



# **ALLEGIANCE STEAM ACADEMY**

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**February 6, 2023**

**5:00 pm**

**Meeting Location:  
The Den  
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](mailto: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**

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

### **C. Student Celebrations - Mrs. Tolliver's Ancient Egypt Presentations**

### **D. Approval of Agenda for the Regular Board Meeting for February 6, 2023**

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for February 6, 2023.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

## **II. Public Announcement for Reason for Closed Session:**

### **A. Public Comments on Closed Session Items**

*Comments related to closed session items shall be limited to no more than three minutes. If you wish to speak on an item that will be discussed in a closed session, please turn in a comment card to the Board Secretary.*

### **B. Closed Session- For Discussion/Possible Action**

*Potential Litigation: One Matter*

## **III. Open Session:**

### **A. Pledge of Allegiance**

### **B. 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.*

### **C. ITEMS SCHEDULED FOR INFORMATION:**

- 1. Update from Parents and Community for Kids**
- 2. School Site Council Report - No 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**

**D. ITEMS SCHEDULED FOR CONSENT:**

1. **Minutes for the Regular Meeting of the Board of Directors January 9, 2023**
2. **Check Register for December, 2022**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**E. ITEMS SCHEDULED FOR DISCUSSION/ACTION:**

**1. Nomination and Election of New Board Member**

*Allegiance STEAM Academy Bylaws state in Article 7, Section 3 "the number of Directors shall be no less than three (3) and no more than five (5).*

**It is recommended the Board of Directors:**

- a. Nominate Mrs. Shantay Thompson and approve as a Director for the Allegiance STEAM Academy Board of Directors with a term beginning on February 6, 2023 expiring June, 2025

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

- b. Nominate Shehzad Bhojani and approve as a Director for the Allegiance STEAM Academy Board of Directors with a term beginning in July, 2023 and expiring June, 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**2. Financial Update for December, 2022**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the Financial Update for December, 2022

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**3. 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: \_\_\_\_\_

**4. 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: \_\_\_\_\_

**5. 2021-22 School Accountability Report Card - ASA Chino**

*(see [link](#))*

**It is recommended the Board of Directors:**

Adopt and approve the 2021-22 School Accountability Report Card for ASA Chino

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**6. 2023-24 Comprehensive School Safety Plan - ASA Chino**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the 2023-24 Comprehensive School Safety Plan

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**7. Course Description for Digital Literacy & CyberSecurity**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the Course Description for the Digital Literacy & CyberSecurity Middle School Course

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**8. Job Description: Executive Assistant to the CAO**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the Job Description: Executive Assistant to the CAO

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**9. Job Description: Executive Assistant to the CEO**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the Job Description: Executive Assistant to the CEO

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_

**F. COMMUNICATIONS**

**1. Comments from CEO**

**2. Comments from Board of Directors**

**G. ADJOURNMENT**

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

Adjourn the Regular Meeting of the Board of Directors for February 6, 2023

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call: \_\_\_\_\_



# **ALLEGIANCE STEAM ACADEMY**

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**January 9, 2023**

**5:00 pm**

**Meeting Location:**

**The Den**

**or**

**CEO Office**

**5862 C St.,**

**Chino, CA 91710**

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

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

### **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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## 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	<u>  X  </u>	<u>      </u>
Marcilyn Jones, Secretary	<u>  X  </u>	<u>      </u>
Samantha Odo, Treasurer	<u>  X  </u>	<u>      </u>
Claudia Reynolds, Member	<u>  X  </u>	<u>      </u>

### C. Approval of Agenda for the Regular Board Meeting for January 9, 2023

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for January 9, 2023.

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

## II. Open Session:

### A. Pledge of Allegiance

### B. Student Celebrations - Music Production Elective Course

### 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

*MS Dance - This Friday Enchanted Forest*

*Reign Game - January 29th*

*Feb Fun Run*

*Father Daughter Dance*

#### 2. School Site Council Report (no report)

*12-12-22 Meeting - Potential change in PD being on Friday. Pros and COs discussed.*

*LCAP Parent Survey*

#### 3. PAL Report

*None*

#### 4. Staff Report - ASA Chino

*Cyndi Valenta*

## **5. Principal's Report - ASA Chino**

*Cyndi Valenta -*

*Den received new carpet*

*Temp staff lounge was created and moved out of Den.*

*5th & 7th grade left for Pali Inst. today. 2nd graders also went to the Aquarium of the Pacific.*

*MS dance this Friday*

*Positive Slip Drawing - One box for every grade level. Reign game on 1-29 3 students will get to ride the fanbonian and the staff who wrote the slip.*

## **6. Principal's Report - ASA Fontana**

*Mr. Espinoza -*

*The Founding parents came to Chino campus and received tours from PAL students.*

*Recruitment continues at the Ontario Reign games. Lots of ASA gear was passed out and prizes won by potential families. Our number had increased 43% with a new total of 225 students registered. 210 students have been made offers for the 2023-2024 school year. An Official Calendar has been created.*

*Troy asked if we are keeping track of where interested families are coming from?*

*Espinoza stated that they are keeping track of the addresses as they come in. Cогnetta stated that through SchoolMint they were able to add a question box that asks where they heard about the school.*

*Troy asked if any grades were maxed out. Espinoza stated that they are not maxed out at this time.*

*Sam asked if the recruitment video could be shared with the community. Dr. Cогnetta stated that it will be shared ASAP.*

## **7. CEO's Report**

*Dr. Cогnetta -*

*Announced the loss of our beloved Proctor Ed Campagna,*

*Moment of Silence for Ed Campagna*

*Excited for the MS Dance - Staff is excited to have this event.*

*Student Led Celebrations coming up.*

*210 Offers were made to Fontana students and 74 offers were accepted.*

*Periodic offers will continue until we are full.*

*Chino will hold a lottery in Feb and a waitlist will be created.*

*Mid way through Prop 39, the end of Jan is the deadline for the offer. Waiting to see what the offer will be for Fontana. Showed the map that shows where the families are located that have been interested, and or accepted.*

*Staffing for next school year - Chino & Fontana have been posted on Edjoin.*



**8. Board Recruitment Update**

*2 of 5 ASA Board Member recruitment interviews were held today. Recommendation will come after all interviews are conducted.*

*\*Troy asked if there would be a priority for school to school for Chino & Fontana.*

*Dr. Cagnetta stated that is not the case. The same process would be for each school.*

**E. ITEMS SCHEDULED FOR CONSENT:**

- 1. Minutes for the Regular Meeting of the Board of Directors December 5, 2022**
- 2. Check Register for November, 2022**

Motion: \_\_\_Marcy\_\_\_ Second: \_\_\_Sam\_\_\_ Roll Call: \_Passes 4-0\_\_\_

**F. ITEMS SCHEDULED FOR DISCUSSION/ACTION:**

**1. Financial Update for November, 2022**

*(see attached)*

**It is recommended the Board of Directors:**

Adopt and approve the Financial Update for November, 2022

Motion: \_\_\_Sam\_\_\_ Second: \_\_\_Marcy\_\_\_ 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: \_\_\_Claudia\_\_\_ Second: \_\_\_Marcy\_\_\_ 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: \_\_\_Troy\_\_\_ Second: \_\_\_Sam\_\_\_ Roll Call: \_Passes 4-0\_\_\_

**4. Comprehensive School Safety Plan**

*(see attached)*

**It is recommended the Board of Directors:**

Review the Comprehensive School Safety Plan in compliance with Ed Code 32280

*No action needed. Draft plan presented, hoping to be finished in Feb and will submit in March for the deadline.*

**G. COMMUNICATIONS**

**1. Comments from Board of Directors**

***Claudia Reynolds:***

*Happy New Year! Enjoy the field trips. Excited for the Reign game. Numbers for Chino & Fontana students looking great. Nice to feel like things are normal again.*

***Troy Stevens:***

*Happy New Year! Thank you for the gift. 2nd graders returned and they were so happy. Glad to see Fontana growing. Thank you for all the hard work with recruitment. Welcomed teachers back from winter break. Dedicated the meeting to Ed Campagna. Deanna and Emily are so important to our school. Ed was always so supportive of our school and the needs of his family. Thank you for your dedication to ASA and allowing your family to be a part of our school. You will be missed.*

***Marcy Jones:***

*Happy New Year! Excited about Fontana. Ask for help if you need it. Excited for the Reign game. MS dance is so exciting. Shout out to the parents that helped Mrs. Cunningham. It was nice and we got alot done. Connect when you can with other parents. Looking forward to the new semester. Thank you to our staff.*

***Sam Odo:***

*Happy New Year! Thanked Mr. Espinoza for all the hard work in Fontana. Met with a future family and they were very impressed with our campus. The PAL students did a great job with tours. Excited for the Pali trip and Mrs. Lazo for a last minute add. Looking forward to the MS dance.*

***Dr. Cогnetta:***

*Refreshing to hear that families are so impressed with our campus and program. Very proud of the humility of our staff and their commitment. Looking at where we are wrong and fixing it in such a way that helps others.*

**H. ADJOURNMENT**

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

*Adjourn the Regular Meeting of the Board of Directors for January 9, 2023 @ 6:14PM.*

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



# Allegiance STEAM Academy Schools

Monthly Financial Presentation – December 2022

# December Highlights

## Highlights

### Chino Forecast

- Forecast surplus **+\$946K**, a **+\$740k** change from budget due to increases in revenue.
- Revenue forecast **\$12.1M**, a **+\$1.34M** increase includes one-time funds and LCFF entitlement recalculations.
- Expenses forecasted **\$11.2M**, above budget **+\$600K**. Due to one-time funds and staffing model changes.
- Cash ended the month at **\$2.8M**, 25% of expenses.

### Fontana Forecast

- Forecast a **(\$1.6K)** deficit.
- Revenue forecast **\$980k** includes PCSGP and Growth Fund.
- Expenses forecast **\$981K**, above budget **+\$926K**. Due to grant funds and staffing model changes.
- Cash ended the month at **\$1.03M**, 387 days of expenses.

### Compliance and Reporting

- Annual audit (2021/22) extended
- SARC due February 1st
- Federal Cash Management Due January 31<sup>st</sup>.

### Enrollment and Revenues

- P-1 enrollment and attendance below budget
- Forecasted enrollment and ADA adjusted below budget



# Allegiance STEAM Academy -Thrive

Monthly Financial Presentation – December 2022

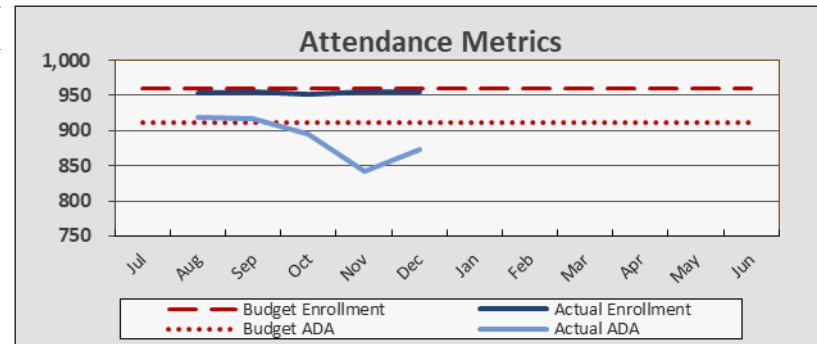
# Attendance Data and Metrics



## Enrollment and Per Pupil Data

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	954	955	960
ADA	890	907	912
Attendance Rate	93.2%	95.0%	95.0%
Unduplicated %	34.5%	34.5%	34.5%
Revenue per ADA		\$25,349	\$11,868
Expenses per ADA		\$24,079	\$11,643

## Attendance Metrics



P-1 ADA Achieved 890

The forecasted enrollment is adjusted to 955 (down 5) from budget  
 Changes in ADA will impact forecast revenue by approx. +\$10.5k per ADA

# Revenue

- December Updates

- Year-To-Date –Variance in Year-to-Date due to the timing of receivable funds.
- Forecast revenue
  - State Aid-Rev Limit: Adjusted due to P-1 ADA.
  - Federal Revenue: Adjustment per one-time funds planned.
  - Other State revenue: One-time funds planned FY23-FY24.
  - Other Local Revenue: Fundraising

	One-Time Funding							
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
ELO-G ESSER II	100,450	\$ 364,915	\$ 7,291	\$ -	\$ -	\$ -	\$ -	\$ -
ESSER III 3213		88,902	259,563					
ESSER III 3214 Learning Loss		-	7,429					
Expanded Learning Opportunities Program FY21-22		79,673	73,021					
UPK/Pre-K		-	112,690					
Educator Effectiveness Block Grant		16,663	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
	\$ 100,450	\$ 1,005,206	\$ 1,267,985	\$ 586,129	\$ 164,200	\$ 168,893	\$ 125,000	\$ 28,000

Revenue	Year-to-Date		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 3,364,605	\$ 3,243,359	\$ 121,246
Federal Revenue	203,475	287,158	(83,683)
Other State Revenue	181,570	328,359	(146,790)
Other Local Revenue	87,105	-	87,105
<b>Total Revenue</b>	<b>\$ 3,836,755</b>	<b>\$ 3,858,877</b>	<b>\$ (22,122)</b>

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 9,546,978	\$ 9,231,796	\$ 315,182
Federal Revenue	669,485	563,233	106,253
Other State Revenue	1,870,048	1,029,024	841,024
Other Local Revenue	87,105	-	87,105
<b>Total Revenue</b>	<b>\$ 12,173,617</b>	<b>\$ 10,824,053</b>	<b>\$ 1,349,564</b>

# Expenses



- **December Updates**
  - **Expenses update** – Expenses are slightly above budget due to one-time funds, and changes in the staffing model.

<b>One-Time Funding Spending Plan</b>								
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
ELO-G ESSER II	\$ 100,450	\$ 364,915	\$ 7,291	\$ -	\$ -	\$ -	\$ -	\$ -
ESSER III 3213		88,902	259,563	-	-	-	-	-
ESSER III 3214 Learning Loss		-	7,429	-	-	-	-	-
Expanded Learning Opportunities Program FY21-22		79,673	73,021	-	-	-	-	-
UPK/Pre-K		-	112,690	-	-	-	-	-
Educator Effectiveness Block Grant		16,663	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
	\$ 100,450	\$ 1,005,206	\$ 1,267,985	\$ 586,129	\$ 164,200	\$ 168,893	\$ 125,000	\$ 28,000

	<b>Year-to-Date</b>			<b>Annual/Full Year</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Expenses</b>						
Certificated Salaries	\$ 2,219,909	\$ 2,284,839	\$ 64,930	\$ 4,774,974	\$ 4,959,781	\$ 184,807
Classified Salaries	764,091	668,080	(96,011)	1,774,873	1,524,944	(249,929)
Benefits	903,615	1,032,968	129,352	2,146,357	2,238,532	92,176
Books and Supplies	572,347	526,721	(45,626)	1,131,242	713,347	(417,895)
Subagreement Services	191,101	57,168	(133,933)	241,707	122,900	(118,807)
Operations	135,131	145,750	10,619	263,050	292,327	29,277
Facilities	38,499	11,900	(26,599)	47,243	23,800	(23,443)
Professional Services	379,554	322,135	(57,420)	841,135	742,015	(99,120)
Depreciation	5,181	250	(4,931)	6,607	500	(6,107)
<b>Total Expenses</b>	<b>\$ 5,209,429</b>	<b>\$ 5,049,811</b>	<b>\$ (159,618)</b>	<b>\$ 11,227,187</b>	<b>\$ 10,618,145</b>	<b>\$ (609,042)</b>



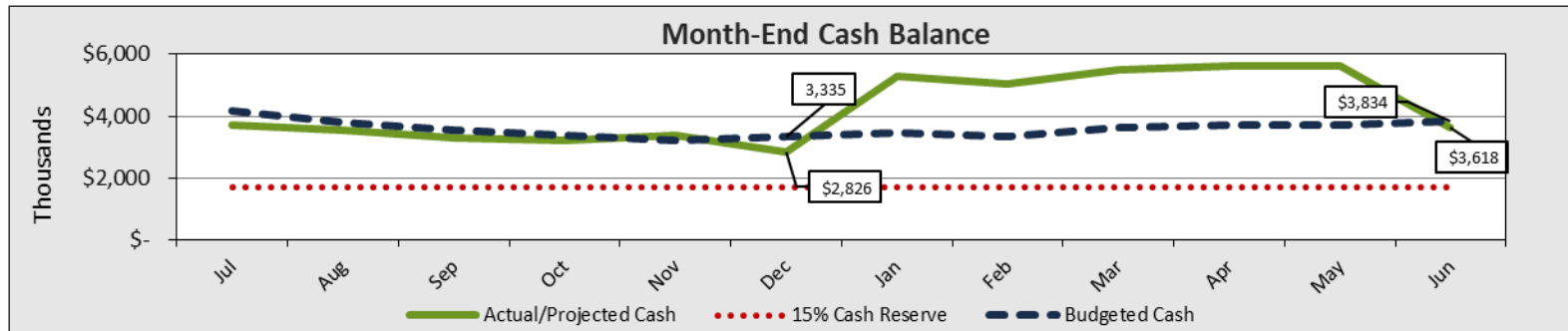
# Surplus / (Deficit) & Fund Balance

- Current forecast annual surplus **\$946K**, **+\$740K** above budget due to changes in revenue increases from one-time funds.
- School forecast ending fund balance of **\$6.17M (55%)**, 200-day expenses.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (1,372,674)	\$ (1,190,934)	\$ (181,740)	\$ 946,430	\$ 205,908	\$ 740,522
Beginning Fund Balance	<u>5,224,078</u>	<u>5,224,078</u>		<u>5,224,078</u>	<u>5,224,078</u>	
<b>Ending Fund Balance</b>	<b><u>\$ 3,851,404</u></b>	<b><u>\$ 4,033,144</u></b>		<b><u>\$ 6,170,508</u></b>	<b><u>\$ 5,429,986</u></b>	
<i>As a % of Annual Expenses</i>	34.3%	38.0%		55.0%	51.1%	

# Cash Balance

- Cash at month end **\$2.8 million**, 25% of expenses.
- Cash increase due to AR of +\$900K of one-time funds.



## Allegiance STEAM Academy - Chino

### Check Register

For the period ended December 31, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
21649	Vanessa Okamoto	Reimb - 03/17/22-03/18/22	12/7/2022	Void
21704	Allegiance STEAM Academy	Reimb - 08/21/22	12/7/2022	Void
21807	Joy Jennings	Reimb - 06/15/22-10/06/22	12/12/2022	Void
21882	Vanta Development Group,Inc.	Consulting Svcs - Fall 2022	12/1/2022	1,499.00
21883	San Bernardino County	STRS 11/2022	12/6/2022	128,346.06
21884	Carrie Birchler	Consulting Svcs - 12/22	12/8/2022	3,000.00
21885	Charter Impact	Business Mgmt svcs - 12/22	12/8/2022	27,730.50
21886	Chino Valley Unified School District	Portables Project	12/8/2022	557,495.91
21887	Vanessa Okamoto	Reimb - 03/17/22-03/18/22	12/8/2022	371.46
21888	Optiva IT	IT Svcs - 12/22	12/8/2022	Void
21889	Rancho Janitorial Supplies	Janitorial Supplies	12/8/2022	1,333.14
21890	Norma Rivas	Reimb - 08/21/22	12/8/2022	62.16
21891	Uplift + Empower	Consulting Svcs - 11/22	12/8/2022	1,950.00
21892	Joy Jennings	Reimb - 06/15/22-10/06/22	12/12/2022	258.35
21893	Alex Arellano Jr.	Reimb - 11/20/20 - 03/18/21	12/13/2022	284.35
21894	Amrit Sidhu	Reimb - 11/09/22 - 11/28/22	12/13/2022	235.03
21895	Chino Valley Unified School District	Portables Project	12/13/2022	5,412.00
21896	Cintas Corporation #150	Janitorial Supplies	12/13/2022	88.68
21897	Horace Mann Insurance Company	Insurance Svcs - 11/22	12/13/2022	1,906.44
21898	Kaiser Foundation Health Plan	Health Ins - 01/01/23 - 01/31/23	12/13/2022	16,865.27
21899	Kids First Pediatric Therapy, Inc.	SpEd Svcs - 01/14/22 - 01/28/22	12/13/2022	7,000.00
21900	Kinga Matusik	Reimb - 11/29/22	12/13/2022	48.45
21901	McGraw Hill LLC	Textbooks	12/13/2022	221.14
21902	Sara Lopez	Reimb - 10/06/22 - 12/01/22	12/13/2022	127.75
21903	Scholastic, Inc	Textbooks	12/13/2022	181.50
21904	Scoot.education	Sub Svcs - 11/14/22 - 12/02/22	12/13/2022	8,634.00
21905	Swing Education Inc	Sub Svcs - 11/26/22 - 12/02/22	12/13/2022	2,400.00
21906	Optiva IT	IT Svcs - 12/22	12/19/2022	6,825.00
21907	CalPERS	PERS Admin Fee - Dec 2022	12/20/2022	400.00
21908	San Bernardino County	STRS Line Count Fee July-Dec 2021	12/20/2022	900.00
21909	San Bernardino County	STRS Line Count Fee April-June 2021	12/20/2022	350.00
21910	AdminPartners	2023 Admin Fee	12/20/2022	100.00
21911	Associated Health Professionals Inc	Nursing Svcs - 01/17/22 - 01/21/22	12/20/2022	315.00
21912	Blue Shield of California	Health Ins - 01/01/23 - 01/31/23	12/20/2022	23,387.36
21913	Braille Abilities, LLC	SpEd Svcs - 10/22 - 11/22	12/20/2022	2,540.00
21914	Guitar Center Stores Stores, Inc dba Woodwind & Braqqswind	Bass Bow	12/20/2022	2,697.39
21915	MetLife Small Business Center	Health Ins - 01/01/23 - 01/31/23	12/20/2022	3,389.53
21916	Ontario Reign Hockey Club LLC	2022/23 Sponsorship Contract	12/20/2022	9,950.00
21917	Procopio, Cory, Hargreaves & Savitch LLP	Legal Svcs - 09/22	12/20/2022	15,337.50
21918	Rancho Janitorial Supplies	Janitorial Supplies	12/20/2022	260.47
21919	Scoot.education	Sub Svcs - 11/07/22 - 11/01022	12/20/2022	15,519.00
21920	Sunny Kids Therapy Inc	SpEd Svcs - 10/22 - 11/22	12/20/2022	22,069.20
21921	Swing Education Inc	Sub Svcs - 11/12/22 - 11/18/22	12/20/2022	3,400.00
21922	Terry Keyson	SpEd Svcs - 11/30/22 - 12/13/22	12/20/2022	1,530.00
21923	Virco Inc.	Desks (45)	12/20/2022	11,724.28
21924	Visser Bus Service	Field Trip - 11/16/22	12/20/2022	1,050.00
21925	Waxie Sanitary Supply	Janitorial Supplies	12/20/2022	3,469.76
21926	Confidential	Confidential	12/23/2022	721.00
21927	Employment Development Department	EDD State of California	12/23/2022	178.83
21928	Confidential	Confidential	12/23/2022	150.00
21929	Internal Revenue Services	82-2556226	12/23/2022	518.56
ACH	American Express	AMEX CC Transaction 12/22	12/1/2022	28,993.37
ACH	Mid Atlantic Trust Company	Mid Atlantic - No Backup 11/22	12/6/2022	6,735.00
ACH	CalPERS	PERS PEPRA Pmt 10/22	12/7/2022	43,169.49
ACH	CalPERS	PERS Classic Pmt 10/22	12/7/2022	4,512.15
ACH	CharterSafe	Package Premium & Workers Comp FY22/23	12/9/2022	22,859.00
ACH	Internal Revenue Services	Federal Tax Payment PPE120922	12/13/2022	10,771.30

## Allegiance STEAM Academy - Chino

### Check Register

For the period ended December 31, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE120922	12/13/2022	1,431.02
ACH	Employment Development Department	State Tax Pmt SUI PPE120922	12/13/2022	313.95
ACH		Returned Check# 1060 - Sharetta Wallace	12/14/2022	550.00
ACH	United State Post Service	Postage/Shipping	12/20/2022	13.55
ACH	Internal Revenue Services	Federal Tax Payment PPE121622s	12/16/2022	306.07
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE121622s	12/20/2022	31.78
ACH	Health Equity	FSA - Health 12/22	12/23/2022	1,075.00
ACH	Internal Revenue Services	Federal Tax Payment PPE122322	12/27/2022	76,460.66
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE122322	12/28/2022	25,559.95
ACH	Employment Development Department	State Tax Pmt SUI PPE122322	12/28/2022	<u>428.44</u>
<b>Total Disbursements Issued in December</b>				<b><u>\$ 1,115,444.80</u></b>

**Allegiance STEAM Academy - Fontana**

**Check Register**

For the period ended December 31, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
80011	OnPages Ideas, Inc.	Hello Campus - Monthly Fee	12/8/2022	\$ 1,090.00
80012	Uplift + Empower	Consulting Svcs - 11/22	12/8/2022	900.00
80013	Miguel Espinoza	Reimb - 11/29/22	12/13/2022	301.70
80014	PowerSchool Group, LLC	License - 12/07/22 - 12/06/23	12/13/2022	15,165.00
80015	SchoolMint Inc	Software - 12/06/22 - 12/05/23	12/20/2022	<u>3,500.00</u>
<b>Total Disbursements Issued in December</b>				<b>\$ <u>20,956.70</u></b>

## Allegiance STEAM Academy - Chino

Check Register - greater than \$2,000

For the period ended December 31, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
<b>Employee Benefits</b>				
21883	San Bernardino County	3101/9513 - STRS	12/6/2022	128,346.06
ACH	Mid Atlantic Trust Company	3401 - Health and Welfare	12/6/2022	6,735.00
ACH	CalPERS	3202/9514 - PERS	12/7/2022	43,169.49
ACH	CalPERS	3202/9514 - PERS	12/7/2022	4,512.15
ACH	CharterSafe	3601 - Workers' Compensation	12/9/2022	22,859.00
21898	Kaiser Foundation Health Plan	3401 - Health and Welfare	12/13/2022	16,865.27
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	12/13/2022	10,771.30
21912	Blue Shield of California	3401 - Health and Welfare	12/20/2022	23,387.36
21915	MetLife Small Business Center	3401 - Health and Welfare	12/20/2022	3,389.53
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	12/27/2022	76,460.66
ACH	Employment Development Department	3301/3311/9512 - Payroll taxes	12/28/2022	25,559.95
				<b>362,055.77</b>
<b>Books and Supplies</b>				
ACH	American Express	4302 - School Supplies	12/1/2022	28,993.37
21914	Guitar Center Stores Stores, Inc dba Woodwind & Braqsswind	4400 - Noncapitalized Equipment	12/20/2022	2,697.39
21925	Waxie Sanitary Supply	4310 - Office Expenses	12/20/2022	3,469.76
21923	Virco Inc.	4400 - Noncapitalized Equipment	12/20/2022	11,724.28
				<b>46,884.80</b>
<b>Subagreement Services</b>				
21904	Scoot.education	5103 - Substitute Teacher	12/13/2022	8,634.00
21905	Swing Education Inc	5103 - Substitute Teacher	12/13/2022	2,400.00
21899	Kids First Pediatric Therapy, Inc.	5102 - Special Education	12/13/2022	7,000.00
21913	Braille Abilities, LLC	5102 - Special Education	12/20/2022	2,540.00
21920	Sunny Kids Therapy Inc	5102 - Special Education	12/20/2022	22,069.20
21921	Swing Education Inc	5103 - Substitute Teacher	12/20/2022	3,400.00
21919	Scoot.education	5103 - Substitute Teacher	12/20/2022	15,519.00
				<b>61,562</b>
<b>Facilities, Repairs and Other Leases</b>				
21886	Chino Valley Unified School District	Portables Project	12/8/2022	557,495.91
21895	Chino Valley Unified School District	Portables Project	12/13/2022	5,412.00
				<b>562,908</b>
<b>Professional/Consulting Services</b>				
21885	Charter Impact	5811 - Management Fee	12/8/2022	27,730.50
21884	Carrie Birchler	5805 - General Consulting	12/8/2022	3,000.00
21906	Optiva IT	5801 - IT	12/19/2022	6,825.00
21916	Ontario Reign Hockey Club LLC	5815 - Public Relations	12/20/2022	9,950.00
21917	Procopio, Cory, Hargreaves & Savitch LLP	5803 - Legal	12/20/2022	15,337.50
				<b>62,843.00</b>
			<b>Total Disbursement over \$2,000</b>	<b>\$ 1,096,253.68</b>

**Allegiance STEAM Academy - Fontana**

*Check Register - greater than \$2,000*

For the period ended December 31, 2022

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
80014	PowerSchool Group, LLC	4305 - Software	12/13/2022	15,165.00
80015	SchoolMint Inc	4305 - Software	12/20/2022	<u>3,500.00</u>
			<b>Total Disbursement over \$2,000</b>	<b><u>\$ 20,956.70</u></b>



# Allegiance STEAM Academy -Fontana

Monthly Financial Presentation – December 2022



# Revenue

- **December 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>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Revenue</b>						
Federal Revenue	\$ 27,204	\$ -	\$ 27,204	\$ 600,000	\$ -	\$ 600,000
Other Local Revenue	380,000	-	380,000	380,000	-	380,000
<b>Total Revenue</b>	<b>\$ 407,204</b>	<b>\$ -</b>	<b>\$ 407,204</b>	<b>\$ 980,000</b>	<b>\$ -</b>	<b>\$ 980,000</b>

# Expenses



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

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Expenses</b>						
Certificated Salaries	\$ 53,842	\$ -	\$ (53,842)	\$ 142,656	\$ -	\$ (142,656)
Classified Salaries	15,539	-	(15,539)	22,091	-	(22,091)
Benefits	14,228	-	(14,228)	54,176	-	(54,176)
Books and Supplies	21,891	-	(21,891)	297,357	16,320	(281,037)
Subagreement Services	-	-	-	111,429	-	(111,429)
Operations	23	-	(23)	239,167	-	(239,167)
Professional Services	21,308	23,136	1,829	105,450	38,340	(67,110)
Interest	4,640	-	(4,640)	9,278	-	(9,278)
<b>Total Expenses</b>	<b>\$ 131,470</b>	<b>\$ 23,136</b>	<b>\$ (108,334)</b>	<b>\$ 981,604</b>	<b>\$ 54,660</b>	<b>\$ (926,944)</b>

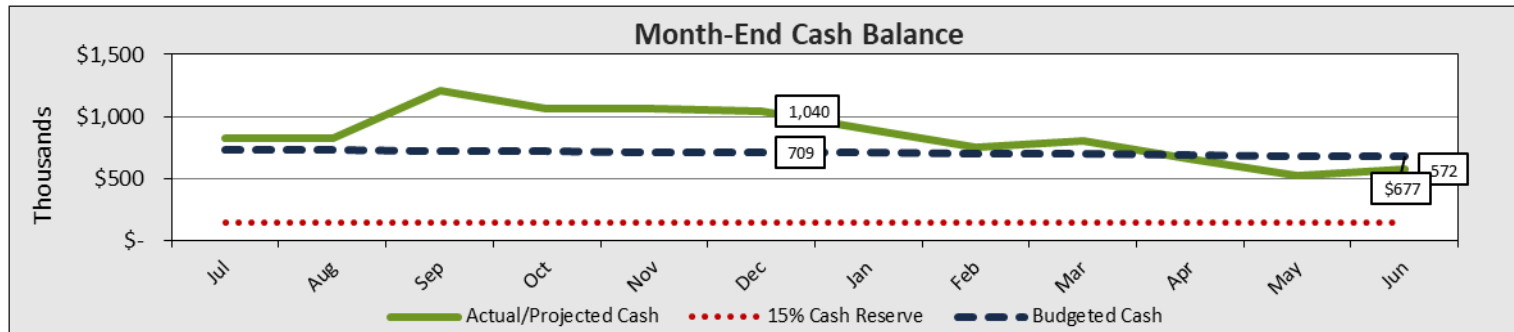
# Surplus / (Deficit) & Fund Balance

- Forecast annual forecast deficit +(\$1.6K), + 53K below budget due to awarded grant funds.
- Fund balance forecast +(\$104k) (10.6%).

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ 275,734	\$ (23,136)	\$ 298,870	\$ (1,604)	\$ (54,660)	\$ 53,056
Beginning Fund Balance	<u>(102,773)</u>	<u>(102,773)</u>		<u>(102,773)</u>	<u>(102,773)</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 172,960</b></u>	<u><b>\$ (125,909)</b></u>		<u><b>\$ (104,377)</b></u>	<u><b>\$ (157,433)</b></u>	
<i>As a % of Annual Expenses</i>	17.6%	-230.3%		-10.6%	-288.0%	

# Cash Balance

- Current cash **\$1M, 387** 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	Jan-02	<b>CALPADS - Fall 2 Submission Window opens</b> - Information will be used by the US Department of Education and the California Department of Education to gain insights into student course enrollments, services rendered in support of school's English Learner population, staff assignments and full-time equivalent levels. The reported data represent a snapshot of a school's status in the previously listed areas per Census Day, October 5, 2022. Schools have until February 24, 2023 to certified data. <b>IMPORTANT:</b> Fall 2 Staff assignment data will be referenced by the Commission on Teacher Credentialing (CTC) for accountability purposes. CTC will cross reference teachers' credential information with the courses/sections they are assigned to teach. CTC will report misassignments/discrepancies to your charter authorizer.	Charter Impact submits with data provided by ASA	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
FINANCE	Jan-13	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2021 - December 31, 2021.	Charter Impact with ASA support	No	No	<a href="https://www.cde.ca.gov/cr/reporting.asp">https://www.cde.ca.gov/cr/reporting.asp</a>
FINANCE	Jan-13	<b>CTEIG Application 2022/23</b> - The California Career Technical Education Incentive Grant (CTEIG) is a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grades twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education.	ASA with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/fg/fo/r17/ctejg22rfa.asp">https://www.cde.ca.gov/fg/fo/r17/ctejg22rfa.asp</a>
DATA TEAM	Set by Authorizer (by Jan 17)	<b>Principal Apportionment P-1</b> - 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	<a href="https://www.cde.ca.gov/fg/sf/pa/">https://www.cde.ca.gov/fg/sf/pa/</a>
FINANCE	Jan-16	<b>Mid-Year Expenditure Report due to SELPA (EDCOE)</b> - Interim financial reporting for actuals through December 31 are due to Desert/Mountain SELPA and Charter SELPA	Charter Impact	No	No	<a href="https://www.cahelp.org/">https://www.cahelp.org/</a>
FINANCE	Jan-16	<b>SELPA Pandemic Dispute Prevention &amp; Learning Recovery Funding Reports due (EDCOE)</b> - Expenditure reports are due to Desert/Mountain SELPA and Charter SELPA	Charter Impact	No	No	<a href="https://www.cahelp.org/">https://www.cahelp.org/</a>
DATA	Jan-20	<b>CALPADS - Fall 1 Amendment deadline</b> - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by ASA	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
FINANCE	TBD	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period July 1, 2021 - June 30, 2022.	Charter Impact with ASA support	No	No	<a href="https://www.cde.ca.gov/fg/cr/anreporthehelp.asp">https://www.cde.ca.gov/fg/cr/anreporthehelp.asp</a>

# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jan-31	<b>Federal Cash Management - Period 3</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
FINANCE	Jan-31	<b>Public Charter School Grant Program (PCSGP) - Qtr 2</b> - The PCSGP Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the CDE's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/sp/cs/re/pcsgp.asp">https://www.cde.ca.gov/sp/cs/re/pcsgp.asp</a>
FINANCE	Jan-31	<b>IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage</b> - Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees.	ASA with Charter Impact support	No	No	<a href="https://www.irs.gov/forms-pubs/about-form-1095-c">https://www.irs.gov/forms-pubs/about-form-1095-c</a>
DATA	Feb-01	<b>School Accountability Report Card</b> - All public schools in California are required to prepare an annual SARC (2021/22). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	ASA	Yes	No	<a href="http://www.cde.ca.gov/ta/ac/sa/">http://www.cde.ca.gov/ta/ac/sa/</a>
FINANCE	Feb-15	<b>Board of Equalization Property Tax Exemption</b> - Property used exclusively for public schools, community colleges, state colleges, and state universities is exempt from property taxation (article XIII, section 3, subd. (d), Revenue and Taxation Code section 202, subd. (a)(3)). The property is exempt from taxation on the basis of its exclusive use for public school purposes. If the property is not owned by the public school, the owner of the property is required to file a claim for the Lessor's Exemption. If the owner of the property does not claim the exemption, the public school may file the Public School Exemption claim.	Charter Impact	No	Yes	<a href="https://www.boe.ca.gov/proptaxes/lessor_exemption.htm">https://www.boe.ca.gov/proptaxes/lessor_exemption.htm</a>
FINANCE	Feb-20	<b>Certification of the First Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/pa/">https://www.cde.ca.gov/fg/aa/pa/</a>
DATA	Feb-24	<b>CALPADS - Fall 2 deadline</b> - 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 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services. Students' course enrollments, teacher course assignments, staff job assignments, FTE count and English Learner education services are reported datasets.	Charter Impact submits with data provided by ASA	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
FINANCE	Set by Authorizer (by Mar 15)	<b>2nd Interim Financial Report</b> - 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 is due December 15 for the period ending October 31. The second is due March 15 for the period ending January 31	Charter Impact	Yes	Yes	<a href="https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp">https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp</a>

# Appendices

## As of December 31, 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**  
**December 31, 2022**

*Presented by:*





# Allegiance STEAM Academy - Thrive

## Monthly Cash Flow/Forecast FY22-23

Revised 01/24/2023



ADA = 907.25

	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.)
<b>Revenues</b>																
8011 LCFF State Aid	-	334,819	334,819	645,990	559,360	602,675	602,675	602,675	676,136	676,136	676,136	676,136	814,907	7,202,463	6,875,006	327,457
8012 Education Protection Account	-	-	-	42,181	-	-	44,501	-	-	46,820	-	-	47,949	181,450	182,400	(950)
8096 In Lieu of Property Taxes	-	120,680	241,360	160,907	160,907	160,907	160,907	160,907	318,462	159,231	159,231	159,231	200,335	2,163,065	2,174,390	(11,325)
	-	455,499	576,179	849,078	720,267	763,582	808,082	763,582	994,598	882,187	835,367	835,367	1,063,191	9,546,978	9,231,796	315,182
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	8,767	8,767	17,046	17,046	17,046	17,046	19,037	104,755	105,303	(548)
8220 Federal Child Nutrition	-	-	-	57,835	33,735	25,083	8,646	8,646	8,646	8,646	8,646	8,646	17,292	185,821	91,488	94,334
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	59,339	-	-	-	-	-	-	-	18,892	80,119	(1,888)
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	12,297	-	-	-	-	-	4,099	16,396	(365)
8296 Other Federal Revenue	-	-	-	27,484	-	(1)	112,158	2,500	68,571	-	5,000	68,571	-	284,283	269,562	14,721
	-	-	-	85,319	33,735	84,421	129,571	32,210	94,263	25,692	30,692	94,263	59,320	669,485	563,233	106,253
<b>Other State Revenue</b>																
8311 State Special Education	-	30,352	30,351	-	-	-	48,390	48,390	81,952	81,952	81,952	81,952	92,939	578,229	555,763	22,466
8520 Child Nutrition	-	-	-	3,571	2,071	1,532	818	818	818	818	818	818	1,637	13,721	8,660	5,062
8550 Mandated Cost	-	-	-	-	-	15,472	-	-	-	-	-	-	-	15,472	15,472	0
8560 State Lottery	-	-	-	-	-	-	49,984	-	-	49,984	-	-	115,050	215,018	207,936	7,082
8598 Prior Year Revenue	-	-	-	-	-	331	-	-	-	-	-	-	-	331	-	331
8599 Other State Revenue	-	-	-	97,889	-	-	425,749	-	261,819	-	-	261,819	-	1,047,277	241,194	806,083
	-	30,352	30,351	101,460	2,071	17,335	524,941	49,209	344,589	132,754	82,770	344,589	209,627	1,870,048	1,029,024	841,024
<b>Other Local Revenue</b>																
8660 Interest Revenue	773	773	773	773	773	773	-	-	-	-	-	-	-	4,640	-	4,640
8699 School Fundraising	-	2,830	20,328	(336)	14,636	45,007	-	-	-	-	-	-	-	82,465	-	82,465
	773	3,603	21,101	437	15,409	45,780	-	-	-	-	-	-	-	87,105	-	87,105
<b>Total Revenue</b>	<b>773</b>	<b>489,454</b>	<b>627,631</b>	<b>1,036,294</b>	<b>771,483</b>	<b>911,118</b>	<b>1,462,594</b>	<b>845,000</b>	<b>1,433,450</b>	<b>1,040,633</b>	<b>948,829</b>	<b>1,274,219</b>	<b>1,332,137</b>	<b>12,173,617</b>	<b>10,824,053</b>	<b>1,349,564</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	12,858	336,205	349,152	332,953	336,933	342,203	338,164	338,164	338,164	338,164	338,164	338,164	-	3,739,286	3,633,816	(105,470)
1170 Teachers' Substitute Hours	1,520	11,990	12,830	20,315	13,655	10,722	10,145	10,145	10,145	10,145	10,145	10,145	-	131,901	109,014	(22,887)
1175 Teachers' Extra Duty/Stipends	-	-	1,278	273	23,617	27,647	12,416	12,416	12,416	12,416	12,416	12,416	-	127,313	102,808	(24,505)
1200 Pupil Support Salaries	-	23,682	27,283	17,334	21,591	22,071	21,591	21,591	21,591	21,591	21,591	21,591	-	241,506	429,472	187,966
1300 Administrators' Salaries	44,296	46,017	29,417	34,528	42,324	42,324	43,528	43,528	43,528	43,528	43,528	43,528	-	500,076	536,670	36,594
1900 Other Certificated Salaries	-	4,727	4,727	15,982	4,727	4,727	-	-	-	-	-	-	-	34,891	148,000	113,109
	58,674	422,621	424,686	421,387	442,847	449,694	425,844	425,844	425,844	425,844	425,844	425,844	-	4,774,974	4,959,781	184,807
<b>Classified Salaries</b>																
2100 Instructional Salaries	-	95,327	86,089	85,729	75,502	61,283	103,917	103,917	103,917	103,917	103,917	100,492	-	1,024,006	896,035	(127,972)
2200 Support Salaries	15,289	28,957	27,872	30,121	31,921	32,562	27,596	27,596	27,596	27,596	27,596	27,596	-	332,299	319,709	(12,590)
2300 Classified Administrators' Salaries	6,933	6,933	3,813	6,188	7,588	6,188	6,188	6,188	6,188	6,188	6,188	6,188	-	74,772	83,200	8,428
2400 Clerical and Office Staff Salaries	27,000	27,000	27,339	24,955	24,917	24,377	31,333	31,333	31,333	31,333	31,333	31,333	-	343,588	226,000	(117,588)
2900 Other Classified Salaries	-	208	-	-	-	-	-	-	-	-	-	-	-	208	-	(208)
	49,222	158,425	145,113	146,993	139,928	124,410	169,035	169,035	169,035	169,035	169,035	165,609	-	1,774,873	1,524,944	(249,929)
<b>Benefits</b>																
3101 STRS	10,107	77,603	78,352	75,952	81,021	83,437	80,533	80,533	80,533	80,533	80,533	80,533	-	889,669	947,318	57,649
3202 PERS	12,488	36,211	34,656	36,803	33,571	29,478	45,196	45,196	45,196	45,196	45,196	44,281	-	453,469	386,878	(66,591)
3301 OASDI	2,922	10,062	8,780	9,784	9,257	7,652	11,045	11,045	11,045	11,045	11,045	10,821	-	114,505	94,547	(19,958)
3311 Medicare	1,514	8,299	8,108	8,090	8,362	8,155	8,690	8,690	8,690	8,690	8,690	8,640	-	94,617	94,029	(588)
3401 Health and Welfare	30,056	28,155	23,598	31,073	32,280	26,923	46,875	46,875	46,875	46,875	46,875	46,875	-	453,335	570,000	116,665
3501 State Unemployment	119	3,281	1,577	1,288	1,142	1,264	14,144	11,315	5,658	2,829	2,829	2,829	-	48,275	54,975	6,700
3601 Workers' Compensation	3,245	3,245	3,245	25,970	3,245	3,245	8,390	8,390	8,390	8,390	8,390	8,342	-	92,487	90,786	(1,701)
	60,451	166,856	158,317	188,959	168,878	160,154	214,873	212,045	206,387	203,558	203,558	202,320	-	2,146,357	2,238,532	92,176

# Allegiance STEAM Academy - Thrive

## Monthly Cash Flow/Forecast FY22-23

Revised 01/24/2023



ADA = 907.25

	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.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	28,947	31,695	1,003	158,904	25,200	403	-	-	-	-	-	-	-	246,152	176,400	(69,752)
4200 Books and Reference Materials	-	-	-	182	-	-	-	-	-	-	-	-	-	182	20,700	20,519
4302 School Supplies	44	3,381	-	1,107	2,089	235	11,111	11,111	11,111	11,111	11,111	11,111	-	73,524	74,800	1,276
4305 Software	57,674	12,847	525	6,728	-	-	-	-	-	-	-	-	-	77,773	74,900	(2,873)
4310 Office Expense	-	6,172	1,075	3,937	12,152	5,201	12,095	12,095	12,095	12,095	12,095	12,095	-	101,106	108,000	6,894
4311 Business Meals	-	31	107	96	2,089	-	568	568	568	568	568	568	-	5,732	6,300	568
4400 Noncapitalized Equipment	-	8,243	712	44,461	18,862	14,422	155,111	155,111	-	-	-	-	-	396,921	152,100	(244,821)
4700 Food Services	-	(21,368)	-	61,405	35,807	47,983	17,671	17,671	17,671	17,671	17,671	17,671	-	229,854	100,147	(129,707)
	86,665	41,001	3,421	276,819	96,199	68,243	196,556	196,556	41,446	41,446	41,446	41,446	-	1,131,242	713,347	(417,895)
<b>Subagreement Services</b>																
5101 Nursing	-	-	-	-	-	315	4,100	4,100	4,100	4,100	4,100	4,100	-	24,915	28,700	3,785
5102 Special Education	-	3,477	11,985	18,747	40,623	33,139	3,000	3,000	3,000	3,000	3,000	3,000	-	125,973	52,000	(73,973)
5103 Substitute Teacher	-	544	6,504	12,481	33,334	29,953	1,305	1,305	1,305	1,305	1,305	1,305	-	90,648	42,000	(48,648)
5105 Security	-	-	-	-	-	-	29	29	29	29	29	29	-	171	200	29
	-	4,021	18,489	31,228	73,957	63,407	8,434	8,434	8,434	8,434	8,434	8,434	-	241,707	122,900	(118,807)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	-	62	-	145	412	170	170	170	170	170	170	-	1,642	1,400	(242)
5300 Dues & Memberships	11,910	-	-	2,871	1,239	-	1,283	1,283	1,283	1,283	1,283	1,283	-	23,717	15,000	(8,717)
5400 Insurance	9,735	9,735	9,735	9,735	9,735	9,735	9,649	9,649	9,649	9,649	9,649	9,649	-	116,306	116,000	(306)
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	502	502	502	502	502	502	-	6,013	10,127	4,114
5531 ASB Fundraising Expense	-	-	-	-	673	-	-	-	-	-	-	-	-	673	-	(673)
5900 Communications	1,503	1,225	453	453	453	453	716	716	716	716	716	716	-	8,838	9,200	362
5901 Postage and Shipping	-	51	307	-	100	14	435	435	435	435	435	435	-	3,079	3,500	421
	32,214	20,077	19,623	22,125	21,412	19,680	21,320	21,320	21,320	21,320	21,320	21,320	-	263,050	292,327	29,277
<b>Facilities, Repairs and Other Leases</b>																
5603 Equipment Leases	-	459	-	2,651	35,389	-	643	643	643	643	643	643	-	42,357	18,100	(24,257)
5610 Repairs and Maintenance	-	-	-	-	-	-	814	814	814	814	814	814	-	4,886	5,700	814
	-	459	-	2,651	35,389	-	1,457	1,457	1,457	1,457	1,457	1,457	-	47,243	23,800	(23,443)
<b>Professional/Consulting Services</b>																
5801 IT	6,400	6,400	8,220	6,825	6,825	6,825	6,759	6,759	6,759	6,759	6,759	6,759	-	82,046	81,900	(146)
5802 Audit & Taxes	-	-	2,993	2,625	-	519	-	-	-	-	-	-	-	6,136	11,500	5,364
5803 Legal	-	-	-	948	-	15,338	869	869	869	869	869	869	-	21,500	21,500	-
5804 Professional Development	-	-	-	2,000	168	-	19,876	19,876	19,876	19,876	19,876	19,876	-	121,424	75,700	(45,724)
5805 General Consulting	-	3,000	5,100	6,213	7,500	4,949	20	20	20	20	20	20	-	26,880	26,000	(880)
5806 Special Activities/Field Trips	-	(75)	29,290	2,688	3,393	1,050	-	-	-	-	-	-	-	36,346	11,200	(25,146)
5807 Bank Charges	-	-	-	-	-	-	43	43	43	43	43	43	-	257	300	43
5808 Printing	-	-	-	-	-	-	657	657	657	657	657	657	-	3,943	4,600	657
5809 Other taxes and fees	20	454	-	-	-	679	164	164	164	164	164	164	-	2,136	2,300	164
5810 Payroll Service Fee	27	-	2,001	-	1,936	1,759	1,084	1,084	1,084	1,084	1,084	1,084	-	12,227	10,700	(1,527)
5811 Management Fee	20,295	23,068	21,218	24,601	20,993	25,972	21,792	21,792	21,792	21,792	21,792	21,792	-	266,898	212,461	(54,438)
5812 District Oversight Fee	-	13,665	17,285	24,173	22,907	22,907	24,242	22,907	29,838	26,466	25,061	25,061	-	254,512	276,954	22,441
5815 Public Relations/Recruitment	-	-	-	-	3,420	2,985	71	71	71	71	71	71	-	6,829	6,900	71
	26,742	46,512	86,106	70,072	67,141	82,981	75,577	74,242	81,172	77,800	76,395	76,395	-	841,135	742,015	(99,120)
<b>Depreciation</b>																
6900 Depreciation Expense	238	238	238	238	238	3,991	238	238	238	238	238	238	-	6,607	500	(6,107)
	238	238	238	238	238	3,991	238	238	238	238	238	238	-	6,607	500	(6,107)
<b>Total Expenses</b>	<b>314,206</b>	<b>860,210</b>	<b>855,994</b>	<b>1,160,472</b>	<b>1,045,989</b>	<b>972,559</b>	<b>1,113,334</b>	<b>1,109,170</b>	<b>955,332</b>	<b>949,131</b>	<b>947,727</b>	<b>943,063</b>	-	<b>11,227,187</b>	<b>10,618,145</b>	<b>(609,042)</b>
<b>Monthly Surplus (Deficit)</b>	<b>(313,432)</b>	<b>(370,756)</b>	<b>(228,362)</b>	<b>(124,177)</b>	<b>(274,506)</b>	<b>(61,440)</b>	<b>349,260</b>	<b>(264,171)</b>	<b>478,118</b>	<b>91,502</b>	<b>1,102</b>	<b>331,156</b>	<b>1,332,137</b>	<b>946,430</b>	<b>205,908</b>	<b>740,522</b>

# Allegiance STEAM Academy - Thrive

## Monthly Cash Flow/Forecast FY22-23

Revised 01/24/2023

ADA = 907.25



	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.)	
<b>Cash Flow Adjustments</b>																	
Monthly Surplus (Deficit)	(313,432)	(370,756)	(228,362)	(124,177)	(274,506)	(61,440)	349,260	(264,171)	478,118	91,502	1,102	331,156	1,332,137	946,430			
Cash flows from operating activities																	
Depreciation/Amortization	238	238	238	238	238	3,991	238	238	238	238	238	238	-	6,607			
Public Funding Receivables	703,184	(69,562)	(156,970)	(785,140)	(56,861)	(123,640)	2,117,264	-	-	-	-	-	(1,332,137)	296,137			
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Due To/From Related Parties	(773)	(773)	(21,137)	(13,854)	(16,504)	(22,546)	-	-	-	-	-	-	-	(75,587)			
Prepaid Expenses	60,263	13,669	(50,071)	33,376	(54,610)	(13,776)	-	-	-	-	-	-	-	(11,149)			
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(142,033)	27,311	(27,311)	-	-	-	-	-	-	-	-	-	-	(142,033)			
Accrued Expenses	(92,724)	200,847	(197,251)	27,072	58,104	(42,586)	-	-	-	-	-	-	-	(46,539)			
Deferred Revenues	13,748	24,270	434,733	760,969	541,218	258,225	-	-	-	-	-	(2,314,600)	-	(281,439)			
Cash flows from investing activities																	
Purchases of Prop. And Equip.	-	-	-	-	-	(562,908)	-	-	-	-	-	-	-	(562,908)			
<b>Total Change in Cash</b>	<b>228,470</b>	<b>(174,757)</b>	<b>(246,132)</b>	<b>(101,516)</b>	<b>197,078</b>	<b>(564,681)</b>	<b>2,466,761</b>	<b>(263,933)</b>	<b>478,355</b>	<b>91,739</b>	<b>1,340</b>	<b>(1,983,206)</b>					
Cash, Beginning of Month	3,487,985	3,716,455	3,541,699	3,295,567	3,194,051	3,391,129	2,826,448	5,293,209	5,029,276	5,507,631	5,599,370	5,600,710					
<b>Cash, End of Month</b>	<b>3,716,455</b>	<b>3,541,699</b>	<b>3,295,567</b>	<b>3,194,051</b>	<b>3,391,129</b>	<b>2,826,448</b>	<b>5,293,209</b>	<b>5,029,276</b>	<b>5,507,631</b>	<b>5,599,370</b>	<b>5,600,710</b>	<b>3,617,504</b>					

# Allegiance STEAM Academy - Fontana

## Monthly Cash Flow/Forecast FY22-23

Revised 01/18/2023

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.)
<b>Federal Revenue</b>																
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
<b>Other Local Revenue</b>																
8990 Contributions, Restricted	-	-	-	-	380,000	-	-	-	-	-	-	-	-	380,000	-	380,000
	-	-	-	-	380,000	-	-	-	-	-	-	-	-	380,000	-	380,000
<b>Total Revenue</b>	-	-	27,204	-	380,000	-	190,932	-	190,932	-	-	190,932	-	980,000	-	980,000
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1300 Administrators' Salaries	-	-	6,200	2,205	30,635	14,802	14,802	14,802	14,802	14,802	14,802	14,802	-	142,656	-	(142,656)
1900 Other Certificated Salaries	-	-	-	15,833	(15,833)	-	-	-	-	-	-	-	-	-	-	-
	-	-	6,200	18,038	14,802	14,802	14,802	14,802	14,802	14,802	14,802	14,802	-	142,656	-	(142,656)
<b>Classified Salaries</b>																
2100 Instructional Salaries	-	-	-	-	-	895	-	-	-	-	-	-	-	895	-	(895)
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)
2400 Clerical and Office Staff Salaries	-	-	-	-	6,247	2,001	-	-	-	-	-	-	-	8,248	-	(8,248)
	-	-	3,120	1,092	7,339	3,988	1,092	1,092	1,092	1,092	1,092	1,092	-	22,091	-	(22,091)
<b>Benefits</b>																
3101 STRS	-	-	1,184	3,445	2,827	2,827	3,520	3,520	3,520	3,520	3,520	3,520	-	31,406	-	(31,406)
3202 PERS	-	-	792	277	593	1,012	163	163	163	163	163	163	-	3,653	-	(3,653)
3301 OASDI	-	-	163	55	132	235	-	-	-	-	-	-	-	584	-	(584)
3311 Medicare	-	-	128	274	244	268	267	267	267	267	267	267	-	2,515	-	(2,515)
3401 Health and Welfare	-	-	535	(246)	(318)	(318)	2,380	2,380	2,380	2,380	2,380	2,380	-	13,932	-	(13,932)
3501 State Unemployment	-	-	-	-	36	84	70	70	70	70	70	70	-	540	-	(540)
3601 Workers' Compensation	-	-	-	-	-	-	258	258	258	258	258	258	-	1,546	-	(1,546)
	-	-	2,801	3,805	3,515	4,107	6,658	6,658	6,658	6,658	6,658	6,658	-	54,176	-	(54,176)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	-	-	-	-	-	8,846	-	-	-	-	-	-	-	8,846	-	(8,846)
4305 Software	-	-	-	-	-	4,500	-	-	-	-	-	-	-	4,500	-	(4,500)
4310 Office Expense	-	-	-	-	-	-	2,331	2,331	2,331	2,331	2,331	2,331	-	13,989	16,320	2,331
4311 Business Meals	-	-	-	-	-	302	-	-	-	-	-	-	-	302	-	(302)
4400 Noncapitalized Equipment	-	-	8,243	-	-	-	43,580	43,580	43,580	43,580	43,580	43,580	-	269,720	-	(269,720)
	-	-	8,243	-	-	13,648	45,911	45,911	45,911	45,911	45,911	45,911	-	297,357	16,320	(281,037)
<b>Subagreement Services</b>																
5102 Special Education	-	-	-	-	-	-	4,286	4,286	4,286	4,286	4,286	4,286	-	25,714	-	(25,714)
5106 Other Educational Consultants	-	-	-	-	-	-	14,286	14,286	14,286	14,286	14,286	14,286	-	85,714	-	(85,714)
	-	-	-	-	-	-	18,571	18,571	18,571	18,571	18,571	18,571	-	111,429	-	(111,429)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	-	-	-	23	-	-	-	-	-	-	-	-	23	-	(23)
5516 Miscellaneous Expense	-	-	-	-	-	-	39,857	39,857	39,857	39,857	39,857	39,857	-	239,145	-	(239,145)
	-	-	-	-	23	-	39,857	39,857	39,857	39,857	39,857	39,857	-	239,167	-	(239,167)
<b>Professional/Consulting Services</b>																
5802 Audit & Taxes	-	-	-	-	-	-	4,000	-	-	-	-	-	-	4,000	8,000	4,000
5803 Legal	-	-	-	-	-	-	4,286	4,286	4,286	4,286	4,286	4,286	-	25,714	30,000	4,286
5804 Professional Development	-	-	-	-	-	-	9,023	9,023	9,023	9,023	9,023	9,023	-	54,137	-	(54,137)
5805 General Consulting	-	1,200	300	2,463	1,050	2,400	-	-	-	-	-	-	-	7,413	-	(7,413)
5807 Bank Charges	-	-	-	-	-	-	49	49	49	49	49	49	-	291	340	49
5815 Public Relations/Recruitment	-	-	6,840	-	-	7,055	-	-	-	-	-	-	-	13,895	-	(13,895)
	-	1,200	7,140	2,463	1,050	9,455	17,357	13,357	13,357	13,357	13,357	13,357	-	105,450	38,340	(67,110)
<b>Interest</b>																
7438 Interest Expense	773	773	773	773	773	773	773	773	773	773	773	773	-	9,278	-	(9,278)
	773	773	773	773	773	773	773	773	773	773	773	773	-	9,278	-	(9,278)
<b>Total Expenses</b>	773	1,973	28,277	26,170	27,502	46,774	145,022	141,022	141,022	141,022	141,022	141,022	-	981,604	54,660	(926,944)
<b>Monthly Surplus (Deficit)</b>	(773)	(1,973)	(1,073)	(26,170)	352,498	(46,774)	45,910	(141,022)	49,910	(141,022)	(141,022)	49,910	-	(1,604)	(54,660)	53,056

# Allegiance STEAM Academy - Fontana

## Monthly Cash Flow/Forecast FY22-23

Revised 01/18/2023

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.)
<b>Cash Flow Adjustments</b>																
Monthly Surplus (Deficit)	(773)	(1,973)	(1,073)	(26,170)	352,498	(46,774)	45,910	(141,022)	49,910	(141,022)	(141,022)	49,910	-	(1,604)		
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	13,854	16,504	22,546	-	-	-	-	-	-	-	-	-	75,587
Prepaid Expenses	-	-	-	-	-	(6,319)	-	-	-	-	-	-	-	-	-	(6,319)
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accrued Expenses	-	-	6,840	10,816	9,949	9,590	-	-	-	-	-	-	-	-	-	37,195
Deferred Revenues	-	-	380,000	-	(380,000)	-	-	-	-	-	-	-	-	-	-	-
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	(142,759)	-	-	-	-	-	-	-	-	-	-	-	(142,759)
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Change in Cash</b>	-	(1,200)	379,700	(144,259)	(1,050)	(20,957)	45,910	(141,022)	49,910	(141,022)	(141,022)	49,910				
Cash, Beginning of Month	827,630	827,630	826,430	1,206,130	1,061,870	1,060,821	1,039,864	1,085,774	944,751	994,661	853,639	712,616				
<b>Cash, End of Month</b>	<b>827,630</b>	<b>826,430</b>	<b>1,206,130</b>	<b>1,061,870</b>	<b>1,060,821</b>	<b>1,039,864</b>	<b>1,085,774</b>	<b>944,751</b>	<b>994,661</b>	<b>853,639</b>	<b>712,616</b>	<b>762,526</b>				

## Allegiance STEAM Academy - Thrive

### Statement of Financial Position

December 31, 2022

	Allegiance STEAM Academy - Chino	Allegiance STEAM Academy - Fontana	Combined
<b>Assets</b>			
<b>Current Assets</b>			
Unrestricted Cash	\$ 511,848	\$ 1,039,864	\$ 1,551,712
Restricted Cash	2,314,600	-	2,314,600
Total Cash & Cash Equivalents	2,826,448	1,039,864	3,866,311
Public Funding Receivables	2,117,264	27,204	2,144,467
Due To/From Related Parties	1,005,991	(1,005,991)	-
Prepaid Expenses	159,910	6,319	166,228
<b>Total Current Assets</b>	<b>6,109,611</b>	<b>67,396</b>	<b>6,177,007</b>
<b>Long-Term Assets</b>			
Property & Equipment, Net	566,057	142,759	708,816
<b>Total Long Term Assets</b>	<b>566,057</b>	<b>142,759</b>	<b>708,816</b>
<b>Total Assets</b>	<b>\$ 6,675,668</b>	<b>\$ 210,155</b>	<b>\$ 6,885,823</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accrued Liabilities	509,665	37,195	546,859
Deferred Revenue	2,314,600	-	2,314,600
<b>Total Current Liabilities</b>	<b>2,824,264</b>	<b>37,195</b>	<b>2,861,459</b>
<b>Total Liabilities</b>	<b>2,824,264</b>	<b>37,195</b>	<b>2,861,459</b>
<b>Total Net Assets</b>	<b>3,851,404</b>	<b>172,960</b>	<b>4,024,364</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 6,675,668</b>	<b>\$ 210,155</b>	<b>\$ 6,885,823</b>

## Allegiance STEAM Academy - Thrive

### Statement of Cash Flows

For the period ended December 31, 2022

	Allegiance STEAM Academy - Chino	Allegiance STEAM Academy - Fontana	Month Ended 12/31/22
<b>Cash Flows from Operating Activities</b>			
Change in Net Assets	\$ (61,440)	\$ (46,774)	\$ (108,214)
Adjustments to reconcile change in net assets to net cash flows from operating activities:			
Depreciation	3,991	-	3,991
Public Funding Receivables	(123,640)	-	(123,640)
Due from Related Parties	(22,546)	22,546	-
Prepaid Expenses	(13,776)	(6,319)	(20,095)
Accrued Expenses	(42,586)	9,590	(32,996)
Deferred Revenue	258,225	-	258,225
<b>Total Cash Flows from Operating Activities</b>	<b>(1,773)</b>	<b>(20,957)</b>	<b>(22,730)</b>
<b>Cash Flows from Investing Activities</b>			
Purchases of Property & Equipment	(562,908)	-	(562,908)
<b>Total Cash Flows from Investing Activities</b>	<b>(562,908)</b>	<b>-</b>	<b>(562,908)</b>
Change in Cash & Cash Equivalents	(564,681)	(20,957)	(585,638)
Cash & Cash Equivalents, Beginning of Period	3,391,129	1,060,821	4,451,949
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 2,826,448</b>	<b>\$ 1,039,864</b>	<b>\$ 3,866,311</b>

**Allegiance STEAM Academy - Chino**

**Budget vs Actual**

For the period ended December 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 602,675	\$ 572,351	\$ 30,324	\$ 2,477,663	\$ 2,352,999	\$ 124,664	\$ 6,875,006
Education Protection Account	-	-	-	42,181	45,600	(3,419)	182,400
In Lieu of Property Taxes	160,907	160,907	0	844,761	844,761	0	2,174,390
Total State Aid - Revenue Limit	763,582	733,258	30,324	3,364,605	3,243,359	121,246	9,231,796
Federal Revenue							
Special Education - Entitlement	-	8,767	(8,767)	-	36,040	(36,040)	105,303
Federal Child Nutrition	25,083	8,691	16,391	116,653	21,957	94,696	91,487
Title I, Part A - Basic Low Income	59,339	60,089	(750)	59,339	80,119	(20,780)	80,119
Title II, Part A - Teacher Quality	-	12,571	(12,571)	-	16,761	(16,761)	16,761
Other Federal Revenue	(1)	64,891	(64,892)	27,483	132,281	(104,798)	269,562
Total Federal Revenue	84,421	155,008	(70,588)	203,475	287,158	(83,683)	563,232
Other State Revenue							
State Special Education	-	46,268	(46,268)	60,703	190,212	(129,509)	555,763
State Child Nutrition	1,532	823	710	7,174	2,078	5,096	8,660
Mandated Cost	15,472	15,472	0	15,472	15,472	0	15,472
State Lottery	-	-	-	-	-	-	207,936
Prior Year Revenue	331	-	331	331	-	331	-
Other State Revenue	-	60,299	(60,299)	97,889	120,597	(22,708)	241,194
Total Other State Revenue	17,335	122,861	(105,525)	181,570	328,359	(146,790)	1,029,024
Other Local Revenue							
Interest Revenue	773	-	773	4,640	-	4,640	-
School Fundraising	45,007	-	45,007	82,465	-	82,465	-
Total Other Local Revenue	45,780	-	45,780	87,105	-	87,105	-
<b>Total Revenues</b>	<b>911,118</b>	<b>1,011,127</b>	<b>(100,009)</b>	<b>3,836,755</b>	<b>3,858,877</b>	<b>(22,122)</b>	<b>10,824,053</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	342,203	330,347	(11,856)	1,710,304	1,651,735	(58,569)	3,633,816
Teachers' Substitute Hours	10,722	9,910	(811)	71,032	49,552	(21,480)	109,015
Teachers' Extra Duty/Stipends	27,647	9,346	(18,300)	52,815	46,731	(6,084)	102,808
Pupil Support Salaries	22,071	38,398	16,327	111,961	199,086	87,125	429,472
Administrators' Salaries	42,324	44,723	2,398	238,906	268,335	29,429	536,670
Other Certificated Salaries	4,727	13,100	8,373	34,891	69,400	34,509	148,000
Total Certificated Salaries	449,694	445,824	(3,870)	2,219,909	2,284,839	64,930	4,959,781
Classified Salaries							
Instructional Salaries	61,283	89,603	28,320	403,930	358,414	(45,516)	896,035
Support Salaries	32,562	27,440	(5,121)	166,721	155,066	(11,655)	319,709
Supervisors' and Administrators' Salaries	6,188	6,933	745	37,644	41,600	3,956	83,200
Clerical and Office Staff Salaries	24,377	18,833	(5,543)	155,588	113,000	(42,588)	226,000
Other Classified Salaries	-	-	-	208	-	(208)	-
Total Classified Salaries	124,410	142,811	18,401	764,091	668,080	(96,011)	1,524,944
Benefits							
State Teachers' Retirement System, certificated positions	83,437	85,152	1,716	406,472	436,404	29,932	947,318
Public Employees' Retirement System, classified positions	29,478	36,231	6,753	183,206	169,492	(13,714)	386,878
OASDI/Medicare/Alternative, certificated positions	7,652	8,854	1,202	48,457	41,421	(7,036)	94,547
Medicare/Alternative, certificated positions	8,155	8,535	380	42,529	42,817	289	94,029
Health and Welfare Benefits, certificated positions	26,923	47,500	20,577	172,085	285,000	112,915	570,000
State Unemployment Insurance, certificated positions	1,264	2,749	1,485	8,671	16,492	7,821	54,975
Workers' Compensation Insurance, certificated positions	3,245	8,241	4,996	42,195	41,341	(854)	90,786
Total Benefits	160,154	197,262	37,108	903,615	1,032,968	129,353	2,238,532



**Allegiance STEAM Academy - Chino**

**Budget vs Actual**

For the period ended December 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Books &amp; Supplies</b>							
Textbooks and Core Materials	403	-	(403)	246,152	176,400	(69,752)	176,400
Books and Reference Materials	-	-	-	182	20,700	20,519	20,700
School Supplies	235	6,233	5,998	6,857	37,400	30,543	74,800
Software	-	6,242	6,242	77,773	37,450	(40,323)	74,900
Office Expense	5,201	9,000	3,800	28,536	54,000	25,464	108,000
Business Meals	-	525	525	2,322	3,150	828	6,300
Noncapitalized Equipment	14,422	30,420	15,998	86,699	152,100	65,401	152,100
Food Services	47,983	9,104	(38,878)	123,827	45,521	(78,306)	100,147
<b>Total Books &amp; Supplies</b>	<b>68,243</b>	<b>61,524</b>	<b>(6,718)</b>	<b>572,347</b>	<b>526,721</b>	<b>(45,626)</b>	<b>713,347</b>
<b>Subagreement Services</b>							
Nursing	315	2,392	2,077	315	14,350	14,035	28,700
Special Education	33,139	4,727	(28,412)	107,970	23,636	(84,334)	52,000
Substitute Teacher	29,953	3,818	(26,135)	82,816	19,091	(63,725)	42,000
Security	-	18	18	-	91	91	200
<b>Total Subagreement Services</b>	<b>63,407</b>	<b>10,955</b>	<b>(52,452)</b>	<b>191,101</b>	<b>57,168</b>	<b>(133,933)</b>	<b>122,900</b>
<b>Operations &amp; Housekeeping</b>							
Auto and Travel	412	127	(285)	620	636	17	1,400
Dues & Memberships	-	1,250	1,250	16,020	7,500	(8,520)	15,000
Insurance	9,735	9,667	(68)	58,410	58,000	(410)	116,000
Utilities	8,565	11,425	2,860	51,390	68,550	17,160	137,100
Janitorial Services	501	844	343	3,003	5,063	2,060	10,127
ASB Fundraising Expense	-	-	-	673	-	(673)	-
Communications	453	767	313	4,543	4,600	57	9,200
Postage and Shipping	14	350	336	472	1,400	928	3,500
<b>Total Operations &amp; Housekeeping</b>	<b>19,680</b>	<b>24,430</b>	<b>4,750</b>	<b>135,131</b>	<b>145,750</b>	<b>10,619</b>	<b>292,327</b>
<b>Facilities, Repairs &amp; Other Leases</b>							
Equipment Leases	-	1,508	1,508	38,499	9,050	(29,449)	18,100
Repairs and Maintenance	-	475	475	-	2,850	2,850	5,700
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>-</b>	<b>1,983</b>	<b>1,983</b>	<b>38,499</b>	<b>11,900</b>	<b>(26,599)</b>	<b>23,800</b>
<b>Professional/Consulting Services</b>							
IT	6,825	6,825	-	41,495	40,950	(545)	81,900
Audit & Taxes	519	3,833	3,315	6,136	11,500	5,364	11,500
Legal	15,338	1,792	(13,546)	16,286	10,750	(5,535)	21,500
Professional Development	-	7,570	7,570	2,168	30,280	28,113	75,700
General Consulting	4,949	2,600	(2,349)	26,762	10,400	(16,362)	26,000
Special Activities/Field Trips	1,050	3,733	2,683	36,346	3,733	(32,613)	11,200
Bank Charges	-	30	30	-	120	120	300
Printing	-	460	460	-	1,840	1,840	4,600
Other Taxes and Fees	679	230	(449)	1,153	920	(233)	2,300
Payroll Service Fee	1,759	892	(867)	5,723	5,350	(373)	10,700
Management Fee	25,972	17,705	(8,266)	136,145	106,230	(29,915)	212,461
District Oversight Fee	22,907	21,998	(909)	100,937	97,301	(3,636)	276,954
Public Relations/Recruitment	2,985	690	(2,295)	6,405	2,760	(3,645)	6,900
<b>Total Professional/Consulting Services</b>	<b>82,981</b>	<b>68,358</b>	<b>(14,624)</b>	<b>379,554</b>	<b>322,135</b>	<b>(57,420)</b>	<b>742,015</b>
<b>Depreciation</b>							
Depreciation Expense	3,991	42	(3,949)	5,181	250	(4,931)	500
<b>Total Depreciation</b>	<b>3,991</b>	<b>42</b>	<b>(3,949)</b>	<b>5,181</b>	<b>250</b>	<b>(4,931)</b>	<b>500</b>
<b>Total Expenses</b>	<b>972,559</b>	<b>953,189</b>	<b>(19,370)</b>	<b>5,209,429</b>	<b>5,049,811</b>	<b>(159,618)</b>	<b>10,618,146</b>
<b>Change in Net Assets</b>	<b>(61,440)</b>	<b>57,938</b>	<b>(119,379)</b>	<b>(1,372,674)</b>	<b>(1,190,934)</b>	<b>(181,740)</b>	<b>205,907</b>
Net Assets, Beginning of Period	3,912,845			5,224,078			
<b>Net Assets, End of Period</b>	<b>\$ 3,851,404</b>			<b>\$ 3,851,404</b>			

# Allegiance STEAM Academy - Fontana

## Budget vs Actual

For the period ended December 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
Federal Revenue							
Title V, Part B - PCSGP	\$ -	\$ -	\$ -	\$ 27,204	\$ -	\$ 27,204	\$ -
Total Federal Revenue	-	-	-	27,204	-	27,204	-
Other Local Revenue							
Contributions, Restricted	-	-	-	380,000	-	380,000	-
Total Other Local Revenue	-	-	-	380,000	-	380,000	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>407,204</b>	<b>-</b>	<b>407,204</b>	<b>-</b>
<b>Expenses</b>							
Certificated Salaries							
Administrators' Salaries	14,802	-	(14,802)	53,842	-	(53,842)	-
Total Certificated Salaries	14,802	-	(14,802)	53,842	-	(53,842)	-
Classified Salaries							
Instructional Salaries	895	-	(895)	895	-	(895)	-
Supervisors' and Administrators' Salaries	1,092	-	(1,092)	6,396	-	(6,396)	-
Clerical and Office Staff Salaries	2,001	-	(2,001)	8,248	-	(8,248)	-
Total Classified Salaries	3,988	-	(3,988)	15,539	-	(15,539)	-
Benefits							
State Teachers' Retirement System, certificated positions	2,827	-	(2,827)	10,284	-	(10,284)	-
Public Employees' Retirement System, classified positions	1,012	-	(1,012)	2,674	-	(2,674)	-
OASDI/Medicare/Alternative, certificated positions	235	-	(235)	584	-	(584)	-
Medicare/Alternative, certificated positions	268	-	(268)	914	-	(914)	-
Health and Welfare Benefits, certificated positions	(318)	-	318	(348)	-	348	-
State Unemployment Insurance, certificated positions	84	-	(84)	120	-	(120)	-
Total Benefits	4,107	-	(4,107)	14,228	-	(14,228)	-
Books & Supplies							
Software	13,346	-	(13,346)	13,346	-	(13,346)	-
Office Expense	-	-	-	-	-	-	16,320
Business Meals	302	-	(302)	302	-	(302)	-
Noncapitalized Equipment	-	-	-	8,243	-	(8,243)	-
Total Books & Supplies	13,648	-	(13,648)	21,891	-	(21,891)	16,320
Operations & Housekeeping							
Auto and Travel	-	-	-	23	-	(23)	-
Total Operations & Housekeeping	-	-	-	23	-	(23)	-
Professional/Consulting Services							
Audit & Taxes	-	2,667	2,667	-	8,000	8,000	8,000
Legal	-	2,500	2,500	-	15,000	15,000	30,000
General Consulting	2,400	-	(2,400)	7,413	-	(7,413)	-
Bank Charges	-	34	34	-	136	136	340
Public Relations/Recruitment	7,055	-	(7,055)	13,895	-	(13,895)	-
Total Professional/Consulting Services	9,455	5,201	(4,254)	21,308	23,136	1,829	38,340
Interest							
Interest Expense	773	-	(773)	4,640	-	(4,640)	-
Total Interest	773	-	(773)	4,640	-	(4,640)	-
<b>Total Expenses</b>	<b>46,774</b>	<b>5,201</b>	<b>(41,573)</b>	<b>131,470</b>	<b>23,136</b>	<b>(108,334)</b>	<b>54,660</b>
<b>Change in Net Assets</b>	<b>(46,774)</b>	<b>(5,201)</b>	<b>(41,573)</b>	<b>275,734</b>	<b>(23,136)</b>	<b>298,870</b>	<b>(54,660)</b>
Net Assets, Beginning of Period	219,734			(102,773)			
<b>Net Assets, End of Period</b>	<b>\$ 172,960</b>			<b>\$ 172,960</b>			





## COMPREHENSIVE SCHOOL SAFETY PLAN – EXECUTIVE SUMMARY

<b>SCHOOL</b>	
<b>SCHOOL YEAR</b>	
<b>PRINCIPAL</b>	

In compliance with State law and Board policy, stake-holders at our school engaged in a systematic planning process for the purpose of reviewing and updating our comprehensive school safety plan. This process included gathering and analyzing crime and safety data in order to develop reasonable safety goals relevant to the needs and resources of our campus. This Executive Summary details the two data-driven safety goals that resulted from our planning process. The entire plan can be viewed by making an appointment with the Principal.

### **GOAL - 1**

### **GOAL - 2**

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#### **FOR ADMINISTRATIVE USE ONLY**

Procedure for Comprehensive Safe School Plans	
Plan adopted on	
Plan approved on	

# COMPREHENSIVE SCHOOL SAFETY PLAN

## ABOUT THIS TEMPLATE “Safety” is a Process!

### The Law

California Ed Codes 32280-32289.5, require every school in a district with more than 2501 average daily attendance to develop and maintain plans designed to address campus risks. The law also requires designated stakeholders at each school, along with local law enforcement, fire department, and other first responder agencies, to annually engage in a systematic planning process for the purpose of developing strategies to prevent and respond potential incidents involving crimes and violence on campus.

**Ed Code 32280**  
***A “safety plan” means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.***

### The Template

This template was created by the Campus Safety Group on behalf of the Los Angeles County Office of Education, the California Department of Education, and the California Department of Justice.

### Planning Due Dates

There are two mandatory due dates in Education Code:

- March 1 - The School must have “adopted” their school safety plan by March 1, and have forwarded it to the District for “approval.”
- October 15 – The District must approve the school’s plan by October 15. The District is required to report to CDE any individual schools that do not have approved plans by October 15. Non-compliance must be indicated on that schools’ SARC.

### Planning Timeline

Schools should create a timeline to ensure compliance with the March 1, adoption date. An example of a compliance timeline:

- September/October
  - Step 1 - Identify Collaborative Comprehensive Safe School Planning Committee.
  - Step 2 - Create a vision of school as a safe place to learn.
  - Step 3 - Gather and assess school related crime and safety data.
- November/December
  - Step 4 – Identify data driven areas for desired change.
  - Step 5 – Select and implement strategies for safe and orderly environment.
- January/February
  - Step 6 – Share and then adopt the plan. Forward the adopted plan to the District.
- March/June
  - Step 7 – Implement the plan by achieving your data driven safety goals.

## COMPREHENSIVE SCHOOL SAFETY PLAN

School Name	
Principal	
School year Plan is for the upcoming school year	

Our school engaged in the systematic planning process recommended in the law:

- Step One** We Identified our safety committee
- Step Two** We created a vision of a school as a safe place to learn.
- Our Mission Statement and existing safety practices.
- Step Three** We gathered and assessed school related crime and safety data.
- Specific data known to have an impact on campus safety.
- Step Four** We Identified areas of desired change.
- Data driven analysis towards improvement.
- Step Five** We developed strategies to maintain a safe and orderly environment.
- Two data driven safety goals that are meaningful to our unique campus circumstances and achievable through existing resources.
- Step Six** We shared and adopted the plan.
- A public meeting was held with invitations extended to campus and community stakeholders.
- Step Seven** We will continue to evaluate and revise the plan
- Stakeholders at our school will continue to monitor progress towards achieving our goals and revise strategies as necessary.

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Step 1 – Identify the committee

Ed Codes 32280 & 32281 “In cooperation with local law enforcement, fire department, and other first responder agencies.” “The schoolsite council...shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.”

Name		Agency
Local Law Enforcement		
Local Fire Department		
American Red Cross contact, (if any)		
Schoolsite Council / Safety Planning Committee Members		
Name	Title	
	Principal	
	Certificated	
	Classified	
	Parent	
	Student (If applicable)	
	Medical Team Leader	
	S&R Team Leader	
	Reunification Team Leader	



# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Three – Gather & assess school crime and safety data

### **3.1 - Safety Policies and Procedures**

Ed Code 32282 establishes a list of required and recommended safety policies and procedures that must be included in the safety planning process. Check “included” indicating that you have attached a current PDF version of applicable policies and procedures to this plan. Remember, you can include other safety practices in your planning process that may not be mentioned in the law.

Required Safety Policies/Procedures	
Policy/Procedure	Included
Child Abuse Reporting	
Disaster Response Procedures	
Suspension & Expulsion Policies	
Procedure to notify teachers of dangerous pupils	
Anti-Discrimination/Harassment Policy	
Anti-Bullying Policy	
School Dress Code re “anti-gang” apparel	
Procedure for safe ingress/egress	
Rules for school discipline	
Lockdown procedure	
Tactical response procedure	
Other Safety Policies/Procedures	
Haz-Mat with ¼ mile of campus	
Building evacuation plan	
Campus evacuation plan	
Bomb threat	
Visitors on campus	
Anti-sex abuse/trafficking procedures	
Guidelines for mental health and law enforcement contacts at school	
Procedures to address the mental health of students who have witnessed a violent act on campus, going to or headed from school, or at any other school related event.	

# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Two – Our schools vision of a safe place to learn

### School Mission Statement

#### **About our school, a safe place to learn**

A brief description of our school's existing safety related programs, drills, staff, and partnership etc.

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.2 – Step Three Task Log.

Red numbers indicate the task is for the principal or designee.

Form#	Primary Person Tasked
3.3 Crime assessment	
3.4 Tactical response	Plan Handled at District Level Lock-Down & evacuation procedure are school's responses
3.5 Lockdown procedure	
3.6 Disaster plan, incident commander	
3.7 Disaster plan, general	
3.8 Disaster plan, medical team	
3.9 Disaster plan, search & rescue	
3.10 Disaster plan, reunification	
3.11 Anti-Bullying	
3.12 Expulsion/Suspension/Discipline	
3.13 Notify teachers of dangerous pupils	
3.14 Pesticide & harmful materials plan	
3.15 Visitors on campus	
3.16 Safe ingress/egress	
3.17 Anti-Harassment procedure	
3.18 Dress code, gang related apparel	
3.19 Child abuse reporting procedures	
3.20 Existing resources	

## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.3 – Assessment of Campus Crime

This assessment to be completed by the school principal or designee.

<b>Assessment performed by</b>	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the school is aware of criminal behavior or dangerous trends occurring on campus or at school related functions. Consult with local law enforcement to be certain all relevant information is gathered.

Number of crimes reported on campus or at school related events. These numbers are from the previous school year and will come from your local law enforcement agency as well as crimes that might not have been reported to the police such as significant vandalism or reported thefts. Internal data sources include work orders and insurance claims.

Type of crime  
Avoid using code sections. For example, enter vandalism instead of 594 PC.

Type	Number	Type	Number

**Assets/Suggested action plan(s)**  
A brief statement to highlight assets and/or area of desired change.

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# COMPREHENSIVE SCHOOL SAFETY PLAN

## 3.4 – Tactical Response Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure that the campus has a “Tactical Response Plan” for dangerous criminal incidents occurring on campus, including incidents involving firearms, and that those plans support first responder efforts.

<b>Does your local law enforcement agency have a “tactical response” plan for your school?</b> Most modern first responder agencies do have tactical response plans in place for schools within their jurisdiction. If you do not know, it is your job to make sure.	
<b>Does your school have a plan for responding to dangerous criminal events on campus, including events involving firearms?</b> Generally, such plans involve preparing for, initiating, maintaining, ending, and recovering from a lock-down or rapid evacuation. If you do not have this plan, skip the next question and add “Develop a Tactical Response Plan” as a suggested action plan.	
<b>Is your school plan coordinated with the law enforcement plan?</b> The purpose of this assessment is to facilitate continual communications between the school and local first responder agencies. DON'T accept a District level “we’re working with local law enforcement” statement. It’s your job insure the school’s efforts are coordinated with responder efforts.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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# COMPREHENSIVE SCHOOL SAFETY PLAN

## 3.5 – Lockdown Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the school is taking all reasonable steps to be prepared for a lock-down scenario.

<b>Does the school have a lockdown procedure?</b> If no, add create procedure as a suggested action plan. If yes, review the procedure and proceed to the next questions.	
<b>Does the procedure include redundant announcements?</b> Redundant announcements refer to multiple ways of signaling a lockdown, such as bells, PA systems, flashing lights and any other means of campus mass communications. If the answer is no, suggest adding redundant announcements as an action plan.	
<b>Does the procedure include documentation and reviews of the drills?</b> Dates/times of drills must be documented. A drill review would include information from staff visitors, and when age-appropriate, from students and include information related on how effective the drill was. If the answer is no, suggest adding an after-drill review.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.6 - Disaster Plan – Incident Commander

This form to be completed by the school principal or designated Incident Commander

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the Campus Incident Commander (IC) has the requisite training and supplies to manage the school during a disaster or other unusual occurrence requiring an Incident Command Post.

<b>Do the IC &amp; alternate IC have NIMS/SIMS training?</b> This includes ICS 100 & NIMS 700. <a href="#">You can check training requirements here.</a> If no, add training as a suggested action plan.	
<b>Is there a list of IC forms &amp; supplies?</b> If no, add creating a list as a suggested action plan.	
<b>Are all required forms &amp; supplies in place and serviceable?</b> If no, add updating forms & supplies to suggested action plans.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.7 - Disaster Plan – General

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the school is taking all reasonable steps to be prepared for a disaster.

<b>Is there an earthquake procedure in compliance with state law?</b> <a href="#">(See Ed Code 32282 B(i)-(IV)(ii))</a> If no, add create procedures as a suggested action plan.	
<b>Is there a map of the school showing the location of gas and water meters?</b> If no, add create maps as a suggested action plan. If yes, when was it last updated?	
<b>Is there a list of classroom disaster supplies?</b> If no, add "create a list of classroom disaster supplies" as a suggested action plan. If yes, answer the next questions.	
<b>Are classroom supplies in place and serviceable?</b> If no, add updating supplies as a suggested action plan.	
<b>Is there a procedure to routinely check for non-structural dangers?</b> Non-structural dangers include, but are not limited to, heavy objects in high places, untethered bookcases/shelving, and other situations presenting otherwise avoidable injuries.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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# COMPREHENSIVE SCHOOL SAFETY PLAN

## 3.8 - Disaster Plan – Medical Team

This form should be completed by the school Medical Unit Leader. If no such position exists, consider the school nurse or other person who would be assigned to the Medical Unit in a disaster.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

The purpose of this assessment to assure the campus medical team is prepared for a disaster.

<b>Is there a written procedure for the campus medical team?</b> If no, add "prepare written medical team procedure as suggested action plan. If yes, go to the next question.	
<b>Are there training requirements in the procedure?</b> If no, add training requirements to the suggested action plans. If yes, go to the next question	
<b>Are medical team members trained to the procedure?</b> If no, add training to suggested action plans.	
<b>Is there a list of medical team forms and supplies?</b> If no, add create a list of medical team forms and supplies as a suggested action plan. If yes, go to the next question.	
<b>Are all forms and supplies in place and serviceable?</b> If no, add obtaining required forms and supplies as a suggested action plan.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.9 – Disaster Plan – Search and Rescue

This form should be completed by the school Search & Rescue Team Leader. If no such position exists, consider a person who would be assigned to the Search & Rescue Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the Campus Search & Rescue Team (S&R) has the requisite training and supplies to manage the school during a disaster.

<b>Are there written procedures for the S&amp;R unit?</b> If no, add, "Create Search & Rescue procedures" as a suggested action plan. If yes, answer the next question.	
<b>Are there training recommendations?</b> If no, add creating training recommendations to the suggested action plans. If yes, answer the next question.	
<b>Are S&amp;R team members trained?</b> If no, add obtain training to the suggested action plans.	
<b>Is there a list of S&amp;R forms &amp; supplies?</b> If no, add creating a list to the suggested action plans. If yes, answer the next questions.	
<b>Are forms and supplies in place and serviceable?</b> If no, add search & rescue supplies to the suggested action plans.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.10 – Disaster Plan – Reunification Team

This form should be completed by the school Reunification Team Leader. If no such position exists, consider a person who would be assigned to the Reunification Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

The purpose of this assessment to assure the Reunification Team has the requisite training and supplies to manage the school during a disaster or other unusual occurrence.

<b>Is there a procedure for reunification?</b> If no, add, "Create reunification procedures" as a suggested action plan. If yes, answer the next question.	
<b>Is there a list of reunification forms &amp; supplies?</b> If no, add creating a list to the suggested action plans. If yes, answer the next question.	
<b>Are all forms &amp; supplies in place and serviceable?</b> If no, add reunification supplies to the suggested action plans.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.11 – Anti-Bullying Procedure

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

The purpose of this assessment is to assure all staff have met minimum training requirements and to look for trends. Prior to this assessment, review school and school district policy on bullying. Also, when was the last time the school/school district performed a bullying survey? Is it time for a new one?

<b>Is staff sufficiently trained in recognizing/responding to bullying?</b> If "no," suggest training as an action plan.	
<b>Compare the numbers for the previous three years of bullying reports.</b>	
<b>Is there an identified trend in bullying reports?</b> Identify trends and consider action plans designed to promote what is working or where improvements can be made.	

#### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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**COMPREHENSIVE SCHOOL SAFETY PLAN**

**3.12 –Procedures for Expulsion, Suspension, and School Discipline**

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

<b>Review the numbers/reasons for the previous two years of expulsions.</b>
<b>Review the numbers/reasons for the previous two years of suspensions.</b>
<b>Review the numbers/reasons for the previous two years of disciplinary office referrals.</b>
<b>Do any of these comparisons suggest a trend?</b> If so, assess what you are doing well or what the challenges are and consider an action plan(s) to promote what working or address the challenges.

**Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **Section 3.13 – Procedure to Notify Teachers of Dangerous Students**

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

State law requires certain teachers to be notified of students who have been arrested for, or through routine school processes believed to have committed specific violent crimes. This assessment is to assure you are complying with that law. Review the law here. ([Link to law](#))

<b>Is your school compliant with the law?</b>	
If these notifications are not happening it is likely that the “fix” needs to come from a level above the school. If you are not making these notifications you should be specific that the District office has been made aware of the matter.	

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.14 – Procedures for Pesticide or Other Harmful Material Spill

All related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the school aware of, and taking all reasonable steps to be prepared for, a Hazardous Materials (HAZMAT) incident.

<b>Is there a potential pesticide or harmful material concern within ¼ mile of the school?</b> This information should be provided by the local fire department. Response procedures generally follow evacuation plans or shelter in place plans.	
<b>Does the school have a shelter in place procedure?</b> Shelter-in-place is similar to, but different to a lockdown. <a href="#">You can read about shelter in place here.</a> If you do not have a shelter-in-place procedure, include creating one as a suggested action plan item. If you do have a procedure, answer the following questions.	
<b>Are staff aware of shelter in place and evacuation plans?</b> This requires a simple survey of staff asking if they are aware of the plan?	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.15 – Procedures for Visitors on Campus

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment. This can be a group project.	

<b>Are there written guidelines for visitors on campus?</b> If no, add "prepare written guidelines for visitors on campus" to action plans.	
<b>Is there sufficient signage guiding visitors?</b> Best practice is to have multilingual signs directing visitors to check in location(s). Additionally, signage should be clear that failing to check in could result in law enforcement being called.	
<b>Are staff and students (age appropriate) trained how to report unidentified visitors on campus?</b> Best practice is to establish a "culture of compliance" related to visitors. Staff and students should instinctively know how to direct or report unidentified visitors	
<b>Conduct a survey</b> Pick a random week and survey the campus to determine if any visitors are on campus that did not follow the procedure. You can use other safety committee members to assist you.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.16 – Plan for Safe Ingress and Egress

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment. This can be a group project.	

An ingress/egress plan is generally a map of the school, created in cooperation with law enforcement, fire department, and neighbors, designating “routine” arrival and departure points as well as emergency departure paths (showing both building evacuation paths, campus evacuation paths, as well as assembly areas.) Although it is not always possible, the ideal arrival plan limits points of access to only those areas that can be monitored by staff and/or cameras that are monitored by staff. An emergency egress plan must take into consideration how locked gates might be opened during an emergency.

<b>Does the school have a written ingress/egress plan?</b> If no, add “Create ingress/egress plan” to the suggested action plans.	
<b>Does the school have a plan to assure exterior gates and doors are locked during school hours?</b> The plan should go beyond requiring gates doors to be locked to include some sort of daily check.	
<b>Is there a plan to assure designated gates can be unlocked to facilitate emergency egress?</b> Check for redundancy in opening locked gates. What if the primary “key holder” was not available?	
<b>Is there sufficient signage directing visitors?</b> If no, add “consider exterior/interior signage” to suggested action plans.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.17 Anti-Harassment Procedure

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

<b>Are all staff members trained as required in policy?</b> A "no" answer requires a suggested action plan that all staff meet training requirements.	
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### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.18 – Dress Code – “Gang Related Apparel”

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

#### **Review the current policy, specific to “gang related apparel.”**

If the policy does not address gang related apparel, disregard this assessment. If it does, continue.

#### **Conduct a survey**

Pick random times during a week and walk the campus specifically looking for violations of this policy. You can ask other safety team members to assist you with this survey.

#### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or area of desired change.

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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.19 – Child Abuse Reporting Procedure

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>

Review your policy, specific to mandatory training.

<b>Are all staff members current in required training?</b> This information should be available through Human Resources. If “no” add an action plan to have all staff current on this training.	

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Four – Assets/Suggested Action Plans

3.3 Crime On Campus <b>Physical</b> <b>Social</b>	
3.4 Tactical Response <b>Physical</b>	
3.5 Lockdown <b>Physical</b>	
3.6 Disaster Incident Commander <b>Physical</b>	
3.7 Disaster General <b>Physical</b>	
3.8 Disaster Medical <b>Physical</b>	

## COMPREHENSIVE SCHOOL SAFETY PLAN

3.9 Disaster S&R <b>Physical</b>	
3.10 Disaster Reunify <b>Physical</b>	
3.11 Anti Bullying <b>Social</b>	
3.12 Expulsion Susp Discipline <b>Social</b>	
3.13 Notify of Dangerous Pupils <b>Social</b>	
3.14 Pesticide Harmful Material <b>Physical</b>	

## COMPREHENSIVE SCHOOL SAFETY PLAN

3.15 Visitors on Campus  <b>Social</b>	
3.16 Safe ingress Egress  <b>Physical</b>	
3.17 Anti Harassment  <b>Social</b>	
3.18 Gang Apparel  <b>Social</b>	
3.19 Child Abuse Reporting  <b>Social</b>	
3.20 Existing Resources  <b>Physical</b> <b>Social</b>	



# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Five - Select and implement strategies for a safe and orderly environment.

Prioritizing the information gathered in Step Four, our team has developed the following goals designed to enhance our efforts at maintaining a safe and orderly environment

### **Section 5.1 - Component 1 Goal - "People."**

#### **The social climate, people and programs.**

Ed Code 32281(b)(1) "Relevant to the needs and resources of that particular school."

This goal pertains to the school's social climate, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

### **Section 5.1.1 - Action Plans for "People" Goal**

Task	Person	Due Date

# COMPREHENSIVE SCHOOL SAFETY PLAN

## **Section 5.2 - Component 2 Goal - "Place."**

### **The physical environment.**

Ed Code 32281(b)(1) "Relevant to the needs and resources of that particular school."

This goal pertains to the physical school grounds, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

### **Section 5.2.1 Action Plans for "Place" Goal**

Task	Person	Due Date

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Step Six – Share & adopt the plan

#### Section 6.1 - Public Meeting

Ed Code 32288 (2) (b) (1) - Before adopting its comprehensive school safety plan, the schoolsite council or school safety planning committee shall hold a public meeting at the schoolsite in order to allow members of the public the opportunity to express an opinion about the school safety plan.

<b>On the indicated date, we shared our plan at a public meeting.</b> The notice of the meeting as well as a list of required invitees is attached to this plan.	Date
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#### Section 6.2 - Adoption of School Safety Plan

Ed Code 32286(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter.

<b>On the indicated date our Committee met and voted to adopt our school safety plan.</b> The minutes from this meeting are attached to this plan. The plan was then forwarded to the District Officer for approval.	Date
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### Step Seven – Revise and evaluate

This plan represents a continual safety process. Stakeholders at our school will continue to evaluate the progress and impact of the listed goals while, at the same time, starting the systematic planning process over again at the beginning of the next school year.

**Safety is a process!!**



**Course Description:**

**Digital Literacy & CyberSecurity:** The course will provide students with the skills to find, evaluate, utilize, share, and create content using information technologies and the Internet. Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. This course also provides an introduction to the various elements of CyberSecurity. Students gain foundational insight into the methods of cyber-attacks, methods of hacking, and the consequences of cyber-breaches.

**DRAFT**

Unit 1 (Weeks 1 - 2)	Unit 2 (Weeks 3-5)	Unit 3 (Weeks 6-8)	Unit 4 (Weeks 9-12)
Objectives:	Objectives:	Objectives:	Objectives:
Essential Question(s):	Essential Question(s):	Essential Question(s):	Essential Question(s):
Performance Task:	Performance Task:	Performance Task:	Performance Task:

Resources:

- <https://www.commonsense.org/education/digital-citizenship>
- <https://www.iste.org/standards/iste-standards-for-students>
- <https://codehs.com/>

Digital Literacy	CyberSecurity
Objectives: (“I can...”) 1a. inventory my media choices and evaluate how those choices make me feel.  1b. brainstorm/identify personal strategies for balancing media	Objectives: (“I can...”) 1a. Define Cybersecurity.  1b. Articulate the need for cybersecurity.



use.

1c. Create personal guidelines for promoting healthy media balance.

2a. Explain why information about me and my behaviors is valuable to companies.

2b. Analyze how certain types of data are used by companies.

2c. Use three strategies to limit individual data collection by companies.

3a. Define the term "digital footprint" and explain how it can affect my online privacy.

3b. Analyze how different parts of my digital footprint can lead others to draw conclusions -- both positive and negative -- about who I am.

3c. Use the Take a Stand thinking routine to examine a dilemma about digital footprints.

4a. Identify the role of social media in my life.

4b. Reflect on the positive and negative effects social media use has on my relationships.

1c. Describe and apply the CIA triad (confidentiality, integrity, availability).

2a. Differentiate between cryptography, cryptology, and cryptanalysis.

2b. Explain why encryption is necessary.

2c. Describe classic encryption techniques.

3a. Explain the structure and design of the internet and network.

3b. Explain how the structure and design of the internet affects the reliability of network communication, the security of data, and personal privacy.



4c. Recognize "red flag feelings" when using social media and use the Feelings & Options thinking routine to consider ways to handle them.

5a. Consider the different perspectives of those involved in a cyberbullying incident.

5b. Identify ways to be an upstander to someone being bullied.

5c. Problem-solve potential challenges to responding to cyberbullying.

6a. Define the terms "copyright," "public domain," and "fair use."

6b. Identify the purpose of the Four Factors of Fair Use.

6c. Apply fair use to real-world examples, making a case for or against.



<p>Essential Questions:</p> <ol style="list-style-type: none"><li>1. What is your strategy for finding media balance?</li><li>2. How do companies collect and use data about you?</li><li>3. How might our digital footprints shape our future?</li><li>4. How does social media affect our relationships?</li><li>5. How can you respond when cyberbullying occurs?</li><li>6. What rights to fair use do you have as a creator?</li></ol>	<p>Essential Questions</p> <ol style="list-style-type: none"><li>1. Why is the demand for CyberSecurity continuing to increase?</li><li>2. What are the advantages and disadvantages of the common techniques used to provide CyberSecurity?</li><li>3. How do the structures and designs of the internet make data susceptible to cyber-attacks?</li></ol>



## EXECUTIVE ASSISTANT To the CAO

Allegiance STEAM Academy Thrive, a Harbor of Innovation and Accountability

We have an amazing and unique employee culture and strive to hire the best. We value integrity, excellence, respect, inclusion, and collaboration. What is special about ASA is how we live the Wolves' Ways:

- Trust Your Instincts: *Assume positive intent of one another*
  - Keep Your Den Clean: *Attract and retain highly effective people*
  - Stay on Track: *Encourage alignment of independent decision-making with school-wide goals*
  - Howl with Your Friends: *Share information openly, broadly, and deliberately*
  - Be a Leader: *Remain extraordinarily candid with each other*
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Under the supervision of the Chief Academic Officer (CAO), the Executive Assistant to the CAO will be responsible for secretarial and administrative related functions to support the Academic team. The Executive Assistant of the CAO functions at a high level, is detail-oriented, and possesses excellent organizational and communication skills. The Executive Assistant of the CAO disseminates information and communicates with stakeholders as requested by the district team in a variety of formats. They will handle correspondence, answer phone calls, and schedule appointments. The Executive Assistant of the CAO deals with incidents of varying nature and degrees related to school operations in accordance with established policies, procedures, and statutory guidelines. They will maintain confidentiality and respond to internal and external customers in a timely, accurate, and courteous manner.

### **Primary responsibilities include, but are not limited to:**

- Maintains a growth mindset, engaging people and tasks with a willingness to learn, listen, reflect, share, and change;
- Assist the CAO in general administrative operations; scheduling, coordinating, and other clerical functions;
- Maintain a schedule of appointments for the Chief Academic Officer and makes arrangements for conferences, interviews, and meetings;
- Support the organization and collection of student program compliance data.
- Compile operational statistics, including but not limited to student programs operations and outcomes, and gather such other data;
- Obtain, gather, and organize pertinent data as needed and transpose it to a usable format;
- Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed;
- Accumulate and disseminate information about new developments in education and pertaining to the programs and activities of the school district as directed by the CAO;
- Collaborate with Business Office on ordering of curriculum and supplies for educational programs;
- Collaborate with Business Office on MediCal reimbursement program;
- Support the maintenance and management of student records and information systems;
- Prepare and review reports requested by the CAO and or administration;



- Report regularly any developments or problems within the district that require the attention or action of the CAO;
- Receive, process, date stamp, and distribute all incoming mail for the Academic Office;
- Assist incoming callers and visitors by responding to questions, inquiries, and requests for information and services;
- Maintain strict confidentiality, professional office standards, and conduct;
- Assist in the promotion of positive community relations through effective email, phone, and in person communications with parents/community members, teachers, administrators, and other district personnel;
- Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions;
- Perform other duties as assigned or needed in order to assist other departments reporting to the Chief Academic Officer.

**Qualifications:**

- Minimum Associate's Degree with two or more years of related experience
- Bachelor's Degree preferred
- Minimum of two years previous experience and training that includes secretarial or clerical work in a professional environment
- Excellent written and oral communication skills
- Excellent organizational skills
- Understanding and following oral and written directions at a level required for successful job performance;
- Must enjoy a positive and interactive relationship with staff.

**To be employed by ASA THRIVE the following conditions must be met:**

- All employees must fulfill California Education Code § 44237, which requires fingerprints to be obtained from each new employee in order to obtain a criminal record summary prior to commencing employment from the Department of Justice. The employee is responsible to pay for the fingerprinting costs;
- All employees who are mandated reporters, as defined by Penal Code 11165.7, are to report known or suspected instances of child abuse or neglect. Prior to employment, each employee shall sign a statement, on a form provided to him/her by Allegiance STEAM Academy, to the effect that he/she has knowledge of the statutory requirement that if he/she observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect, he/she shall immediately report this to Child Protective Services. The CEO shall ensure that the provisions of this policy are carried out in accordance with the law;
- All employees must complete the "I-9" form to verify that they have the legal right to work in the United States;
- All employees must have a social security card; and
- All employees and volunteers must provide the results of a T.B. test as required by current state law and renew their T.B. verification every four years.



## EXECUTIVE ASSISTANT To the CEO

Allegiance STEAM Academy Thrive, a Harbor of Innovation and Accountability

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Under the direct supervision of the CEO, the Executive Assistant will be responsible for secretarial and administrative related functions to support the CEO and COO. The Executive Assistant functions at a high level, is detail-oriented, and possesses excellent organizational and communication skills. The Executive Assistant disseminates information and communicates with stakeholders as requested by the district team in a variety of formats. They will handle correspondence, answer phone calls, and schedule appointments. The Executive Assistant deals with incidents of varying nature and degrees related to school operations in accordance with established policies, procedures, and statutory guidelines. They will maintain confidentiality and respond to internal and external customers in a timely, accurate, and courteous manner.

### **Primary responsibilities include, but are not limited to:**

- Maintains a growth mindset, engaging people and tasks with a willingness to learn, listen, reflect, share, and change;
- Serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, and other procedural requirements are followed.
- Performs secretarial duties including processing of correspondence for the CEO and COO.
- Answers department questions, via incoming telephone calls or in person; providing information and assistance; screening calls for the CEO and COO; and relaying messages or directing calls to appropriate personnel.
- Schedules appointments for the CEO and COO and maintaining calendars; registering participants for conferences and workshops and arranging travel accommodations.
- Establishes and maintains department filing systems (electronic and hard copy).
- Greets staff, students, parents, and visitors, as well as providing assistance and answering questions.
- Preparation of Board agenda, including gathering of supporting documentation to complete Board packet for required posting and dissemination. Responsible for Board Meeting minutes.
- Staff event and activity planning & attendance; ordering of staff and/or marketing materials.
- Sorts and distributes incoming mail; prepares outgoing mail.
- Supervises students sent to administrative offices in accordance with established policies and procedures.
- Operates a computer to enter, retrieve, review, or modify data, as needed; utilizes computer software to create spreadsheets; manages databases; prepares presentations, reports, and documents as requested.

- Schedules meetings and interviews, both in person and video conference using digital technology.
- Responsible for keeping up to date on current technology, as job appropriate.
- Responsible for timely and accurate information as part of their job responsibilities.
- Performs other related duties as required.

**Qualifications:**

- Associate's Degree or three years of related experience
- Bachelor's Degree preferred
- Experience and training that includes secretarial or clerical work in a professional environment
- Excellent written and oral communication skills
- Excellent organizational skills
- Understanding and following oral and written directions at a level required for successful job performance;
- Must enjoy a positive and interactive relationship with staff.

**To be employed by ASA THRIVE the following conditions must be met:**

- All employees must fulfill California Education Code § 44237, which requires fingerprints to be obtained from each new employee in order to obtain a criminal record summary prior to commencing employment from the Department of Justice. The employee is responsible to pay for the fingerprinting costs;
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