. She proposed a weekly (Monday) communication from the teachers, and that this may be beneficial school wide. She also shared that she would like this to be on the agenda next month. She also gave comments about curriculum related to those from the previous month. Amy Miller addressed these comments as the middle school curriculum coordinator. Amy O'Connor shared her families desire that a tennis program be started at the middle school. Jillian Sheppard shared that articles of incorporation have been filed and approved by the state of California.

**4. Action Items to be Considered**

4.1 Consideration of Approval of Change to November 11th Regular Board Meeting Date

The director shared that the 11th is a federal holiday and that it may impede public accessibility. The board discussed a change to the date. A motion to change the board meeting date to November 18th was made by Jessica Callahan and seconded by Rebecca Hall.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.2 Consideration of Appointment of a Representative to Serve on the County Committee Delegation

NPA is not a district and thus does not appoint a representative. No action was taken.

4.3 Consideration of Approval of Spanish Teacher Position to 0.5 FTE

The charter director shared that the Spanish teacher indicated that she has additional prep. and time with her Spanish students. This includes adjusting the middle and high school curriculum in support of advanced Spanish students. The requested increase in FTE relates to this extra time the teacher is putting into the classes. The FTE increase is reflected by a 0.05 increase in position 31 and a 0.05 increase in position 53. A motion to increase the FTE to 0.5 was made by Jessica Callahan and seconded by Rebecca Hall.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.4 Consideration of Approval of Hours for After Care at the High School

The charter director shared that the high school campus is open to students until 5 pm. The landlord has requested that any students on campus are supervised each day. While there are often teachers on campus, there may be times when adult supervision can't be confirmed. A motion to approve after care staffing from 3:40-5 pm at a rate of $25/hour through December 19, 2026 was made by Jillian Sheppard and seconded by Janelle Bucklin

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.5 Consideration of Approval of increase in FTE for Middle School Instructional Aide

The charter director shared that the instructional aide working at our middle school has been well received by both staff and students. In an effort to continue to support both students and staff it is proposed to increase the FTE from 0.3 to 0.5. A motion to increase the FTE to 0.5 was made by Jessica Callahan and seconded by Janelle Bucklin.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.6 Consideration of Approval of NPA Parent Handbooks for 2026-27

The charter director shared that discussion with middle and high school faculty indicated that both school sites should have separate handbooks. Both handbooks were shared with the board. There were a couple of edits proposed to the director. A motion to accept the edited and separate handbooks was made by Jillian Sheppard and seconded by Rebecca Hall.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.7 Consideration of Approval of Updates to the Uniform Complaint Procedure and Policy

The charter director shared that the uniform complaint policy and procedure has been updated using a template from the Charter Schools Development Center. This was done to ensure that it reflected any changes needed. There was a motion to adopt the updated uniform complaint policy and procedure made by Janelle Bucklin and seconded by Jillian Sheppard.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

4.8 Consideration of the Resolution on Sufficiency of Instructional Materials for 2026-27

The charter director shared that the school has sufficient instructional materials. The HCOE liaison shared that this was a process meant for districts and did not apply to charter schools. As a result there was no board action taken.

**5.** Discussion Items

5.1 First Interim Budget Update

The charter director anticipated a first interim update prior to the board meeting. This is not the case and thus there was no update presented to the board.

**6. Reports**

6.1. Director's Report

The Charter Director shared about recent events that included the S.T.E.A.M. Event, the high school pumpkin patch visit, parentsquare, girl's tennis, and a brief update about NEF and its board.

**7. Next Board Meeting**

7.1 Possible Agenda Items

Curriculum support, meeting with the church board of trustees, updates on policies and the school comprehensive school safety plan, mural update, board retreat.

7.2 Next Board Meeting Date: November 18th at 5:30 pm

**8. Adjournment at 6:53 pm**

A motion to adjourn was made by Jessica Callahan with a second from Janelle Bucklin.

| Ayes | Noes | Absent |
|---|---|---|
| Rebecca Hall | | |
| Jessica Callahan | | |
| Janelle Bucklin | | |
| Jillian Sheppard | | |

Motion carried, 4-0-0

# Internal Financial Controls, Cash Management, and Donations

**BOARD POLICY | PROPOSED**

Adopted: _____ Effective: Upon adoption Next review: Annually

Applies to: Northcoast Preparatory and Performing Arts Academy ("NPA" or "School"), its governing board, officers, employees, agents, contractors acting for the School, and persons authorized to collect or expend School-Controlled Funds.

## 1. Purpose and General Rule

The Board of Directors ("Board") adopts this Policy to safeguard public funds and other assets entrusted to NPA; prevent unauthorized accounts, off-book receipts, improper expenditures, and conflicts of interest; and facilitate meaningful fiscal oversight by the Humboldt County Office of Education ("HCOE") and the Humboldt County Board of Education, NPA's chartering authority (collectively, the "Authorizer").

NPA shall maintain a complete, accurate, auditable record of all School-Controlled Funds and shall provide HCOE prompt access to financial data, supporting records, and bank activity. No fundraising arrangement, outside account, affiliate, contractor, or payment platform may be used to circumvent NPA's internal controls, HCOE financial-services arrangements, charter terms, or applicable law. Where this Policy imposes requirements exceeding law, they are independent Board-adopted obligations.

## 2. Definitions and Scope

"School-Controlled Funds" means public apportionments, grants, fees legally receivable by NPA, donations accepted by NPA, student activity funds, fundraising proceeds received or controlled by School personnel or School-sponsored groups, and all other cash, financial accounts, receivables, securities, and assets under NPA's ownership, custody, control, or jurisdiction, whether restricted or unrestricted and regardless of where held.

"Outside Account" means a bank, credit union, investment, merchant-processing, stored-value, digital-wallet, payment application, or similar account that receives or holds School-Controlled Funds outside the accounting and disbursement processes administered through HCOE.

"Supporting Organization" includes the Northcoast Education Foundation ("NEF"), booster or parent groups, and other legally separate organizations that raise or hold funds for the benefit of NPA. Funds legally owned and independently controlled by such an organization do not become School-Controlled Funds merely because the organization intends to support NPA; however, any gift, transfer, reimbursement, sponsorship, or School-related transaction must be adequately documented, and the conditions in Section 7 apply.

## 3. Board, Management, and HCOE Responsibilities

The Board retains fiduciary responsibility for NPA assets, adopts annual and revised budgets, approves this Policy and material exceptions, monitors financial condition, receives fiscal and audit reports, and acts on identified deficiencies. The Charter Director is responsible for implementation, supervision, and timely reporting. NPA personnel shall use HCOE financial and business services as provided in the approved charter and operative memorandum of understanding ("MOU").

The Charter Director shall assign and document separate responsibilities for: (i) receiving funds; (ii) recording receipts; (iii) reviewing invoices and confirming performance; (iv) authorizing disbursements; and (v) reconciling statements. No individual may initiate, approve, execute, and reconcile the same material transaction. Where staffing is insufficient, an independent Board officer or HCOE-designated business-services staff member shall perform and document a compensating review.

At least quarterly, the Charter Director shall provide the Board and HCOE an integrated financial packet showing budget-to-actual activity, cash and reserves, bank and Outside Account balances, restricted-fund balances, aged liabilities, cash-flow forecast, material contracts, and exceptions or unresolved reconciliations. The Board shall review fiscal condition at a properly noticed public meeting at each budget interim period and during budget adoption.

## 4. Banking, Outside Accounts, and Bank Reconciliations

All School-Controlled Funds shall ordinarily be deposited, accounted for, and disbursed using the processes established with HCOE. Establishing or maintaining an Outside Account is prohibited unless the Board has first approved it at a public meeting

and HCOE has given written concurrence under this Board-adopted Policy. This concurrence requirement does not transfer management responsibility from NPA to HCOE.

For each approved Outside Account, NPA shall maintain a register identifying the legal owner, institution, last four account digits, purpose, funding sources, authorized users/signers, access privileges, restrictions, and monthly ending balance. The account must be titled in NPA's legal name and taxpayer identification number unless a different legal structure is expressly authorized by law and a written Board-approved agreement. Personal, employee, volunteer, or informal club accounts shall never hold School-Controlled Funds.

The Board and HCOE must be notified in writing before any account opening, closing, change in authorized signers, material change in payment platform, or establishment of an account-linked debit or credit product. HCOE shall receive monthly financial statements of any account outside of the Frontline-Escape financial system within ten business days following each month-end and upon request.

No single person may have sole authority to approve and release electronic transfers. All disbursements require documented dual authorization by separate authorized persons; bank signatory privileges and electronic permissions shall be reviewed at least quarterly and immediately upon separation of personnel. Cash withdrawals, checks payable to "cash," personal peer-to-peer payment services, and commingling with non-School funds are prohibited.

All accounts shall be reconciled monthly by a person independent of receipt and disbursement functions. Reconciliations, outstanding items, and supporting statements shall be provided to HCOE within ten business days following month-end. Differences shall be investigated promptly; unexplained differences or unreconciled items older than 30 days shall be reported to HCOE and the Board treasurer. HCOE shall be provided the data necessary to reflect all Outside Account activity accurately in NPA's general ledger and audit.

## 5. Receipt, Custody, and Deposit of Cash and Checks

All receipts shall be promptly recorded by source, date, amount, donor or payer (if known), purpose, deposit destination, and any restriction. At fundraising events, two unrelated individuals shall independently count and sign for cash receipts; a pre-numbered receipt or equivalent contemporaneous electronic record shall be used for each receipt where practicable. Cash shall be stored securely pending deposit, with documented chain of custody.

School personnel shall deposit cash and checks no later than two business days after receipt, or the next available banking day where a documented practical constraint exists. Checks intended as NPA donations should be payable to NPA, not an employee, volunteer, or unaffiliated third party. Returned items, refunds, voids, and refunds of overpayments shall be separately documented and reviewed. Donations and other receipts shall never be netted against purchases or spent directly from unrecorded cash proceeds.

## 6. Donations, Grants, Fundraising, and Restricted Gifts

All donations to NPA—whether solicited online, through events, by employees, or via third parties—shall be entered in a centralized donation and grant register maintained in coordination with HCOE. The register shall identify donor, amount or fair-value description of a noncash gift, date, intended use, restrictions, receipting, deposit, and final disposition. A restricted gift shall be held and expended for its lawful stated purpose and separately tracked in the accounting system. NPA may not accept conditions inconsistent with nondiscrimination, the prohibition on tuition or impermissible pupil fees, the School's public purpose, or applicable grant law.

The Charter Director may accept an unrestricted cash donation up to $10,000 within the adopted budget. Board approval at a public meeting is required before acceptance of any single donation above $10,000, real property, unusual noncash assets, any gift imposing a material continuing obligation, naming or advertising commitments, conditions affecting instruction or staffing, or a material donor restriction. This is a Board-selected approval threshold, not a statutory dollar threshold. HCOE shall receive a copy of material gift agreements before acceptance.

Donation acknowledgments shall be issued in the name of the actual receiving legal entity and shall accurately identify any goods or services furnished in exchange; NPA shall not promise tax treatment. Donor anonymity requests shall be honored only as law permits and shall not defeat accounting, audit, conflict-of-interest, or legally required disclosure. No donation, gift, fee, or fundraising participation may be required for admission, retention, access to legally required instruction, or participation in a free public educational program.

Any fundraising activity using NPA personnel, student participation, facilities, accounts, marks, or name shall be approved in advance by the Charter Director. Proceeds collected by or for NPA shall be deposited and accounted for as School-Controlled Funds. A student group, parent group, or outside organization may not solicit funds as though held by NPA while diverting the receipts to an undisclosed or unapproved account.

## 7. Northcoast Education Foundation and Other Supporting Organizations

Since NEF is an organization established solely to serve NPA, the Board shall maintain a written agreement with NEF before permitting it to collect funds on NPA's behalf, use NPA's name or facilities for fundraising, or administer School-sponsored activities. The agreement shall distinguish each entity's ownership and custody of funds, donor-designated restrictions, fundraising communications, disbursement approval, recordkeeping, insurance, conflicts of interest, and termination and transition arrangements.

For funds collected as NPA's agent or otherwise legally belonging to NPA, the agreement shall require prompt remittance to NPA or HCOE-designated accounts, transactional records, monthly reconciliations, and HCOE access to underlying records. For funds genuinely owned and controlled by NEF, the agreement shall instead require quarterly schedules of receipts, commitments, grants, and transfers relating to NPA and an annual financial report within 90 days after NEF's fiscal year-end, with inspection rights limited to NPA-related transactions and records, to the extent agreed. The Board shall not represent that it has direct ownership of independent NEF assets absent a legal basis.

No NPA officer, employee, or director may direct or control the disbursement of independently held NEF assets without express authority and conflict review. Related-party transactions, reimbursement arrangements, loans, advances, shared payroll, cost allocations, and purchases from entities affiliated with any Board member, employee, or Supporting Organization require advance written disclosure, Board approval where legally permissible, and documentation sufficient for the annual audit. Transfers of NPA assets to a Supporting Organization require a documented lawful educational purpose, written agreement, Board approval, and at least 10 business days' prior notice to HCOE; a transfer may not proceed if prohibited by law.

## 8. Spending, Payment Cards, Electronic Payments, and Asset Controls

Expenditures must be lawful, within approved budget authority, supported by itemized invoices and evidence of receipt or performance, and authorized before payment. The person requesting an expenditure shall not be the sole individual approving payment. Personal expenses, undocumented reimbursements, split purchases intended to evade approval thresholds, advances unrelated to documented School purpose, and transfers without adequate consideration or public purpose are prohibited.

All credit cards, debit cards, purchasing cards, digital wallets, merchant accounts, subscription billing accounts, and online payment processors used for School-Controlled Funds shall be approved by the Charter Director and disclosed to HCOE and the Board. Cash advances and personal use are prohibited. Itemized receipts, monthly statements, and documentation of educational purpose shall be reconciled monthly by a reviewer other than the cardholder. HCOE may inspect transactions and underlying receipts periodically or upon request. School-owned equipment and capital assets shall be tagged and inventoried in accordance with law and grant conditions.

## 9. Payroll, Stipends, and Personnel Disbursements

Payroll, stipends, extra-duty payments, benefits, reimbursements, and employee-related contractor payments shall be supported by an approved position or written agreement, an authorized pay rate, contemporaneous time and attendance or deliverable records as applicable, and independent review before release. Additions to payroll, pay changes, and changes to direct-deposit details require verification by a second authorized person. The Charter Director shall ensure HCOE receives timely personnel and payroll data and shall promptly reconcile payroll registers against authorized positions, service records, and the budget. Employees shall not approve their own pay, reimbursement, or employment-related contracts. Any exception or retroactive adjustment shall be explained in writing and reviewed by an independent approver.

## 10. Conflicts of Interest and Related-Party Transactions

Board members, employees, and contractors shall comply with Education Code section 47604.1, Government Code sections 1090 et seq., the Political Reform Act, applicable Corporations Code restrictions, and NPA's conflict-of-interest code. A person with an actual or potential financial interest shall promptly disclose it and shall not participate in making, negotiating, advising on, or approving a prohibited contract. Recusal alone does not cure a Government Code section 1090 conflict when no statutory exception applies.

NPA shall maintain an annual and transaction-specific related-party disclosure log covering Board members, officers, employees, NEF and any other entity meeting applicable accounting definitions. The Charter Director shall provide the log to HCOE and the auditor, and shall not enter into any related-party transaction until counsel has confirmed its legality and the Board has made required disclosures and approvals.

## 11. Accounting, Fiscal Reporting, and Independent Reviews

All School-Controlled Funds, including Outside Account activity, shall be recorded in an HCOE-compatible general ledger by funding source, restriction, and expenditure category. Cash balances, debt and obligations, payroll, revenues, grants, donations, transfers, and restricted-fund activity shall be reconciled and reported monthly. NPA shall submit its adopted budget, interim reports, unaudited actuals, financial projections, attendance support, and other records according to law and HCOE's published timelines and the MOU.

The Board authorizes HCOE, on reasonable request, to review School financial and compliance records, conduct targeted reconciliations, inspect payment card activity and bank statements, review procurement and donation documentation, and communicate directly with the independent auditor. The School shall identify a responsible employee and provide responsive records within five business days, or within one business day for records reasonably required to investigate an imminent fiscal risk, suspected diversion of assets, or threatened loss of public funds, unless HCOE agrees to another deadline. These are Board-adopted cooperation duties in addition to any independent statutory information rights.

The Charter Director shall provide access to records of NPA and its agents. A legally separate Supporting Organization is not deemed subject to full HCOE access merely by reason of its relationship with NPA; NPA shall obtain enforceable access and reporting rights for School-related transactions in a written agreement before permitting the covered activity.

## 12. Independent Annual Audit and AB 126 Implementation

By May 1 of each fiscal year, NPA shall engage an independent auditor qualified under Education Code section 41020, or arrange with HCOE for the audit. The audit shall cover all School-Controlled Funds and accounts, student body and other applicable activity funds, attendance and fiscal compliance, LCAP expenditures where required, and matters in the current State Audit Guide. If NPA has not arranged an audit by May 1, HCOE may arrange the audit as provided by law, with applicable costs charged to NPA. The auditor must be independent, appropriately qualified and on the State Controller's eligible directory; NPA shall comply with applicable auditor-rotation and training rules.

NPA shall authorize the auditor to communicate with HCOE during audit planning and throughout the engagement, provide HCOE reasonably requested information for the auditor's risk assessment, and not limit predecessor-auditor communications required under section 41020. A termination or nonrenewal of the auditor engagement must be reported by NPA and the auditor to the required agencies within 30 calendar days, with reasons, as provided by law.

The final annual financial and compliance audit shall be filed by January 31 following the audited fiscal year with the legally designated recipients, including HCOE, the State Superintendent, and the State Controller; the separate county-superintendent filing exception for county-board-authorized charter schools shall be observed. The audit shall be posted on NPA's public website. No administrator may obtain or assume an audit extension without the legally required approvals and notice. If delayed without a requested or granted extension, NPA and the auditor shall make the statutory notifications within 15 calendar days after the filing deadline.

Within 45 days after issuance, the Board shall place the prior-year audit on a public meeting agenda, review all exceptions, material weaknesses, significant deficiencies, management-letter recommendations, and specific corrective actions, and vote to accept or reject the audit report. The Charter Director shall submit a written corrective-action matrix to the Board and HCOE with assigned owners, dates, evidence of completion, and responses to each finding. When the audit does not include an adequate corrective plan, NPA shall respond by the statutory April 15 deadline where applicable and provide any revisions HCOE reasonably requests to discharge its audit-review duties.

Starting with the 2027–28 State Audit Guide, NPA shall produce information necessary for the additional procedures required by Education Code section 41020.6, as amended by AB 2467, including monthly enrollment/attendance, applicable grade-transition anomalies and identification of grade-12 advancement without required CAASPP participation; the 25 largest aggregate payments or transfers; loans involving employees or related entities; Board members and related entities; the five highest-paid employees; transactions using payment cards or electronic payments; material transfers exceeding $1,000,000 or 10 percent of total revenue and other sources, whichever is less; and contractor-policy compliance. The audit shall also address applicable independent-study requirements and the Authorizer's documented oversight and teacher-assignment monitoring duties. NPA shall assist HCOE with the special audit-resolution certification required where the county board is the chartering authority, including the June 15 reporting process.

## 13. HCOE Oversight, Notification, and Corrective Action

NPA shall provide HCOE unimpeded access to its Board agendas and minutes, adopted policies, contracts, transaction support, banking disclosures, grant documents, audit communications, and related-party disclosures, subject to applicable privacy laws and necessary secure transmission. HCOE may perform annual site reviews and periodic fiscal monitoring, including

examination of credit and debit card transactions, as required by Education Code section 47604.32. NPA shall cooperate with reasonable inspection, interviews, and document requests and shall take corrective action on substantiated concerns.

Within one business day after discovery, the Charter Director shall notify HCOE and the Board chair of suspected theft, diversion of restricted funds, unauthorized bank accounts, falsified attendance or payment records, cybersecurity compromise affecting funds, or other credible material fiscal misconduct. Material overdrafts, liquidity shortfalls, missed payroll or debt obligations, serious grant noncompliance, or an auditor's notice of material weakness shall be reported within two business days. Notification does not replace legally required reporting to law enforcement, regulators, insurers, or other agencies.

HCOE shall be given a reasonable opportunity to review a proposed corrective plan and monitor milestones; NPA shall not deem a material deficiency closed solely on staff assurance without supporting evidence. If NPA fails to produce required records, the Board shall consider appropriate interim protective controls, which may include suspension of Outside Account privileges, limiting payment-card use, independent reconciliation, or other lawful measures. Nothing in this Policy creates a new statutory power for HCOE to operate NPA or displace the Board; contractual and statutory rights remain controlling.

## 14. Records, Training, Review, and Non-Retaliation

Fiscal, procurement, banking, donor-restriction, employment, and audit records shall be retained for the applicable statutory, grant, and audit periods and longer when a claim, review, audit, preservation request, or litigation hold is pending. Each relevant employee, Board officer, and authorized fundraiser shall receive training on these controls at onboarding and annually. Staff may report suspected violations to the Board chair, HCOE, or appropriate agency without retaliation.

The Charter Director shall annually certify to the Board and HCOE that all known School-Controlled Funds and Outside Accounts have been disclosed, reconciled, included in the ledger and audit scope, and reviewed for compliance; and that all material Supporting Organization arrangements have current agreements and reporting. The Board shall review this Policy annually and update it for changes in law and applicable HCOE agreements.

## 15. Transitional Inventory and Conforming Documents

Within 30 calendar days after adoption, the Charter Director shall deliver to the Board and HCOE a certified inventory of all existing School and School-related bank, online-payment, fundraising, grant, club, merchant, and investment accounts, and all agreements with NEF and other Supporting Organizations. Within 60 calendar days after adoption, each School-Controlled Outside Account shall either be closed and funds transferred through HCOE-approved accounting channels or submitted for written Board approval and HCOE concurrence under Section 4; supporting reconciliations shall cover the current fiscal year and any earlier period reasonably needed for audit completeness.

Within 90 calendar days after adoption, the Charter Director shall present the Board and HCOE with a proposed conforming NEF agreement, a current contract register, a gift register, and an audit-preparation checklist. NPA shall propose conforming amendments to its HCOE MOU and other governing documents as appropriate; this Policy does not itself amend the approved charter or any separate third-party agreement.

## Legal References

Education Code §§ 41020, 41020.2, 41020.3, 41020.6, 41020.8, 45125.1, 47604, 47604.1, 47604.3, 47604.32, 47605.6, 47606.5, 51827; Government Code §§ 1090 et seq., 81000 et seq.; AB 126 (2026), ch. 65; AB 2467 (2026), ch. 608; applicable State Controller Annual Audit Guide; NPA charter and HCOE MOU.

Board action: ☐ Adopted ☐ Revised Motion: _____ Vote: _____

# Contractor Evaluation, Procurement, and Contract Administration

**BOARD POLICY | PROPOSED**

Adopted: _____ Effective: Upon adoption Next review: Annually

Applies to: Northcoast Preparatory and Performing Arts Academy ("NPA" or "School"), its governing board, officers, employees, and agents responsible for evaluating, approving, administering, or making payments under School contracts, and to contractors where applicable.

## 1. Contractor Evaluation — Education Code Section 51827 / AB 126

NPA adopts the following requirements for evaluating and approving all contracts to which Education Code section 51827 applies. These standards shall be implemented no later than July 1, 2027; NPA shall apply them upon adoption of this Policy to new contracts and amendments that will be operative after July 1, 2027, as required by the statute. Contracts already in effect on or before July 1, 2027 are governed by the statutory transition rule, but NPA will seek conforming terms when renewing or replacing them.

1. Nonsectarian and nondiscriminatory. No public funds may be expended under a contract unless the materials, programs, and activities are nonsectarian and comply with state and federal nondiscrimination requirements.
2. Private-school tuition. NPA shall not use public funds under a contract to pay a pupil's tuition or fees at a private school that has filed an affidavit under Education Code section 33190, except when required by the pupil's individualized education program ("IEP").
3. Improper incentives. NPA shall not provide payments or gifts to pupils, prospective pupils, or their parents, guardians, or relatives as enrollment, referral, or retention incentives, or offer employees incentives to manipulate or falsify attendance records. Lawful employee incentives to promote engagement or reengagement, including home visits, are not prohibited.
4. Nonclassroom-based itemization, if applicable. If NPA operates a nonclassroom-based program to which this provision applies, its contracts shall itemize credentialed staff, administrative staff, instructional, and related-service costs sufficiently to determine qualifying expenditures for funding determinations.
5. Fair value. Contract consideration must reflect reasonable market value, with a documented comparison or written justification.
6. Passes and admissions. Annual or seasonal passes or memberships to amusement or theme parks, zoos, or family entertainment activities are prohibited. Permitted single-use admission, meals, and transportation must be aligned with teacher-assigned educational opportunities or lawful graduation, school celebrations, or cocurricular activities.
7. Licensing and insurance. Contractors shall maintain applicable business licenses or certificates and insurance appropriate to the services. Government agencies are exempt from the business-license requirement. Statutory exceptions for licensed family daycare homes and specified alternative-payment-provider arrangements shall be honored.
8. Exclusive services to an individual pupil. NPA shall not contract with a pupil or the pupil's parent, guardian, or relative to provide services exclusively to that pupil, except for statutorily authorized school transportation providers, including a parent or guardian, qualifying relative or nonrelative extended family member, court-appointed educational rights holder, or court-appointed special advocate.
9. Parent reimbursement. NPA shall not reimburse parents or guardians for activities or services, except as permitted for pupils with disabilities pursuant to an IEP and required by a legal settlement or agreement.
10. Safety protocols. A contractor interacting with pupils outside the immediate supervision and control of a School employee shall maintain reasonable written pupil and site safety, virtual safety, emergency response, and accident-reporting procedures appropriate to the activity.
11. Background checks. Contractor personnel interacting with pupils shall satisfy applicable criminal-records-summary requirements under Education Code section 45125.1; contracts and onboarding files shall document compliance, including lawful exceptions or procedures under that section, when applicable.
12. Qualifications. Each contractor must provide evidence of relevant qualifications, licensing, experience, and expertise appropriate to the assigned services.
13. Fees charged to pupils. Contractors may not charge pupils or their parents or guardians fees, except to the limited extent authorized for California state preschool, specified before- and after-school, expanded-learning, school-age childcare, and other childcare programs enumerated in Education Code section 51827(a)(13).

Before execution and at renewal, the Charter Director shall complete a written Contractor Compliance Checklist documenting all applicable requirements above. The evaluation and approval of contracts and NPA's compliance with this contractor policy shall be available for audit under section 51827(b).

## 2. Procurement, Approval Levels, and Contract Administration

NPA shall comply with all applicable competitive bidding, public contracting, prevailing-wage, grant, and procurement requirements regardless of the internal thresholds below. For purchases or contracts not subject to stricter legal or grant requirements, the following Board-established controls apply, measured by reasonably anticipated aggregate value including amendments, extensions, and related purchases:

- Up to $9,999: documented need, price reasonableness, proper budget authority, and written approval by the Charter Director or approved designee.
- $10,000–$24,999: at least two documented competitive price sources where feasible, written rationale for selection, and Charter Director approval; provide the contract register to HCOE.
- $25,000 and above: seek at least three written competitive quotes or proposals where practicable and obtain advance Board approval at a public meeting; furnish the proposed agreement and selection justification to HCOE at least five business days before execution for fiscal oversight review. This review is not HCOE approval unless law or a written agreement separately requires it.

Sole-source awards, emergency purchases, renewals, and procurements for which competition is legally unnecessary shall be justified in writing with price reasonableness and conflicts screening; emergency exceptions to internal approval timing require prompt notice to HCOE and ratification at the next lawfully noticed Board meeting, without waiving statutory bidding rules. Contracts shall be signed only by authorized signatories, with scope, term, pricing, performance measures, insurance, termination rights, record-access rights, pupil privacy and safety obligations, and legal compliance provisions as applicable.

A centralized contract register shall list contractor name, total value, cumulative paid amount, purpose, term, amendments, procurement method, approver, related-party disclosures, and insurance/background-check status where applicable; it shall be updated monthly and available to HCOE and auditors. No payment shall be released without evidence that the contracted services or goods were received.

## Legal References

Education Code §§ 33190, 45125.1, 47604.1, 51827; Government Code §§ 1090 et seq., 81000 et seq.; AB 126 (2026), ch. 65; AB 2467 (2026), ch. 608; applicable State Controller Annual Audit Guide; NPA charter and HCOE MOU.

**Northcoast Preparatory and Performing Arts Academy**

**English Learners Policy**

Northcoast Preparatory and Performing Arts Academy (NPA) will meet all applicable legal requirements for English Learners ("EL") as it pertains to annual notification to parents, student identification, placement, program options, EL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirement. NPA will implement policies to assure proper placement, evaluation, and communication regarding ELs and the rights of students and parents.

**Home Language Survey**

NPA will administer the home language survey upon a student's initial enrollment into the Charter School (on enrollment forms).

**ELPAC Testing**

All students who indicate that their home language is other than English will be given the English Language Proficiency Assessments for California ("ELPAC") assessment within thirty days of initial enrollment1 and at least annually thereafter between July 1 and October 31st until re-designated as fluent English proficient.

NPA will notify all parents of its responsibility for ELPAC assessment and of ELPAC results within thirty days of receiving results from publisher. The ELPAC shall be used to fulfill the requirements under the ESEA for annual English proficiency testing.

**Reclassification Procedures**

- Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:
- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the ELPAC.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents' opportunity to participate, and encouragement of the

participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.

- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.
- The Student Oral Language Observation Matrix will be used by teachers to measure progress regarding comprehension, fluency, vocabulary, pronunciation, and grammar usage.

Strategies for English Learner Instruction and Intervention

The materials used in the classroom are designed for children of all literacy levels including EL students. NPA teachers shall design lessons that allow for full access to classroom materials and all concepts studied.

All credentialed NPA teachers responsible for teaching EL students will hold the appropriate credential including one of the following: CLAD, BCLAD, or SDAIE.

NPA teachers will include, but are not limited to, the following best practices in working with EL students:

- Implement curricula targeting higher order thinking skills
- EL students will receive daily small group instruction in English language development
- EL students will receive daily instruction based on best practices including modeling, scaffolding, accessing and building upon prior knowledge and vocabulary development
- Make sure EL students have access to English speaking peers
- Evaluate the proper timing of English development and do not force it upon students before they demonstrate their readiness
- Use of a wide variety of literature sources
- Show respect for EL student's primary language and culture

In addition, NPA shall adhere to the following:

- NPA will report the number of EL students attending to the district and the state.
- An ELPAC trained staff member will administer all assessments for language proficiency for EL students as outlined above.
- Parents will receive written notification of their child's ELPAC scores.

- EL students who are not making appropriate academic progress will be referred to the SST process for additional support.

ELPAC Proficiency levels will be used as a benchmark to evaluate English Language Development, effectiveness of instruction and ability of EL students to access content based on the following levels:

1. **Minimally developed** oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics.

2. **Somewhat developed** oral (listening and speaking) and written (reading and writing) skills. They can use English to meet immediate communication needs but often are not able to use English to learn and communicate on topics and content areas. They need moderate-to-light linguistic support to engage in familiar social and academic contexts; they need substantial-to-moderate support to communicate on less familiar tasks and topics.

3. **Moderately developed** oral (listening and speaking) and written (reading and writing) skills. They can sometimes use English to learn and communicate in meaningful ways in a range of topics and content areas. They need light-to-minimal linguistic support to engage in familiar social and academic contexts; they need moderate support to communicate on less familiar tasks and topics.

4. **Well developed** oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. Each student's EL plan will be modified as needed based on teacher and parent input, evaluation of progress based on ELD standards and annual ELPAC testing.

**Monitoring and Evaluation of Program Effectiveness**

The evaluation for the program effectiveness for EL students in the Charter School will include:

- Adhere to Charter School-adopted academic benchmarks by language proficiency level and years in program to determine adequate yearly progress.
- Monitoring of teacher qualifications and the use of appropriate instructional strategies based on program design.
- Monitoring of student identification and placement.
- Monitoring of parental program choice options.
- Monitoring of availability of adequate resources.