



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

November 7, 2022

5:00 pm

Meeting Location:

**5862 C St.,
Chino, CA 91710**

View Online: <https://zoom.us/j/94095362729>

Telephone: (669) 900-6833; Meeting ID: 940 9536 2729

AGENDA

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Allegiance STEAM Academy- Thrive charter school (“Allegiance STEAM Academy”), also known as ASA Thrive, is a direct-funded, independent, public charter school operated by the Allegiance STEAM Academy nonprofit public benefit corporation and governed by Allegiance STEAM Academy, Incorporated corporate Board of Directors (“Board”). The purpose of a public meeting of the Board, is to conduct the affairs of Allegiance STEAM Academy in public. We are pleased that you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school.

1. Agendas are available to all audience members at the meeting. Note that the order of business on this agenda may be changed without prior notice. For more information on this agenda, please contact Allegiance at: info@asathrive.org
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comments.”
3. “Public Comments” are set aside for members of the audience to comment. However, due to public meeting laws, the Board can only listen to your issue, not take action. The public is invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on. These presentations are limited to three (3) minutes.
4. In compliance with the Americans with Disabilities Act (ADA) and upon request, Allegiance STEAM Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Allegiance STEAM Academy.

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at _____.

B. Roll Call

	Present	Absent
Troy Stevens, President	_____	_____
Marcilyn Jones, Secretary	_____	_____
Samantha Odo, Treasurer	_____	_____
Claudia Reynolds, Member	_____	_____

C. Approval of Agenda for the Regular Board Meeting for November 7, 2022

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for November 7, 2022.

Motion: _____ Second: _____ Roll Call: _____

II. Open Session:

A. Pledge of Allegiance

B. Student Celebrations - 4th Grade Narrative Writing

C. Public Comments- Items not on the Agenda

No individual presentations shall be for more than three (3) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

D. ITEMS SCHEDULED FOR INFORMATION:

- 1. Update from Parents and Community for Kids**
- 2. School Site Council Report**
- 3. PAL Report**
- 4. Staff Report - ASA Chino**
- 5. Principal's Report - ASA Chino**
- 6. Principal's Report - ASA Fontana**
- 7. CEO's Report**
- 8. CyberSecurity at ASA - Optiva IT**

E. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Regular Meeting of the Board of Directors October 3, 2022**

2. Check Register for September, 2022

Motion: _____ Second: _____ Roll Call: _____

F. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Financial Update for September, 2022

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Financial Update for September, 2022

Motion: _____ Second: _____ Roll Call: _____

2. Revised FY23 Budget- ASA Chino

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY23 Budget - ASA Chino

Motion: _____ Second: _____ Roll Call: _____

3. Revised FY23 Budget- ASA Fontana

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY23 Budget - ASA Fontana

Motion: _____ Second: _____ Roll Call: _____

4. Board of Directors Roles and Responsibilities

It is recommended the Board of Directors:

Discuss the expansion of the Role of Board of Directors to include Liaisons to School Site Council, PACK, CVUSD Board, and FUSD Board

5. Wellness Policy 2022-2023

(see attached)

It is recommended the Board of Directors:

Approve and adopt the Wellness Policy 2022-2023

Motion: _____ Second: _____ Roll Call: _____

6. Non-Discrimination Policy

(see attached)

It is recommended the Board of Directors:

Approve and adopt the revised Non-Discrimination Policy

Motion: _____ Second: _____ Roll Call: _____

7. ASA Chino Academic Calendar 2023-2024

(see attached)

It is recommended the Board of Directors:

Approve and adopt the ASA Chino Academic Calendar 2023-2024

Motion: _____ Second: _____ Roll Call: _____

8. ASA Fontana Academic Calendar 2023-2024

(see attached)

It is recommended the Board of Directors:

Approve and adopt the ASA Fontana Academic Calendar 2023-2024

Motion: _____ Second: _____ Roll Call: _____

9. ASA Board Resolution Credit Card Parameters 2022

(see attached)

It is recommended the Board of Directors:

Approve and adopt the ASA Board Resolution Credit Card Parameters 2022

Motion: _____ Second: _____ Roll Call: _____

10. Title IX Policy for Sexual Harassment

(see attached)

It is recommended the Board of Directors:

Approve and adopt the revised Title IX Policy for Sexual Harassment

Motion: _____ Second: _____ Roll Call: _____

G. COMMUNICATIONS

- 1. Comments from Board of Directors**

H. ADJOURNMENT

- 1. It is recommended the Board of Directors:**

Adjourn the Regular Meeting of the Board of Directors for November 7, 2022

Motion: _____ Second: _____ Roll Call: _____



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

October 3, 2022

5:00 pm

Meeting Location:

**5862 C St.,
Chino, CA 91710**

View Online: <https://zoom.us/j/98078980729>

Telephone: (669) 900-6833; Meeting ID: 980 7898 0729

MEETING MINUTES

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Allegiance STEAM Academy- Thrive charter school (“Allegiance STEAM Academy”), also known as ASA Thrive, is a direct-funded, independent, public charter school operated by the Allegiance STEAM Academy nonprofit public benefit corporation and governed by Allegiance STEAM Academy, Incorporated corporate Board of Directors (“Board”). The purpose of a public meeting of the Board, is to conduct the affairs of Allegiance STEAM Academy in public. We are pleased that you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school.

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4. In compliance with the Americans with Disabilities Act (ADA) and upon request, Allegiance STEAM Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Allegiance STEAM Academy.

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at ____ 5:06pm ____.

B. Roll Call

	Present	Absent
Troy Stevens, President	___ x ___	_____
Marcilyn Jones, Secretary	___ x ___	_____
Samantha Odo, Treasurer	___ x ___	_____
Claudia Reynolds, Member	___ x ___	_____

C. Approval of Agenda for the Regular Board Meeting for October 3, 2022

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for October 3, 2022.

Motion: __ Sam _____ Second: __ Marcy _____ Roll Call: _ 4-0 Passes ____

II. Open Session:

A. Pledge of Allegiance

Austin (7th Grade Student Led)

B. Student Celebrations

Okamoto & Dizon (7th Grade Students Present) Roman Senate Meeting and Student Speeches

C. Public Comments- Items not on the Agenda

No individual presentations shall be for more than three (3) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No Comments

D. ITEMS SCHEDULED FOR INFORMATION:

1. Update from Parents and Community for Kids

Working on Fun Run funds, merch cubes for STEAM. \$7K Donation Drive, Book Fair thank you to all volunteers. Need volunteers for upcoming events and clubs. Need someone to shadow the Treasurer.

2. School Site Council Report

Met last week and discussed drug/fentanyl awareness. We also elected our SSC members.

3. PAL Report

Cameron - 7th grade teacher Currently working on getting the word out for Fall Festival and planning Kindness Week. Just finished up with Self Awareness. Explored the power of giving compliments.

4. Staff Report - ASA Chino

Okamoto & Lazo - Completed the week of TRIADS. Very busy but worth it for the focus on students and families. Adaptive Schools Professional Development started last week. Two more days in a few weeks. English Learners Advisory Meeting with 20 guests attended. Started Mileage Club - 299 miles! Seven clubs are currently starting and three more on the way to start. Thank you to all advisors and Diana for all your help.

5. CEO's Report

Thank you to our 7th grade presenters. Thank you to Mr. Jones for a donation of technology to our current programs. Thank our SSC that started off great this last month with their first meeting. We have applied for and have an expectation to receive Narcan on campus. Thank you to PACK for all you do and echoed the need for volunteers.

First STEAM family Zipline challenge was completed and was a success.

I will be attending a 4 day training next week for the Charter Growth Fund.

Thank you to the teachers for the successful TRIAD meetings last week.

Facilities - New modulars had a walk through. Missing items need to be handled and expecting the keys in 3 weeks. Fire Alarms are on backorder so we got a waiver to cover that.

Fontana - 300 families interested and 150 students have completed the facilities request. Open Enrollment will start for Chino and Fontana this month. Met with FUSD to discuss facilities requests. Hired our Fontana Principal and introduced him to the Fontana community. Miguel Espinoza will begin the process to hire an Office Manager.

6th Grade left for Science Camp today. Many other field trips are being planned for all grade levels.

Sam Odo asked about the time frame for Open Enrollment - Open Enrollment will continue until December. Lottery date for Chino will likely be mid March. Troy Stevens asked what advertising is being done besides the iheart campaign for the Fontana school. Mr. Espinoza is currently in the process of getting all the plans going for the events that we can attend. Troy asked that the families who are interested in being founding families can be contacted and asked to help with getting the word out to the community.

Troy welcomed Mr. Espinoza to ASA.

E. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Regular Meeting of the Board of Directors September 12, 2022**
- 2. Check Register for August, 2022**

Motion: ___ Marcy ___ Second: ___ Sam ___ Roll Call: _4-0 Passes ___

F. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

- 1. Financial Update for August, 2022**

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Financial Update for August, 2022

Motion: ___ Marcy ___ Second: _Claudia ___ Roll Call: ___ Passes 4-0

- 2. Revised FY23 Budget- ASA Chino**

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY23 Budget - ASA Chino

Motion: ___ Sam ___ Second: __ Troy ___ Roll Call: _ Passes 4-0 ___

- 3. Revised FY23 Budget- ASA Fontana**

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY23 Budget - ASA Fontana

Motion: ___ Marcy ___ Second: ___ Sam ___ Roll Call: _ Passes 4-0 ___

4. Board of Directors Roles and Responsibilities

(see attached)

It is recommended the Board of Directors:

Discuss the expansion of the Role of Board of Directors to include Liaisons to School Site Council, PACK, CVUSD Board, and FUSD Board.

Sebastian asked that the Board Members discuss their roles and expectations. Troy stated that he wants the Board Members to be involved in the committee and to be aware of the community activities. Marcy asked for clarification and how much support is needed. Marcy stated that all information from the committees should be presented to the Board. Claudia sees it as more of a connection with the community. Troy agreed that the ultimate goal is to be more connected. If it is added to our roles as Board Members then it would be considered an expectation. Sam agreed that they should rotate and be a part of the groups to be more connected to what is happening. Claudia wants to be sure that everyone feels comfortable with Board Members attending. Marcy is hesitant because of the relationships that may not be built yet. Sam stated that is what we need to change and make more of a comfort. Troy wants to show them that they are important and create a bond of support. Sam suggested everyone look at a calendar and add themselves to the events they can attend. Marcy and Sam asked for Sebastian to provide a calendar for them to look at.

5. Chromebook Quote - ASA Fontana

(see attached)

It is recommended the Board of Directors:

Approve and adopt the Best Buy Quote for

Motion: ___Marcy___ Second: ___Claudia___ Roll Call: ___Passes 4-0___

6. Job Description: Director of Special Education

(see attached)

It is recommended the Board of Directors:

Approve and adopt the Job Description: Director of Special Education

Motion: ___Sam___ Second: ___Marcy___ Roll Call: ___Passes 4-0___

7. Job Description: Chief Operations Officer

(see attached)

It is recommended the Board of Directors:

Approve and adopt the Job Description: Chief Operations Officer

Motion: ___Sam_____ Second: ___Claudia_____ Roll Call: _Passes 4-0__

G. COMMUNICATIONS

1. Comments from Board of Directors

***Claudia** - Alot of excitement. Loves all the beautification of the campus. I like the positive environment for the kids. We need some more volunteers and would like to see the parents become more involved. Excited to hear that the fundraisers are successful. I loved hearing the students present tonight.*

***Marcy** - Sad and excited to send her daughter to 6th Grade Science Camp. Thanked the teachers for the TRIAD meetings. Thank you to the 7th graders who spoke tonight. Echoed the volunteer need.*

***Sam**- Wishing 6th grade students a good week at Science Camp. Thank you to Mr. Jones for the tech donation. We need club volunteers to be able to start. The students and advisors would appreciate the help. Thank you to the PACK for the Bookfair. They did an amazing job with a limited amount of resources. Highly encouraged parents to at least give 30 minutes to an hour of your time to help. It makes a big impact. Fall Festival needs 6 volunteers from each classroom.*

***Sebastian** - Thank you to everyone who has brought resources about the fentanyl issue. We will be sending out a FAQ about the school's response. Fontana Board Member - 90 days from the start of school we need to have a Fontana Board Member added. Thanked Troy for the opportunity to speak.*

***Troy** - Thank you to the volunteers. Thank you to the students who spoke tonight. It is a reindeer of what we are all doing here. Encouraged the community to attend the meetings. 6th grade camp wishing fun, safe and educational experiences this week. Welcome Mr. Espinoza to the team. Every year TRIADS get better and better. Enjoyed his son's TRIAD. The Book Fair was a lot of fun and the kid really enjoyed it. Encourage the parents to get involved with your students' school. It is so important to the school and your children. Reach out if you don't know how to get involved. There are many different opportunities available. Thank you to Mr. Jones and Riot Games for all the donations. Facilities - the parking lot looks unfinished and parking spaces are*

not marked clear. Suggested a complete parking lot redo. Concerned about the parking lot being ADA compliant. Would like CVUSD to sign off that it is in fact ADA compliant. I want to continue the communication with parents about the fentanyl issues. Please talk to your children about what is happening. See something, Say something.

H. ADJOURNMENT

1. It is recommended the Board of Directors:

Adjourn the Regular Meeting of the Board of Directors for October 3, 2022 @ 6:49pm.

Motion: Claudia Second: Sam Roll Call: Passes 4-0

Allegiance STEAM Academy - Chino

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
21704	Allegiance STEAM Academy	Reimb - 08/21/22	9/1/2022	\$ 62.16
21705	American Printing House for the Blind, Inc.	SpEd Svcs - Supplies	9/1/2022	284.00
21706	Alex Arellano Jr.	Reimb - 08/05/22	9/1/2022	35.49
21707	Monica Argumaniz	Reimb - 07/12/22-08/05/22	9/1/2022	74.12
21708	Blue Shield of California	Health Ins - 09/22	9/1/2022	19,430.53
21709	Rylee Borges	Reimb - 07/12/22	9/1/2022	94.31
21710	Braille Abilities, LLC	SpEd Svcs - 01/22-02/22	9/1/2022	1,796.94
21711	Amanda Brooks	Reimb. - 05/21/22-07/18/22	9/1/2022	415.08
21712	Kellie Cameron	Reimb. - 07/19/22-08/18/22	9/1/2022	295.17
21713	Charter Impact	Student Data svcs - 07/22	9/1/2022	812.50
21714	Chino Valley USD	Copier Lease - 06/20/22-07/19/22	9/1/2022	458.61
21715	Cintas Corporation #150	Janitorial Supplies	9/1/2022	172.56
21716	County of San Bernardino	Health Permit	9/1/2022	454.00
21717	Madison Cullen	Reimb - 07/06/22-08/06/22	9/1/2022	65.97
21718	Wendy Dastrup	Reimb - 08/03/22	9/1/2022	120.57
21719	ESGI Software	License - 1 Year	9/1/2022	1,120.00
21720	Gerardo Gancz	Reimb. - 07/30/22-08/06/22	9/1/2022	255.67
21721	Lauren Garcia	Reimb - 07/20/22-08/03/22	9/1/2022	167.63
21722	Horace Mann Insurance Company	Insurance Svcs - 08/22	9/1/2022	1,077.14
21723	HShilling Inc	License - 07/19/21-02/01/23	9/1/2022	28.31
21724	Kaiser Foundation Health Plan	Health Ins - 09/22	9/1/2022	11,644.26
21725	Terry Keyson	SpEd Svcs - 08/22	9/1/2022	900.00
21726	Liminex, Inc.	License - 08/01/22-07/31/23	9/1/2022	12,762.00
21727	Carmelita Lopez	Reimb - 06/29/22-07/13/22	9/1/2022	158.82
21728	MetLife Small Business Center	Health Ins - 09/22	9/1/2022	2,678.79
21729	Callie Moreno	Reimb - 07/28/22	9/1/2022	690.35
21730	Jennifer Piyawadhanachai	Reimb - 08/03/22-08/07/22	9/1/2022	188.46
21731	Rancho Janitorial Supplies	Janitorial Supplies	9/1/2022	1,975.34
21732	Synthia Rangel	Reimb - 07/09/22-08/09/22	9/1/2022	148.99
21733	School Health Corporation	Nursing Supplies	9/1/2022	207.81
21734	School Datebooks	School Supplies	9/1/2022	791.96
21735	Amrit Sidhu	Reimb - 07/25/22-08/07/22	9/1/2022	204.33
21736	Kristen Stevens	Reimb - 07/16/22-08/07/22	9/1/2022	224.12
21737	Swing Education Inc	Sub Svcs - 08/13/22-08/19/22	9/1/2022	544.00
21738	Lizbeth Vasquez-Ruiz	Reimb - 08/02/22-08/09/22	9/1/2022	76.20
21739	Confidential	Confidential	9/1/2022	424.48
21740	Confidential	Confidential	9/1/2022	224.39
21741	San Bernardino County	STRS 08/2022	9/7/2022	114,655.91
21742	Alen Corporation	Air Purifiers (31)	9/7/2022	8,954.80
21743	Charter Impact	Business Mgmt svcs - 09/22	9/7/2022	22,288.25
21744	Cintas Corporation #150	Janitorial Supplies	9/7/2022	86.28
21745	Optiva IT	IT Svcs - 09/22	9/7/2022	8,219.94
21746	Sunny Kids Therapy Inc	SpEd Svcs - 08/22	9/7/2022	8,194.70
21747	Swing Education Inc	Sub Svcs - 08/20/22-08/26/22	9/7/2022	1,786.00
21748	Waxie Sanitary Supply	Janitorial Supplies	9/7/2022	729.81
21749	Tammy Lohoff	Consulting Svcs - 08/22	9/9/2022	1,800.00
21750	Thousand Pines Outdoor Science School	Field Trip - 10/03/22-10/06/22 - Deposit	9/15/2022	2,500.00
21751	Charter Impact	Payroll Processing Fee - 06/22	9/22/2022	1,237.55
21752	Chino Valley USD	District Oversight Fees - 2nd,3rd and 4th Quarter	9/22/2022	173,462.15
21753	Cintas Corporation #150	Janitorial Supplies	9/22/2022	258.84
21754	CliftonLarsonAllen LLP	Audit Svcs - 06/30/22	9/22/2022	2,992.50
21755	Great Minds	Textbooks	9/22/2022	1,002.52
21756	Gayle Hinazumi	SpEd Svcs - 08/22	9/22/2022	2,500.00
21757	Horace Mann Insurance Company	Insurance Svcs - 09/22	9/22/2022	2,928.32
21758	IXL Learning	Software Upgrade	9/22/2022	525.00
21759	Kaiser Foundation Health Plan	Health Ins - 10/22	9/22/2022	21,839.56
21760	Terry Keyson	SpEd Svcs - 08/22	9/22/2022	1,290.00

Allegiance STEAM Academy - Chino

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
21761	Tammy Lohoff	Consulting Svcs - 09/22	9/22/2022	1,800.00
21762	MetLife Small Business Center	Health Ins - 10/22	9/22/2022	3,033.90
21763	Callie Moreno	Reimb - 07/28/22-09/09/22	9/22/2022	168.98
21764	Swing Education Inc	Sub Svcs - 08/27/22-09/02/22	9/22/2022	4,718.00
21765	Uplift + Empower	Website Update	9/22/2022	1,500.00
21766	Confidential	Confidential	9/26/2022	811.12
21767	Thousand Pines Outdoor Educators	Field Trip - 10/06/22 - 10/06/22	9/29/2022	26,790.00
ACH	Mid Atlantic Trust Company	Mid Atlantic	9/1/2022	6,535.00
ACH	Internal Revenue Services	Federal Tax Payment PPE090222S	9/6/2022	31.40
ACH	Employment Development Department	State Tax Pmt SUI PPE090222S	9/6/2022	29.03
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE090222S	9/30/2022	11.91
ACH	CharterSafe	FY2223 Package Premium & Workers Comp Sept22	9/7/2022	15,452.00
ACH	American Express	CC Payment - AMEX	9/9/2022	35,438.33
ACH	Internal Revenue Services	Federal Tax Payment PPE090922	9/30/2022	17,501.19
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE090922	9/30/2022	2,657.58
ACH	Employment Development Department	State Tax Pmt SUI PPE090922	9/13/2022	768.64
ACH	CharterSafe	CharterSafe	9/26/2022	22,725.10
ACH	Internal Revenue Services	Federal Tax Payment PPE092322	9/27/2022	66,531.96
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE092322	9/27/2022	21,609.42
ACH	Health Equity	FSA - Health 09/22	9/27/2022	1,545.36
ACH	Employment Development Department	State Tax Pmt SUI PPE092322	9/27/2022	1,031.38
ACH	CalPERS	PERS PEPRA Pmt 08/22	9/29/2022	43,007.94
ACH	CalPERS	PERS Classic Pmt 08/22	9/29/2022	4,719.19
ACH	Mid Atlantic Trust Company	Mid Atlantic	9/30/2022	6,535.00

Total Disbursements Issued in September **\$ 723,269.62**

Allegiance STEAM Academy - Fontana

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
80008	Uplift + Empower	Consulting Svcs - 08/22	9/22/2022	\$ 300.00
Total Disbursements Issued in September				\$ 300.00

Allegiance STEAM Academy - Chino

Check Register - greater than \$2,000

For the period ended September 30, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
Employee Benefits				
21708	Blue Shield of California	3401 - Health and Welfare	9/1/2022	19,430.53
ACH	Mid Atlantic Trust Company	3401 - Health and Welfare	9/1/2022	6,535.00
21741	San Bernardino County	3101/9513 - STRS	9/7/2022	114,655.91
21724	Kaiser Foundation Health Plan	3401 - Health and Welfare	9/1/2022	11,644.26
21728	MetLife Small Business Center	3401 - Health and Welfare	9/1/2022	2,678.79
ACH	CharterSafe	3601 - Workers' Compensation	9/7/2022	15,452.00
21759	Kaiser Foundation Health Plan	3401 - Health and Welfare	9/22/2022	21,839.56
21762	MetLife Small Business Center	3401 - Health and Welfare	9/22/2022	3,033.90
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	9/27/2022	66,531.96
ACH	Employment Development Department	3301/3311/9512 - Payroll taxes	9/27/2022	21,609.42
ACH	CharterSafe	3601 - Workers' Compensation	9/26/2022	22,725.10
ACH	CalPERS	3202/9514 - PERS	9/29/2022	43,007.94
ACH	CalPERS	3202/9514 - PERS	9/29/2022	4,719.19
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	9/30/2022	17,501.19
ACH	Employment Development Department	3301/3311/9512 - Payroll taxes	9/30/2022	2,657.58
ACH	Mid Atlantic Trust Company	3401 - Health and Welfare	9/30/2022	6,535.00
				380,557.33
Books and Supplies				
21726	Liminox, Inc.	4305 - Software	9/1/2022	12,762.00
21742	Alen Corporation	4400 - Noncapitalized Equipment	9/7/2022	8,954.80
ACH	American Express	4302 - School Supplies	9/9/2022	35,438.33
				57,155.13
Subagreement Services				
21746	Sunny Kids Therapy Inc	5102 - Special Education	9/7/2022	8,194.70
21756	Gayle Hinazumi	5102 - Special Education	9/22/2022	2,500.00
21764	Swing Education Inc	5103 - Substitute Teacher	9/22/2022	4,718.00
				15,412.70
Operations and Housekeeping				
21757	Horace Mann Insurance Company	5400 - Insurance	9/22/2022	2,928.32
				2,928.32
Professional/Consulting Services				
21743	Charter Impact	5811 - Management Fee	9/7/2022	22,288.25
21745	Optiva IT	5801 - IT	9/7/2022	8,219.94
21750	Thousand Pines Outdoor Science School	5806 - Special Activities	9/15/2022	2,500.00
21752	Chino Valley USD	5812 - District Oversight Fees	9/22/2022	173,462.15
21754	CliftonLarsonAllen LLP	5802 - Audit and Tax	9/22/2022	2,992.50
21767	Thousand Pines Outdoor Educators	5806 - Special Activities	9/29/2022	26,790.00
				236,252.84
Total Disbursement over \$2,000				\$ 692,306.32



Allegiance STEAM Academy Schools

Monthly Financial Presentation – September 2022

September Highlights

Highlights

Chino Forecast

- Forecast surplus **+\$355K**, a **+\$149k**, change from budget due to increases in revenue.
- Revenue forecast **\$12M**, a **+\$1.12M** increase includes one-time funds and LCFF entitlement recalculations.
- Early expenses forecasted **\$11.7M**, above budget **+\$1M**. Due to one-time funds, staffing model changes, and modular costs.
- Cash ended the month at **\$3.29M**, 28% of expenses.

Fontana Forecast

- Forecast a **(\$23K)** deficit.
- Revenue forecast **\$980k** includes PCSGP and Growth Fund.
- Expenses forecast **\$1M**, above budget **+\$949K**. Due to grant funds.
- Cash ended the month at **\$1.2M**, 438 day of expenses.

Compliance and Reporting

- First Interim Report due December 15
- Annual Audit review and Board Approval due December 15

Enrollment and Revenues

- Actual average attendance rate performing at budgeted rate of 95%.



Allegiance STEAM Academy -Thrive

Monthly Financial Presentation – September 2022

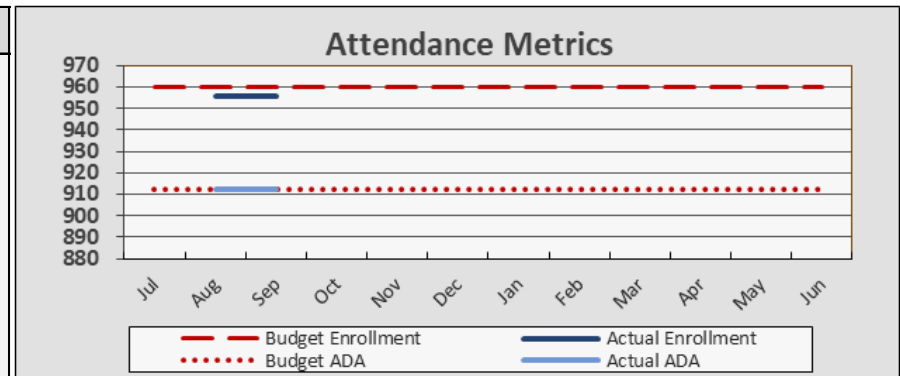
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	956	960	960
<i>ADA</i>	912	912	912
<i>Attendance Rate</i>	95.4%	95.0%	95.0%
<i>Unduplicated %</i>	34.5%	34.5%	34.5%
<i>Revenue per ADA</i>		\$13,106	\$11,868
<i>Expenses per ADA</i>		\$12,388	\$11,643

Attendance Metrics



Forecast 960 enrollment, 95% ADA 912 and UPP 34.5%.
LCFF is calculated at \$10,398 per ADA

Revenue

- September Updates

- Year-To-Date –Variance in Year-to-Date due to the timing of receivable funds.
- Forecast revenue
 - State Aid-Rev Limit:** LCFF Entitlement was recalculated with adjusted base grant rates to reflect the statutory COLA of 6.56 percent, as well as a 6.28 percent adjustment. Transitional Kindergarten Add-on at \$2,813 per current ADA count.
 - Federal Revenue:** Adjustment per P2-ADA and one-time funds planned.
 - Other State revenue:** One-time funds planned FY23-FY24.

	One-Time Funding					
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
ELO-G ESSER II	\$ 7,291	\$ -	\$ -	\$ -	\$ -	\$ -
ESSER III 3213	259,562					
ESSER III 3214 Learning Loss	7,429					
Expanded Learning Opportunities Program FY21-22	73,021					
UPK/Pre-K	112,690					
Educator Effectiveness Block Grant	66,000	74,666				
Expanded Learning Opportunities Program FY22-23	129,816	351,463				
Instructional Material Block Grant	411,015	50,000	50,000	50,893		
Learning Recovery Emergency Block Grant	<u>201,160</u>	<u>110,000</u>	<u>114,200</u>	<u>118,000</u>	<u>125,000</u>	<u>28,000</u>
	\$ 1,267,984	\$ 586,129	\$ 164,200	\$ 168,893	\$ 125,000	\$ 28,000

Revenue	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 1,031,678	\$ 997,986	\$ 33,692	\$ 9,590,263	\$ 9,231,796	\$ 358,467
Federal Revenue	-	98,851	(98,851)	575,701	563,233	12,468
Other State Revenue	60,703	111,707	(51,004)	1,868,808	1,029,024	839,784
Other Local Revenue	<u>25,478</u>	-	<u>25,478</u>	<u>25,478</u>	-	<u>25,478</u>
Total Revenue	\$ 1,117,859	\$ 1,208,544	\$ (90,685)	\$ 12,060,250	\$ 10,824,053	\$ 1,236,197

Expenses



- September Updates
 - Expenses update – Expenses are slightly above budget due to one-time funds, modular lease costs, and changes in the staffing model.

One-Time Funding Spending Plan						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
ELO-G ESSER II	\$ 7,291	\$ -	\$ -	\$ -	\$ -	\$ -
ESSER III 3213	259,562	-	-	-	-	-
ESSER III 3214 Learning Loss	7,429	-	-	-	-	-
Expanded Learning Opportunities Program FY21-22	73,021	-	-	-	-	-
UPK/Pre-K	112,690	-	-	-	-	-
Educator Effectiveness Block Grant	66,000	74,666	-	-	-	-
Expanded Learning Opportunities Program FY22-23	129,816	351,463	-	-	-	-
Instructional Material Block Grant	411,015	50,000	50,000	50,893	-	-
Learning Recovery Emergency Block Grant	201,160	110,000	114,200	118,000	125,000	28,000
	<u>\$ 1,267,984</u>	<u>\$ 586,129</u>	<u>\$ 164,200</u>	<u>\$ 168,893</u>	<u>\$ 125,000</u>	<u>\$ 28,000</u>

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 905,981	\$ 947,368	\$ 41,387	\$ 4,738,579	\$ 4,959,781	\$ 221,202
Classified Salaries	352,761	239,649	(113,112)	1,877,069	1,524,944	(352,125)
Benefits	385,624	441,181	55,557	2,206,535	2,238,532	31,997
Books and Supplies	131,087	245,669	114,581	1,539,258	713,347	(825,911)
Subagreement Services	22,510	24,302	1,793	166,734	122,900	(43,834)
Operations	71,914	72,461	547	254,717	292,327	37,610
Facilities	459	5,950	5,491	23,800	23,800	-
Professional Services	159,360	123,160	(36,200)	894,835	742,015	(152,820)
Depreciation	714	125	(589)	2,853	500	(2,353)
Total Expenses	\$ 2,030,409	\$ 2,099,864	\$ 69,455	\$ 11,704,380	\$ 10,618,145	\$ (1,086,234)

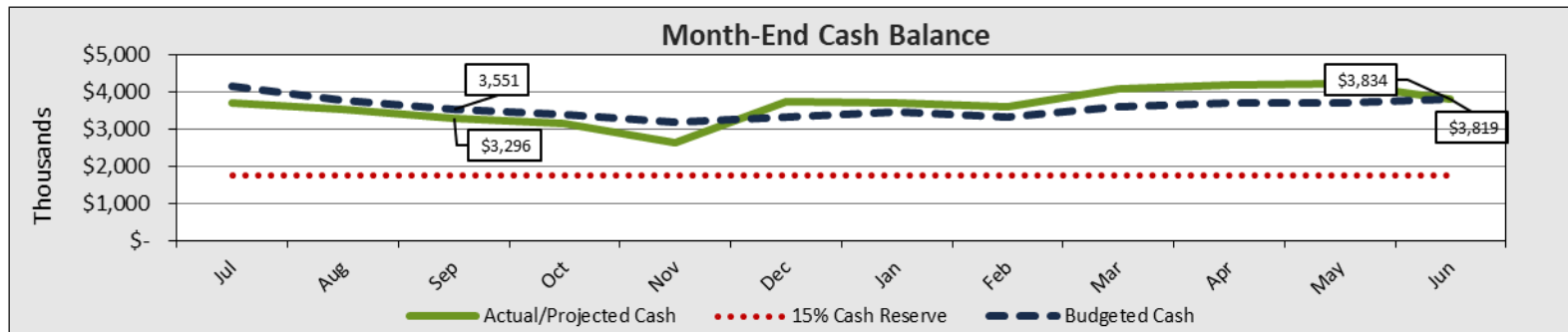
Surplus / (Deficit) & Fund Balance

- Current forecast annual surplus **\$355K, +\$149K** above budget due to changes in revenue increases from state aid funding and one-time funds.
- School forecast ending fund balance of **\$5.55M (47.5%)**, 173-day expenses.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (912,550)	\$ (891,320)	\$ (21,230)	\$ 355,870	\$ 205,908	\$ 149,963
Beginning Fund Balance	<u>5,202,710</u>	<u>5,202,710</u>		<u>5,202,710</u>	<u>5,202,710</u>	
Ending Fund Balance	<u>\$ 4,290,161</u>	<u>\$ 4,311,390</u>		<u>\$ 5,558,580</u>	<u>\$ 5,408,618</u>	
<i>As a % of Annual Expenses</i>	36.7%	40.6%		47.5%	50.9%	

Cash Balance

- Cash at month end **\$3.29 million, 28%** of expenses.
- Cash increase due to AR of +\$900K of one-time funds.





Allegiance STEAM Academy -Fontana

Monthly Financial Presentation – September 2022

Revenue

- **September Updates**
 - **Year-To-Date** –Variance in Year-to-Date due to the timing of receivable funds.
 - **Forecast revenue**
 - **Federal Revenue:** PCSGP Grant.
 - **Other State revenue:** Charter School Growth Fund.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
Federal Revenue	\$ 27,203.53	\$ -	\$ 27,203.53	\$ 600,000	\$ -	\$ 600,000
Other Local Revenue	-	-	-	380,000	-	380,000
Total Revenue	\$ 27,204	\$ -	\$ 27,204	\$ 980,000	\$ -	\$ 980,000

Expenses



- September Updates
 - Total forecasted expenses above budget due to awarded grant funds.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 6,200	\$ -	\$ (6,200)	\$ 26,045	\$ -	\$ (26,045)
Classified Salaries	3,120	-	(3,120)	12,948	-	(12,948)
Benefits	2,801	-	(2,801)	21,041	-	(21,041)
Books and Supplies	8,243	-	(8,243)	346,320	16,320	(330,000)
Subagreement Services	-	-	-	130,000	-	(130,000)
Operations	-	-	-	348,207	-	(348,207)
Professional Services	8,340	7,534	(806)	109,840	38,340	(71,500)
Interest	2,320	-	(2,320)	9,277	-	(9,277)
Total Expenses	\$ 31,024	\$ 7,534	\$ (23,490)	\$ 1,003,678	\$ 54,660	\$ (949,018)

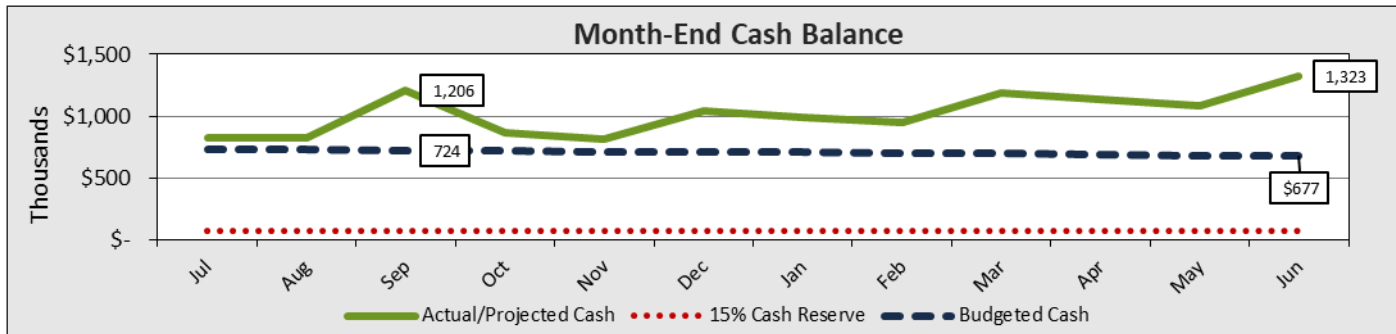
Surplus / (Deficit) & Fund Balance

- Forecast annual forecast deficit +(\$23K), +(30K) below budget due to awarded grant funds.
- Fund balance forecast +(\$126k) (12.6%).

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (3,820)	\$ (7,534)	\$ 3,714	\$ (23,678)	\$ (54,660)	\$ 30,982
Beginning Fund Balance	<u>(102,773)</u>	<u>(102,773)</u>		<u>(102,773)</u>	<u>(102,773)</u>	
Ending Fund Balance	<u>\$ (106,594)</u>	<u>\$ (110,307)</u>		<u>\$ (126,451)</u>	<u>\$ (157,433)</u>	
<i>As a % of Annual Expenses</i>	-10.6%	-201.8%		-12.6%	-288.0%	

Cash Balance

- Current cash **\$1.2M**, **438** days of expenses.
- Cash increase due to Charter School Growth Funds received \$380k.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	ASA	No	Yes	https://www.cde.ca.gov/ls/nu/sn/verificationreport.asp
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually. The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	ASA	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp
FINANCE	Dec-15	Annual Audit Review and Board Approval - Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year.	ASA with Charter Impact support	Yes	No	https://www.cde.ca.gov/fg/au/ag/submitauditrpt.asp
DATA TEAM	Dec-16	CALPADS - Fall 1 Certification deadline - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A-G graduate counts.	Charter Impact with ASA support	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
DATA TEAM	Set by Authorizer	Principal Apportionment P1 - The First Principal attendance period, designated P-1, is the attendance count for all full school months during the period from July 1 through the last school month that ends on or before December 31 of the FY, and is used by the CDE to compute the P-1 Apportionment. Attendance data collected within the P-1 reporting date range must be uploaded into the state's Principal Apportionment Data Collection portal.	Charter Impact with ASA support	No	Yes	https://www.cde.ca.gov/fg/sf/pa/

Appendices

As of September 30, 2022

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register
- Checks issued over \$2K – additional details

Allegiance STEAM Academy - Thrive

Financial Package
September 30, 2022

Presented by:



Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY22-23

Revised 10/28/2022



ADA = 912.00

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
ADA = 912.00																
Revenues																
8011 LCFF State Aid	-	334,819	334,819	602,675	602,675	602,675	602,675	602,675	710,092	710,092	710,092	710,092	710,092	7,233,473	6,875,006	358,467
8012 Education Protection Account	-	-	-	42,181	-	-	45,600	-	-	49,019	-	-	45,600	182,400	182,400	-
8096 In Lieu of Property Taxes	-	120,680	241,360	160,907	160,907	160,907	160,907	160,907	335,939	167,969	167,969	167,969	167,969	2,174,390	2,174,390	-
	-	455,499	576,179	805,763	763,582	763,582	809,182	763,582	1,046,031	927,080	878,061	878,061	923,661	9,590,263	9,231,796	358,467
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	8,767	8,767	8,767	8,767	8,767	12,294	12,294	12,294	12,294	12,294	105,303	105,303	-
8220 Federal Child Nutrition	-	-	-	4,574	8,691	8,691	8,691	8,691	8,691	8,691	8,691	8,691	17,383	91,488	91,488	-
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	58,673	-	-	-	-	-	-	19,558	78,231	80,119	(1,888)
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	12,297	-	-	-	-	-	-	4,099	16,396	16,761	(365)
8296 Other Federal Revenue	-	-	-	68,571	2,500	68,571	-	2,500	68,571	-	5,000	68,571	-	284,283	269,562	14,721
	-	-	-	81,912	19,958	156,999	17,458	19,958	89,556	20,985	25,985	89,556	53,333	575,701	563,233	12,468
Other State Revenue																
8311 State Special Education	-	30,352	30,351	48,390	48,390	48,390	48,390	48,390	55,720	55,720	55,720	55,720	55,720	581,256	555,763	25,493
8520 Child Nutrition	-	-	-	433	823	823	823	823	823	823	823	823	1,645	8,660	8,660	-
8550 Mandated Cost	-	-	-	-	-	15,472	-	-	-	-	-	-	-	15,472	15,472	-
8560 State Lottery	-	-	-	-	-	-	49,984	-	-	49,984	-	-	116,176	216,144	207,936	8,208
8599 Other State Revenue	-	-	-	261,819	-	261,819	-	-	261,819	-	-	261,819	-	1,047,277	241,194	806,083
	-	30,352	30,351	310,642	49,213	326,504	99,197	49,213	318,362	106,527	56,543	318,362	173,542	1,868,808	1,029,024	839,784
Other Local Revenue																
8660 Interest Revenue	773	773	773	-	-	-	-	-	-	-	-	-	-	2,320	-	2,320
8699 School Fundraising	-	2,830	20,328	-	-	-	-	-	-	-	-	-	-	23,158	-	23,158
	773	3,603	21,101	-	-	-	-	-	-	-	-	-	-	25,478	-	25,478
Total Revenue	773	489,454	627,631	1,198,317	832,752	1,247,084	925,836	832,752	1,453,949	1,054,593	960,590	1,285,980	1,150,537	12,060,250	10,824,053	1,236,197
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	12,858	336,205	349,152	338,164	338,164	338,164	338,164	338,164	338,164	338,164	338,164	338,164	-	3,741,688	3,633,816	(107,872)
1170 Teachers' Substitute Hours	1,520	11,990	12,830	10,145	10,145	10,145	10,145	10,145	10,145	10,145	10,145	10,145	-	117,644	109,014	(8,629)
1175 Teachers' Extra Duty/Stipends	-	-	1,278	12,416	12,416	12,416	12,416	12,416	12,416	12,416	12,416	12,416	-	113,025	102,808	(10,217)
1200 Pupil Support Salaries	-	23,682	27,283	21,591	21,591	21,591	21,591	21,591	21,591	21,591	21,591	21,591	-	245,283	429,472	184,189
1300 Administrators' Salaries	44,296	46,017	29,417	43,528	43,528	43,528	43,528	43,528	43,528	43,528	43,528	43,528	-	511,484	536,670	25,186
1900 Other Certificated Salaries	-	4,727	4,727	-	-	-	-	-	-	-	-	-	-	9,455	148,000	138,545
	58,674	422,621	424,686	425,844	425,844	425,844	425,844	425,844	425,844	425,844	425,844	425,844	-	4,738,579	4,959,781	221,202
Classified Salaries																
2100 Instructional Salaries	-	95,327	86,089	99,635	114,621	103,917	103,917	103,917	103,917	103,917	103,917	100,492	-	1,119,665	896,035	(223,631)
2200 Support Salaries	15,289	28,957	27,872	27,596	27,596	27,596	27,596	27,596	27,596	27,596	27,596	27,596	-	320,484	319,709	(775)
2300 Classified Administrators' Salaries	6,933	6,933	3,813	6,188	6,188	6,188	6,188	6,188	6,188	6,188	6,188	6,188	-	73,372	83,200	9,828
2400 Clerical and Office Staff Salaries	27,000	27,000	27,339	31,333	31,333	31,333	31,333	31,333	31,333	31,333	31,333	31,333	-	363,339	226,000	(137,339)
2900 Other Classified Salaries	-	208	-	-	-	-	-	-	-	-	-	-	-	208	-	(208)
	49,222	158,425	145,113	164,753	179,739	169,035	169,035	169,035	169,035	169,035	169,035	165,609	-	1,877,069	1,524,944	(352,125)
Benefits																
3101 STRS	10,107	77,603	78,352	81,151	81,151	81,151	81,151	81,151	81,151	81,151	81,151	81,151	-	896,425	947,318	50,893
3202 PERS	12,488	36,211	34,656	41,653	45,442	42,736	42,736	42,736	42,736	42,736	42,736	41,870	-	468,734	386,878	(81,856)
3301 OASDI	2,922	10,062	8,780	10,179	11,105	10,444	10,444	10,444	10,444	10,444	10,444	10,232	-	115,944	94,547	(21,398)
3311 Medicare	1,514	8,299	8,108	8,541	8,758	8,603	8,603	8,603	8,603	8,603	8,603	8,554	-	95,394	94,029	(1,365)
3401 Health and Welfare	30,056	28,155	23,598	45,625	45,625	45,625	45,625	45,625	45,625	45,625	45,625	45,625	-	492,435	570,000	77,565
3501 State Unemployment	119	3,281	1,577	2,829	2,829	2,829	14,144	11,315	5,658	2,829	2,829	2,829	-	53,068	54,975	1,907
3601 Workers' Compensation	3,245	3,245	3,245	8,247	8,456	8,307	8,307	8,307	8,307	8,307	8,307	8,259	-	84,536	90,786	6,250
	60,451	166,856	158,317	198,226	203,367	199,695	211,010	208,181	202,524	199,695	199,695	198,520	-	2,206,535	2,238,532	31,997

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY22-23

Revised 10/28/2022



ADA = 912.00

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	28,947	31,695	1,003	57,378	57,378	-	-	-	-	-	-	-	-	176,400	176,400	-
4200 Books and Reference Materials	-	-	-	30,350	30,350	-	-	-	-	-	-	-	-	60,700	20,700	(40,000)
4302 School Supplies	44	3,381	-	9,042	9,042	9,042	9,042	9,042	9,042	9,042	9,042	9,042	-	84,800	74,800	(10,000)
4305 Software	57,674	12,847	525	428	428	428	428	428	428	428	428	428	-	74,900	74,900	-
4310 Office Expense	-	6,172	1,075	11,195	11,195	11,195	11,195	11,195	11,195	11,195	11,195	11,195	-	108,000	108,000	-
4311 Business Meals	-	31	107	685	685	685	685	685	685	685	685	685	-	6,300	6,300	-
4400 Noncapitalized Equipment	-	8,243	712	306,352	306,352	306,352	-	-	-	-	-	-	-	928,011	152,100	(775,911)
4700 Food Services	-	(21,368)	-	13,502	13,502	13,502	13,502	13,502	13,502	13,502	13,502	13,502	-	100,147	100,147	-
	86,665	41,001	3,421	428,931	428,931	341,203	34,851	34,851	34,851	34,851	34,851	34,851	-	1,539,258	713,347	(825,911)
Subagreement Services																
5101 Nursing	-	-	-	3,189	3,189	3,189	3,189	3,189	3,189	3,189	3,189	3,189	-	28,700	28,700	-
5102 Special Education	-	3,477	11,985	8,930	8,930	8,930	8,930	8,930	8,930	8,930	8,930	8,930	-	95,834	52,000	(43,834)
5103 Substitute Teacher	-	544	6,504	3,884	3,884	3,884	3,884	3,884	3,884	3,884	3,884	3,884	-	42,000	42,000	-
5105 Security	-	-	-	22	22	22	22	22	22	22	22	22	-	200	200	-
	-	4,021	18,489	16,025	16,025	16,025	16,025	16,025	16,025	16,025	16,025	16,025	-	166,734	122,900	(43,834)
Operations and Housekeeping																
5201 Auto and Travel	-	-	62	149	149	149	149	149	149	149	149	149	-	1,400	1,400	-
5300 Dues & Memberships	11,910	-	-	343	343	343	343	343	343	343	343	343	-	15,000	15,000	-
5400 Insurance	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	9,735	-	116,820	116,000	(820)
5501 Utilities	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	-	102,783	137,100	34,317
5502 Janitorial Services	501	501	501	501	501	501	501	501	501	501	501	501	-	6,014	10,127	4,113
5900 Communications	1,503	1,225	453	669	669	669	669	669	669	669	669	669	-	9,200	9,200	-
5901 Postage and Shipping	-	51	307	349	349	349	349	349	349	349	349	349	-	3,500	3,500	-
	32,214	20,077	19,623	20,311	20,311	20,311	20,311	20,311	20,311	20,311	20,311	20,311	-	254,717	292,327	37,610
Facilities, Repairs and Other Leases																
5603 Equipment Leases	-	459	-	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	-	18,100	18,100	-
5610 Repairs and Maintenance	-	-	-	633	633	633	633	633	633	633	633	633	-	5,700	5,700	-
	-	459	-	2,593	2,593	2,593	2,593	2,593	2,593	2,593	2,593	2,593	-	23,800	23,800	-
Professional/Consulting Services																
5801 IT	6,400	6,400	8,220	6,764	6,764	6,764	6,764	6,764	6,764	6,764	6,764	6,764	-	81,900	81,900	-
5802 Audit & Taxes	-	-	2,993	2,836	2,836	2,836	-	-	-	-	-	-	-	11,500	11,500	-
5803 Legal	-	-	-	2,389	2,389	2,389	2,389	2,389	2,389	2,389	2,389	2,389	-	21,500	21,500	-
5804 Professional Development	-	-	-	15,744	15,744	15,744	15,744	15,744	15,744	15,744	15,744	15,744	-	141,700	75,700	(66,000)
5805 General Consulting	-	3,000	5,100	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	-	26,000	26,000	-
5806 Special Activities/Field Trips	-	(75)	29,290	-	-	3,733	3,733	3,733	-	-	-	-	-	40,415	11,200	(29,215)
5807 Bank Charges	-	-	-	33	33	33	33	33	33	33	33	33	-	300	300	-
5808 Printing	-	-	-	511	511	511	511	511	511	511	511	511	-	4,600	4,600	-
5809 Other taxes and fees	20	454	-	203	203	203	203	203	203	203	203	203	-	2,300	2,300	-
5810 Payroll Service Fee	27	-	2,001	964	964	964	964	964	964	964	964	964	-	10,700	10,700	-
5811 Management Fee	20,295	23,068	21,218	21,637	21,637	21,637	21,637	21,637	21,637	21,637	21,637	21,637	-	259,312	212,461	(46,851)
5812 District Oversight Fee	-	13,665	17,285	24,173	22,907	22,907	24,275	22,907	31,381	27,812	26,342	26,342	27,710	287,708	276,954	(10,754)
5815 Public Relations/Recruitment	-	-	-	767	767	767	767	767	767	767	767	767	-	6,900	6,900	-
	26,742	46,512	86,106	78,010	76,744	80,478	79,010	77,642	82,382	78,814	77,343	77,343	27,710	894,835	742,015	(152,820)
Depreciation																
6900 Depreciation Expense	238	238	238	238	238	238	238	238	238	238	238	238	-	2,853	500	(2,353)
	238	238	238	238	238	238	238	238	238	238	238	238	-	2,853	500	(2,353)
Total Expenses	314,206	860,210	855,994	1,334,931	1,353,792	1,255,422	958,917	954,720	953,803	947,405	945,935	941,334	27,710	11,704,380	10,618,145	(1,086,234)
Monthly Surplus (Deficit)	(313,432)	(370,756)	(228,362)	(136,614)	(521,040)	(8,337)	(33,081)	(121,968)	500,146	107,187	14,655	344,645	1,122,827	355,870	205,908	149,963

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY22-23

Revised 10/28/2022

ADA = 912.00



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(313,432)	(370,756)	(228,362)	(136,614)	(521,040)	(8,337)	(33,081)	(121,968)	500,146	107,187	14,655	344,645	1,122,827	355,870		
Cash flows from operating activities																
Depreciation/Amortization	238	238	238	238	238	238	238	238	238	238	238	238	-	2,853		
Public Funding Receivables	703,184	(69,562)	(156,970)	-	-	1,130,255	-	-	-	-	-	-	(1,150,537)	456,370		
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Due To/From Related Parties	(773)	(773)	(21,137)	-	-	-	-	-	-	-	-	-	-	(22,684)		
Prepaid Expenses	60,263	13,669	(50,071)	-	-	-	-	-	-	-	-	-	-	23,861		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(142,033)	27,311	(27,311)	-	-	-	-	-	-	-	-	-	27,710	(114,323)		
Accrued Expenses	(92,724)	200,847	(197,251)	-	-	-	-	-	-	-	-	-	-	(89,128)		
Deferred Revenues	13,748	24,270	434,733	-	-	-	-	-	-	-	-	(754,189)	-	(281,438)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	228,470	(174,757)	(246,132)	(136,377)	(520,802)	1,122,155	(32,843)	(121,730)	500,384	107,425	14,893	(409,306)				
Cash, Beginning of Month	3,487,985	3,716,455	3,541,699	3,295,567	3,159,190	2,638,388	3,760,543	3,727,700	3,605,969	4,106,354	4,213,779	4,228,671				
Cash, End of Month	3,716,455	3,541,699	3,295,567	3,159,190	2,638,388	3,760,543	3,727,700	3,605,969	4,106,354	4,213,779	4,228,671	3,819,366				

Allegiance STEAM Academy - Fontana

Monthly Cash Flow/Forecast FY22-23

Revised 10/28/22

ADA = 0.00



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)	
ADA = 0.00																	
Revenues																	
Federal Revenue																	
8294 Title V, Part B - PCSG	-	-	27,204	-	-	190,932	-	-	190,932	-	-	190,932	-	600,000	-	600,000	
	-	-	27,204	-	-	190,932	-	-	190,932	-	-	190,932	-	600,000	-	600,000	
Other Local Revenue																	
8990 Contributions, Restricted	-	-	-	95,000	-	95,000	-	-	95,000	-	-	95,000	-	380,000	-	380,000	
	-	-	-	95,000	-	95,000	-	-	95,000	-	-	95,000	-	380,000	-	380,000	
Total Revenue	-	-	27,204	95,000	-	285,932	-	-	285,932	-	-	285,932	-	980,000	-	980,000	
Expenses																	
Certificated Salaries																	
1300 Administrators' Salaries	-	-	6,200	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	-	26,045	-	(26,045)	
	-	-	6,200	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	-	26,045	-	(26,045)	
Classified Salaries																	
2300 Classified Administrators' Salaries	-	-	3,120	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	-	12,948	-	(12,948)	
	-	-	3,120	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	-	12,948	-	(12,948)	
Benefits																	
3101 STRS	-	-	1,184	428	428	428	428	428	428	428	428	428	-	5,035	-	(5,035)	
3202 PERS	-	-	792	278	278	278	278	278	278	278	278	278	-	3,298	-	(3,298)	
3301 OASDI	-	-	163	-	-	-	-	-	-	-	-	-	-	163	-	(163)	
3311 Medicare	-	-	128	49	49	49	49	49	49	49	49	49	-	564	-	(564)	
3401 Health and Welfare	-	-	535	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	-	11,245	-	(11,245)	
3501 State Unemployment	-	-	-	35	35	35	35	35	35	35	35	35	-	315	-	(315)	
3601 Workers' Compensation	-	-	-	47	47	47	47	47	47	47	47	47	-	422	-	(422)	
	-	-	2,801	2,027	2,027	2,027	2,027	2,027	2,027	2,027	2,027	2,027	-	21,041	-	(21,041)	
Books and Supplies																	
4310 Office Expense	-	-	-	1,813	1,813	1,813	1,813	1,813	1,813	1,813	1,813	1,813	-	16,320	16,320	-	
4400 Noncapitalized Equipment	-	-	8,243	35,751	35,751	35,751	35,751	35,751	35,751	35,751	35,751	35,751	-	330,000	-	(330,000)	
	-	-	8,243	37,564	37,564	37,564	37,564	37,564	37,564	37,564	37,564	37,564	-	346,320	16,320	(330,000)	
Subagreement Services																	
5102 Special Education	-	-	-	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	30,000	-	(30,000)	
5106 Other Educational Consultants	-	-	-	11,111	11,111	11,111	11,111	11,111	11,111	11,111	11,111	11,111	-	100,000	-	(100,000)	
	-	-	-	14,444	14,444	14,444	14,444	14,444	14,444	14,444	14,444	14,444	-	130,000	-	(130,000)	
Operations and Housekeeping																	
5516 Miscellaneous Expense	-	-	-	38,690	38,690	38,690	38,690	38,690	38,690	38,690	38,690	38,690	-	348,207	-	(348,207)	
	-	-	-	38,690	38,690	38,690	38,690	38,690	38,690	38,690	38,690	38,690	-	348,207	-	(348,207)	
Professional/Consulting Services																	
5802 Audit & Taxes	-	-	-	2,667	2,667	2,667	-	-	-	-	-	-	-	8,000	8,000	-	
5803 Legal	-	-	-	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	30,000	30,000	-	
5804 Professional Development	-	-	-	7,018	7,018	7,018	7,018	7,018	7,018	7,018	7,018	7,018	-	63,160	-	(63,160)	
5805 General Consulting	-	1,200	300	-	-	-	-	-	-	-	-	-	-	1,500	-	(1,500)	
5807 Bank Charges	-	-	-	38	38	38	38	38	38	38	38	38	-	340	340	-	
5815 Public Relations/Recruitment	-	-	6,840	-	-	-	-	-	-	-	-	-	-	6,840	-	(6,840)	
	-	1,200	7,140	13,056	13,056	13,056	10,389	10,389	10,389	10,389	10,389	10,389	-	109,840	38,340	(71,500)	
Interest																	
7438 Interest Expense	773	773	773	773	773	773	773	773	773	773	773	773	-	9,277	-	(9,277)	
	773	773	773	773	773	773	773	773	773	773	773	773	-	9,277	-	(9,277)	
Total Expenses	773	1,973	28,277	109,851	109,851	109,851	107,184	107,184	107,184	107,184	107,184	107,184	-	1,003,678	54,660	(949,018)	
Monthly Surplus (Deficit)	(773)	(1,973)	(1,073)	(14,851)	(109,851)	176,082	(107,184)	(107,184)	178,748	(107,184)	(107,184)	178,748	-	(23,678)	(54,660)	30,982	

Allegiance STEAM Academy - Fontana

Monthly Cash Flow/Forecast FY22-23

Revised 10/28/22

ADA = 0.00



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(773)	(1,973)	(1,073)	(14,851)	(109,851)	176,082	(107,184)	(107,184)	178,748	(107,184)	(107,184)	178,748	-	(23,678)		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public Funding Receivables	-	-	(27,204)	-	-	-	-	-	-	-	-	-	-	-		(27,204)
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Due To/From Related Parties	773	773	21,137	-	-	-	-	-	-	-	-	-	-	22,683		
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accrued Expenses	-	-	6,840	-	-	-	-	-	-	-	-	-	-	6,840		
Deferred Revenues	-	-	380,000	(386,840)	-	-	-	-	-	-	-	-	-	(6,840)		
Total Change in Cash	-	(1,200)	379,700	(401,691)	(109,851)	176,082	(107,184)	(107,184)	178,748	(107,184)	(107,184)	178,748				
Cash, Beginning of Month	827,630	827,630	826,430	1,206,130	804,439	694,589	870,670	763,486	656,302	835,051	727,867	620,683				
Cash, End of Month	827,630	826,430	1,206,130	804,439	694,589	870,670	763,486	656,302	835,051	727,867	620,683	799,431				

Allegiance STEAM Academy - Thrive

Statement of Financial Position

September 30, 2022

	Allegiance STEAM Academy - Chino	Allegiance STEAM Academy - Fontana	Combined
Assets			
Current Assets			
Unrestricted Cash	\$ 2,541,378	\$ 826,130	\$ 3,367,508
Restricted Cash	754,189	380,000	1,134,189
Total Cash & Cash Equivalents	3,295,567	1,206,130	4,501,697
Public Funding Receivables	1,130,255	27,204	1,157,458
Due To/From Related Parties	953,087	(953,087)	-
Prepaid Expenses	124,899	-	124,899
Total Current Assets	5,503,808	280,247	5,784,055
Long-Term Assets			
Property & Equipment, Net	7,616	-	7,616
Total Long Term Assets	7,616	-	7,616
Total Assets	\$ 5,511,424	\$ 280,247	\$ 5,791,671
Liabilities			
Current Liabilities			
Accrued Liabilities	467,075	6,840	473,915
Deferred Revenue	754,189	380,000	1,134,189
Total Current Liabilities	1,221,264	386,840	1,608,104
Total Liabilities	1,221,264	386,840	1,608,104
Total Net Assets	4,290,160	(106,593)	4,183,567
Total Liabilities and Net Assets	\$ 5,511,424	\$ 280,247	\$ 5,791,671

Allegiance STEAM Academy - Thrive

Statement of Cash Flows

For the period ended September 30, 2022

	Allegiance STEAM Academy - Chino	Allegiance STEAM Academy - Fontana	Month Ended 09/30/22
Cash Flows from Operating Activities			
Change in Net Assets	\$ (228,362)	\$ (1,073)	\$ (229,436)
Adjustments to reconcile change in net assets to net cash flows from operating activities:			
Depreciation	238	-	238
Public Funding Receivables	(156,970)	(27,204)	(184,174)
Due from Related Parties	(21,137)	21,137	-
Prepaid Expenses	(50,071)	-	(50,071)
Accounts Payable	(27,311)	-	(27,311)
Accrued Expenses	(197,251)	6,840	(190,411)
Deferred Revenue	434,733	380,000	814,733
Total Cash Flows from Operating Activities	(246,132)	379,700	133,568
Change in Cash & Cash Equivalents	(246,132)	379,700	133,568
Cash & Cash Equivalents, Beginning of Period	3,541,699	826,430	4,368,129
Cash and Cash Equivalents, End of Period	\$ 3,295,567	\$ 1,206,130	\$ 4,501,697

Allegiance STEAM Academy - Chino

Budget vs Actual

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 334,819	\$ 317,973	\$ 16,846	\$ 669,638	\$ 635,946	\$ 33,692	\$ 6,875,006
Education Protection Account	-	-	-	-	-	-	182,400
In Lieu of Property Taxes	241,360	241,360	(0)	362,040	362,040	(0)	2,174,390
Total State Aid - Revenue Limit	576,179	559,333	16,846	1,031,678	997,986	33,692	9,231,796
Federal Revenue							
Special Education - Entitlement	-	4,870	(4,870)	-	9,741	(9,741)	105,303
Federal Child Nutrition	-	-	-	-	-	-	91,487
Title I, Part A - Basic Low Income	-	20,030	(20,030)	-	20,030	(20,030)	80,119
Title II, Part A - Teacher Quality	-	4,190	(4,190)	-	4,190	(4,190)	16,761
Other Federal Revenue	-	64,891	(64,891)	-	64,891	(64,891)	269,562
Total Federal Revenue	-	93,981	(93,981)	-	98,851	(98,851)	563,232
Other State Revenue							
State Special Education	30,351	25,704	4,647	60,703	51,409	9,294	555,763
State Child Nutrition	-	-	-	-	-	-	8,660
Mandated Cost	-	-	-	-	-	-	15,472
State Lottery	-	-	-	-	-	-	207,936
Other State Revenue	-	60,299	(60,299)	-	60,299	(60,299)	241,194
Total Other State Revenue	30,351	86,003	(55,652)	60,703	111,707	(51,004)	1,029,024
Other Local Revenue							
Interest Revenue	773	-	773	2,320	-	2,320	-
School Fundraising	20,328	-	20,328	23,158	-	23,158	-
Total Other Local Revenue	21,101	-	21,101	25,478	-	25,478	-
Total Revenues	627,631	739,317	(111,685)	1,117,859	1,208,544	(90,685)	10,824,053
Expenses							
Certificated Salaries							
Teachers' Salaries	349,152	330,347	(18,805)	698,215	660,694	(37,521)	3,633,816
Teachers' Substitute Hours	12,830	9,910	(2,919)	26,340	19,821	(6,519)	109,015
Teachers' Extra Duty/Stipends	1,278	9,346	8,068	1,278	18,692	17,415	102,808
Pupil Support Salaries	27,283	38,398	11,114	50,965	83,893	32,928	429,472
Administrators' Salaries	29,417	44,723	15,306	119,729	134,168	14,438	536,670
Other Certificated Salaries	4,727	13,100	8,373	9,455	30,100	20,645	148,000
Total Certificated Salaries	424,686	445,824	21,137	905,981	947,368	41,387	4,959,781
Classified Salaries							
Instructional Salaries	86,089	89,603	3,515	181,416	89,603	(91,812)	896,035
Support Salaries	27,872	27,440	(431)	72,117	72,745	628	319,709
Supervisors' and Administrators' Salaries	3,813	6,933	3,120	17,680	20,800	3,120	83,200
Clerical and Office Staff Salaries	27,339	18,833	(8,506)	81,339	56,500	(24,839)	226,000
Other Classified Salaries	-	-	-	208	-	(208)	-
Total Classified Salaries	145,113	142,811	(2,303)	352,761	239,649	(113,112)	1,524,944
Benefits							
State Teachers' Retirement System, certificated positions	78,352	85,152	6,800	166,062	180,947	14,885	947,318
Public Employees' Retirement System, classified positions	34,656	36,231	1,575	83,355	60,799	(22,556)	386,878
OASDI/Medicare/Alternative, certificated positions	8,780	8,854	74	21,764	14,858	(6,906)	94,547
Medicare/Alternative, certificated positions	8,108	8,535	427	17,921	17,212	(710)	94,029
Health and Welfare Benefits, certificated positions	23,598	47,500	23,902	81,810	142,500	60,690	570,000
State Unemployment Insurance, certificated positions	1,577	2,749	1,171	4,977	8,246	3,269	54,975
Workers' Compensation Insurance, certificated positions	3,245	8,241	4,996	9,735	16,618	6,883	90,786
Total Benefits	158,317	197,262	38,946	385,624	441,181	55,557	2,238,532

Allegiance STEAM Academy - Chino

Budget vs Actual

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Books & Supplies							
Textbooks and Core Materials	1,003	44,100	43,097	61,645	88,200	26,555	176,400
Books and Reference Materials	-	4,140	4,140	-	12,420	12,420	20,700
School Supplies	-	6,233	6,233	3,426	18,700	15,274	74,800
Software	525	6,242	5,717	71,045	18,725	(52,320)	74,900
Office Expense	1,075	9,000	7,925	7,247	27,000	19,753	108,000
Business Meals	107	525	418	137	1,575	1,438	6,300
Noncapitalized Equipment	712	30,420	29,708	8,955	60,840	51,885	152,100
Food Services	-	9,104	9,104	(21,368)	18,209	39,576	100,147
Total Books & Supplies	3,421	109,764	106,343	131,087	245,669	114,581	713,347
Subagreement Services							
Nursing	-	2,392	2,392	-	7,175	7,175	28,700
Special Education	11,985	4,727	(7,257)	15,462	9,455	(6,007)	52,000
Substitute Teacher	6,504	3,818	(2,686)	7,048	7,636	588	42,000
Security	-	18	18	-	36	36	200
Total Subagreement Services	18,489	10,955	(7,533)	22,510	24,302	1,793	122,900
Operations & Housekeeping							
Auto and Travel	62	127	65	62	255	192	1,400
Dues & Memberships	-	1,250	1,250	11,910	3,750	(8,160)	15,000
Insurance	9,735	9,667	(68)	29,205	29,000	(205)	116,000
Utilities	8,565	11,425	2,860	25,695	34,275	8,580	137,100
Janitorial Services	501	844	343	1,502	2,532	1,030	10,127
Communications	453	767	313	3,182	2,300	(882)	9,200
Postage and Shipping	307	350	43	358	350	(8)	3,500
Total Operations & Housekeeping	19,623	24,430	4,806	71,914	72,461	547	292,327
Facilities, Repairs & Other Leases							
Equipment Leases	-	1,508	1,508	459	4,525	4,066	18,100
Repairs and Maintenance	-	475	475	-	1,425	1,425	5,700
Total Facilities, Repairs & Other Leases	-	1,983	1,983	459	5,950	5,491	23,800
Professional/Consulting Services							
IT	8,220	6,825	(1,395)	21,020	20,475	(545)	81,900
Audit & Taxes	2,993	-	(2,993)	2,993	-	(2,993)	11,500
Legal	-	1,792	1,792	-	5,375	5,375	21,500
Professional Development	-	7,570	7,570	-	7,570	7,570	75,700
General Consulting	5,100	2,600	(2,500)	8,100	2,600	(5,500)	26,000
Special Activities/Field Trips	29,290	-	(29,290)	29,215	-	(29,215)	11,200
Bank Charges	-	30	30	-	30	30	300
Printing	-	460	460	-	460	460	4,600
Other Taxes and Fees	-	230	230	474	230	(244)	2,300
Payroll Service Fee	2,001	892	(1,109)	2,028	2,675	647	10,700
Management Fee	21,218	17,705	(3,513)	64,581	53,115	(11,465)	212,461
District Oversight Fee	17,285	16,780	(505)	30,950	29,940	(1,010)	276,954
Public Relations/Recruitment	-	690	690	-	690	690	6,900
Total Professional/Consulting Services	86,106	55,573	(30,533)	159,360	123,160	(36,200)	742,015
Depreciation							
Depreciation Expense	238	42	(196)	714	125	(589)	500
Total Depreciation	238	42	(196)	714	125	(589)	500
Total Expenses	855,994	988,644	132,650	2,030,409	2,099,864	69,455	10,618,146
Change in Net Assets	(228,362)	(249,328)	20,965	(912,550)	(891,320)	(21,230)	205,907
Net Assets, Beginning of Period	4,518,523			5,202,710			
Net Assets, End of Period	\$ 4,290,160			\$ 4,290,160			

Allegiance STEAM Academy - Fontana

Budget vs Actual

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
Federal Revenue							
Title V, Part B - PCSGP	27,204	-	27,204	27,204	-	27,204	-
Total Federal Revenue	27,204	-	27,204	27,204	-	27,204	-
Total Revenues	\$ 27,204	\$ -	\$ 27,204	\$ 27,204	\$ -	\$ 27,204	\$ -
Expenses							
Certificated Salaries							
Administrators' Salaries	6,200	-	(6,200)	6,200	-	(6,200)	-
Total Certificated Salaries	6,200	-	(6,200)	6,200	-	(6,200)	-
Classified Salaries							
Supervisors' and Administrators' Salaries	3,120	-	(3,120)	3,120	-	(3,120)	-
Total Classified Salaries	3,120	-	(3,120)	3,120	-	(3,120)	-
Benefits							
State Teachers' Retirement System, certificated positions	1,184	-	(1,184)	1,184	-	(1,184)	-
Public Employees' Retirement System, classified positions	792	-	(792)	792	-	(792)	-
OASDI/Medicare/Alternative, certificated positions	163	-	(163)	163	-	(163)	-
Medicare/Alternative, certificated positions	128	-	(128)	128	-	(128)	-
Health and Welfare Benefits, certificated positions	535	-	(535)	535	-	(535)	-
Total Benefits	2,801	-	(2,801)	2,801	-	(2,801)	-
Books & Supplies							
Office Expense	-	-	-	-	-	-	16,320
Noncapitalized Equipment	8,243	-	(8,243)	8,243	-	(8,243)	-
Total Books & Supplies	8,243	-	(8,243)	8,243	-	(8,243)	16,320
Professional/Consulting Services							
Audit & Taxes	-	-	-	-	-	-	8,000
Legal	-	2,500	2,500	-	7,500	7,500	30,000
General Consulting	300	-	(300)	1,500	-	(1,500)	-
Bank Charges	-	34	34	-	34	34	340
Public Relations/Recruitment	6,840	-	(6,840)	6,840	-	(6,840)	-
Total Professional/Consulting Services	7,140	2,534	(4,606)	8,340	7,534	(806)	38,340
Interest							
Interest Expense	773	-	(773)	2,320	-	(2,320)	-
Total Interest	773	-	(773)	2,320	-	(2,320)	-
Total Expenses	28,277	2,534	(25,743)	31,024	7,534	(23,490)	54,660
Change in Net Assets	(1,073)	(2,534)	1,461	(3,820)	(7,534)	3,714	(54,660)
Net Assets, Beginning of Period	(105,520)			(102,773)			
Net Assets, End of Period	\$ (106,593)			\$ (106,593)			

Allegiance STEAM Academy - Chino

Accounts Payable Aging

September 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
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\$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ -

Total Outstanding Invoices \$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ -



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

Due to children's need to access healthy foods and opportunities to be physically active in order to grow, learn, and thrive, Allegiance STEAM Academy Thrive and its School Food Authority members are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of ASA Thrive School Food Authority (SFA) that:

- School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing ASA SFA school-wide nutrition and physical activity policies.
- All students in grades TK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans and the CDE NSD*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. It will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning, and will provide clean and safe settings and adequate time for students to eat.
- To the maximum extent practicable, ASA SFA will participate in available federal school meal programs, including the School Breakfast Program and National School Lunch Program.
- School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs and with related community services.

TO ACHIEVE THESE POLICY GOALS:

Creation of Wellness Committee

ASA SFA has created, strengthened, or worked within existing school advisory councils developing, implementing, monitoring, reviewing, and, as necessary, revising school nutrition and physical activity policies. The councils serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

Nutrition and Physical Activity Promotion and Food Marketing

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;²
- calories and sodium will be specific for grade levels
no more than 10% of total calories from saturated fat, averaged over a week;
- serve only low-fat (1%) and fat-free milk³ and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that grains are whole grain
- serve items that contain 0 grams of trans fats

School should engage students and parents through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information can be made available on menus, a website, on the cafeteria menu boards, placards, or other point-of-purchase materials.



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- School will, to the extent possible, operate the School Breakfast Program.
- School will, to the extent possible, utilize methods to serve school breakfasts that encourage participation, serving breakfast before classes start.
- School will notify parents and students of the availability of the School Breakfast Program.
- School will encourage parents to provide a healthy breakfast for their children.

Free and Reduced-priced Meals

Through the FSDA the 2022-2023 school year all meals are Free. This helps in the school's effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Meal Times and Scheduling

School:

- will provide students with enough time to consume their meal after it has been served.
- should schedule meal periods at appropriate times, *e.g.*, lunch is scheduled between 11:40 a.m. and 1:15 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools); when reasonable.
- will encourage students to wash or hand sanitize hands before they eat meals or snacks; and
- should take reasonable steps to encourage the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of ASA SFA it is our responsibility to operate a food service program; we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.⁶

Sharing of Foods and Beverages

School should monitor students sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals.

Middle/Junior High School

In middle/junior high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Allowed Beverages

- Fruit or Vegetable juice:
 - 100% juice (can be diluted with water, no dilution limit)
 - No added sweeteners
 - 12 fl. oz. serving size or less
- Milk:
 - 1 % (unflavored), nonfat (flavored, unflavored)
 - 12 ounces or less



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

- Water:
 - No added sweeteners, flavors etc.
 - No serving size
- Other flavored beverages ("no calorie")

Allowed Foods

A food item sold individually:

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- will have no more than 35% of its *weight* from added sugars;⁸
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- It is encouraged to offer a choice of two fruits and/or non-fried vegetables for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables (cooked or dried), canned fruits (light syrup), juice, canned vegetables (that meet the above fat and sodium guidelines).⁹

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. ASA SFA will disseminate the guidelines for compliant snacks.

Rewards

School is encouraged not to use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,¹⁰ and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

School should limit celebrations that involve food during the school day to no more than one party/celebration per class per trimester. It is encouraged that each party/celebration includes no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above).

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). It is encouraged that foods and beverages offered or sold at school-sponsored events outside the school day meet the nutrition standards for meals or for foods and beverages sold individually (above).

Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

ASA SFA aims to teach, encourage, and support healthy eating by students. It's encouraged that school provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science,



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

- language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutritional practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents

ASA SFA/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. ASA SFA will send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus when available. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

ASA SFA/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

Food Marketing in School

School-based marketing will be consistent with nutrition education and health promotion. As such, school will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹¹ School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: sales of healthy food for fundraisers.

Staff Wellness

ASA SFA highly values the health and well-being of every staff member and will encourage and support personal efforts by staff to maintain a healthy lifestyle.

Physical Education and Physical Activity Opportunities

Physical Education (P.E.) TK-8.

All students in grades TK-8, including students with disabilities, special health-care needs, and in alternative educational settings,



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

will receive weekly physical education for the entire school year. All physical education will be taught by a physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

- A minimum of 200 minutes for every 10 school days for students in grades 1-6
- A minimum of 400 minutes for every 10 school days for students in grades 7-8
- School shall be encouraged to annually administer the physical fitness test designated by the State Board of Education to students in grades 5 and 7

Daily Recess

All elementary school students will attempt to have at least 20 minutes a day of supervised recess, preferably outdoors, during which school should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

School should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

Elementary and middle school will offer when appropriate extracurricular physical activity programs, such as physical activity clubs or intramural programs. Middle school, when appropriate, will offer interscholastic sports programs. School will offer, when feasible, a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs when appropriate will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Safe Routes to School

ASA SFA will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, ASA SFA will work together with local public works, public safety, and/or police departments in those efforts. ASA SFA will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements. ASA SFA will encourage students to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours

School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Monitoring

The Wellness Committee will ensure compliance with established ASA SFA school-wide nutrition and physical activity wellness policies. The principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the ASA SFA Wellness Committee.

School food service staff, at the school level, will ensure compliance with nutrition policies within school food service areas and will



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

report on this matter to the Wellness Committee (or if done at the school level, to the school principal). In addition, ASA SFA will report on the most recent USDA Administrative Review findings and any resulting changes.

The Wellness Committee will develop a summary report periodically on ASA SFA school-wide compliance with ASA School established nutrition and physical activity wellness policies, based on input from school within ASA SFA. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principal, and school health services personnel in ASA SFA.

Monitor and Policy Review

Policy Review

To help with the initial development of the ASA SFA wellness policy, school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.¹³ The results of those assessments will be compiled by the Wellness Committee level to identify and prioritize needs.

Assessments will be repeated periodically to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, ASA SFA will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. ASA SFA, will, as necessary, suggest revisions to the wellness policies and develop work plans to facilitate their implementation.



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2022-2023

Footnotes

² To the extent possible, school will offer at least two non-fried vegetables and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

³ As recommended by the *Dietary Guidelines for Americans 2010*

⁴ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal.

⁵ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

⁶ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

⁷ Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

⁸ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁹ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate

¹⁰ Unless this practice is allowed by a student's individual education plan (IEP).

¹¹ Advertising of low-nutrition foods and beverages are permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

¹² Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

¹³ Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 6142.7 - Physical Education)

Legal Reference:

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51222 Physical education

51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

10060- Criteria for Physical Education Program

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note Local wellness policy

1771-1791 Child Nutrition Act, including:

1773 School Breakfast Program



NON-DISCRIMINATION POLICY

The Allegiance STEAM Academy Board of Directors is committed to equal opportunity for all individuals in education. School programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9 (*U.S. Department of Education, Title 34*), the Chief Executive Officer (CEO) or designee shall notify students, parents/guardians, employees, applicants for admission and employment, and sources of referral for applicants about Allegiance STEAM Academy's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

Allegiance STEAM Academy's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand and, when required by law, in a language other than English.

Access for Individuals with Disabilities

School programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations. The CEO or designee shall ensure Allegiance STEAM Academy provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the CEO or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

Adopted:

Access to Sex-segregated Facilities, Programs, and Activities

Allegiance STEAM Academy maintains sex-segregated facilities, programs, and activities such as restrooms, locker rooms, overnight field trip room assignment, or offers sex-segregated programs and activities, such as physical education classes, sports and athletic programs. Students shall be permitted to access facilities and participate in programs and activities consistent with their biological sex. To address any student's privacy concerns in using sex-segregated facilities, Allegiance STEAM Academy shall offer available options such as a gender-neutral or single-use restroom or changing area, or use of a locker room before or after the other students.

Adopted:

Allegiance STEAM Academy Thrive, Chino

School Calendar 2023-24

179 School Days

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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August 2023						
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January 2024						
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Board Approved

First and last day of school

Minimum Day

School Closed/Holiday

Teacher Work Day/Non-Student Day

Allegiance STEAM Academy Thrive School Calendar 2023-24

IMPORTANT DATES

August 1-4, 2023	Launch Week (Staff Professional Development)
August 4, 2023	Meet Your Wolfpack / Meet Your Teacher Day
August 7, 2023	School Closed
August 8, 2023	First Day of School
TBD	Back to School Night (Minimum Day)
September 4, 2023	School Closed - Labor Day
September 18-21, 2023	Triad Conferences (Minimum Days)
September 22, 2023	Professional Development - Non-student Days
October 30- November 1, 2023	Professional Development - Non-student Days
TBD	End of Trimester 1
November 10, 2023	School Closed - Veterans Day (obs.)
November 20-24, 2023	Fall Break
Dec 22, 2023- Jan 5, 2024	Winter Break
January 15, 2024	School Closed - Martin Luther King, Jr. Day
February 7-8, 2024	Student-led Celebrations (Minimum Days)
February 19, 2024	School Closed - Presidents' Day
TBD	End of Trimester 2
March 22, 2024	Professional Development - Non-student Days
March 25-April 1, 2024	Spring Break
May 22-23, 2024	STEAM LIVE (Minimum Days)
May 29, 2024	8th Grade Promotion (Minimum Day)
May 30, 2023	Last Day of School, End of Trimester 3 (Minimum Day)
May 31, 2023	Teacher Work Day / Non-student Day

Allegiance STEAM Academy Thrive, Fontana

School Calendar 2023-24

179 School Days

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
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First and last day of school

Minimum Day

School Closed-Holiday

School Closed

Teacher Work Day/Non-Student Day

Allegiance STEAM Academy Thrive, Fontana School Calendar 2023-24

IMPORTANT DATES

August 1-4, 2023	Launch Week (Staff Professional Development)
August 4, 2023	Meet Your Wolfpack / Meet Your Teacher Day
August 7, 2023	School Closed
August 8, 2023	First Day of School
August 16, 2023	Back to School Night (Minimum Day)
September 4, 2023	School Closed - Labor Day
September 18-21, 2023	Triad Conferences (Minimum Days)
September 22, 2023	Professional Development - Non-student Days
October 30-	Professional Development - Non-student Days
TBD	End of Trimester 1
November 10, 2023	School Closed - Veterans Day (obs.)
November 20-24, 2023	Fall Break
Dec 22, 2023- Jan 5, January 15, 2024	Winter Break School Closed - Martin Luther King, Jr. Day
February 7-8, 2024	Student-led Celebrations (Minimum Days)
February 19, 2024	School Closed - Presidents' Day
TBD	End of Trimester 2
March 22, 2024	Professional Development - Non-student Days
March 25-April 1,	Spring Break
May 22-23, 2024	STEAM LIVE (Minimum Days)
May 29, 2024	8th Grade Promotion (Minimum Day)
May 30, 2023	Last Day of School, End of Trimester 3 (Minimum Day)
May 31, 2023	Teacher Work Day / Non-student Day



ALLEGIANCE STEAM ACADEMY THRIVE
Governing Board Resolution

APPROVING THE REVISION OF GENERAL PURCHASING PROCEDURES

Whereas the ALLEGIANCE STEAM ACADEMY THRIVE shall review and approve the recommended updates to the General Purchasing Procedures portion of the ASA Fiscal Policies and Procedures.;

Whereas the ALLEGIANCE STEAM ACADEMY THRIVE governing board is interested in approving the additional credit card(s) for named positions.;

NOW, THEREFORE, BE IT RESOLVED that the ALLEGIANCE STEAM ACADEMY THRIVE governing board hereby approves the updates to the General Purchasing Procedures noted on pages 9 and 10 of the ASA Fiscal Policies and Procedures manual.

ASA Fiscal Policies and Procedures
Purchasing and Vendor Payment, Pages 9 and 10 - General Purchasing Procedures

All purchases over \$10,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. The CEO shall not approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three vendors were contacted and such documentation shall be maintained for three years. All purchases in excess of \$10,000 shall be bid by a board-approved process, except in the case of emergencies that necessitate the purchase of emergency response supplies, equipment, or services.

The CEO may authorize expenditures and may sign related contracts within the approved budget. The Board shall review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check number, payee, date, and amount. The Board must also approve contracts and non-budgeted expenses over \$10,000.

When approving purchases, the CEO, working with the Chief Academic Officer and Principals, must:

- a. Determine if the expenditure is budgeted
- b. Determine if funds are currently available for expenditures (i.e. cash flow)
- c. Determine if the expenditure is allowable under the appropriate revenue source
- d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
- e. Determine if the price is competitive and prudent.

Any individual making an authorized purchase on behalf of the school must provide appropriate documentation of the purchase. Individuals other than those specified above are not authorized to make purchases without pre-approval.

Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

The CEO may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the CEO and/or Board. The following provisions apply to credit card purchases:

1. Credit cards will bear the school name of Allegiance Steam Academy and may be held by the CEO, Chief Academic Officer, Principals, and Director of Business Services.
2. The Principal's card will be kept under strict locked supervision in the Principal's office, and authorized individuals must sign the credit card out and must return the credit card and related documentation of all transactions within 24 hours of the purchase(s), unless otherwise authorized by the CEO.
3. If receipts are not available or are "missing", the individual responsible for the charge will need to sign off on a Credit Card Missing Receipt form detailing the purchase and circumstances surrounding the missing receipt. The approved form will be submitted to Charter Impact. The individual will be held responsible for payment.
4. Credit card reconciliations will be completed by the Director of Business Services and must be reviewed and all transactions approved by the CEO.

PASSED AND ADOPTED by the ALLEGIANCE STEAM ACADEMY THRIVE governing board at a meeting held on November 7, 2022.

Board of Directors, Secretary
Signature

Date



Title IX Policy for Sexual Harassment

Allegiance STEAM Academy (“ASA”) is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 (“Title IX”) prohibits discrimination on the basis of sex, including sexual harassment, in ASA’s education programs and activities.

This Title IX Policy for Sexual Harassment (“Policy”) details ASA’s commitment to maintain a learning environment that is free from sexual harassment and provides a grievance process for allegations of sexual harassment as defined under Title IX. Any individual can report sexual harassment at ASA to ASA staff (e.g., Chief Executive Officer, a Principal, teachers, etc.), and ASA will take appropriate action in accordance with this Policy.

Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this Policy. ASA considers sexual harassment to be a major offense which can result in discipline of students and termination of employees.

Definition of Sexual Harassment Under California Law

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Under Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following: exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity; and exclusion from participation in, or denial of equivalent opportunity in, athletic programs. The full definition of discrimination and harassment based on sex from Education Code section 230 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=230.

The definition of sexual harassment under California law and the definition of Sexual Harassment under Title IX overlap in some areas. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on gender, sex, gender identity or expression, or sexual orientation are eligible to be investigated pursuant to ASA's Uniform Complaint Procedures. However, if any complaints alleging sexual harassment constitute Sexual Harassment as defined under Title IX (see below), the complaints shall be investigated under the Title IX Grievance Procedures for Sexual Harassment. ASA prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

Sex Equity in Education Act Statement

Students have all the rights set forth in Education Code section 221.8 (as applicable to ASA's programs). This includes the right to fair and equitable treatment, the right to a school environment without discrimination on the basis of sex, and right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code section 221.8 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=221.8.

For more information about Gender Equity/Title IX, please visit the following CDE website:
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.

Title IX Grievance Procedures for Sexual Harassment

I. Scope and Jurisdiction

This Policy's Title IX grievance procedures apply only to conduct that falls within the definition of "Sexual Harassment" under Title IX. ASA employees or students may submit formal complaints of Sexual Harassment for investigation under this Policy. Sexual Harassment under Title IX means conduct on the basis of sex that falls within one or more of the following categories:

1. An ASA employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcomed sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ASA's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in 34 CFR section 106.30(a)(3)).

II. Title IX Personnel

ASA has designated the following individual as its Title IX Coordinator to coordinate the investigation and resolution of Sexual Harassment formal complaints as outlined in this Policy:

Sara Lopez
Director of Business Services
Allegiance STEAM Academy
5862 C Street
Chino, CA 91710
(909) 465-5405
sara.lopez@asathrive.org

The Title IX Coordinator may designate other individual(s) to fulfill all or part of their duties. In addition to the Title IX Coordinator, the following Title IX Personnel are involved in the grievance process to address formal complaints:

- **Investigator**: The individual responsible for gathering all evidence related to the formal complaint. This individual will create an "Investigation Report" which will summarize the relevant evidence.
- **Decision-Maker**: The individual responsible for evaluating evidence in order to make a determination regarding the formal complaint. The Decision-Maker submits a written determination of findings to the parties. The Decision-Maker cannot be a Title IX

Coordinator, the Investigator, or any individual involved in the investigation of the formal complaint.

- **Title IX Appeals Officer:** If applicable, this individual is responsible for evaluating an appeal of the final determination. The Title IX Appeals Officer cannot be a Title IX Coordinator, Investigator, Decision-Maker, or any individual involved in the investigation of the formal complaint.

All Title IX Personnel (i.e., Title IX Coordinator, Investigator(s), Decision-Maker(s), Appeals Officer(s), and any person who facilitates an informal resolution process) will receive training in accordance with Title IX requirements. The Title IX Coordinator must ensure individuals responsible for investigating a formal complaint are neutral.

III. Reporting Allegations of Sexual Harassment

Any individual (e.g., a student or employee who is alleged to be a victim of Sexual Harassment or a parent/guardian of a student who is alleged to be a victim of Sexual Harassment), may report Sexual Harassment directly to the ASA Title IX Coordinator, or to any other available ASA employee who shall immediately inform the Title IX Coordinator. Reports of Sexual Harassment can be made in-person, by mail, by telephone, by electronic mail, or by any other means that result in a Title IX Coordinator receiving the person's verbal or written report.

IV. ASA's Initial Response to a Report of Sexual Harassment

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator or designee will take the following steps. These steps are offered regardless of whether the complainant submits a formal written complaint:

1. **Contact Complainant and Determine Need for Supportive Measures:** The Title IX Coordinator will contact the complainant and respondent¹ to discuss the availability of supportive measures to stop the harassment, protect students, and ensure access to the educational program. If a formal complaint was not filed, the Title IX Coordinator shall explain to the complainant the right to file a formal complaint and the process for filing a formal complaint. A formal complaint is one that contains the complainant's physical or digital signature, and it may be filed at any time with the Title IX Coordinator in person, by mail, or by email. A complainant may use the attached Title IX form to submit a formal complaint to the Title IX Coordinator.
 - a. Supportive measures are nondisciplinary and non punitive and shall be available at any point during the Title IX investigation. Supportive measures may include, but are not limited to: wellness check-ins, counseling services, extension of

¹ The "complainant" is the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. The "respondent" refers to the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment. If a parent or guardian has a legal right to act on behalf of a complainant or respondent, this right applies throughout all aspects of the Title IX matter, including the grievance process.

deadlines or course-related adjustments, modifications of work or class schedules, changes in work locations, or leaves of absences. The Title IX Coordinator is responsible for implementing the supportive measures.

2. **Determine Need for Emergency Removal**: The Title IX Coordinator will review the facts to determine whether the respondent (either student or staff) may need to be removed from the educational program or activity to prevent any further sexual harassment and/or maintain the safety of students and staff.
 - a. ASA may determine that removal from the educational program or activity is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations. ASA will conduct an individualized safety and risk analysis before the removal. ASA shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - b. If the respondent is a student, ASA is subject to applicable laws and school policies regarding involuntary removals, suspensions, and expulsions.
 - c. If the respondent is an employee, the employee may be placed on administrative leave during the formal complaint investigation.

V. Initial Review of Formal Complaint

If a formal complaint is filed, the Title IX Coordinator will review the complaint to determine whether it raises allegations that fall within the definition of Sexual Harassment under Title IX as described above. ASA may consolidate multiple formal complaints where the allegations of Sexual Harassment arise out of the same/related facts or circumstances.

If it does, the Title IX Coordinator will follow this Policy's grievance procedures for formal complaints. If it does not, the Title IX Coordinator will determine whether the complaint should be dismissed (as explained below) and/or investigated pursuant to another applicable ASA policy (e.g., Uniform Complaint Procedures).

VI. Voluntary Informal Resolution Process

At any time after a formal complaint has been filed, but before reaching a determination regarding the allegation, ASA may offer an informal resolution process (such as a restorative justice or mediation session) to the complainant and respondent. However, the informal resolution process is not available where the complainant alleges that an employee sexually harassed a student. Participation in informal resolution is voluntary.

VII. Mandatory or Permissive Dismissal of Formal Complaint

Under certain circumstances, a complaint must or should be dismissed by the Title IX Coordinator. The Title IX Coordinator will endeavor to make this determination no more than

ten (10) school days from the date they receive the formal complaint.

1. **Mandatory Dismissal**: The Title IX Coordinator must dismiss the formal complaint if they determine any of the following:
 - a. The alleged conduct would not constitute Sexual Harassment as defined under Title IX even if proved;
 - b. The alleged conduct did not occur in ASA's education program or activity; or
 - c. The alleged conduct did not occur against an individual in the United States.
2. **Permissive Dismissal**: The Title IX Coordinator may dismiss a formal complaint if they determine any of the following:
 - a. The complainant has notified ASA, in writing, that they would like to withdraw the complaint or any allegations in the complaint;
 - b. The respondent is no longer enrolled in, or employed by, ASA; or
 - c. Specific circumstances prevent ASA from gathering evidence to reach a determination with regard to the complaint.

Written Notice of Dismissal: If the Title IX Coordinator dismisses the complaint, they must send written notice of the dismissal simultaneously to both parties (complainant and respondent) as follows:

- The written notice should state the reason(s) for the dismissal and inform the parties of their right to appeal in accordance with the procedures described in the "Appeals" section below.
- If the Title IX Coordinator determines another ASA grievance procedure (e.g., Uniform Complaint Procedures) is the appropriate grievance procedure for the complainant's allegation(s), the written notice shall inform the parties (complainant and respondent) of ASA's intent to investigate the complaint through that grievance procedure.

VIII. Title IX Grievance Procedures

If the Title IX Coordinator does not dismiss the formal complaint, ASA will initiate the following Title IX Grievance Procedures and issue a Written Decision. ASA will endeavor to complete its investigation and issue a Written Decision within **sixty (60) calendar days of receipt of the formal complaint.**

1. Send Written Notice of Formal Complaint

The Title IX Coordinator must provide the parties (complainant and respondent) with a Notice of Formal Complaint. The Title IX Coordinator will endeavor to provide this Notice within **ten (10) school days of receipt of the formal complaint**. The notice shall include: (1) a copy of this Policy; (2) a description of the allegations potentially constituting Sexual Harassment with sufficient details known at the time; (3) a statement that the respondent is presumed not responsible for conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (4) a statement informing the parties of the opportunity to have an advisor of their choice throughout the grievance process and the ability to inspect and review evidence; and (5) a statement informing the parties that they must not knowingly make false statements or submit false information.

2. Investigator Conducts Investigation

The Investigator will gather and review evidence related to the allegations. This can include, but is not limited to, interviewing parties or witnesses, as well as reviewing relevant evidence. The Investigator will not require, request, or rely upon any information protected under a legally recognized privilege, unless the person holding such privilege has waived it.

Written notice of all investigative interviews or other meetings must be provided to any individual whose participation is invited or expected to be provided with sufficient time for the individual to prepare to participate. Notice must include the date, time, location, participants, and purpose of the meeting. Attendees of such meetings will have the right to be accompanied by an advisor of their choice.

3. Investigator Provides Parties Equal Opportunity to Review Gathered Evidence

The Investigator will provide both the complainant and respondent with an equal opportunity to review the evidence that is directly related to the allegations raised in the formal complaint. The parties will have a period of at least **ten (10) calendar days** before the Investigative Report is provided to the parties to review the evidence, ask the Investigator additional questions, and provide or suggest additional evidence to be considered by the Investigator.

4. Investigator Prepares and Shares Investigative Report

The Investigator will prepare an Investigative Report summarizing the relevant evidence. The Investigative Report is not ASA's final Written Decision. The Investigator will send the Investigative Report to the parties and their advisors, if any, for their review and written response at least **ten (10) calendar days** before issuance of the Written Decision. ASA will inform the parties in writing that they may submit to the Decision-Maker written, relevant questions that the parties want asked of any party or witness. The Decision-Maker is responsible for providing the responses (if any) to these questions to both parties.

5. Decision-Maker Issues Written Decision

The Decision-Maker will endeavor to issue the Written Decision within **sixty (60) calendar days from the receipt of the formal complaint**. The Decision-Maker will issue a Written Decision to both parties simultaneously. The Decision-Maker uses the “preponderance of evidence” standard (i.e., it is more likely than not that the respondent committed the alleged conduct). The Written Decision will include all of the following:

- a. Identification of the allegations potentially constituting Sexual Harassment.
- b. A description of the procedural steps taken by ASA during the investigation process (e.g., notifications to the parties, interviews with the parties and witnesses, site visits, or methods used to gather other evidence).
- c. Findings of fact supporting the determination.
- d. Conclusions regarding the application of ASA’s policies to the facts.
- e. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions ASA imposes on the respondent, and whether remedies designed to restore or preserve equal access to ASA’s educational program will be provided by ASA to the complainant.
- f. ASA’s procedures and permissible bases for either party to appeal the decision.

6. Remedies

If ASA determines that the respondent engaged in Sexual Harassment, ASA will provide remedies to the complainant, as appropriate. This may include supportive measures. Remedies may also include: transfer from a class; parent/student conference(s); positive behavior support; warnings; detention; and/or formal discipline, such as suspension and expulsion. When an employee is found to have committed Sexual Harassment, ASA will take appropriate disciplinary action, up to and including termination, in accordance with ASA’s policies and as permitted by law.

IX. Appeals

Either party may appeal ASA’s Written Decision, or its dismissal of a formal complaint or any allegation in the complaint, within **five (5) calendar days of the decision**. An appeal may be made on any of the following grounds:

1. A procedural irregularity affected the outcome.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against complainant or respondent that affected the outcome of the matter.

Upon receipt of an appeal, ASA will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue a written decision of an appeal, including the rationale for the result, to both parties simultaneously. The Title IX Appeals Officer will endeavor to issue their decision within **thirty (30) calendar days from the receipt of the appeal.**

X. Record Keeping

ASA will maintain for a period of seven (7) years records pertaining to Title IX Sexual Harassment allegations in accordance with 34 CFR section 106.45(b)(10), as well as all material used to train Title IX Personnel.

Title IX Sexual Harassment Complaint Form

Instructions: This form can be completed by any individual who has knowledge of a sexual harassment conduct occurring within an education program or activity of Allegiance STEAM Academy ("ASA"). Please complete the information below. Should you need additional space or would like to provide documentation to support the allegations in the complaint, you can attach those to this complaint form. If you have any questions, please contact ASA's Title IX Coordinator listed below.

Contact Information and Complainant's (Victim) Information

Full Name of Person Filing the Complaint: _____

Address: _____

Phone: _____ Email: _____

ASA Name: _____

Complainant's (Victim) Full Name (if different from above): _____

Respondent's (Accused) Information

Respondent's Full Name: _____

Is the accused an ASA student? No Yes

If yes, what is the student's grade and relation to complainant: _____

Is the accused an ASA staff member? No Yes

If yes, what is the staff member's relation to the complainant (e.g., teacher)? _____
If no, what is the accused's affiliation to ASA? _____

Details of Complaint

Date of the Alleged Incident(s): _____ Location of Alleged Incident(s): _____

Please describe the facts underlying your complaint. Provide details such as the names of those involved, the dates of the incident(s), whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to a complaint investigator.

Did the harassment occur at ASA or during an ASA activity? If so, please describe:

Did this incident interfere with your ability to access or participate in ASA programs or activities? If so, please describe:

List the individuals involved in the relevant incident(s):

List any witnesses to the incident(s):

Acknowledgements

By submitting this form to the ASA Title IX Coordinator, I wish to initiate ASA's formal Title IX Grievance Procedures.

Signature of Complainant

Date

Once you have completed this form, please submit it to the Title IX Coordinator:

Sara Lopez
Director of Business Services
Allegiance STEAM Academy
5862 C Street
Chino, CA 91710
(909) 465-5405
sara.lopez@asathrive.org